

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

DIRECTOR OF STRATEGY AND
RESOURCES
Paul Dodson

15 November 2023

Dear Councillor

You are summoned to attend the meeting of the;

STRATEGY AND RESOURCES COMMITTEE

on **THURSDAY 23 NOVEMBER 2023 at 7.00 pm**

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

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To register your request to speak / attend in person please complete a [Public Access form](#) (to be submitted by 12noon on the working day before the Committee meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully



Director of Strategy and Resources

COMMITTEE MEMBERSHIP:

| | |
|------------------|--|
| CHAIRPERSON | Councillor M F L Durham, CC |
| VICE-CHAIRPERSON | Councillor A Fittock |
| COUNCILLORS | D O Bown J Driver A S Fluker K Jennings A M Lay R H Siddall W Stamp, CC M E Thompson S White |





AGENDA STRATEGY AND RESOURCES COMMITTEE

THURSDAY 23 NOVEMBER 2023

1. **Chairperson's Notices**

2. **Apologies for Absence**

3. **Minutes of the Last meeting** (Pages 5 - 10)

To consider the Minutes of the Strategy and Resources Committee held on 9 November 2023 (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

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

5. **Public Participation**

To receive the views of members of the public, 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. **Communications, Marketing and Engagement Plan** (Pages 11 - 30)

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

7. **Supplementary Estimates, Virements, Procurement Exemptions and Use of Reserves: Quarter Two: 1 July - 30 September 2023** (Pages 31 - 34)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

8. **Budgetary Control as at 30 September 2023** (Pages 35 - 46)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

9. **Medium-Term Financial Strategy Update 2024 / 25 to 2026 / 27** (Pages 47 - 54)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

10. **Fees and Charges Schedule 2024 / 25** (Pages 55 - 76)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

11. **Capital Bids 2024 / 25** (Pages 77 - 108)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

12. **Any other items of business that the Chairperson of the Committee decides are urgent**

13. **Exclusion of the Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

14. **Cemetery Service Review** (Pages 109 - 120)

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

15. **Events Strategy 2023 Update** (Pages 121 - 130)

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

16. **Income and Savings Proposals 2024 / 25** (Pages 131 - 138)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

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

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

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber.

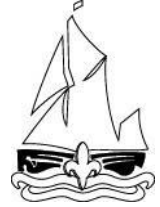
Closed-Circuit Televisions (CCTV)

Meetings held in the Council Chamber are being monitored and recorded by CCTV.

Lift

Please be aware, there is not currently lift access to the Council Chamber.

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**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
9 NOVEMBER 2023**

PRESENT

| | |
|------------------|--|
| Chairperson | Councillor M F L Durham, CC |
| Vice-Chairperson | Councillor A Fittock |
| Councillors | D O Bown, J Driver, A S Fluker, A M Lay, R H Siddall, W Stamp, CC, M E Thompson, S White and N D Spenceley (Substitute for K Jennings) |
| In attendance | Councillor(s) K M H Lagan and P L Spenceley |

1. CHAIRPERSON'S NOTICES

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

2. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

An apology for absence was received from Councillor K Jennings and in accordance with notice duly received Councillor N D Spenceley was attending as a substitute for Councillor Jennings.

3. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 21 September 2023 be received.

Minute No. 269 – Delivery of Section 106 Capital Projects 2024 / 25

Councillor A S Fluker referred to the last paragraph on page 6 of the agenda pack and clarified he was not speaking in respect of all projects, just skateparks and had outlined his reasons for this at the meeting. He asked that this be recorded. The Chairperson advised he recalled that and the Minutes would be amended accordingly.

Councillor Fluker advised that at the time he had responded to the apology given by Councillor R H Siddall, saying it was not sincere and had requested this be recorded in the Minutes, but it was not. He also commented that whilst Councillor Siddall had referred to Members of the Conservative Party, he had also been disingenuous to some individual Members. In response, the Chairperson advised that Minutes were not verbatim, and the Council had the benefit of the recording and video for the meeting, Councillor Fluker's comments had been recorded for prosperity.

Councillor Fluker referred to the resolution of the Committee detailed in the Minutes (which he felt was correct) and differing information which an Officer had referred to outside of the meeting. In response, the Chairperson requested that this point be reviewed on the recording to make sure the resolution was Minuted as agreed by the Committee on the night.

The Chairperson then moved acceptance of the Minutes, subject to the above amendments. This was duly seconded and agreed.

RESOLVED

- (ii) that subject to the above amendments the Minutes of the meeting of the Committee held on 21 September 2023 be confirmed.

4. DISCLOSURE OF INTEREST

There were none.

5. PUBLIC PARTICIPATION

No requests had been received.

6. HALF YEARLY TREASURY MANAGEMENT UPDATE

The Committee considered the report of the Interim Chief Finance Officer setting out the Council's investment activity for the first half of 2023 / 24 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 the Link Group who provide treasury management consultancy and advice services to the Council.
- Investment Activity (April – September 2023).
- Performance – Budgeted income and outturn.
- Outlook for the remainder of 2023 / 24 provided by the Link Group (attached at Appendix 2 to the report).
- Compliance with Prudential Indicators (Appendix 3) and Treasury Management Strategy.

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

In response to a number of questions raised by Members, the Interim Chief Finance Officer advised:

- No investment was 100% secure as they all had an element of risk, however as Section 151 Officer she was satisfied that the Council's approach to investment was in line with the Strategy agreed by the Council as part of its Treasury

Management Strategy. Overall she felt the Council had taken a reasonably risk averse approach to its investments, with the majority being very low risk.

- The Interim Chief Finance Officer advised she would provide Members outside of the meeting with further details regarding the trend and performance of investment in the CCLA (Churches, Charities and Local Authorities) – Lamit Property Fund. She explained the purpose of this fund being for longer term investment, the fund was linked to property values which could fluctuate over time with and in line with the Investment Strategy. It was noted that only a small proportion of Council monies were invested in these types of funds.
- The Council's Investment Strategy would be considered by this Committee in January 2024 and that report would provide details of what the Council invests in. Property funds were in line with the current Strategy.
- It was important to ensure that the Council had adequate liquidity throughout the year and the amount of monies held varied throughout the year due to the receipt of council tax and business rates.
- Members' attention was drawn to table 1 in the report which detailed the categories of investment and gave an indication of the liquidity. The Interim Chief Finance Officer provided Members with detail regarding the investment length of each of the categories set out in the table.

In response to a question regarding recycling bins, the Chairperson advised that this matter had been discussed by the Finance Working Group and its recommendations would be coming forward to the Committee at its meeting on 23 November 2023.

The Leader of the Council, in response to a question regarding whether he was involved in any of the investment delegations, advised that he had no statutory powers and directed Members to raise any questions regarding management of investments when the Investment Strategy was brought forward to the Committee for approval.

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

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

7. RURAL SETTLEMENT LIST 2024 / 25

The Committee considered the report of the Interim Chief Finance Officer seeking Member's approval of the Rural Settlement List (the List) for the financial year 2024 / 25 (attached at Appendix A to the report) to determine and award Rural Rate Relief to eligible businesses.

In response to questions, the Interim Chief Finance Officer advised that the List was reviewed by the Planning Policy Team every year in terms of settlement areas to make sure that they were policy compliant. Although the List was separate from, and would not influence planning decisions, it was noted that the outcome of any planning decision could potentially impact the List in terms of the settlements eligible for rural relief.

Members were advised that if a business was eligible for relief the Council would notify them, although there was an application process that had to be followed. In response to a query over a business not having been notified that they were eligible for 100% relief, the Assistant Director – Service Delivery apologised regarding this individual

case. Councillor A S Fluker referred to Southminster Ward and the number of rural businesses within it. He asked Officers to explore if there was any way the Council could give support to businesses on the marshes that had specific needs.

A number of comments were raised regarding the split of Wards, with particular reference made to Mayland, and some Members questioned if the information presented was correct. In response, the Chairperson advised that the information was correct, in terms of the policy being applied but agreed that further explanation of how the information was determined was required. The Assistant Director – Service Delivery advised that the List had to be agreed by 31 December 2023 but gave Members reassurance that due process and consideration had taken place when reviewing it. She agreed to circulate some general guidance on the areas considered by Planning Policy officers when carrying out the annual review of the List.

Councillor Fluker proposed that the recommendation as set out in the report be agreed and suggested that Members refer to Section 42 of the Local Government Act 1988 or the Assistant Director – Service Delivery for further information. This proposal was duly seconded and agreed.

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

8. WHISTLEBLOWING POLICY

The Committee considered the report of the Director of Strategy and Resources seeking Members' review of the Council's Whistleblowing Policy (the Policy), attached as Appendix 1 to the report.

It was noted that the Policy, once approved, would be due for review every three years, unless legislation changed significantly. The Policy worked alongside the Anti-Fraud and Corruption, Anti-Money Laundering and Bribery Act Policies.

In response to a number of questions, the Director of Strategy and Resources provided the Committee with the following information:

- in the last three years there had been no whistleblowing incidents reported.
- the Annual Governance Statement included a section where any use of the Whistleblowing Policy would be reported.
- through the new Service planning process that had been brought in all Service Heads / Assistant Directors would be identifying policies within their areas, ensuring these were up to date and that the renewal period was clearly outlined.
- the Policy would be promoted to staff through the OneTeam newsletter to remind and highlight it to all Officers for use, should the need arise.
- the Policy did apply to Members and this would be highlighted through the Members' Bulletin and other routes to ensure all were aware of it.

The Chairperson moved the recommendation as set out in the report and this was duly agreed.

RESOLVED that the draft Whistleblowing Policy attached as Appendix 1 to the report be agreed.

9. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRPERSON OF THE COMMITTEE DECIDES ARE URGENT

There were none.

10. EXCLUSION OF THE PUBLIC AND PRESS

Councillor A S Fluker drew Members' attention to Agenda Item 11 – Leisure Contract Update and referred to the huge amount of public interest in the Splash Park. He queried why this report was considered to be of a confidential nature or commercially sensitive and highlighted that reports of this nature normally detailed a reason for this which was not apparent for this report. In response, the Interim Chief Finance Officer advised that the report had been excluded due to the commercial sensitivity of the cost information that was linked to one specific provider and the level of detail in the report was not in public domain.

In response to a question regarding whether the information would be available if requested via the Freedom of Information Act, the Interim Chief Finance Officer explained she would have to consider this outside of the meeting as the information was not owned by the Council.

The Chairperson clarified that the Committee had agreed for Agenda Item 12 – Lease Extension to be considered in private session. Councillor R H Siddall then proposed that the public and press be excluded from the meeting in relation to Agenda Item 11 – Leisure Contract Update. This was duly seconded and agreed.

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

11. LEISURE CONTRACT UPDATE

The Committee considered the report of the Director of Service Delivery updating Members on the Leisure Contract and seeking Members' consideration of matters relating to Splash Park operations.

The report provided background information regarding the operation of the Splash Park and the recent Council decision for Places Leisure to continue to run the Splash Park for the 2023 and 2024 summer seasons.

It was noted that this matter had been raised at a recent meeting of the Performance, Governance and Audit Committee where it was agreed a report would be brought back to this Committee.

In response to questions raised by Members during a lengthy debate, Officers provided further information which included clarification regarding staffing and operation of the Splash Park. The importance of this asset to the Council and the District was reiterated by Members. It was noted that the Leisure Contract Working Group received regular updates in relation to operation of the Splash Park.

Following further discussion, Councillor M E Thompson proposed that the Splash Park be open for the May Bank Holiday, with time allowed for installation of the new pumps and then close as planned. This was duly seconded.

Further debate ensued and Members raised additional queries including details regarding the commissioning / decommissioning of the Splash Park. It was suggested in light of the discussions and comments raised by Members that Officers needed to have further discussions with Places Leisure.

Councillor Thompson then amended her earlier proposal, proposing that the Splash Park be commissioned to run from May Bank Holiday and decommissioned at the end of September. The Chairperson advised that in light of debate, the Commercial Manager would also enter into discussions with Places Leisure, the results of which would be brought back to the January 2024 meeting of this Committee for consideration. This was duly agreed by the Committee.

RESOLVED

- (i) That the Splash Park be commissioned to run from May Bank Holiday and decommissioned at the end of September;
- (ii) That following discussions with Places Leisure a further report will be brought back to the January 2024 meeting of this Committee for consideration.

12. LEASE EXTENSION

The Committee considered the report of the Director of Service Delivery seeking approval for the Council to enter into a 20-year lease for the area outlined in Appendix A to the report.

The report provided detailed background information regarding the requested 20-year lease.

Councillor Mrs M E Thompson proposed that the recommendation as set out in the report be agreed. This was duly seconded.

During the discussion that followed Members raised a number of questions regarding the terms of the proposed Lease, including insurance, sub-letting, break clauses and the annual percentage increase. In response, the Commercial Manager advised that he would review Members' comments, investigate and where appropriate amend the lease.

Councillor A S Fluker proposed that the matter be deferred to the meeting of this Committee on 23 November 2023. This was not seconded.

At this point Councillor Thompson amended her earlier proposition, proposing that approval of the lease extension be deferred to the January 2024 meeting of this Committee to allow Officers to review the matters raised by Members. This was duly agreed.

RESOLVED that the lease extension be **DEFERRED** to the January 2024 meeting of this Committee.

There being no other items of business the Chairperson closed the meeting at 9.54 pm.

M F L DURHAM, CC
CHAIRPERSON



**REPORT of
DIRECTOR OF STRATEGY AND RESOURCES**

**to
STRATEGY AND RESOURCES COMMITTEE
23 NOVEMBER 2023**

COMMUNICATIONS, MARKETING AND ENGAGEMENT PLAN

1. PURPOSE OF THE REPORT

- 1.1 To provide an update on the Communications, Marketing and Engagement Plan (the Plan) which was approved by this Committee on 17 October 2019 (Minute No. 469 refers) and is reviewed every four years.
- 1.2 The Plan (attached as **APPENDIX A**) sets out the key methods of communication, marketing and engagement used by the team and highlights some of the latest activity.
- 1.3 The plan underpins the delivery of the Council's Corporate Plan 2023-2027 and supports a number of key Council strategies including the Commercial Strategy, Climate Action Strategy and a number of key strategic projects across the Council.

2. RECOMMENDATION

That the Communications, Marketing and Engagement Plan (**APPENDIX A**) is approved.

3. SUMMARY OF KEY ISSUES

- 3.1 The Communications, Marketing and Engagement function sits within the Strategy and Resources Directorate and includes the centralisation of our digital marketing and strategic tourism approach.
- 3.2 The Communications, Marketing and Engagement team are skilled and experienced communicators who strive for excellence and have been praised for their work by the Local Government Association (LGA) particularly during Covid, for supporting the Covid Community Guide and more recently for work on the Voter ID campaign at the last election.
- 3.3 The Communications, Marketing and Engagement Plan supports the work of the One Maldon District Partnership and our Climate Action Strategy in addition to supporting and advising on a number of cross-Council corporate projects.
- 3.4 Following the Covid pandemic, much work has been done to market the district and encourage visitors to return and hopefully we will see this substantiated when the Volume and Value Tourism report is released (this will be circulated at the end of November).

- 3.5 The establishment of the Tourism Group (T24) has led to a strong partnership being developed with local industry professionals. The group is chaired by James Burrell-Cook from the Queen Victoria Public House, Maldon and includes Councillors J C Stilts and K Jennings who are nominated by the Council.
- 3.6 The recent Saltmarsh Coast Walking Festival, was one of the first initiatives by the Tourism Group, supported by a group of dedicated volunteers. The festival was a resounding success and discussions are already underway about next year.
- 3.7 We want to ensure that our priorities are shared with our residents, workforce, partners, local businesses and stakeholders and we use a number of established channels to execute this including the local media, targeted groups and sector specific newsletters.
- 3.8 This Plan is a living document and sets out a framework for our communications, marketing and engagement. It will reflect the opportunities which arise, such as new technology or initiatives from Members, colleagues or our partners, which is central to the delivery of all Council services and public engagement.

4. CONCLUSION

- 4.1 The plan forms our Communications, Marketing and Engagement approach and will be continuously updated to reflect new insights, decisions, opportunities and challenges. It underpins the priorities as set out in the Council's Corporate Plan 2023-2027.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

5.1 Supporting our communities

- 5.1.1 This Plan supports the work of our Community team and our partners who provide activities and opportunities to support our residents.

5.2 Enhancing and connecting our place

- 5.2.1 This Plan supports the work of our Place Strategy and related partners both at local and County level.

5.3 Helping the economy to thrive

- 5.3.1 The Plan supports the work of the Prosperity team in communicating to local business and promoting the opportunities which become available and our approach to promote Tourism. It also includes supporting the work of our partners such as North Essex Economic Board.

5.4 Smarter finances

- 5.4.1 This Plan supports our digital approach which in turn helps the Council to provide value for money services. This includes highlighting how the Council spends the money it receives.

5.5 **A greener future**

5.5.1 This Plan supports the 'Our Home, Our Future' Climate Action strategy and related matters.

5.6 **Provide good quality services.**

5.6.1 This Plan supports the promotion of our services to residents.

6. **IMPLICATIONS**

- (i) **Impact on Customers** – It is important to ensure that our internal and external stakeholders have the right perception of the Council and that we communicate in one voice, as one organisation.
- (ii) **Impact on Equalities** – We always consider the most appropriate channel to ensure we are inclusive.
- (iii) **Impact on Risk** – There is risk that we fail to communicate effectively during an emergency crisis, but we endeavour to mitigate this with support from colleagues
- (iv) **Impact on Resources (financial)** – There is a small budget which support the work of the team.
- (v) **Impact on Resources (human)** – The human resources are within existing establishment

Background Papers: None.

Enquiries to: Paul Dodson, Director of Strategy and Resources.

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COMMUNICATIONS, MARKETING AND ENGAGEMENT PLAN



| | |
|---|---|
| Document title | Communications, Marketing and Engagement Plan |
| Summary of purpose | To set out the key methods of communication, marketing and engagement used by the team and highlight some of the latest activity. |
| Prepared by | Russell Dawes |
| | |
| Status | Draft |
| Version number | |
| To be approved by | The Strategy and Resources Committee |
| Approval date | 23 November 2023 |
| | |
| Date of implementation | 23 November 2023 |
| Review frequency | Every four years |
| Next review date | November 2027 |
| Circulation | All staff and Members |
| Published on the Council's website | |

Communications, Marketing and Engagement Plan

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11. Our Performance
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1. Our Vision

'To build trust with our audience through timely and effective communications'



'Where Quality of Life Matters'

maldon.gov.uk/corporateplan



The following Communications, Marketing and Engagement Plan will support and celebrate the outcomes of the Council and underpin the Corporate Plan 2023/2037. The Corporate Plan sets out our vision to *"To be a sustainable council, promoting growth and investment at every opportunity. To support our communities through excellent partnership working and to maintain and improve quality of life"*. Communications, marketing and engagement will be outcome led and will continue to support our channel shift, modernising our digital approach with partners and residents.

Communications should be two-way and are essential in giving information, engaging, consulting, gaining feedback and developing insight from people, residents, employees and visitors, businesses, and other stakeholders. A good standard of communications is the responsibility of everyone involved in the Council's work including, staff, Councillors and partners. This plan sets a framework for our communications, marketing and engagement as communication is central to the delivery of all Council services and public.

We want to ensure that our priorities, objectives, values, and ambitions are shared with our residents, workforce, partners, local businesses and stakeholders.

2. **Purpose**

The purpose of this Communications, Marketing and Engagement plan is to:

- Outline the communications channels the Council uses to ensure that it listens, engages, and promotes the work of the Council, our partners and priority activities in the district.
- Communicate the public offer, highlighting what we do and how we deliver it.
- Enable us to focus our resources effectively and plan-ahead.

Our communications, marketing and engagement will be delivered in line with our six priorities as outlined in our Corporate Plan:

- Supporting our communities
- Enhancing and connecting our place
- Helping the economy to thrive
- Smarter finances
- A greener future
- Provide good quality services

We will do this through:

- Effective engagement to support strong and resilient communities
- Working with communities, businesses, and partners to promote the Maldon district
- Working in partnership to generate coherent messages and maximise reach potential
- Developing marketing campaigns that deliver positive results and measurable outputs
- Taking ownership of marketing and communications workstreams for strategic projects
- Delivering excellent internal communications and offering account management to support colleagues' communications activities
- Making best use of technology to gain audience insights, develop the best ideas, implement strategies, and achieve maximum impact
- Measuring the end-user experience and channel shift journey
- Maintaining high ethical standards of communication in line with the Public Sector Equality Duty and our agreed Equality, Diversity, and Inclusion Policy

'Where Quality of Life Matters'

This plan will help deliver the Council's Corporate Plan by means of:

- Effective marketing and communications to promote the six priorities as set out in the Corporate Plan.
- Communicating the information our residents need to access our services.
- Communicating the impact that our activities have on our public quality of life.
- Influencing the behaviour and attitudes of the public by developing and delivering clear messages.
- Marketing the Council's services and the Maldon district as a whole.

3. **Our Principles**

Whilst each department will communicate to different audiences, a consistent tone of voice across the Council is important to ensure that internal and external stakeholders have the right perception of the Council, and that we communicate in one voice, as one organisation.

The following principles act as a useful framework:

- The work of the Council and the attributes of the Maldon district are promoted.
- Our communications help to drive and embed a transformed Council.
- Staff and Members value our expertise and support as marketing communications professionals.

- We communicate, inform, and celebrate.
- Communications are factual, accurate, reflect the position of the Council and are approved by relevant Senior Managers.
- Communicate to the right audience at the right time and be informative and useful.
- Always consider the appropriate channels to ensure we are fully accessible to all audiences.
- Provide opportunities for feedback and two-way conversations wherever possible.
- All Council projects have a communications workstream identified to receive communications support and resources (and at inception).
- Digital first approach is a priority, when social and electronic channels are the most effective method to use.
- Our activities are ethical and adhere to GDPR and the Code of Recommended Practice on Local Authority Publicity 2011.
- Deliver Communications in line with Civil Contingencies Act 2004

4. **Statutory Compliance**

In relation to this Communications, Marketing and Engagement Plan, there are some statutory duties that the team are responsible for as part of any coordinated communications activity.

The following table sets out some of the key statutory responsibilities:

| Statutory Duties Compliance |
|--|
| <p>Civil Contingencies Act 2004</p> <p>Maldon District Council has a statutory duty as a category 1 responder to provide information to members of the public in times of an emergency and to promote national, regional, or local campaigns to warn and inform.</p> <p>We work closely with the Essex Resilience Forum (ERF), Essex Communications Group (ECG) and support countywide conference calls as appropriate.</p> |
| <p>Election communications</p> <p>The Electoral Commission provides the information which we are required to use to ensure that the electorate is informed of any election.</p> |
| <p>Freedom of Information</p> <p>The Communications, Marketing and Engagement team is responsible for ensuring that all FOI requests placed by the media are managed in the correct manner.</p> |

5. Crisis Communications

The team manages all Crisis Communications on behalf of the Council, guided by our statutory duty under the Civil Contingencies Act to 'Warn and Inform'.

It is the responsibility of the team to use a range of channels, in a timely manner, to ensure that our communities are well informed about any local or national issues.

This is carried out in partnership with the ERF and the ECG, together with national and local partners.

We plan for and respond to any local or national crisis event, examples of this include (but not limited to):

- Flooding and severe weather events
- National emergencies and alerts
- Health incidents
- Transport incidents
- Business continuity
- Mourning protocols

6. Our Brand



The Council has a highly visible brand which is depicted on livery and stationery as a Thames Sailing Barge.

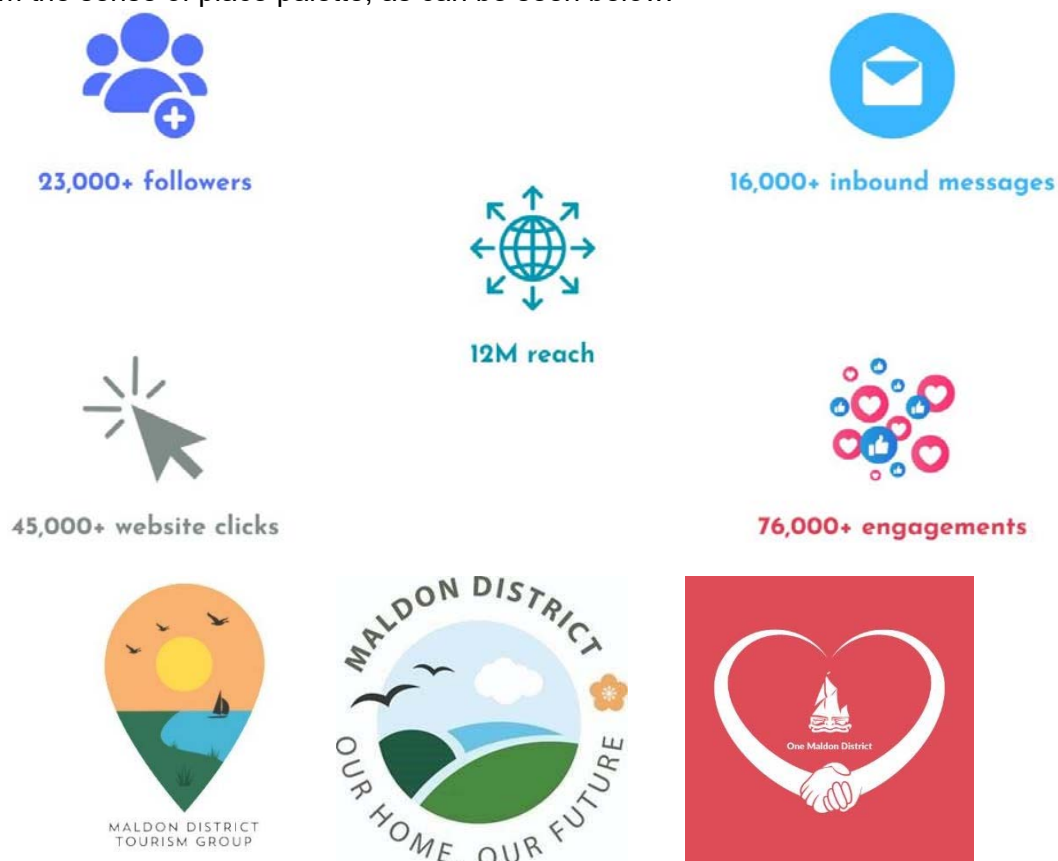
On occasions we temporarily adapt our corporate brand on our social media accounts to support national and local campaigns such as Pride, Black History Month, and other significant national events.

The Council's Style Guidelines sets out where and when our brand should appear in internal and external communications.

In addition to the Council's Corporate brand, the 'Sense of Place' brand is used to promote the Maldon district, specifically the tourism and visitor sector, and local businesses through the Visit Maldon District brand.



This compliments the Council's own brand and is used in line with the Sense of Place guidelines. We also create and support the use of logos which are used to depict our specific partnerships using the colours from the sense of place palette, as can be seen below:



7. Our Current Activity

Social media

Maldon District Council is well represented on social media, with accounts on Facebook, Instagram, and X (formerly Twitter) and these are actively used to communicate information and signpost services for residents, businesses, stakeholders, and partners.

Our social media channels provide a quick and effective method to enable our residents to get a quick answer for straightforward questions, while more complex enquiries are referred to our customers team or a specialist in the subject area.

Our digital and social media communications continue to grow, and we are expanding the use of these channels to help embed our digital first approach and engage with our residents.

Since the COVID-19 pandemic, the Council's digital and social media marketing platforms have become a highly effective method for reaching our audiences with relevant and timely content.

Analysis of our social media platforms shows that over a period from April 2021 to September 2023, our audience totals over 23,000 people, growing from 12,000 people in March 2021.

In the period from April 2021 to September 2023, our social media channels resolved over 16,000 messages from our followers, ranging from service requests, providing feedback, social listening, and signposting to information as required.

Social media activity during this time also accounted for over 45,000 visits to Council-owned websites including www.maldon.gov.uk and www.visitmaldondistrict.co.uk.

Additionally, analysis during this period indicates that our content reached 12 million people, with over 76,000 people engaging with our content.

Figure: Social media statistics for April 2021 to September 2023 period.

With the adoption of the Council's 'Our Home Our Future' climate action strategy, our social media is at the forefront of delivering climate action messaging and initiatives, as well as supporting the work of community climate action groups within the Maldon district.

The communications team actively encourages the sharing of work and news from colleagues across the Council so the public have a better understanding of what staff do on a day-to-day basis and can find out about the positive work being done to improve the Maldon district.

The Communications, Marketing and Engagement team are always looking at new ways to engage with audiences on social media and identifying any opportunities, such as Instagram.

Press Enquiries

Our press office has fostered an excellent working relationship with the local and national media and regularly communicate with them. We endeavour to respond to press enquiries within the timescale set by the media representative, but this is subject to our ability to follow due process to agree a response. Currently, we meet all requests made.

Surveys and Consultations

We support the communication of the annual residents' and business survey to understand how we can ensure that we are meeting the aspirations of our local community. The survey has been running since 2019, with the most recent survey taking place this autumn 2023.

As part of the feedback, we will be publishing regular features on our website as part of a 'You Said, We Did' feature which will demonstrate that the Council is listening and acting, where possible, on the responses we receive.

Internal Engagement

According to the Chartered Institute of Personnel and Development, an engaged workforce is "healthier, happier, more fulfilled or more motivated". In addition, there is a relationship between engaged staff and "customer satisfaction, productivity, innovation, staff retention, efficiency and health and safety".

[\(Employee Engagement & Motivation | Factsheets | CIPD\)](#)

The Communications, Marketing and Engagement team produces a number of staff activities throughout the year that aim to keep MDC staff informed and engaged. We use our One Team brand to emphasise that when we work together, we achieve results.

Our internal communications activities include;

- weekly staff newsletter (One Team)
- weekly Members' bulletin
- live engagement sessions with CLT (CLT Connects)
- recorded videos
- staff surveys
- staff awards (Our Values awards)
- staff showcases
- events

Levels of staff engagement are high.

- Of the 232 staff contacts within the communications newsletter system, 207 are engaged, meaning that they are opening and viewing One Team.
- On average, 91 members of staff attend the CLT Connects engagement sessions live. They are also made available afterwards as recordings and as many as 44 staff have accessed the recording after the session (19 January 2023).
- 64% of staff completed the most recent staff survey (2022). 74% of staff completed the previous survey in 2021.
- 104 staff attended the Corporate Plan Priority Parties and had the opportunity to engage with the new Corporate Plan.



Awareness Campaigns

As well as our own campaign activity we support a number of awareness days and in addition we participate in a wide range of national and local campaigns to support the work of our strategic partners. These include but are not limited to campaigns for UK Public Health, the Cabinet Office, Mid and South Essex Integrated Care Board, Department of Levelling Up, Housing and Communities and Local Government, Essex Police, Fire and Crime Commissioner and Essex Councils. Campaigns such as waste and recycling, rural crime, flu, housing, elections, tourism promotion and many more.

One Maldon District

One Maldon District is a senior level partnership which ensures a joined-up approach to health, well-being, and community safety across the district. It also maximises opportunities to better align organisational resources, including pooling resources where appropriate, in order to reduce duplication and deliver improved outcomes at less cost for the community.

Climate Action

The **'Our Home, Our Future'** Strategy and associated action plan sets out how and when the Council will aim to tackle climate change and engage with all residents to help bring about positive change. The Strategy sets out five pledges which the team support in promoting their delivery.

Websites

The Council's corporate website (www.maldon.gov.uk) is our main corporate channel and is currently part of a website improvement process which is looking at improving the content and making it easier for our residents. In August 2023, a re-designed, clearer and more engaging homepage was deployed and improvements to the content are ongoing. Our Tourism website (www.visitmaldondistrict.co.uk) is our main channel for promoting the district as a year round visitor destination. As well as events, accommodation and places to visit, it provides a wealth of information for visitors and residents alike.

Filming / TV Opportunities

The Maldon district regularly features on screen, whether it be on film or television programmes, and has a growing reputation for being one of the friendliest filming locations in England. This growing reputation is providing a substantial financial benefit to the district's economy from the repeated visits to tv/filming location hire.

The district is seen to be an ideal location for film and tv producers who are looking for a quiet location close to the main transport network with all of the supporting facilities that film/tv producers need. It has already featured in a number of films and our maritime heritage is often showcased in documentaries.

Movies filmed in the district include 'The Mercy' and 'The Woman in Black', and television programmes include 'Britain at Low Tide', 'Tales from the Coast with Robson Green', 'Liar', 'Great Expectations' and 'Britain Afloat'.

The most recent productions of The Third Day for Channel 4 on Osea Island and Essex Serpent for Apple TV filmed in and around the district and other parts of Essex.

The Communications, Marketing and Engagement Team operate a Film service and regularly work with producers and location managers to liaise, suggest, signpost and facilitate all of their requirements.

Tourism Marketing

The Council's tourism marketing activities play a vital role in boosting the local visitor economy through creative and strategic campaigns, supported by a visually appealing web presence, and digital motivation across our social presence.

We recognise the importance of partnership and collaborative working to maximize the impact of campaigns.

We actively engage with a diverse range of local businesses and community groups through the dedicated Tourism Group (T23). This group serves as a platform for fostering strong relationships, sharing ideas, and coordinating efforts to promote the local visitor economy.

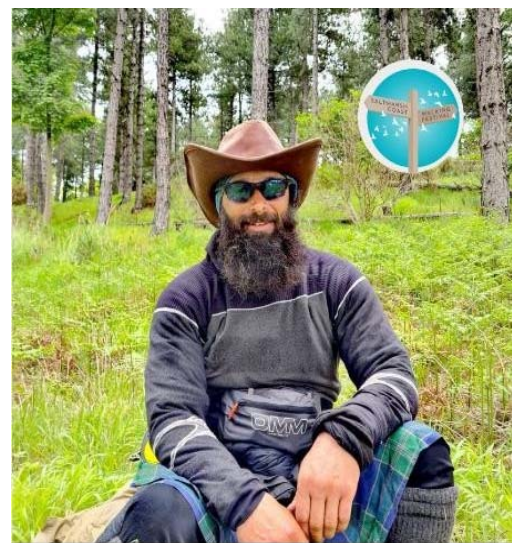
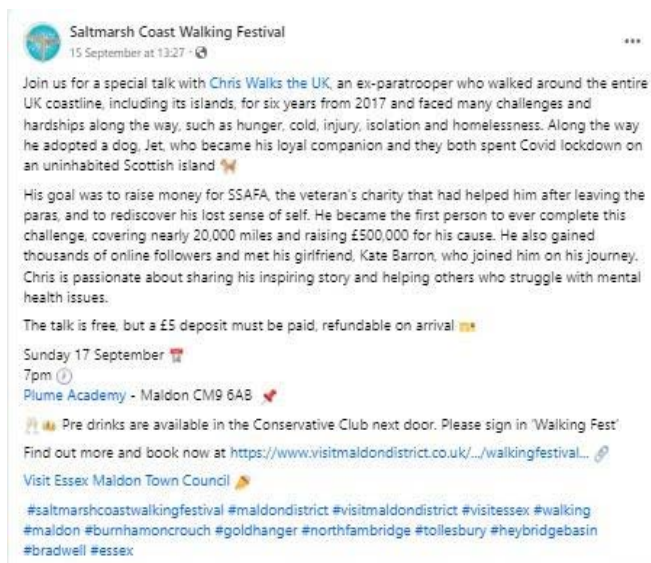
Bringing together stakeholders from various sectors, including accommodation providers, leisure, hospitality, attractions, event organisers, and community organisations, ensures a well-rounded and inclusive approach to marketing of the Maldon district.

Through this collaborative working, the tourism group collectively identifies key opportunities and challenges, allowing for a more comprehensive understanding of the local tourism landscape. This shared knowledge enables a more strategic approach with targeted campaigns to highlight the unique offerings and experiences available in the area.

By leveraging the expertise and resources of the Tourism Group members, we are hoping to further amplify promotional efforts and create a united front in attracting visitors. Recent successes include the first collaborate project – the Saltmarsh Coast Walking festival, a 10-day event across the district.

This included online content and targeted social media advertising, resulting in significant website traffic (15k views in September 2023) – and genuine users making use of the site, downloading walking guides 2,554 times during September.

Furthermore, this partnership and collaborative working extends beyond the realm of marketing. The Tourism Group is ambitious and focussed on facilitating joint initiatives, such as special events, festivals, and themed promotions, which enhance the overall visitor experience and enrich the local community. By working together, we will ensure that the destination is vibrant, welcoming, and well-positioned to support the local visitor economy.



Commercial Assets

We will assist the Commercial Manager to promote and maximise the benefit of the assets which the Council owns or manages. We will support them with any communications and marketing plans and materials in order to target any specific segmented target market.

8. Getting Our Priorities Right

Using data and insights from a range of inputs and evidence, policies and legislation, the following SWOT analysis has been carried out to help us identify our communications focussed strengths and weaknesses. The following information enables us to focus our time and resource in areas where we can both make a difference, either directly or by smart partnering, and where we can effectively measure performance.

| | |
|---|---|
| Strengths <ul style="list-style-type: none"> ➤ Professional and experienced team ➤ Coordinated, managed, and consistent approach to communications activities ➤ Respected internally and externally ➤ Comprehensive website presence ➤ Strict and consistent protocols in place ➤ Good relationship / contacts with the media ➤ Resilience provided through a multi-skilled team ➤ Access to external groups | Weaknesses <ul style="list-style-type: none"> ➤ Lack of clarity in publications could become a threat to our brand ➤ Unclear message, intent, and/or call to action ➤ Not taking full advantage of online platforms for engagement ➤ Lack of coordinated marketing ➤ Long sign off process can cause delays ➤ Lack of investment in training |
| Opportunities <ul style="list-style-type: none"> ➤ Increase our engagement ➤ Develop our digital tourism offer ➤ Enhance our social media ➤ Marketing and communications integrated as a corporate function ➤ Identify marketing niches and consider new ones ➤ Develop internal and external relationships ➤ Agile and collaborative working ➤ Improve our stakeholder database | Threats <ul style="list-style-type: none"> ➤ Time ➤ Resources ➤ Financial limitations ➤ Outside pressures ➤ Change in political direction ➤ Strategic communications planning impacted by reactive needs of residents and the Council |

9. **Where Do We Want to Be?**

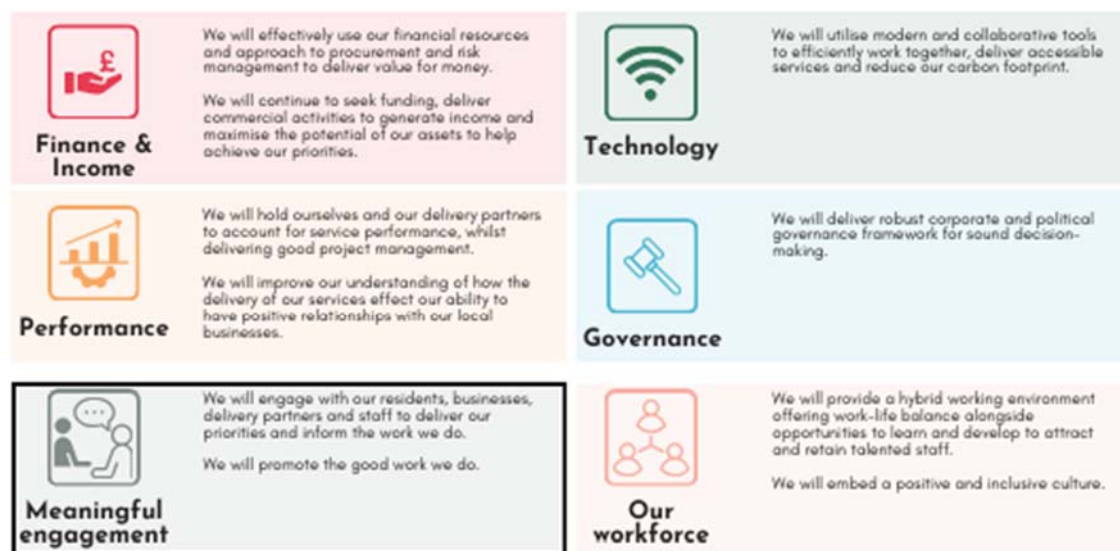
The Communications, Marketing and Engagement Team will directly support the delivery of all six of the Council's priorities. The team act as an internal business partner and are responsible for delivering communication workstreams and project outcomes.

The team continues to lead on external communications, promoting the district, the Council's services and the good work we do. The function therefore has a pivotal role to play within all projects.

Our Guiding Principles



We are committed to running an organisation that puts our residents first, delivers value for money, and works with our communities. We will underpin our work with our guiding principles to ensure we operate good standards and effective processes.



10. How Will We Achieve This?

Through effective collaboration and partnering, we will continue to work with partners and agencies to shape and deliver campaigns, to promote services and engage with residents, businesses and colleagues locally, regionally and nationally.

Our partners and agencies include:

- Essex Communications Group
- Essex Resilience Forum
- Visit Essex
- Creative England
- Visit England
- Mid and South Essex, Integrated Care Board Marketing Group
- Cabinet Office
- Department for Levelling Up, Housing and Communities
- UK Health and Security Agency
- Local Government Association LG Comms
- Blue Light Services

- Active Essex
- Love Essex, Climate Action Commission
- Event partners (e.g. Marathon Events, Concert Promoters, Concessions, Market Operator)
- Contractors (e.g. Suez, Magnox, Places Leisure)
- North Essex Economic Board.

11. Our Performance

This plan is reported via the Corporate Plan golden thread. It is included in the annual Service Plan and progress is monitored through the Monthly Highlight Reporting.

This plan is a working document and will continuously be updated to reflect new insight, decisions, opportunities, and challenges. It underpins the work of Council's Corporate Plan and other associated strategies which may apply.

12. Glossary Of Terms Or Abbreviations

| | |
|--------------------------------|---|
| Cabinet Office | Cabinet Office – Prime Minister's Office lead national policy and civil emergencies (COBRA) |
| CLT | Corporate Leadership Team |
| Creative England | Creative England – National body responsible for co-ordinating film opportunities across England. |
| DLUHC | Department for Levelling Up, Housing & Communities - Government body responsible for local government |
| ECG | Essex Communications Group - A multi-agency communications network which co-ordinated communications activity across Essex. |
| ERF | Essex Resilience Forum – a multi-agency network of key civil emergency stakeholders who have a statutory role to prepare and 'warn and inform' in an emergency. |
| FOI | Freedom of Information |
| GDPR | General Data Protection Regulation |
| LG Comms | Local Government Communications – National body who co-ordinates communication and marketing campaigns across Local Government. |
| LGA | Local Government Association - A politically-led, cross-party organisation that works on behalf of Councils (405 local authority members: 2018/19). |
| Mid and South Essex ICB | Mid and South Essex Integrated Care Board – Health body for Mid Essex health and wellbeing campaigns. |
| SWOT analysis | Strength, Weaknesses, Opportunities and Threats analysis – a planning tool which seeks to identify the Strength, Weaknesses, Opportunities and Threats involved in a project or organisation |
| UKHSA | UK Health and Security Agency – National body responsible for public health and associated campaigns. |
| Visit England | Visit England – National body for promoting tourism in England |
| Visit Essex | Visit Essex – Membership based organisations supporting Tourism and Marketing businesses and campaigns in Essex. |
| WRAP | Waste Reduction Partnership – co-ordinating body for waste and recycling reduction. |

13. Supporting Documents

| | |
|-----------------------|--|
| Social Media Guidance | External guidance on the Council's social media approach |
| Social Media Protocol | Guidance for staff on the use of social media |
| Press office process | Media enquires / news release process |

| | |
|---|--|
| Code of Recommended Practice on Local Authority Publicity | <p>POLICY</p> <p>The Council must adhere to the Code of Recommended Practice on Local Authority Publicity 2011. It states that publicity by local authorities should:</p> <ul style="list-style-type: none"> • be lawful • be cost-effective • be objective • be appropriate • have regard to equality and diversity • be issued with care during periods of heightened sensitivity <p>The full code can be accessed at https://www.local.gov.uk/our-support/communications-and-community-engagement/pre-election-period/code-recommended-practice</p> |
| Elected Members Press and Media Protocol | Guidance for our elected Members |
| Corporate Style Guide | A guide to the use of our corporate style and branding |



REPORT of INTERIM CHIEF FINANCE OFFICER

**to
STRATEGY AND RESOURCES COMMITTEE
23 NOVEMBER 2023**

SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES: QUARTER TWO: 1 JULY - 30 SEPTEMBER 2023

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 procurement exemptions as detailed in paragraph 3.5.1 be noted.
- (ii) That the drawdown from Reserves as detailed in paragraph 3.6.1 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 (budget movements) within the same directorate:

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

Virements between different directorates:

- Up to £20,000 – Director and Director of Resources and reported on a quarterly basis,
- Over £20,000 up to £50,000 - Director, Director of Resources in consultation with relevant Programme Committee Chairperson; 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 Chairperson 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 Chairperson of the Strategy and Resources Committee.
- 3.2.3 Delegation around the use of the reserves is prescribed within the Council's financial regulations: F1.3 The use of reserves is to be approved through the same authorisation process as virements where not approved as part of the annual budget or accounts processes or have specific delegation.

3.3 Virements

- 3.3.1 No reportable virements were agreed during this period.

3.4 Supplementary Estimates

- 3.4.1 There were no supplementary estimates agreed during this period.

3.5 Procurement Exemptions

- 3.5.1 The following Procurement Exemptions have been agreed.

| Item | Amount | Description | Reason | Lead Officer |
|-------------|---------------|-------------------------------------|---|---|
| 1 | £10,000 | Nexus Rateable Value Finder Service | Destin Solutions is the only provider of this service. The two year contract enables access to a comprehensive database to identify commercial and domestic properties missing from the valuation lists to maximise business rates income across the district | Head of Revenues and Benefits |
| 2 | £6,240 | Hootsuite Social Media Dashboard | Continuation of Maldon District Council's (MDC) social media platform to enable us to co-ordinate our social media accounts. MDC has used Hootsuite for a number of years, and they have consistently provided the best value for money. They have offered a two year renewal at the same price we have been paying per year. | Senior Specialist Comms, Marketing and Engagement |

| Item | Amount | Description | Reason | Lead Officer |
|------|---------|---|--|--------------------------------|
| 3 | £18,140 | Riverside Park Play Site Equipment Safety Surfacing | These works will see the required safety surface tiles installed in the Riverside Park play site for three new pieces of play equipment. The safety surfacing will be installed under three new pieces of play equipment to ensure we are conforming to safe playground practises (BSEN1176) which are relevant in UK and European safety standards. The installation of Matta safety surfacing will also contribute to risk reduction in terms of accidents and incidents for users. The awarding of the contract of works will be to Matta Products who install their own manufactured and specialist safety matting / tile product. The product comes with a 10-year guarantee and is flame retardant with 100% recycled content. | Assets and Maintenance Officer |
| 4 | £6,920 | Extension of HR Select | This will be an extension of the current Legacy HR system for one more year. A project has already commenced to fully retender the system after this extension expires in November 2024, but to do so now would cause significant disruption when the opportunities for sharing the HR service are not yet fully understood. Extension of the current system is also low cost and within budget. | Assistant Director Resources |

3.6 Use of Reserves

3.6.1 One drawdown from reserves was agreed under delegated authority during this period, as detailed below:

| Reserve | Drawdown amount | Reason for Drawdown |
|------------------------|-----------------|---|
| Transformation Reserve | £20,000 | To cover Asset Management software and training |

4. CONCLUSION

4.1 The Committee is asked to:

- note the procurement exemptions in paragraph 3.5.1.
- note the drawdown from reserves in paragraph 3.6.1

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

5.1 Smarter finances

- 5.1.1 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.

5.2 Provide good quality services.

- 5.2.1 The appropriate use of supplementary estimates, virement, procurement exemptions and reserves are agreed to support the delivery of good quality services within the council's available budgets.

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)** – As detailed in the report.
- (v) **Impact on Resources (human)** – As detailed – extension of HR system contract

Background Papers: None.

Enquiries to: Lance Porteous, Lead Finance Specialist.



REPORT of INTERIM CHIEF FINANCE OFFICER

to
STRATEGY AND RESOURCES COMMITTEE
23 NOVEMBER 2023

BUDGETARY CONTROL AS AT 30 SEPTEMBER 2023

1. PURPOSE OF THE REPORT

- 1.1 To provide the Strategy and Resources Committee with information in relation to financial performance over the period 1 April 2023 to 30 September 2023.

2. RECOMMENDATIONS

- (i) That the forecasted 2023 / 24 revenue financial position as at 30 September as detailed in this report be reviewed;
- (ii) that the detailed waste contract 2023 / 24 financial position as at 30 September at **APPENDIX 1** be reviewed;
- (iii) that the forecasted 2023 / 24 capital financial position as at 30 September as summarised at **APPENDIX 2** be reviewed.

3. SUMMARY OF KEY ISSUES

- 3.1 This report sets out the financial position of the key areas of the Council's activities for the first six months of the financial year 2023 / 24.

4. REVENUE BUDGETS

- 4.1 Table 1 provides an overview of current service forecast budget variances for the Council against budget. Employee costs account for just over half of Maldon District Council's (MDC's) gross expenditure and the £97k forecast overspend is partially offset by an underspend on non-employee costs, currently forecast to be £33k. There is also a current income overachievement forecast of £305k, meaning the Net Service Expenditure is forecast to underspend by **£241k**. The details of these variances are explained throughout this report.

Table 1 – Net Service Expenditure at Quarter 2

| Spend Type | Original Budget | Revised Budget | Budget as a Percentage of Gross Expenditure | Forecast Actuals | Forecast Variance |
|--------------------------|-----------------|----------------|---|------------------|-------------------|
| | £000 | £000 | | £000 | £000 |
| Employee Costs | 10,607 | 11,163 | 52 | 11,260 | 97 |
| Non-Employee Costs | 9,670 | 10,230 | 48 | 10,197 | (33) |
| Gross Expenditure | 20,277 | 21,393 | 100 | 21,457 | 64 |

| Spend Type | Original Budget | Revised Budget | Budget as a Percentage of Gross Expenditure | Forecast Actuals | Forecast Variance |
|--------------------------------|-----------------|----------------|---|------------------|-------------------|
| | £000 | £000 | | £000 | £000 |
| Income | (7,708) | (7,708) | | (8,014) | (305) |
| Net Service Expenditure | 12,569 | 13,685 | | 13,444 | (241) |

- 4.2 The Original Budget is the budget approved by Council on 22 February 2023, excluding Housing Benefit payments, Covid Grants, and capital and pension fund charges. The Revised Budget is the current budget after the approved amendments since then. The following table (table 2) shows this reconciliation:

Table 2 –Reconciliation of Original to Revised Budget

| Description | Amount £000 |
|---|----------------|
| Original budget | 12,569 |
| Budget for revenue commitments brought forward from 2022 / 23 | 1,028 |
| Drawdowns from Reserves during 2023 / 24 | 140 |
| Revised budget | 13,685 |

4.3 Expenditure

- 4.3.1 The next table shows the top 83% of non-employee expenditure areas for the Council, along with their respective percentages of total expenditure and forecast variances. An explanation for the variances is given below.

Table 3 – Top Non- Employee Expenditure Areas

| Expenditure | Budget £000 | Percentage of Expenditure | Actuals @ 30 Sept £000 | Full Year Forecast £000 | Forecast Variance £000 |
|--------------------------------------|----------------|---------------------------|---------------------------|----------------------------|---------------------------|
| 1. Refuse and Recycling | 4,430 | 43.3% | 1,829 | 4,210 | (220) |
| 2. Corporate | 648 | 6.3% | (140) | 476 | (172) |
| 3. IT Software and Hardware | 629 | 6.1% | 297 | 608 | (20) |
| 4. Street Cleansing | 615 | 6.0% | 270 | 653 | 39 |
| 5. Premises | 338 | 3.3% | 78 | 327 | (11) |
| 6. Revenues and Benefits | 260 | 2.5% | 129 | 271 | 11 |
| 7. Planning Policy | 257 | 2.5% | 22 | 270 | 14 |
| 8. Parks Trading unit | 237 | 2.3% | 80 | 237 | 0 |
| 9. Other Parks and Open Spaces | 214 | 2.1% | 10 | 214 | 0 |
| 10. Homeless and Housing Advice | 208 | 2.0% | 119 | 448 | 240 |
| 11. Maldon Town Centre Car Parks | 202 | 2.0% | 53 | 219 | 17 |
| 12. Maldon Promenade | 199 | 1.9% | 117 | 199 | 0 |
| 13. Service Delivery Management | 191 | 1.9% | 12 | 191 | 0 |
| 14. Food Safety / Commercial Disease | 27 | 0.3% | 11 | 77 | 50 |
| 15. Development Control | 18 | 0.2% | 15 | 38 | 20 |
| Total | 8,471 | 82.7% | 2,901 | 8,439 | (33) |

4.3.2 Variance Analysis

1. Refuse and Recycling - Refuse and Recycling expenditure is forecast to underspend by £220k in total. A variance analysis against each cost line is shown at **APPENDIX 1**.
2. Corporate – The corporate contingency of £172k is not expected to be required at this stage.
3. IT Software and Hardware – Removing three modules from Firmstep is resulting in a £20k savings on IT applications.
4. Street Cleansing – The contract budget is expected to overspend due to higher inflation than estimated (£35k) and an additional pressure expected in relation to fly-tipping costs (£4k).
5. Premises – An underspend on maintenance costs is forecast. The Council was protected from the inflationary impact of utility costs last year as the prices were fixed until 1 April 2023. The 2023 / 24 budget was increased by inflation, but the actual cost impact of fuel price increases will not be fully known until the winter so is currently shown as in line with budget, although a risk remains of a further pressure.
6. Revenues and Benefits – The cost of distributing Council Tax and Business Rates bills is expected to be higher than budgeted.
7. Planning Policy – The relates to costs of the A12 Development Control Order; however this will be funded from additional Planning Performance Agreement income, shown in the income table below.
8. Parks Trading unit – No variance expected at this time.
9. Other Parks and Open Spaces - No variance expected at this time.
10. Homeless and Housing Advice – Expenditure is forecast to be over budget due to increased costs of emergency accommodation and community led housing expenditure although this is largely covered by the additional Housing Benefit received, shown in the income table (table 4) below.
11. Maldon Town Centre Car Parks – Card processing fees are high due to more and more people paying by card (£17k) rather than cash.
12. Maldon Promenade – This budget mainly covers the maintenance and utility costs for running the Prom, especially the Splash Park. The majority of these costs are incurred over the spring and summer, with no variance currently forecast.
13. Service Delivery Management – No variance expected at this time.
14. Food Safety / Commercial Disease – The forecast overspend is caused by increased hygiene inspections but will be covered by Covid grant income.
15. Development Control – This budget pressure is for arboriculture consultancy.

4.4 Income

- 4.4.1 Table 4 below shows the top 90% of income areas for the Council, along with their respective percentages of total income and forecast variances. These variances are explained further below.

Table 4 – Top Income Areas

| Income Area | Budget | Percentage of Income | Actuals @ 30 Sept. | Full Year Forecast | Forecast Variance |
|---|----------------|----------------------|--------------------|--------------------|-------------------|
| | £000 | | £000 | £000 | £000 |
| 1. Waste Services | (2,534) | 32.9% | (1,403) | (2,628) | (94) |
| 2. Maldon Town Centre Car Parks | (995) | 12.9% | (458) | (852) | 144 |
| 3. Maldon Promenade | (852) | 11.1% | (486) | (805) | 47 |
| 4. Development Management | (773) | 10.0% | (612) | (885) | (112) |
| 5. Revenues and Benefits | (426) | 5.5% | (1,023) | (426) | 0 |
| 6. Premises | (384) | 5.0% | (47) | (431) | (47) |
| 7. Homeless and Housing Advice | (277) | 3.6% | (629) | (497) | (220) |
| 8. Building Control (Fee Related) | (223) | 2.9% | (76) | (178) | 45 |
| 9. Rivers | (185) | 2.4% | (102) | (185) | 0 |
| 10. Cemeteries | (130) | 1.7% | (85) | (158) | (28) |
| 11. Strategy, Performance and Governance (SPG) Management | (59) | 0.8% | (7) | (152) | (93) |
| 12. Leisure Services | (58) | 0.8% | 0 | 0 | 58 |
| Total | (6,897) | 89.5% | (4,929) | (7,201) | (305) |

4.4.2 Variance Analysis

1. Waste - Refuse and Recycling income is forecast to over-achieve by £94k in total. A variance analysis against each income line is shown at **APPENDIX 1**.
2. Maldon Town Centre Car Parks – As in 2022 / 23, this income is mainly underachieving on Ignite stretch Town Car Parking budget target of £139k. Covid Grants in 2020 / 21 and 2021 / 22 masked this shortfall. After adjusting for this, the underlying position on car parking income is an underachievement against budget of £5k.
3. Maldon Promenade – Splash Park income underachieved by £80k due to a cool wet summer. Car Parking volumes are currently high and expected to overachieve (£35k), offsetting part of the underachievement on Town Centre Car Parking.
4. Development Management – Planning Development Fees are on track to exceed budget by over £100k.
5. Revenues and Benefits - No variances expected.
6. Premises – The Council office lease income is expected to overachieve budget due to new tenancies (£47k).

7. Homeless and Housing Advice – Additional income from Housing Benefit and Essex County Council is expected to cover most of the emergency accommodation expenditure pressure.
8. Building Control (Fee Related) - Inspections fee income is expected to underachieve again this financial year.
9. Rivers – No variance on lease and moorings income is expected
10. Cemeteries – Burial Fees income is under-achieving (£27k) but is more than offset by 'Exclusive Rights of Burial' income over-achieving (£55k) as it was last financial year.
11. SPG Management – Section 106 funding and Local Development Plan funding is available to cover the cost of two SPG posts.
12. Leisure Services – The latest financial information from Places for Leisure indicates that the contract is unlikely to be a surplus position this financial year.

5. SALARY MONITORING AS AT END OF QUARTER TWO

- 5.1 The budgeted pay rise is £1,925 per Full Time Equivalent (FTE) plus oncosts up to scale point 42, then 3.88% above SCP42 and for members allowances. The current National Joint Council (NJC) pay rise offer has now been agreed, with only a minor adjustment required as 3.88% will actually be applied from SCP39. A vacancy factor of £235k is budgeted for which is not forecast to be met through vacancies as agency and temporary cover costs have been high.
- 5.2 Table 5 below gives an analysis of the Council's salary variances by directorate.

Table 5 – Employee Variances

| Directorate | Budget '£000 | Actuals to 30-Sep '£000 | Full Year Forecast '£000 | Forecast Variance '£000 |
|------------------------------------|-----------------|-------------------------------|--------------------------------|-------------------------------|
| Service Delivery | 7,153 | 3,202 | 7,087 | (66) |
| Strategy and Resources | 4,025 | 1,908 | 4,173 | 148 |
| Total Employee Costs | 11,178 | 5,110 | 11,260 | 82 |
| | | | | |
| Members Allowances | 253 | 110 | 253 | 0 |
| Total Costs | 11,431 | 5,220 | 11,513 | 82 |
| | | | | |
| Less Vacancy Factor | (235) | 0 | 0 | 235 |
| Less National Insurance adjustment | 220 | 0 | 0 | (220) |
| Net Total Employee Costs | 11,416 | 5,220 | 11,513 | 97 |

6. INFLATIONARY IMPACT

- 6.1 The cost-of-living crisis is one of the biggest challenges currently facing households and organisations this financial year and beyond. Although the Consumer Price Index (CPI) had reduced slightly in September 2023 to 7.4%, inflation remains stubbornly

high with some forecasters saying this will only reduce gradually over the coming year. Fuel is slowly reducing in cost, however the Council is still feeling the inflationary impact on salaries, contracts and other supply costs. 2023 / 24 budgets were set based on higher inflation rates but there still remain a risk that costs could escalate further.

7. IMPACT ON GENERAL FUND BALANCE

- 7.1 Table 6 sets out the Council's total anticipated underspend from Services and Investments.

Table 6 – Total Budget Variance

| | Variance £000 |
|---|--------------------------|
| Net Service Expenditure Underspend | (242) |
| Plus Investment Income Variance | (500) |
| Total Budget Underspend | (742) |

- 7.2 Investment income is performing better than predicted due to the highest interest rates in 15 years. Shares and bonds are also performing above budget expectations, although property dividends have cooled.
- 7.3 Collection rates from local taxation finished higher at the end of 2022 / 23 than budgeted for in 2023 / 24 and have almost recovered to pre-pandemic levels. Current Council Tax and Business Rates collection rates are performing slightly better than last financial year.

Table 7 – Local Taxation Collection Rate Forecasts

| | Budget 2023 / 24 | Forecast 2023 / 24 |
|----------------|-----------------------------|-------------------------------|
| Council Tax | 97.3% | 98.0% |
| Business Rates | 95.5% | 98.5% |

This further supports the agreed drawdown funds from the Business Rates Equalisation Reserve towards the current year's budget gap.

- 7.4 The variances explained above have the following effect on the General Fund balance as at 31 March 2024:

Table 8 – Predicted General Fund Balance

| | £000 |
|--|--------------|
| Opening General Fund Balance | 5,081 |
| Less 2023 / 24 Medium-Term Financial Strategy (MTFS) Funding Gap | (421) |
| Drawdown from Business Rates equalisation reserve | 421 |
| Less Supplementary Estimates | 0 |
| Plus Net Cost of Services and Investments Variance | 742 |
| Closing General Fund Balance | 5,823 |

- 7.5 In total an amount of £742k is estimated to be added to the General Fund balance, which is a £1,163k improvement on what was budgeted for in February 2023.

- 7.6 Table 8 shows that the general fund balance is expected to remain above the minimum recommended level of £2.6m this financial year. A minimum level of reserve is set to ensure the Council has the financial resilience to respond to emergencies and unforeseen events such as the current pandemic. However, if it did fall below the minimum level it would need to be replenished in future years.

8. CAPITAL MONITORING

- 8.1 The Capital Programme for 2023 / 24 was agreed by the Council on 22 February 2023. In addition, slippage on prior year capital projects is now reflected in the latest 2023 / 24 budgets. The planned financing of the capital programme has been updated to reflect known changes. The current status and explanations are at **APPENDIX 2**.

- 8.2 Requests for changes to the capital programme agreed in February 2023 are highlighted below;

- (i) Under the extension of the Waste contract with SUEZ the Council will purchase its waste vehicles rather than lease them, so this capital acquisition has now been reflected in the capital programme as agreed by Council in March 2023.
- (ii) The Promenade Park New Accessible Play Site originally planned for 2023 / 24 does not qualify for Section 106 (S106) funding as originally assumed as the funding is specified for a different age group to the planned play site, so the request is that this project be delayed until 2025 / 26 once further scoping work has been undertaken.
- (iii) The Promenade Park BMX project will be delivered via Section 106 funding rather than council funding in 2024/25. The budget for this project is therefore not required in 2023/24 and will be vired to the Play Site Sensory project to match fund the available S106 funds for that project instead.
- (iv) The Skate Park Equipment and Surface project in Burnham on Crouch will not be deliverable until 2024 / 25, although the amount of S106 funding is now expected to be higher than assumed in the 2023 / 24 budget as £186k is due from the developers.
- (v) The Blackwater Air Handling Unit was delayed from last year and is now expected to cost £47k. The request is to increase the project budget by viring funds from the vehicle rolling programme, which is forecasting to underspend by £22k.

9. CONCLUSION

- 9.1 The 2023 / 24 Budget provided for a higher impact of inflation, however budgets remain under pressure. Although they have improved since the pandemic, the enduring cost-of-living crisis could yet create pressure on local tax collection rates.

10. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

10.1 Smarter finances

- 10.1.1 The Council's priority is to ensure it remains financially sustainable over the medium term. The Budget Monitoring process ensures the Council's resources are being spent as planned and to put in place mitigations if they vary from the budget.

11. IMPLICATIONS

- (i) **Impact on Customers** – None directly.
- (ii) **Impact on Equalities** – None directly.
- (iii) **Impact on Risk** – Any financial risks are referred to within the report.
- (iv) **Impact on Resources (financial)** – Variances from the budget will impact upon the level of balances and/or reserves available in the future.
- (v) **Impact on Resources (human)** – None directly.

Background Papers: None.

Enquiries to: Lance Porteous, Lead Finance Specialist.

Refuse & Recycling Variance Analysis

| Expenditure Type | Variance | Reason |
|---|--------------|--|
| Waste away van costs | 0 | On budget |
| Other postage | 5 | Annual garden waste renewal circulated by postage rather than advertising. |
| Equipment(New & Replacement Containers) | 0 | On budget |
| Contract: Household Residual Waste | (197) | Reduced demand since the end of the pandemic and use of one less truck |
| Contract: Household Dry Recyclables | (117) | Reduced demand since the end of the pandemic and use of one less truck |
| Contract: Household Food Waste | 15 | Additional properties |
| Contract: Household Garden Waste | (5) | Reduced demand since the end of the pandemic and use of one less truck |
| Bring Bank Sites | 1 | Slightly higher tonnage than predicted |
| Contract: Day Rate Items | 0 | On budget |
| Contract: Container Storage & Delivery | 1 | Covered by the contract budget above |
| Contract: Treatment of Recyclables Ex Glass | (86) | Reduced demand since the end of the pandemic. |
| Contract: Treatment of Recyclables Glass | (17) | Reduced demand since the end of the pandemic. |
| Gate Fees Garden Waste | 24 | Increased tonnage |
| Contract: Bulky Waste | (3) | Reduced demand. |
| Compostable Kitchen Bin Liners | 10 | Increase in oil prices. |
| Plastic Recycling Sacks | 89 | Increase in oil prices. |
| Advertising Publicity | (5) | Annual garden waste renewal circulated by postage rather than advertising. |
| Clinical Waste | 0 | On budget |
| Subscriptions | 1 | High inflation |
| Contract: National Minimum wage | (35) | This requirement ends when new contract commences, 1 Feb 2024. |
| Contract: Bank Holiday Payment | (2) | Doesn't apply 2023/24. |
| Driver's salary uplift | 53 | Covered by the contract budget above |
| Tipping at Chelmsford | 48 | Covered by the contract budget above |
| Total Expenditure Variance | (220) | |

| Income Type | Variance | Reason |
|--|-------------|---|
| Contract: Sale of Recyclables Ex Glass | 34 | Reduced demand since the end of the pandemic. |
| Contract: Sale of Recyclables Glass | (5) | Prices higher than estimated |
| Recycling Credits - Standard | (63) | Additional tonnage from garden waste |
| Garden Waste Subscriptions | (86) | Garden Waste Subscription numbers are higher than anticipated |
| ECC Contribution to Food Waste | 18 | CPI added last year but ECC use different indexation |
| Tipping away payments | 0 | On budget |
| Sale of Textiles | 0 | On budget |
| Bulky Waste Income | 8 | Reduced demand. |
| Misc Income | 0 | On budget |
| New Developments Income | 0 | On budget |
| Clinical Waste | (0) | On budget |
| | (95) | |

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| Capital Programme 2023/24 | | | | | | | | |
|---|-----------------|----------------------------------|------------------|----------------|--------------------|--|--|---|
| Project Title | Original Budget | Brought Forward from Prior Years | Proposed Changes | Revised Budget | Full Year Forecast | Forecast Variance Against Revised Budget | Request to Carry Forward to Future Years | Comments |
| | 2023/24 | 2023/24 | 2023/24 | 2023/24 | 2023/24 | 2023/24 | 2023/24 | |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | |
| Vehicle & Plant Replacement | | | | | | | | Underspending rolling vehicle replacement budget so requesting balance is vired to cover increase in AHU project. Acquisition of new Refuse and Recycling Trucks as part of the new Waste contract from February 2024. On track to complete on budget this year Delayed from last year. On track to complete on budget this year Delayed from last year. On track to complete on budget this year Delayed due to current lack of s106 funding so requested to be deferred to 2025/26. On track to complete on budget this year Delayed from last year. On track to complete on budget this year Delayed from last year. Request to abandon project and vire funds to Play Site Sensory project. Proposed to use s106 funds for BMX track to be utilised so MDC can match funding and complete this project. The quote for this works has now increased to £186k so requested to be deferred to 2024/25. On track to complete on budget this year Delayed from last year and increased quote. Request to increase project value using funds from vehiclce rolling programme. Delayed from last year. On track to complete on budget this year On track to complete on budget this year On track to utilise this year To be fully identified in future years On track to utilise this year Brought forward from last year. On track to utilise this year Funded from Treasury Investments at the cost of lost interest income Brought forward from last year. On track to utilise this year |
| Parks Vehicle - Rolling replacement programme | 89 | | -22 | 67 | 67 | 0 | | |
| New Waste Vehicles | | | 3,020 | 3,020 | 3,020 | 0 | | |
| Information & Communication Technology | | | | | | | | |
| PC and Printer Replacement Programme | 47 | | | 47 | 47 | 0 | | |
| Car Parking | | | | | | | | |
| White Horse Lane resurfacing | | 77 | | 77 | 77 | 0 | | |
| Butt Lane subsidence repairs | | 60 | | 60 | 60 | 0 | | |
| Maldon Promenade | | | | | | | | |
| New accessible play site | 100 | | | 100 | 0 | -100 | 100 | |
| New Galleon in the Valley | 226 | | | 226 | 226 | 0 | | |
| New Splashpark Elements | | 30 | | 30 | 30 | 0 | | |
| BMX Project | | 45 | -45 | 0 | 0 | 0 | | |
| New Accessible Play Site Sensory | | 48 | 45 | 93 | 93 | 0 | | |
| Riverside Park | | | | | | 0 | | |
| Skate Park Equipment and Surface | 140 | | | 140 | 0 | -140 | 140 | |
| Play site equipment | 45 | | | 45 | 45 | 0 | | |
| Leisure | | | | | | | | |
| Blackwater Air Handling unit | | 25 | 22 | 47 | 47 | 0 | | |
| Rivers | | | | | | 0 | | |
| Burnham on crouch Houseberths | | 111 | | 111 | 111 | 0 | | |
| Housing | | | | | | 0 | | |
| Mandatory Disabled Facilities Grants | 539 | | | 539 | 539 | 0 | | |
| Total Capital Programme | 1,186 | 396 | 3,020 | 4,602 | 4,362 | -240 | 240 | |
| | | | | | | | | |
| Funding | | | | | | | | |
| Capital Receipts Applied | 355 | | | 355 | 355 | 0 | | |
| s.106 Funded | 292 | | | 292 | 52 | -240 | 240 | |
| Government Grant | 539 | | | 539 | 539 | 0 | | |
| South Essex Parking Partnership Funding | | 137 | | 137 | 137 | 0 | | |
| Internal Borrowing | | | 3,020 | 3,020 | 3,020 | 0 | | |
| Budget B/fwd | | 259 | | 259 | 259 | 0 | | |
| Total Funding | 1,186 | 396 | 3,020 | 4,602 | 4,362 | -240 | 240 | |

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**REPORT of
INTERIM CHIEF FINANCE OFFICER**

**to
STRATEGY AND RESOURCES COMMITTEE
23 NOVEMBER 2023**

MEDIUM-TERM FINANCIAL STRATEGY UPDATE 2024 / 25 TO 2026 / 27

1. PURPOSE OF THE REPORT

- 1.1 To present the revised Medium-Term Financial Strategy Update for 2024 / 25 to 2026 / 27.

2. RECOMMENDATIONS

- (i) That the assumptions underpinning the Medium-Term Financial Strategy Summary Update for 2023 / 24 to 2025 / 26 at **Table 1** be reviewed.
- (ii) That the projected impact on the General Fund Balance at **Table 5** be noted.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council's Three Year Medium-Term Financial Strategy (MTFS) sets out how the Council will manage its revenue finances up to the 2026 / 27 financial year. The MTFS supports the delivery of the Council's objectives and priorities as set out in the Council's Corporate Plan.
- 3.2 This MTFS builds on the MTFS for 2023 / 24 to 2025 / 26 that was approved by the Council on 22 February 2023.
- 3.3 There remains a great level of uncertainty around the global economy and the impact this will have on the Council's finances, especially inflationary pressures, and the potential knock-on impact on collection of Council Tax and Business Rates. Therefore the MTFS will need to be regularly updated and kept under review.

4. MEDIUM TERM FINANCIAL STRATEGY 2023 / 24 TO 2025 / 26

- 4.1 A detailed review of budgets has been undertaken to identify changes required from the 2023 / 24 budget, which are summarised at Table 1 below.

4.2 Table 1 – MTFS Summary

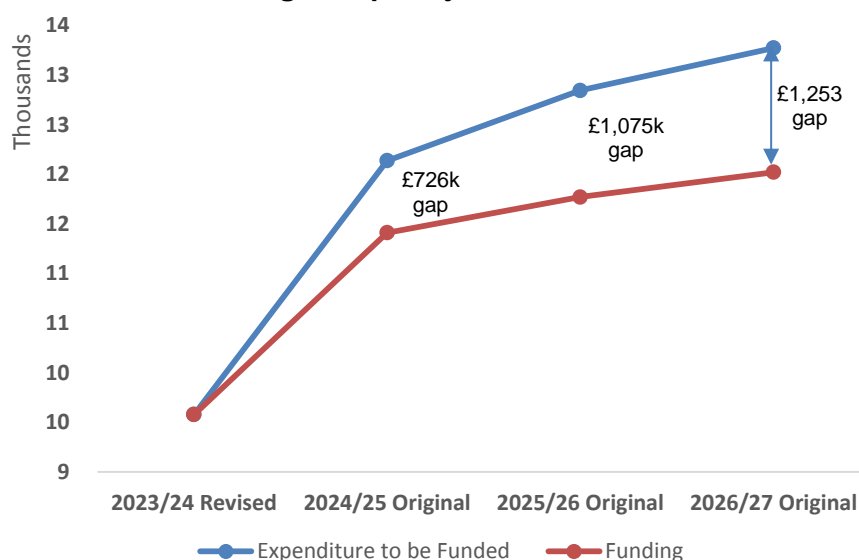
| Components | 2023/24 Original £000 | 2023/24 Revised £000 | 2024/25 Original £000 | 2025/26 Original £000 | 2026/27 Original £000 |
|---|-----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Prior Year Exp to be Funded | 14,581 | 14,581 | 17,914 | 16,911 | 17,407 |
| Additional Inflation - including Salaries and Waste Contract | 1,855 | 1,855 | 742 | 491 | 367 |
| Contractual Pressures (Waste, Leisure and Audit) | 416 | 416 | 0 | 0 | 0 |
| 2022/23 Revenue Commitments and Additional Reserve Funded Expenditure | -359 | 1,121 | -1,481 | 0 | 0 |
| Repaiamd & Renewals and Supplementary Estimates | -353 | -353 | 6 | -6 | 0 |
| New Growth less Expired Non-Recurring Growth | 56 | 56 | -231 | 11 | 20 |
| Increased Pension Service Costs | 693 | 693 | 0 | 0 | 0 |
| Savings and Increased Fees & Charges* | -455 | -455 | -40 | 0 | 0 |
| Cost of Services | 16,434 | 17,914 | 16,911 | 17,407 | 17,794 |
| Investment Income | -750 | -750 | -1,000 | -788 | -738 |
| Forward Funding of Pension Fund Deficit | 351 | 351 | 0 | 0 | 351 |
| Statutory Adjustments | -3,893 | -3,893 | -3,893 | -3,893 | -3,893 |
| Contribution to Reserves | 0 | 0 | 120 | 120 | 0 |
| Contribution from Reserves for Commitments & Drawdowns | 0 | -1,481 | 0 | 0 | 0 |
| Contribution from Reserves for Pension Fund Deficit | -1,040 | -1,040 | 0 | 0 | -240 |
| Contribution from Reserves for Growth | -343 | -343 | 0 | 0 | 0 |
| Contribution from Reserves for Collection Fund Deficit | -758 | -1,179 | 0 | 0 | 0 |
| Expenditure to be Funded | 10,001 | 9,580 | 12,138 | 12,846 | 13,272 |
| | | | | | |
| Funding | 9,580 | 9,580 | 11,412 | 11,771 | 12,021 |
| | | | | | |
| Gap to be Funded from General Fund | 421 | 0 | 726 | 1,075 | 1,253 |

****Note this does not yet include the impact of savings proposals or proposed uplifts to Fees and Charges set out in the separate reports to the Strategy and Resources Committee on 23 November 2023***

4.3 The summary shows the revised position for this financial year along with projections for the next three years. Higher expenditure is now budgeted for this year which will be funded from approved drawdowns from reserves including a £421k drawdown from the Business Rates Equalisation Reserve as reported to the Council on 13 July 2023. This prevents a General Fund gap this financial year, before any reported in-year variances.

4.4 For future years, investment income is showing an improved position due to high interest rates, and ongoing funding assumptions have improved as set out to the Council on 13 July 2023. The revised projected budget gap position is illustrated at Chart 1 below.

Chart 1 – MTFS Budget Gap Projections



4.5 Changes to MTFS assumptions since February 2023

4.5.1 The MTFS that was approved by the Council on 22 February 2023, projected a significantly higher gap for future years than is now being reported, at £2.8m in 2024 / 25 rising to £3.5m in 2025 / 26. The main changes assumed since then are:

4.5.1.1 **Funding improvement** – as reported to the Council in July 2023, and following feedback from the Finance Peer Review, a review of the overall funding available to the Council in future years was undertaken and it is now assumed that the core spending power available to the Council, including New Homes Bonus, will not decrease in future years compared to the 2023 / 24 settlement. This has the effect of decreasing the gap by £600k. In addition assumptions around council tax growth and business rates inflation have now been built in. The total estimated impact of the funding changes reported to the Council in July 2023 was £1.3m in 2024 / 25; however having now carried out further estimations of the likely business rates income in 2024 / 25, it is assumed that a further £0.3m of business rates can be built in, improving the position by £1.6m compared to that reported in February 2023.

4.5.1.2 **Waste Contract costs.** Although the waste contract is still subject to inflationary pressures, the underlying contractual pressure of £400k assumed in the 2023 / 24 budget is now not expected to materialise, based on the latest cost information available following the extension of the contract. This pressure has therefore been removed from future years' budgets, improving the gap.

4.5.1.3 **Investment Income.** The MTFS approved in February 2023 assumed investment income of £660k; however based on projections of interest rates remaining higher for longer and increased cash balances, it is now assumed that £1m of income will be achieved in 2024 / 25, reducing in future years as interest rates are projected to fall.

4.5.2 The combined impact of the above accounts for most of the change in the reported 2024 / 25 gap since the MTFS was agreed in February 2023 but is offset slightly by increased inflationary pressures / growth items set out below.

4.5.3 The residual projected gap will need to be met from a combination of increased income from fees and charges, and commercial projects, as well as savings proposals.

5. GROWTHS AND UNAVOIDABLE PRESSURES

- 5.1 During the budget review the below budget pressures and growths were identified as being required to meet service demand. These have been added to the MTFS.

Table 2 - Growths & Unavoidable Pressures

| Description | 2024/25 | 2025/26 | 2026/27 |
|---|----------------|----------------|----------------|
| | Amount £000 | Amount £000 | Amount £000 |
| Recycling bags | 60 | 80 | 100 |
| North Essex Economic Board contribution | 20 | 20 | 20 |
| North Essex Alliance contribution | 20 | 20 | 20 |
| Temporary Accommodation | 20 | 20 | 20 |
| Car Parking Card Transaction Fees | 20 | 20 | 20 |
| Fire Risk Assessments | 10 | 0 | 0 |
| Other | 13 | 14 | 14 |
| Total | 163 | 174 | 194 |

6. REPAIRS AND RENEWALS

- 6.1 In addition to unavoidable pressures the below repairs and renewal expenditure projects have been identified and added to the MTFS. These can be largely contained within the current budget but £6,000 is requested as growth for 2024 / 25.

Table 3 - Repairs and Renewals (R&R)

| Site | Description | Cost 2024/25 £000 |
|---------------------------------|--|-------------------------|
| Brickhouse Farm | Brickhouse Farm – Nursery building requires new timber frame / glass windows throughout. | 10 |
| West Maldon Community Centre | West Maldon Community Centre – Requires a project of work to replace all high level and low level windows due to severe rot. | 36 |
| Various Play Sites | Play Site – Replacement steel bow to fencing. | 55 |
| Prom Park | Prom Park – Relining throughout the park. | 18 |
| Public Conveniences | Butt Lane – New flooring throughout men's, ladies, disabled and passages. New service room pipework and systems. New urinal is Men's, new cubicles throughout. | 15 |
| Total | | 134 |
| R&R budget 2024 / 25 | | (128) |
| Growth Request | | 6 |

7. INFLATION AND INTEREST RATES

- 7.1 Inflation is one of the biggest challenges currently facing households and businesses alike. Although rates have reduced significantly compared to the same time last year, inflation (Consumer Price Index (CPI)) was 7.4% in August 2023 and HM Treasury forecasts say this may only come down to 3.1% over the coming year, which is still above the 2% Bank of England target. This directly impacts the Council in fuel,

energy and maintenance / supplies costs. The knock-on effect is rising contract costs and salaries. Forecasts have been reviewed using these figures.

- 7.2 The Bank of England has increased the base interest rate from 2.25% to 5.25% over the past year. Most forecasts expect this to level off and begin falling midway through next financial year. As the Council is currently debt-free and has over £30m in Treasury investments, this will still result in higher investment income than recent years.

8. AREAS OF UNCERTAINTY

8.1 Pension Contributions

- 8.1.1 In April 2023 the Council forward paid its £351k triennial contribution towards the pension fund deficit. The next payment is due in April 2026. The Council currently puts aside £120k per year in a Pensions earmarked reserve to fund this payment, but the fund will be revalued before the next contribution is paid and so whether the next triennial payment will be £351k or more or less is uncertain at this point, so the assumption in this report is that it will remain the same.

8.2 New Homes Bonus

- 8.2.1 Government has stated its ambition to replace this scheme; however it seems likely that the current scheme may continue into next year. The future method of distribution of any New Homes Bonus is unlikely to be known until the Local Government Finance Settlement in December 2023. Legacy payments ceased last financial year and the current grant of £474k is assumed to remain the same, as part of the overall 'Core Spending Power' available to local authorities, which included a 'Funding Guarantee' in 2023 / 24. The actual grant could be higher or lower than this but the indications to local authorities are that overall funding allocations should be maintained although possibly redistributed under another methodology with the settlement.

8.3 Waste

- 8.3.1 The Waste Contract was due to expire at the end of January 2024 but has been extended. The main change is that waste vehicles will be purchased by the Council rather than leased, as the Council can finance them at a lower cost. Overall revenue costs of the contract are significantly lower than forecast in the last MTFS, based on the best information available to the Council at the date of this report. The income and expenditure relating to Refuse and Recycling is subject to inflationary impact, market pricing and demand, all of which are difficult to forecast. The MTFS reflects the latest position but will need to be kept under review as this information changes.

8.4 Staff Pay

- 8.4.1 This is the Council's largest area of expenditure and a 1% increase in pay equates to an additional cost of £102k. The 2024 / 25 pay award is currently estimated at 5% taking into consideration the projected inflation rate and the award for 2023 / 24. Evidence to basis this on is limited so there is high uncertainty around this.

8.5 Council Tax

- 8.5.1 This is a key component of the forecast funding of the Council's services. It is based on the current Council Tax Base calculation (including the estimated growth) to be

agreed by the Council. It also assumes a 3% increase in 2024 / 25, the maximum increase below the referendum threshold, to be confirmed by the Council in February 2024.

8.6 Business Rates

- 8.6.1 The government's National Non Domestic Rates Return (NNDR1) is due in January 2024 and informs the budget setting for this area. Currently, there are no significant variations expected year to year except for inflationary impacts, although there has been a general trend of slight improvement in the collection rate. This could yet be tempered by the cost of living crisis so, due to the amounts involved, the impact on the MTFS will be reviewed when setting the final budget.

9. GENERAL FUND

- 9.1 Central Government has not been clear about their level of support to Local Government in future years so it is assumed their funding levels will continue as previously announced until such a time as new announcements are made. The next of these will be the Chancellor's Autumn Statement, scheduled for 22 November 2023. The provisional Local Government Settlement is expected to be delivered in late December. An updated MTFS will be reported to the Strategy and Resources Committee in January 2024.
- 9.2 The MTFS approved by the Council on 22 February 2023, contained a budget gap of £421k. The revised projected budget gap is set out in the following table:

Table 4 – Budget Gap Reconciliation 2023 / 24

| Description | Amount £000 |
|---|----------------|
| Original Budget Gap | 421 |
| Drawdown on Business Rates Equalisation Reserve (reported to the Council on 13 July 2023) | (421) |
| Revised Budget Gap 2023 / 24 | - |
| Projected 2023 / 24 underspend at Quarter 2 | (742) |

- 9.3 The Budgetary Control report taken to the Strategy and Resources Committee on 23 November 2023 is showing a net budget underspend of £686k for 2023 / 24 which favourably impacts on the General Fund.

Table 5 – Projected General Fund Balance

| | 2023/24 £000 | 2024/25 £000 | 2025/26 £000 | 2026/27 £000 |
|--|-----------------|-----------------|-----------------|-----------------|
| Opening General Fund Balance | 5,081 | 5,823 | 5,097 | 4,022 |
| Budget Gap (Table 1) | 0 | -726 | -1,075 | -1,253 |
| Current Financial Year Budget Pressure | 742 | 0 | 0 | 0 |
| Closing General Fund Balance | 5,823 | 5,097 | 4,022 | 2,770 |

- 9.4 The projections in the above table show that the general Fund Balance will not fall below the recommended minimum of £2.6m by 2026 / 27 but is in gradual decline, so, if no further action is taken to mitigate this, the Council's finances will not be sustainable in the longer term. However, these figures could still be heavily impacted by the areas of uncertainty discussed in section 7 of this report.

10. CONCLUSION

- 10.1 Medium-Term financial planning is an important component of the Council's strategic planning framework particularly in the uncertain economic climate and with unprecedented financial pressures in the public sector. Key financial decisions need to be set in the context of a plan that looks beyond the next financial year. Forward planning offers the opportunity to link service and financial planning, as decisions taken on an annual basis are limited in what they can achieve.

11. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

11.1 Smarter finances

- 11.1.1 The MTFS provides the foundation against which the Council will strive to deliver the best possible value for money in the provision of efficient and cost-effective services across the District.
- 11.1.2 Through the effective development and delivery of the Council's financial and other resource strategies it seeks to build upon past achievements as well as provide clear direction to the attainment of the Council's longer-term goals.

12. IMPLICATIONS

- (i) **Impact on Customers** – None identified.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – Risks and uncertainty have been discussed in this report. A more in-depth risk assessment will come in the full MTFS report in January 2024.
- (iv) **Impact on Resources (financial)** – The financial implications are set out in this report.
- (v) **Impact on Resources (human)** – None identified.

Background Papers:

Budgetary Control Report to the Strategy and Resources Committee, 23 November 2023.
MTFS to the Council, 22 February 2023.

Enquiries to:

Lance Porteous, Lead Specialist Finance.

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REPORT of INTERIM CHIEF FINANCE OFFICER

to
STRATEGY AND RESOURCES COMMITTEE
23 NOVEMBER 2023

FEES AND CHARGES SCHEDULE 2024 / 25

1. PURPOSE OF THE REPORT

- 1.1 To review the proposed 2024 / 25 fees and charges set at the discretion of the Council that are forecast to generate greater than £2,000 each.
- 1.2 To note that Fees and Charges which are anticipated to forecast less than £2,000 are reviewed and set by the Interim Chief Finance Officer under delegated powers.

2. RECOMMENDATIONS

To the Council:

That the detailed Fees and Charges Schedule for 2024 / 25 as set out in **APPENDIX A** be agreed, subject to Council approval of the Fees and Charges Policy on 29 November 2023.

3. SUMMARY OF KEY ISSUES

- 3.1 The proposed fees and charges for 2024 / 25 are set out in **APPENDIX A** and are based on the Fees and Charges Policy report agreed by this Committee on 21 September 2023; however it should be noted that this is subject to Council ratification on the 29 November 2023.
- 3.2 To assist in identifying and understand the proposed changes, a summary of these is set out at **APPENDIX B**.
- 3.3 The majority of Fees and Charges are proposed to be increased by inflation (set at 7.4% based on the Consumer Price Index as at August 2023).
- 3.4 Wharfage fees were approved for a 50% discount in February 2022. These fees were increased in February 2023 by inflation less a 40% discount. The current policy is to continue to phase out the discount over the next three years, including reducing it by 20% in 2024 / 25. In order to keep up with the costs of maintaining the river and quay, inflation is being proposed to be applied in addition to this.
- 3.5 The charges recommended for an above inflation increase include recycling, refuse and green waste collection to try and achieve full cost recovery. Car parking charges are proposed as per the report agreed in September 2023 with a further proposed increase to evenings, Sundays and Bank Holidays. Increases to Planning Pre-Application Fees (25% for minor and 35% for major) are proposed in line with

statutory planning fee increases set by central government, to increase cost-recovery. Stray Dogs Collection fees are being raised above inflation as a deterrent.

- 3.6 Fees for Anti-Social Behaviour non-compliance, littering, fly tipping and failure to produce waste documentation are proposed to be raised to the maximum allowable to act as a deterrent.
- 3.7 Graffiti, Clean Neighbourhoods, Fixed Penalty for Waste Receptacles, Beach Huts, Changing Rooms, Boot Camps and Event Permits are not recommended to be increased.
- 3.8 Two new charges are being proposed:
- 1) Licence Variation, and
 - 2) Licence Revisit to Rescore; this is to reflect the cost of carry out these services.

4. IMPACT ON BUDGETS

- 4.1 The income anticipated to be generated from these fees and charges is detailed in the table below:

| Service Area | 2023 / 24 Budget £'000 | 2023 / 24 Forecast £'000 | 2023 / 24 Variance £'000 | 2024 / 25 Budget £'000 |
|-------------------------------|------------------------------|--------------------------------|--------------------------------|------------------------------|
| Parks and Countryside | 46 | 46 | 0 | 49 |
| Land Charges | 124 | 124 | 0 | 133 |
| Parks and Open Spaces | 747 | 747 | 0 | 802 |
| Rivers | 41 | 41 | 0 | 51 |
| Public Entertainment Licences | 59 | 60 | 1 | 59 |
| Hackney Carriages | 2 | 2 | 0 | 2 |
| Cemeteries | 130 | 103 | (27) | 111 |
| Waste Management | 12 | 12 | 0 | 13 |
| Environmental Health | 30 | 31 | 1 | 33 |
| Development Control | 758 | 870 | 112 | 1,088 |
| Building Control | 223 | 178 | (45) | 196 |
| Off-street Parking | 995 | 851 | (144) | 936 |
| Housing Services | 13 | 13 | 0 | 14 |
| | 3,180 | 3,078 | (102) | 3,487 |

- 4.2 The table shows a slight under-achievement of income from fees and charges of £102k expected in 2023 / 24. This is mainly due to off-street parking not attaining its Ignite target, and burials and building control inspections being low in volumes. Raising fees and charges by the amounts set out at **APPENDIX A** is forecast to generate an additional £307k income compared to 2023 / 24 budgets, if volumes remain the same as this year.

5. CONCLUSION

- 5.1 The proposed schedule of 2023 / 24 Discretionary Fees and Charges has been updated in accordance with the Policy agreed by the Committee in September 2023, which aims to ensure cost recovery on all discretionary services where feasible.

6. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

6.1 Smarter finances

- 6.1.1 The Discretionary Fees and Charges are an important element of the overall of funding available to the Council to deliver its services.

7. IMPLICATIONS

- (i) **Impact on Customers** – This has been considered when setting fees and charges policy. As a general principle discretionary fees and charges should be set to fully recover their costs, to minimise the impact on local council tax payers in respect of subsidising these services.
- (ii) **Impact on Equalities** – None identified.
- (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 are being incorporated into the 2024 / 25 budget proposals.
- (v) **Impact on Resources (human)** – None identified.

Background Papers: 2024 / 25 Fees and Charges Policies Report to the Strategy and Resources Committee, 21 September 2023.

Enquiries to: Lance Porteous, Lead Finance Specialist.

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| PLANNING AND ENVIRONMENTAL SERVICES | Charge | VAT | 2024/25 | 2023/24 |
|---|---------------|-------------------|----------------|----------------|
| | £ | £ | £ | £ |
| ENVIRONMENTAL HEALTH | | | | |
| ENVIRONMENTAL PROTECTION | | | | |
| Anti Social Behaviour Act 2003 | | | | |
| Fixed Penalty for Graffiti and Fly Posting S43 | 150.00 | - | 150.00 | 150.00 |
| Anti-Social Behaviour Crime and Policing Act 2014 | | | | |
| Failure to comply with a community protection notice | 500.00 | - | 500.00 | 100.00 |
| Failure to comply with a public space protection order (Dog fouling and other dog restrictions) | 500.00 | - | 500.00 | 100.00 |
| Clean Neighbourhoods and Environment Act 2005 | | | | |
| Repairing vehicle on a road | 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 | 86.00 | - | 86.00 | 80.00 |
| Fixed Penalty for offences under dog control orders S59(2) | | Deleted | | 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 | 53.00 | - | 53.00 | 49.00 |
| 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 | 53.00 | - | 53.00 | 49.00 |
| 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) | 116.67 | 23.33 | 140.00 | 130.00 |
| Charge for Housing Act Enforcement (per hour) | 58.00 | - | 58.00 | 54.00 |
| Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house | 1,036.00 | - | 1,036.00 | 965.00 |
| charge per each additional room | 58.00 | - | 58.00 | 54.00 |
| Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house | 714.00 | - | 714.00 | 665.00 |
| charge per each additional room | 58.00 | - | 58.00 | 54.00 |
| Request for housing inspection for immigration purposes | 203.00 | - | 203.00 | 189.00 |
| Fixed Penalty for Litter S88 (1) | 500.00 | - | 500.00 | 150.00 |
| Fixed Penalty for offences in relation to waste receptacles S47ZA(2) | 110.00 | - | 110.00 | 110.00 |
| Fly Tipping | | | | |
| Fly Tipping | 1,000.00 | - | 1,000.00 | 400.00 |
| Failure to produce waste documentation (commercial) | 600.00 | - | 600.00 | 300.00 |
| Failure to produce waste documentation (domestic) | 600.00 | - | 600.00 | 200.00 |
| Failure to produce authority to transport waste | 600.00 | - | 600.00 | 300.00 |
| Noise Act 1996 | | | | |
| Fixed Penalty for noise from dwellings S8 | 107.00 | - | 107.00 | 100.00 |
| FOOD SAFETY AND HYGIENE | | | | |
| Export certificate: one off | 58.00 | - | 58.00 | 54.00 |
| Food Safety revisit | | | | |
| Food Safety revisit | 188.00 | - | 188.00 | 175.00 |
| Replacement Food Hygiene Rating Service (FHRS) sticker | 11.00 | - | 11.00 | 10.00 |
| Sale of Safer Food, Better Business (SFBB) packs | 28.00 | - | 28.00 | 26.00 |
| Private Water Supplies | | | | |
| Risk assessment (per hour of officer time maximum £500) | 58.00 | - | 58.00 | 54.00 |
| Private water supply sampling | | Recovery of costs | | |
| Skin Piercing Activities | | | | |
| Ear piercing, electrolysis, tattooing, acupuncture: per practitioner | 96.00 | - | 96.00 | 89.00 |
| per premises | 310.00 | - | 310.00 | 289.00 |
| GAMBLING ACT 2005 | | | | |
| Annual Fee | | | | |
| Adult Gaming Centre | 1,000.00 | - | 1,000.00 | 1,000.00 |
| Betting premises (other) | 600.00 | - | 600.00 | 600.00 |
| Betting Premises (track) | 1,000.00 | - | 1,000.00 | 1,000.00 |
| Bingo premises | 1,000.00 | - | 1,000.00 | 1,000.00 |
| Casino premises (converted) | 3,000.00 | - | 3,000.00 | 3,000.00 |
| Casino premises (large) | 10,000.00 | - | 10,000.00 | 10,000.00 |
| Casino premises (regional) | 15,000.00 | - | 15,000.00 | 15,000.00 |
| Casino premises (small) | 5,000.00 | - | 5,000.00 | 5,000.00 |
| Family entertainment centre | 750.00 | - | 750.00 | 750.00 |
| Application Fees for Premises and Application for Provisional Statements | | | | |
| Adult gaming centre | 2,000.00 | - | 2,000.00 | 2,000.00 |
| Betting premises (other) | 3,000.00 | - | 3,000.00 | 3,000.00 |
| Betting premises (track) | 2,500.00 | - | 2,500.00 | 2,500.00 |
| Bingo premises | 3,500.00 | - | 3,500.00 | 3,500.00 |
| Casino premises (large) | 10,000.00 | - | 10,000.00 | 10,000.00 |
| Casino premises (regional) | 15,000.00 | - | 15,000.00 | 15,000.00 |

| PLANNING AND ENVIRONMENTAL SERVICES | Charge | VAT | 2024/25 | 2023/24 |
|---|-------------------|-------|----------|----------|
| | £ | £ | £ | £ |
| Casino premises (small) | 8,000.00 | - | 8,000.00 | 8,000.00 |
| Family entertainment centre | 2,000.00 | - | 2,000.00 | 2,000.00 |
| | | | | |
| Application Fee for Premises with Provisional Statement | | | | |
| Adult gaming centre | 1,238.00 | - | 1,238.00 | 1,238.00 |
| Betting premises (other) | 1,238.00 | - | 1,238.00 | 1,238.00 |
| Betting premises (track) | 985.00 | - | 985.00 | 985.00 |
| Bingo premises | 1,238.00 | - | 1,238.00 | 1,238.00 |
| Casino premises (large) | 5,158.00 | - | 5,158.00 | 5,158.00 |
| Casino premises (regional) | 8,254.00 | - | 8,254.00 | 8,254.00 |
| Casino premises (small) | 3,095.00 | - | 3,095.00 | 3,095.00 |
| Family entertainment centre | 985.00 | - | 985.00 | 985.00 |
| | | | | |
| Transfer / Reinstatement of Licence | | | | |
| Adult gaming centre | 1,200.00 | - | 1,200.00 | 1,200.00 |
| Betting premises (other) | 1,200.00 | - | 1,200.00 | 1,200.00 |
| Betting premises (track) | 950.00 | - | 950.00 | 950.00 |
| Bingo premises | 1,200.00 | - | 1,200.00 | 1,200.00 |
| Casino premises (converted) | 1,350.00 | - | 1,350.00 | 1,350.00 |
| Casino premises (large) | 2,150.00 | - | 2,150.00 | 2,150.00 |
| Casino premises (regional) | 6,500.00 | - | 6,500.00 | 6,500.00 |
| Casino premises (small) | 1,800.00 | - | 1,800.00 | 1,800.00 |
| Family entertainment centre | 950.00 | - | 950.00 | 950.00 |
| | | | | |
| Variation Fee | | | | |
| Adult gaming centre | 1,000.00 | - | 1,000.00 | 1,000.00 |
| Betting premises (other) | 1,500.00 | - | 1,500.00 | 1,500.00 |
| Betting premises (track) | 1,250.00 | - | 1,250.00 | 1,250.00 |
| Bingo premises | 1,750.00 | - | 1,750.00 | 1,750.00 |
| Casino premises (converted) | 2,000.00 | - | 2,000.00 | 2,000.00 |
| Casino premises (large) | 5,000.00 | - | 5,000.00 | 5,000.00 |
| Casino premises (regional) | 7,500.00 | - | 7,500.00 | 7,500.00 |
| Casino premises (small) | 4,000.00 | - | 4,000.00 | 4,000.00 |
| Family entertainment centre | 1,000.00 | - | 1,000.00 | 1,000.00 |
| | | | | |
| Other Gambling Act Licence Fees | | | | |
| Change of circumstance | 49.00 | - | 49.00 | 49.00 |
| Copy of licence | 25.00 | - | 25.00 | 25.00 |
| | | | | |
| LICENSING | | | | |
| Animal Licensing | | | | |
| Animal boarding establishments - new application | 734.00 | - | 734.00 | 683.00 |
| Animal boarding establishments - renewal | 403.00 | - | 403.00 | 375.00 |
| Animal home boarding - new application | 643.00 | - | 643.00 | 599.00 |
| Animal home boarding - renewal | 373.00 | - | 373.00 | 347.00 |
| Dangerous wild animal | 412.00 | - | 412.00 | 384.00 |
| Dog breeding establishments - new application | 624.00 | - | 624.00 | 581.00 |
| Dog breeding establishments - renewal | 513.00 | - | 513.00 | 478.00 |
| Pet shop - new application | 794.00 | - | 794.00 | 739.00 |
| Pet shop - renewal | 463.00 | - | 463.00 | 431.00 |
| Riding establishments - new application | 665.00 | - | 665.00 | 619.00 |
| Riding establishments - renewal | 439.00 | - | 439.00 | 409.00 |
| Zoo licence (individually determined fees) | Recovery of costs | | | |
| Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee | | | | |
| Doggy Day Care | 764.00 | - | 764.00 | 711.00 |
| Doggy Day Renewal | 463.00 | - | 463.00 | 431.00 |
| Exhibition | 794.00 | - | 794.00 | 739.00 |
| Exhibition Renewal | 643.00 | - | 643.00 | 599.00 |
| *** New Charges *** | | | | |
| Licence variation | 75.00 | | 75.00 | - |
| Licence revisit to rescore | 175.00 | | 175.00 | - |
| | | | | |
| Hackney Carriage Licences | | | | |
| Driver licence (Hackney or Dual) - 3 yrs duration | 286.00 | - | 286.00 | 266.00 |
| Vehicle licence (excludes vehicles test) - 1 yr duration | 287.00 | - | 287.00 | 267.00 |
| Vehicle Licence fee reduced for wheelchair accessible vehicles 25% | | | | |
| | | | | |
| Private Hire Licences | | | | |
| Driver licence (Private Hire (PH) or Dual) - 3 yrs duration | 286.00 | - | 286.00 | 266.00 |
| Private Hire operators licence (1 car) - 5yrs duration | 276.00 | - | 276.00 | 257.00 |
| Vehicle licence (excludes vehicles test) - 1 yr duration | 287.00 | - | 287.00 | 267.00 |
| Vehicle Licence fee reduced for wheelchair accessible vehicles 25% | | | | |
| | | | | |
| Town and Police Clauses Act 1847 | | | | |
| Street closures admin charge | 88.33 | 17.67 | 106.00 | 99.00 |
| + Street closures press advert recovery of cost | Recovery of costs | | | |
| | | | | |

| PLANNING AND ENVIRONMENTAL SERVICES | Charge | VAT | 2024/25 | 2023/24 |
|---|---------------|------------|----------------|----------------|
| | £ | £ | £ | £ |
| Local Government Miscellaneous Provisions Act 1982 | | | | |
| Sex establishment licence: application | 3,278.00 | - | 3,278.00 | 3,052.00 |
| renewal | 656.00 | - | 656.00 | 611.00 |
| variation | 262.00 | - | 262.00 | 244.00 |
| | | | | |
| MOBILE HOMES ACT 2013 | | | | |
| Application to transfer a site licence | 378.00 | - | 378.00 | 352.00 |
| Deposit of Site Rules | 70.00 | - | 70.00 | 65.00 |
| | | | | |
| Annual Fee | | | | |
| Band 2 (9-24 Pitches) | 320.00 | - | 320.00 | 298.00 |
| Band 3 (25-99 Pitches) | 540.00 | - | 540.00 | 503.00 |
| Band 4 (100-199 Pitches) | 848.00 | - | 848.00 | 790.00 |
| Band 5 (more than 200 Pitches) | 1,092.00 | - | 1,092.00 | 1,017.00 |
| | | | | |
| New Site Licence Application and renewals | | | | |
| Band 1 (1-8 Pitches) | 715.00 | - | 715.00 | 666.00 |
| Band 2 (9-24 Pitches) | 819.00 | - | 819.00 | 763.00 |
| Band 3 (25-99 Pitches) | 1,133.00 | - | 1,133.00 | 1,055.00 |
| Band 4 (100-199 Pitches) | 1,366.00 | - | 1,366.00 | 1,272.00 |
| Band 5 (more than 200 Pitches) | 1,651.00 | - | 1,651.00 | 1,537.00 |
| | | | | |
| Application to amend a site Licence fee | | | | |
| Band 1 (1-8 Pitches) | 419.00 | - | 419.00 | 390.00 |
| Band 2 (9-24 Pitches) | 430.00 | - | 430.00 | 400.00 |
| Band 3 (25-99 Pitches) | 448.00 | - | 448.00 | 417.00 |
| Band 4 (100-199 Pitches) | 453.00 | - | 453.00 | 422.00 |
| Band 5 (more than 200 Pitches) | 482.00 | - | 482.00 | 449.00 |
| | | | | |
| SCRAP METAL DEALERS LICENCES | | | | |
| Scrap metal dealers collectors licence (3yrs duration) | 219.00 | - | 219.00 | 204.00 |
| Scrap metal dealers collectors licence renewal (3yrs duration) | 170.00 | - | 170.00 | 158.00 |
| Scrap metal dealers site licence (3yrs duration) | 416.00 | - | 416.00 | 387.00 |
| Scrap metal dealers site licence renewal (3yrs duration) | 345.00 | - | 345.00 | 321.00 |
| Scrap metal dealers variation of a licence | 102.00 | - | 102.00 | 95.00 |
| Scrap metal dealers additional site | 75.00 | - | 75.00 | 75.00 |
| | | | | |
| ENVIRONMENTAL WASTE | | | | |
| | | | | |
| DOMESTIC REFUSE | | | | |
| Black sacks - per roll of 26 | | Deleted | | |
| | | | | |
| PEST CONTROL - COMMERCIAL | | | | |
| Insects and rodents per hour (excluding materials) | | Deleted | | 143.00 |
| Rodent contract work | | Deleted | | |
| Treatment for squirrels | | Deleted | | 143.00 |
| Treatment for moles | | Deleted | | 143.00 |
| | | | | |
| PEST CONTROL - DOMESTIC | | | | |
| Call out charge | | Deleted | | 82.00 |
| Ants (each property) | | Deleted | | 116.00 |
| Bedbug infestation: 1-3 bed property | | Deleted | | 121.00 |
| 4-5 bed property | | Deleted | | 129.00 |
| > 5 bed property | | Deleted | | |
| Second call out within 6 weeks of initial treatment at 50% charge | | Deleted | | |
| Bees | | Deleted | | 82.00 |
| Brown-tailed moth | | Deleted | | |
| Fleas infestation: 1-3 bed property | | Deleted | | 121.00 |
| 4-5 bed property | | Deleted | | 129.00 |
| > 5 bed property | | Deleted | | |
| Second call out within 6 weeks of initial treatment at 50% charge | | Deleted | | |
| Lice and cockroaches | | Deleted | | 82.00 |
| Mice | | Deleted | | 82.00 |
| Rats | | Deleted | | 82.00 |
| Wasps nests | | Deleted | | 82.00 |
| additional nest (treated at same time as first) | | Deleted | | 39.00 |
| | | | | |
| RECYCLING | | | | |
| Green bins: standard annual fee | 70.00 | - | 70.00 | 56.00 |
| (standard fee: half year pro rata for new customers) | 28.00 | - | 40.00 | 28.00 |
| Isolated properties annual fee | 35.00 | - | 35.00 | 30.00 |
| Purchase of Green Bin including Delivery | 35.00 | - | 35.00 | 31.00 |
| | | | | |
| REFUSE COLLECTION | | | | |
| Household Bulky Waste - 1 to 3 items | 45.00 | - | 45.00 | 42.00 |
| Household Bulky Waste - 4 to 6 items | 90.00 | - | 90.00 | 79.00 |
| Household Bulky Waste - 7 to 9 items | 135.00 | - | 135.00 | 125.00 |
| Household Bulky Waste - 10 to 12 items (maximum) | 180.00 | - | 180.00 | 166.00 |
| Where at least 1 item is Upholstered Furniture (additional cost to above) | 16.00 | - | 16.00 | 14.50 |
| | | | | |
| REFUSE DISPOSAL | | | | |
| Abandoned vehicles | 200.00 | - | 200.00 | 200.00 |

| <u>PLANNING AND ENVIRONMENTAL SERVICES</u> | Charge | VAT | 2024/25 | 2023/24 |
|--|---------------|------------|----------------|----------------|
| | £ | £ | £ | £ |
| NEW PROPERTIES (6 or more properties) | | | | |
| Cost per refuse / recycling container to developers including delivery | 70.00 | - | 70.00 | 65.00 |
| STRAY DOGS | | | | |
| Stray dog destruction fee | | | | |
| | | | | |
| Collection Fee | 72.00 | - | 72.00 | 55.00 |
| Admin Fee | 27.00 | - | 27.00 | 25.00 |
| Kenneling per night | | | | |
| | | | | |
| With Tag or Chip | | | | |
| Vets fees | | | | |
| | | | | |
| Without Tag or Chip | | | | |
| Vets fees | | | | |
| | | | | |
| STREET CLEANSING | | | | |
| Return of abandoned trolleys | 54.00 | - | 54.00 | 50.00 |
| | | | | |

| SERVICE DELIVERY | VAT | Charge | VAT | 2024/25 | 2023/24 |
|---|-----|----------|-------|----------|----------|
| | | £ | £ | £ | £ |
| CEMETERIES | | | | | |
| Search in burial register | Yes | 35.00 | 7.00 | 42.00 | 39.00 |
| Use of chapel | No | 265.00 | - | 265.00 | 247.00 |
| Plot choosing: burial ex woodland non-resident | No | 724.00 | - | 724.00 | 674.00 |
| burial ex woodland resident | No | 362.00 | - | 362.00 | 337.00 |
| Plot choosing: cremated remains non-resident | No | 242.00 | - | 242.00 | 225.00 |
| Plot choosing: cremated remains resident | No | 120.00 | - | 120.00 | 112.00 |
| Cancellation Fee (Less than 48 hours) | No | 269.00 | - | 269.00 | - |
| Bronze Memorial Plaques | | | | | |
| Plaque on plinth: 6" x 4" | Yes | 416.67 | 83.33 | 500.00 | 466.00 |
| Brass plaque 6" x 4" | No | 223.00 | - | 223.00 | 208.00 |
| Brass plaque 7" x 5" | No | 235.00 | - | 235.00 | 219.00 |
| Brass plaque on stake 6" x 4" Cremation plots only | No | 223.00 | - | 223.00 | 208.00 |
| Brass plaque on stake 7" x 5" Cremation plots only | No | 235.00 | - | 235.00 | 219.00 |
| Perspex plaque on stake 5" x 3" Cremation plots only | No | 166.00 | - | 166.00 | 155.00 |
| Charges for Right to Place Monument | | | | | |
| Under 18 years | | Free | | | |
| Additional inscription | No | 102.00 | - | 102.00 | 95.00 |
| Full kerb set | No | 272.00 | - | 272.00 | 253.00 |
| Full kerb set and headstone up to 1m | No | 398.00 | - | 398.00 | 371.00 |
| Headstone up to 1m | No | 187.00 | - | 187.00 | 174.00 |
| Plaque on a Bench (8" x 2.5") 10 year leave agreement (New Charge) | No | 724.00 | - | 724.00 | 674.00 |
| Other memorials (cremated remains memorials) | No | 133.00 | - | 133.00 | 124.00 |
| Exclusive Right of Burial - Non Resident | | | | | |
| 10 Year (top up for existing Exclusive Right of Burial (ERB) only) | No | 507.00 | - | 507.00 | 472.00 |
| 10 Year (top up for existing Exclusive right of burial only child) | No | 265.00 | - | 265.00 | 247.00 |
| 10 Year top up for cremated remains existing ERB only child | No | 133.00 | - | 133.00 | 124.00 |
| 11 Year top up for cremated remains existing ERB only Adult | No | 253.00 | - | 253.00 | 236.00 |
| 50 years next in line burial child | No | 844.00 | - | 844.00 | 786.00 |
| 50 years next in line burial adult | No | 1,688.00 | - | 1,688.00 | 1,572.00 |
| 50 years next in line cremated remains child | No | 362.00 | - | 362.00 | 337.00 |
| 50 years next in line cremated remains adult | No | 724.00 | - | 724.00 | 674.00 |
| 99 years next in line cremated remains child | No | 604.00 | - | 604.00 | 562.00 |
| 99 years next in line cremated remains adult | No | 1,206.00 | - | 1,206.00 | 1,123.00 |
| 99 years next in line burial adult | No | 2,412.00 | - | 2,412.00 | 2,246.00 |
| 99 years next in line burial child | No | 1,206.00 | - | 1,206.00 | 1,123.00 |
| Transfer of exclusive rights of burial | No | 85.00 | - | 85.00 | 79.00 |
| Exclusive Right of Burial - Resident | | | | | |
| 10 years top up for existing ERBs only adult | No | 253.00 | - | 253.00 | 236.00 |
| 10 years top up for existing ERBs only child | No | 127.00 | - | 127.00 | 118.00 |
| 10 years top up for cremated remains existing ERB only adult | No | 133.00 | - | 133.00 | 124.00 |
| 10 year top up for cremated remains existing ERB only child | No | 67.00 | - | 67.00 | 62.00 |
| 50 years next in line burial adult | No | 844.00 | - | 844.00 | 786.00 |
| 50 years next in line burial child | No | 422.00 | - | 422.00 | 393.00 |
| 50 years next in line cremated remains child | No | 180.00 | - | 180.00 | 168.00 |
| 50 years next in line cremated remains adult | No | 362.00 | - | 362.00 | 337.00 |
| 99 years next in line cremated remains child | No | 302.00 | - | 302.00 | 281.00 |
| 99 years next in line cremated remains adult | No | 604.00 | - | 604.00 | 562.00 |
| 99 years next in line burial adult | No | 1,206.00 | - | 1,206.00 | 1,123.00 |
| 99 years next in line burial child | No | 604.00 | - | 604.00 | 562.00 |
| Interment - Non Resident | | | | | |
| Under 18 years (no charge to customer) | No | 1,206.00 | - | 1,206.00 | 1,123.00 |
| 18 years and over burial | No | 2,412.00 | - | 2,412.00 | 2,246.00 |
| Under 18 years (no charge to customer) | No | 302.00 | - | 302.00 | 281.00 |
| 18 years and over cremated remains | No | 604.00 | - | 604.00 | 562.00 |
| Scattering of ashes: under 18 years (No charge to the customer) | No | 108.00 | - | 108.00 | 101.00 |
| 18 years and over | No | 205.00 | - | 205.00 | 191.00 |

| SERVICE DELIVERY | VAT | Charge | VAT | 2024/25 | 2023/24 |
|---|------------|------------------|------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Interment - Resident | | | | | |
| Under 18 years (no charge to customer) | No | 604.00 | - | 604.00 | 562.00 |
| 18 years and over burial | No | 1,206.00 | - | 1,206.00 | 1,123.00 |
| Under 18 years (no charge to customer) | No | 139.00 | - | 139.00 | 129.00 |
| 18 years and over cremated remains | No | 272.00 | - | 272.00 | 253.00 |
| Scattering of ashes: under 18 years (No charge to the customer) | No | 55.00 | - | 55.00 | 51.00 |
| 18 years and over | No | 91.00 | - | 85.00 | 85.00 |
| scattering at sea all ages | No | 542.00 | - | 542.00 | 505.00 |
| Disinterment of cremated remains | No | 422.00 | - | 422.00 | 393.00 |
| Exhumation of coffin | No | Price on request | | | |
| | | | | | |
| Memorialisation Scheme | | | | | |
| Memorial tree including planting | Yes | 286.67 | 57.33 | 344.00 | 320.00 |
| | | | | | |
| Neat and Tidy Scheme | | | | | |
| Ashes (bed): 1 year | Yes | | Deleted | | |
| 5 years | Yes | | Deleted | | |
| Lawn (headstone bed): 1 year | Yes | | Deleted | | |
| 5 years | Yes | | Deleted | | |
| Lawn (full burial): 1 year | Yes | | Deleted | | |
| 5 years | Yes | | Deleted | | |
| | | | | | |
| 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 | | 1.17 | 0.23 | 1.40 | 1.20 |
| Up to 2hrs | | 1.50 | 0.30 | 1.80 | 1.60 |
| Weekends | | | | | |
| Pay and display: Saturday (8am to 5pm) up to 1 hour | Yes | 1.17 | 0.23 | 1.40 | 1.20 |
| Saturday (8am to 5pm) 1 to 2 hours | Yes | 1.50 | 0.30 | 1.80 | 1.60 |
| Saturday (8am to 5pm) 2 to 3 hours | Yes | 2.08 | 0.42 | 2.50 | 2.20 |
| Saturday (8am to 5pm) 3 to 4 hours | Yes | 2.67 | 0.53 | 3.20 | 2.90 |
| Saturday (8am to 5pm) over 4 hours | Yes | 4.50 | 0.90 | 5.40 | 4.90 |
| Saturday Evening 5pm to 10pm | Yes | 1.58 | 0.32 | 1.90 | 1.70 |
| Sunday All Day and Bank Holidays | Yes | 1.58 | 0.32 | 1.90 | 1.70 |
| | | | | | |
| Butt Lane (Monday to Saturday - 8am to 5pm) | | | | | |
| Pay & display: up to 1 hour | Yes | 1.08 | 0.22 | 1.30 | 1.20 |
| 1 to 2 hours | Yes | 1.50 | 0.30 | 1.80 | 1.60 |
| 2 to 3 hours | Yes | 2.00 | 0.40 | 2.40 | 2.20 |
| 3 to 4 hours | Yes | 2.67 | 0.53 | 3.20 | 2.90 |
| over 4 hours | Yes | 4.50 | 0.90 | 5.40 | 4.90 |
| Weekday and Saturday Evening (5pm to 10pm) | Yes | 1.58 | 0.32 | 1.90 | 1.70 |
| Sunday All Day and bank holidays | Yes | 1.58 | 0.32 | 1.90 | 1.70 |
| | | | | | |
| Season ticket: annual | Yes | 656.67 | 131.33 | 788.00 | 716.00 |
| 6 months | Yes | 328.33 | 65.67 | 394.00 | 358.00 |
| monthly | Yes | 58.33 | 11.67 | 70.00 | 64.00 |
| 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 | 2.00 | 0.40 | 2.40 | 2.20 |
| 3 to 4 hours | Yes | 2.67 | 0.53 | 3.20 | 2.90 |
| over 4 hours | Yes | 4.50 | 0.90 | 5.40 | 4.90 |
| Weekday and Saturday Evening (5pm to 10pm) | Yes | 1.58 | 0.32 | 1.90 | 1.70 |
| Sunday All Day and Bank Holidays | Yes | 1.58 | 0.32 | 1.90 | 1.70 |
| | | | - | | |
| Season ticket: annual | Yes | 656.67 | 131.33 | 788.00 | 716.00 |
| 6 months | Yes | 328.33 | 65.67 | 394.00 | 358.00 |
| monthly | Yes | 58.33 | 11.67 | 70.00 | 64.00 |
| Bulk purchases (Monday - Saturday): minimum 10 tickets | | Deleted | | | |
| minimum 15 tickets | | Deleted | | | |
| minimum 20 tickets | | Deleted | | | |
| Public sector partners (Monday - Friday) | | Deleted | | | |
| | | | | | |

| SERVICE DELIVERY | VAT | Charge | VAT | 2024/25 | 2023/24 |
|--|------------|----------------------|------------|----------------|----------------|
| | | £ | £ | £ | £ |
| High St. East (Monday to Saturday - 8am to 5pm) | | | | | |
| Pay and display: up to 1 hour | Yes | 1.08 | 0.22 | 1.30 | 1.20 |
| 1 to 2 hours | Yes | 1.50 | 0.30 | 1.80 | 1.60 |
| 2 to 3 hours | Yes | 2.00 | 0.40 | 2.40 | 2.20 |
| 3 to 4 hours | Yes | 2.67 | 0.53 | 3.20 | 2.90 |
| over 4 hours | Yes | 4.50 | 0.90 | 5.40 | 4.90 |
| Weekday and Saturday Evening (5pm to 10pm) | Yes | 1.25 | 0.25 | 1.90 | 1.50 |
| Sunday All Day and Bank Holidays | Yes | 1.25 | 0.25 | 1.90 | 1.50 |
| Season ticket: annual | Yes | 656.67 | 131.33 | 788.00 | 716.00 |
| 6 months | Yes | 328.33 | 65.67 | 394.00 | 358.00 |
| monthly | Yes | 58.33 | 11.67 | 70.00 | 64.00 |
| 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 | | 119.17 | 23.83 | 143.00 | 130.00 |
| | | | | | |
| Maldon Promenade (Monday to Sunday - 8am to 8pm) | | | | | |
| Car: up to 1 hour | Yes | 1.38 | 0.28 | 1.60 | 1.50 |
| 1 to 2 hours | Yes | 2.66 | 0.53 | 3.20 | 2.90 |
| 2 to 4 hours | Yes | Deleted | | | |
| 2 to 5 hours | Yes | 6.67 | 1.33 | 8.00 | 7.00 |
| all day | Yes | 9.17 | 1.83 | 11.00 | 10.00 |
| Coach: up to 2 hours | Yes | 10.00 | 2.00 | 12.00 | 11.00 |
| over 2 hours | Yes | 11.08 | 2.22 | 24.00 | 22.00 |
| Coach park - coach / bus season tickets | Yes | Deleted | | | |
| Non residents season ticket | Yes | Deleted | | | |
| Residents season ticket | Yes | 640.83 | 128.17 | 769.00 | 716.00 |
| Residents season ticket (two hours per day) | Yes | 159.00 | 31.80 | 159.00 | 148.00 |
| | | | | | |
| Market Site | | | | | |
| Season ticket: annual | Yes | 725.00 | 145.00 | 870.00 | 791.00 |
| 6 months | Yes | 362.50 | 72.50 | 435.00 | 395.00 |
| monthly | Yes | 65.00 | 13.00 | 78.00 | 71.00 |
| | | | | | |
| Silver Street | | | | | |
| Season ticket: annual | Yes | 656.67 | 131.33 | 788.00 | 716.00 |
| 6 months | Yes | 328.33 | 65.67 | 394.00 | 358.00 |
| 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 | 1.08 | 0.22 | 1.30 | 1.20 |
| 1 to 2 hours | Yes | 1.42 | 0.28 | 1.70 | 1.50 |
| 2 to 3 hours | Yes | 2.00 | 0.40 | 2.40 | 2.20 |
| 3 to 4 hours | Yes | 3.75 | 0.75 | 4.50 | 4.10 |
| over 4 hours | Yes | 8.92 | 1.78 | 10.70 | 9.70 |
| Weekday and Saturday Evening (5pm to 10pm) | Yes | 1.58 | 0.32 | 1.90 | 1.70 |
| Sunday and Bank Holidays | | | | 1.90 | |
| | | | | | |
| White Horse Lane | Yes | | | | |
| Maldon Schools permit | Yes | 220.83 | 44.17 | 265.00 | 247.00 |
| | Yes | | | | |
| Town Centre Car Parks | | | | | |
| Residents season ticket (Monday 5pm-10pm All Day Sunday) | Yes | 81.33 | 16.27 | 97.60 | 88.70 |
| | | | | | |
| Events Car Parking - day ticket | | | | | |
| Charge to be set by Maldon District Council (MDC) prior to event | Yes | | | | |
| | | | | | |
| Electricity Supply (Riverside and Promenade Park) | | | | | |
| Charge per day | Yes | 85.00 | 17.00 | 102.00 | 95.00 |
| Deposit | No | Price on application | | | |
| | | | | | |
| Water Supply (Riverside and Promenade Park) | | | | | |
| Stand Pipe Installation | No | Price on application | | | |
| Charge per day | Yes | Price on application | | | |
| Deposit | No | Price on application | | | |
| | | | | | |

| SERVICE DELIVERY | VAT | Charge | VAT | 2024/25 | 2023/24 |
|---|------------|---------------|----------------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Beach Hut Hire - Promenade Park | | | | | |
| Daily Charge | | | | | |
| High-Season (April - September) | | 48.33 | 9.67 | 58.00 | 58.00 |
| Low-Season (October - March) | | 30.83 | 6.17 | 37.00 | 37.00 |
| A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings | | | Deleted | | |
| FUNFAIRS AND CIRCUSES - Minimum of: | | | | | |
| Damage deposit | No | | Price on application | | |
| Poster removal deposit | No | | Price on application | | |
| Circus at Promenade Park | | | | | |
| Daily ground rate (whilst circus is in operation) | No | | Price on application | | |
| Daily ground rate (whilst circus is not in operation) | No | | Price on application | | |
| Circus at Riverside Park | | | | | |
| Daily ground rate (whilst circus is in operation) | No | | Price on application | | |
| Daily ground rate (whilst circus is not in operation) | No | | Price on application | | |
| Funfair at Riverside Park | | | | | |
| Daily ground rate (whilst fair is in operation) | No | | Price on application | | |
| Daily ground rate (whilst fair is not in operation) | No | | Price on application | | |
| Travelling Funfair at Promenade Park | | | | | |
| Daily ground rate (whilst fair is in operation) | No | | Price on application | | |
| Daily ground rate (whilst fair is not in operation) | No | | Price on application | | |
| PARKS AND OPEN SPACES | | | | | |
| Memorial Benches | | | | | |
| Rustic bench | No | 1,534.00 | - | 1,534.00 | 1,428.00 |
| Cast iron bench | No | 1,559.00 | - | 1,559.00 | 1,452.00 |
| Advertising and Sponsorship | | | | | |
| Events Banners per week (main gate entrances on railings x2 + free electronic advert) | Yes | | Price on application | | |
| Events Banners per week (community / charity) | Yes | 30.83 | 6.17 | 37.00 | 34.00 |
| Internal park adverts To Be Advised (TBA) (per week) | Yes | 30.83 | 6.17 | 37.00 | 34.00 |
| Vehicle advertising TBA (per day) | Yes | | Price on application | | |
| Sponsorship | Yes | | By negotiation | | |
| Event Land Hire Charge - Council Park or Open Space | | | | | |
| Event licence / Permit fee (minimum fee payable on acceptance of event) | Yes | 41.67 | 8.33 | 50.00 | 50.00 |
| Charity - Small event (1-1,000 attendees) | Yes | | Price on application | | |
| Charity - Medium event (1,001- 2,500 attendees) | Yes | | Price on application | | |
| Charity - Large event (2,501 + attendees) | Yes | | Price on application | | |
| Community - Small event (1-1,000 attendees) | Yes | | Price on application | | |
| Community - Medium event (1,001- 2,500 attendees) | Yes | | Price on application | | |
| Community - Large event (2,501 + attendees) | Yes | | Price on application | | |
| Commercial - Small event (1-1,000 attendees) | Yes | | Price on application | | |
| Commercial - Medium event (1,001- 2,500 attendees) | Yes | | Price on application | | |
| Commercial - Large event (2,501 + attendees) | Yes | | Price on application | | |
| Prom Park hire for Concessions | | | Price on application | on application | |
| Other Council owned Land Hire for Concessions - (price is per operator, per day, per concession) | | | | | |
| Peak Time (School Holidays/Bank Holidays/ Event Days) | | | | | |
| Daily charge | No | 78.00 | - | 78.00 | 73.00 |
| Off Peak Time | | | | | |
| Daily charge | No | 48.00 | - | 48.00 | 45.00 |
| Pop Up Trading | | | | | |
| Peak Time (School Holidays/Bank Holidays/ Event Days) | | | | | |
| Market Stall (Frame with Canopy) | No | 85.00 | - | 85.00 | 79.00 |
| Wheelie Cart | No | 67.00 | - | 67.00 | 62.00 |
| Wheelie Cart including Fridge | No | 72.00 | - | 72.00 | 67.00 |
| Electricity | Yes | | Price on application | | |
| Off Peak Time | | | - | | |
| Market Stall (Frame with Canopy) | No | 72.00 | - | 72.00 | 67.00 |
| Wheelie Cart | No | 55.00 | - | 55.00 | 51.00 |
| Wheelie Cart including Fridge | No | 60.00 | - | 60.00 | 56.00 |
| Electricity | Yes | | Price on application | | |

| SERVICE DELIVERY | VAT | Charge | VAT | 2024/25 | 2023/24 |
|--|------------|---------------------------|----------------------|----------------|----------------|
| | | £ | £ | £ | £ |
| ROUNABOUT SPONSORSHIP | | | | | |
| 1 Year agreement - Maldon Town site | Yes | | Price on application | on application | |
| 1 Year agreement - Other district site | Yes | | Price on application | on application | |
| 3 Year agreement - Maldon Town site | Yes | | Price on application | on application | |
| 3 Year agreement - Other district site | Yes | | Price on application | on application | |
| Landscaping scheme (minimum 5 years) | Yes | | Price on application | on application | |
| | | | | | |
| 1 Year Boundary sign Agreement | Yes | | Price on application | on application | |
| | | | | | |
| PARKS AND SPORTS PITCHES | | | | | |
| Cricket (per game) | | | | | |
| Adult | Yes | 89.17 | 17.83 | 107.00 | 100.00 |
| Junior | Yes | 51.67 | 10.33 | 62.00 | 58.00 |
| Sports pitch use - parking season ticket (per club) | Yes | 130.00 | 26.00 | 156.00 | 145.00 |
| | | | | | |
| Football (per game) | | | | | |
| Adult | Yes | 55.83 | 11.17 | 67.00 | 62.00 |
| Junior | Yes | 40.83 | 8.17 | 49.00 | 46.00 |
| Changing rooms (only) | Yes | 11.67 | 2.33 | 14.00 | 14.00 |
| Sports pitch use - parking season ticket (per team) | Yes | 130.00 | 26.00 | 156.00 | 145.00 |
| Sports club training / structured activities | | 10.83 | 2.17 | 13.00 | 12.00 |
| | | | | | |
| Mini Soccer | | | | | |
| Juniors | Yes | 33.33 | 6.67 | 40.00 | 37.00 |
| | | | | | |
| Netball (per court, per hour) | | | | | |
| Adult | Yes | 11.67 | 2.33 | 14.00 | 13.00 |
| Junior | Yes | 9.17 | 1.83 | 11.00 | 10.00 |
| | | | | | |
| Tennis (per court, per hour) | | | | | |
| Adult | Yes | Deleted | | | |
| Junior | Yes | Deleted | | | |
| | | | | | |
| Organised Bootcamps / Personal Training in Council-owned Parks | | | | | |
| Hourly | Yes | 11.67 | 2.33 | 14.00 | 14.00 |
| 3 Month Licence (2 hours per week) | Yes | 150.00 | 30.00 | 180.00 | 168.00 |
| 6 Month Licence (up to 3 hours per week) | Yes | 220.83 | 44.17 | 265.00 | 247.00 |
| 12 Month Licence (up to 5 hours per week) | Yes | 351.67 | 70.33 | 422.00 | 393.00 |
| | | | | | |
| RIVERS | | | | | |
| Moorings | | | | | |
| Annual charge: up to 7.99 metres | Yes | 150.00 | 30.00 | 180.00 | 168.00 |
| 8 to 9.99 metres | Yes | 245.83 | 49.17 | 295.00 | 275.00 |
| 10 to 14.99 metres | Yes | 341.67 | 68.33 | 410.00 | 382.00 |
| 15 metres and above | Yes | 451.67 | 90.33 | 542.00 | 505.00 |
| Mooring registration fee | Yes | 135.83 | 27.17 | 163.00 | 152.00 |
| Transfer of mooring | | 50% of annual mooring fee | | | |
| | | | | | |
| Residential Mooring Charges | | | | | |
| up to 9.99 metres (per month) | | 201.67 | 40.33 | 242.00 | 225.00 |
| 10 to 14.99 metres (per month) | | 185.83 | 37.17 | 223.00 | 208.00 |
| 15 metres and above (per month) | | 373.33 | 74.67 | 448.00 | 417.00 |
| | | | | | |
| Wharfage - Hythe Quay Maldon and Burnham Pontoon | | | | | |
| Daily fees: vessels and multihulls | Yes | 21.67 | 4.33 | 26.00 | 24.00 |
| Annual fees: Available to Fully Rigged Thames Sailing barges operators only | Yes | 3,449.45 | 689.89 | 4,139.34 | 2,408.83 |
| (annual fee can be paid quarterly with no penalty) | Yes | 862.36 | 172.47 | 1,034.83 | 602.21 |
| Monthly fees: Available to Fully Rigged Thames Sailing barges operators only | Yes | 316.48 | 63.30 | 379.78 | 221.00 |
| Weekly Fee: as per daily rate multiplied by 7, no rate change. | Yes | 151.69 | 30.34 | 182.03 | 147.00 |
| 240/32 Amp Supply - Daily Charge (Maldon) | yes | 5.00 | 1.00 | 6.00 | 6.00 |
| Static Events on vessels using the Hythe Quay / Burnham (Daily charge) | Yes | 140.83 | 28.17 | 169.00 | 157.00 |
| Exclusive use of visitor pontoons Maldon / Burnham (Daily charge) | Yes | 140.83 | 28.17 | 169.00 | 157.00 |
| Visitor Pontoon - Weekly Winter charge Oct - April (Maldon) | yes | 70.83 | 14.17 | 85.00 | 79.00 |
| | | | | | |
| Commercial team | | | | | |
| Box Office services - commission rate to be set at 10% unless agreed by MDC | | | | | |
| Commercial Services Marketing - Price on enquiry | | | | | |

| PLANNING SERVICES | Charge | VAT | 2024/25 | 2023/24 |
|---|------------------------|------------|----------------|----------------|
| | £ | £ | £ | £ |
| 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) | 16.00 | - | 16.00 | 15.00 |
| 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 | 37.50 | 7.50 | 45.00 | 42.00 |
| Other Development Control | | | | |
| High Hedge Complaints | 615.00 | 123.00 | 738.00 | 687.00 |
| Street Naming and Numbering | | | | |
| Adding / removing a name | 57.00 | - | 57.00 | 53.00 |
| Renaming / renumbering a property | 57.00 | - | 57.00 | 53.00 |
| Naming / numbering 1-5 properties (per property) inc flats* | 85.00 | - | 85.00 | 79.00 |
| Naming / numbering 6-25 properties (per property) inc flats* | 38.00 | - | 38.00 | 35.00 |
| Naming / numbering 26-75 properties (per property) inc flats* | 31.00 | - | 31.00 | 29.00 |
| Naming / numbering 76+ properties (per property) inc flats* | 24.00 | - | 24.00 | 22.00 |
| Naming a street (per street)** | 124.00 | - | 124.00 | 115.00 |
| Change to development after notification | 61.00 | - | 61.00 | 57.00 |
| Street renaming at residents request | 185.00 | - | 185.00 | 172.00 |
| 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 | 152.50 | 30.50 | 183.00 | 170.00 |
| additional fee for non-residential searches | 27.50 | 5.50 | 33.00 | 31.00 |
| LLC1 | 28.00 | 0.00 | 28.00 | 26.00 |
| additional fee for non-residential searches | 40.83 | 8.17 | 49.00 | 46.00 |
| CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search) | 19.17 | 3.83 | 23.00 | 21.00 |
| Q6-21 | 19.17 | 3.83 | 23.00 | 21.00 |
| Q22 only | 27.50 | 5.50 | 33.00 | 31.00 |
| Additional enquiry | 40.00 | 8.00 | 48.00 | 45.00 |
| Additional parcel of land LLC1 | 6.00 | 0.00 | 6.00 | 6.00 |
| Additional parcel of land CON29 | 19.17 | 3.83 | 23.00 | 21.00 |
| Copy of duplicate search | 11.67 | 2.33 | 14.00 | 13.00 |
| Search confirmation (up to 3mths old) | 11.67 | 2.33 | 14.00 | 13.00 |
| 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 | 28.00 | 0.00 | 28.00 | 26.00 |

PLANNING SERVICES Pre-Application Fees and Charges 2024/25

| | | | | 2024/25 | 2023/24 |
|--|--|---|-------------|-----------|-----------|
| Further Details | | Cost (£) | 20% 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). | 25.00 | 5.00 | 30.00 | 30.00 |
| Application Validation | Reviewing application forms and charging for incorrect completion. | 25.00 | 5.00 | 30.00 | 30.00 |
| 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. | 131.67 | 26.33 | 158.00 | 126.00 |
| 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. | 249.17 | 49.83 | 299.00 | 239.00 |
| Smallscale commercial development (Written advice) | Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes | 131.67 | 26.33 | 158.00 | 126.00 |
| 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 commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes | 249.17 | 49.83 | 299.00 | 239.00 |
| 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 commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes | 330.00 | 66.00 | 396.00 | 317.00 |
| 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 commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes | 741.67 | 148.33 | 890.00 | 712.00 |
| Medium development (Written advice) | Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2 | 495.00 | 99.00 | 594.00 | 475.00 |
| 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 | 890.83 | 178.17 | 1,069.00 | 792.00 |
| Major development (Written advice) | Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2 | 890.83 | 178.17 | 1,069.00 | 792.00 |
| 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 | 1,780.83 | 356.17 | 2,137.00 | 1,583.00 |
| 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 Local Development Plan (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 | | | |

PLANNING SERVICES Pre-Application Fees and Charges 2024/25

| | | | | 2024/25 | 2023/24 |
|---|---|--------|-------|---------|---------|
| 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. | 99.17 | 19.83 | 119.00 | 95.00 |
| 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. | 330.00 | 66.00 | 396.00 | 317.00 |

PLANNING SERVICES Pre-Application Fees and Charges 2024/25

| | | | | 2024/25 | 2023/24 |
|---|--|--------------------------|--------|---------|---------|
| Alterations/Extension to Listed Building | Includes proposals for: | 805.00 | 161.00 | 966.00 | 773.00 |
| (Meeting* with Planning Officer of no more than one hour and written advice) | 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. | | | | |
| 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. | 249.17 | 49.83 | 299.00 | 239.00 |
| 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. | 725.00 | 145.00 | 870.00 | 696.00 |
| Minor Tree advice (Tree within a conservation area only) (Written advice) | Includes proposals for: Works to 1-4 individually listed trees | 99.17 | 19.83 | 119.00 | 95.00 |
| Minor Tree advice (TPOs only) (Written advice) | Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees | 131.67 | 26.33 | 158.00 | 126.00 |
| 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 | 330.00 | 66.00 | 396.00 | 317.00 |
| 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 | 660.83 | 132.17 | 793.00 | 634.00 |
| Inspection of compliance with Enforcement Notice | Written confirmation that an enforcement notice has been complied with. | 330.00 | 66.00 | 396.00 | 317.00 |
| 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 | 249.17 | 49.83 | 299.00 | 239.00 |
| Compliance with S.106 Agreement requests | Written confirmation that all/some S.106 obligations have been agreed | 177.50 per obligation | 35.50 | 213.00 | 158.00 |
| 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 | 249.17 | 49.83 | 299.00 | 239.00 |

*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
2024/25

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% | | 2024/25 | 2024/25 | 2024/25 | 2024/25 | 2023/24 | 2023/24 | 2023/24 | 2023/24 |
|-----------------------------------|---|--------------|---|---------------------|-------------------------|------------------------|---|---------------------|-------------------------|------------------------|
| Code | Bungalows or Houses less than 4 storeys | | Plan Charge | Inspection Charge * | Building Notice Charge* | Regularisation Charge* | Plan Charge | Inspection Charge * | Building Notice Charge* | Regularisation Charge* |
| H01 | 1 Plot | Net | 220.00 | 552.00 | 850.00 | 1,082.00 | 205.00 | 514.00 | 791.00 | 1,007.00 |
| | | VAT | 44.00 | 110.40 | 170.00 | - | 41.00 | 102.80 | 158.20 | - |
| | | Total | 264.00 | 662.40 | 1,020.00 | 1,082.00 | 246.00 | 616.80 | 949.20 | 1,007.00 |
| H02 | 2 Plots | Net | 331.00 | 883.00 | 1,335.00 | 1,699.00 | 308.00 | 822.00 | 1,243.00 | 1,582.00 |
| | | VAT | 66.20 | 176.60 | 267.00 | - | 61.60 | 164.40 | 248.60 | - |
| | | Total | 397.20 | 1,059.60 | 1,602.00 | 1,699.00 | 369.60 | 986.40 | 1,491.60 | 1,582.00 |
| H03 | 3 Plots | Net | 387.00 | 1,214.00 | 1,760.00 | 2,240.00 | 360.00 | 1,130.00 | 1,639.00 | 2,086.00 |
| | | VAT | 77.40 | 242.80 | 352.00 | - | 72.00 | 226.00 | 327.80 | - |
| | | Total | 464.40 | 1,456.80 | 2,112.00 | 2,240.00 | 432.00 | 1,356.00 | 1,966.80 | 2,086.00 |
| H04 | 4 Plots | Net | 441.00 | 1,544.00 | 2,185.00 | 2,781.00 | 411.00 | 1,438.00 | 2,034.00 | 2,589.00 |
| | | VAT | 88.20 | 308.80 | 437.00 | - | 82.20 | 287.60 | 406.80 | - |
| | | Total | 529.20 | 1,852.80 | 2,622.00 | 2,781.00 | 493.20 | 1,725.60 | 2,440.80 | 2,589.00 |
| H05 | 5 Plots | Net | 496.00 | 1,876.00 | 2,610.00 | 3,321.00 | 462.00 | 1,747.00 | 2,430.00 | 3,092.00 |
| | | VAT | 99.20 | 375.20 | 522.00 | - | 92.40 | 349.40 | 486.00 | - |
| | | Total | 595.20 | 2,251.20 | 3,132.00 | 3,321.00 | 554.40 | 2,096.40 | 2,916.00 | 3,092.00 |
| Flats | | | | | | | | | | |
| F01 | 1 | Net | 220.00 | 552.00 | 850.00 | 1,082.00 | 205.00 | 514.00 | 791.00 | 1,007.00 |
| | | VAT | 44.00 | 110.40 | 170.00 | - | 41.00 | 102.80 | 158.20 | - |
| | | Total | 264.00 | 662.40 | 1,020.00 | 1,082.00 | 246.00 | 616.80 | 949.20 | 1,007.00 |
| F02 | 2 | Net | 331.00 | 717.00 | 1,153.00 | 1,467.00 | 308.00 | 668.00 | 1,074.00 | 1,366.00 |
| | | VAT | 66.20 | 143.40 | 230.60 | - | 61.60 | 133.60 | 214.80 | - |
| | | Total | 397.20 | 860.40 | 1,383.60 | 1,467.00 | 369.60 | 801.60 | 1,288.80 | 1,366.00 |
| F03 | 3 | Net | 387.00 | 883.00 | 1,396.00 | 1,776.00 | 360.00 | 822.00 | 1,300.00 | 1,654.00 |
| | | VAT | 77.40 | 176.60 | 279.20 | - | 72.00 | 164.40 | 260.00 | - |
| | | Total | 464.40 | 1,059.60 | 1,675.20 | 1,776.00 | 432.00 | 986.40 | 1,560.00 | 1,654.00 |
| F04 | 4 | Net | 441.00 | 1,048.00 | 1,639.00 | 2,086.00 | 411.00 | 976.00 | 1,526.00 | 1,942.00 |
| | | VAT | 88.20 | 209.60 | 327.80 | - | 82.20 | 195.20 | 305.20 | - |
| | | Total | 529.20 | 1,257.60 | 1,966.80 | 2,086.00 | 493.20 | 1,171.20 | 1,831.20 | 1,942.00 |
| F05 | 5 | Net | 496.00 | 1,214.00 | 1,882.00 | 2,394.00 | 462.00 | 1,130.00 | 1,752.00 | 2,229.00 |
| | | VAT | 99.20 | 242.80 | 376.40 | - | 92.40 | 226.00 | 350.40 | - |
| | | Total | 595.20 | 1,456.80 | 2,258.40 | 2,394.00 | 554.40 | 1,356.00 | 2,102.40 | 2,229.00 |
| Conversion to | | | | | | | | | | |
| V01 | Single Dwelling-House | Net | 220.00 | 662.00 | 971.00 | 1,236.00 | 205.00 | 616.00 | 904.00 | 1,151.00 |
| | | VAT | 44.00 | 132.40 | 194.20 | - | 41.00 | 123.20 | 180.80 | - |
| | | Total | 264.00 | 794.40 | 1,165.20 | 1,236.00 | 246.00 | 739.20 | 1,084.80 | 1,151.00 |
| V02 | Single Flat | Net | 220.00 | 552.00 | 850.00 | 1,082.00 | 205.00 | 514.00 | 791.00 | 1,007.00 |
| | | VAT | 44.00 | 110.40 | 170.00 | - | 41.00 | 102.80 | 158.20 | - |
| | | Total | 264.00 | 662.40 | 1,020.00 | 1,082.00 | 246.00 | 616.80 | 949.20 | 1,007.00 |
| Notifiable electrical work | | | (where applicable, in addition to the above, per dwelling) | | | | (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. | | 232.00 | 294.00 | 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 | | | 46.40 | - | | | 43.20 | - |
| | | Total | | | 278.40 | 294.00 | | | 259.20 | 274.00 |

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

TABLE B - WORK TO A SINGLE DWELLING

2024/25

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% | | 2024/25 | 2024/25 | 2024/25 | 2024/25 | 2024/25 | 2024/25 | 2024/25 |
|--|---|---------------------|---|----------------------------|---|--|------------------------------|---|---------------------------|
| 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 | 220.00 44.00 264.00 | 441.00 88.20 529.20 | 111.00 22.20 133.20 | 221.00 44.20 265.20 | 728.00 145.60 873.60 | 364.00 72.80 436.80 | 927.00 - 927.00 |
| D02 | Separate single storey extension with floor area exceeding 40m² but not exceeding 100m² | Net VAT Total | 220.00 44.00 264.00 | 552.00 110.40 662.40 | 111.00 22.20 133.20 | 276.00 55.20 331.20 | 850.00 170.00 1,020.00 | 425.00 85.00 510.00 | 1,082.00 - 1,082.00 |
| D03 | Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m² | Net VAT Total | 230.00 46.00 276.00 | 496.00 99.20 595.20 | 115.00 23.00 138.00 | 248.00 49.60 297.60 | 800.00 160.00 960.00 | 401.00 80.20 481.20 | 1,017.00 - 1,017.00 |
| 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 | 240.00 48.00 288.00 | 662.00 132.40 794.40 | 120.00 24.00 144.00 | 331.00 66.20 397.20 | 991.00 198.20 1,189.20 | 496.00 99.20 595.20 | 1,262.00 - 1,262.00 |
| D05 | A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m² | Net VAT Total | 220.00 44.00 264.00 | 258.00 51.60 309.60 | 111.00 22.20 133.20 | 129.00 25.80 154.80 | 526.00 105.20 631.20 | 263.00 52.60 315.60 | 669.00 - 669.00 |
| D06 | Detached non-habitable domestic building with total floor area not exceeding 50m² | Net VAT Total | 220.00 44.00 264.00 | 331.00 66.20 397.20 | 111.00 22.20 133.20 | 165.00 33.00 198.00 | 607.00 121.40 728.40 | 304.00 60.80 364.80 | 772.00 - 772.00 |
| Conversions | | | | | | | | | |
| D07 | First floor & second floor loft conversions | Net VAT Total | 220.00 44.00 264.00 | 441.00 88.20 529.20 | 111.00 22.20 133.20 | 221.00 44.20 265.20 | 728.00 145.60 873.60 | 364.00 72.80 436.80 | 927.00 - 927.00 |
| D08 | Other work (e.g. garage conversions) | Net VAT Total | 220.00 44.00 264.00 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 111.00 22.20 133.20 | 485.00 97.00 582.00 | 243.00 48.60 291.60 | 618.00 - 618.00 |
| Alterations (including underpinning) | | | | | | | | | |
| D09 | Renovation of a thermal element | Net VAT Total | 111.00 22.20 133.20 | 111.00 22.20 133.20 | 56.00 11.20 67.20 | 56.00 11.20 67.20 | 243.00 48.60 291.60 | 121.00 24.20 145.20 | 309.00 - 309.00 |
| D10 | Replacement of windows, roof lights, roof windows or external glazed doors | Net VAT Total | 111.00 22.20 133.20 | 111.00 22.20 133.20 | 56.00 11.20 67.20 | 56.00 11.20 67.20 | 243.00 48.60 291.60 | 121.00 24.20 145.20 | 309.00 - 309.00 |
| D11a | Cost of work not exceeding £2,000 (Incl Renewable Energy systems) | Net VAT Total | 111.00 22.20 133.20 | 165.00 33.00 198.00 | 56.00 11.20 67.20 | 83.00 16.60 99.60 | 304.00 60.80 364.80 | 153.00 30.60 183.60 | 387.00 - 387.00 |
| D11 | Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems) | Net VAT Total | 165.00 33.00 198.00 | 220.00 44.00 264.00 | 83.00 16.60 99.60 | 111.00 22.20 133.20 | 425.00 85.00 510.00 | 213.00 42.60 255.60 | 540.00 - 540.00 |
| D12 | Cost of work exceeding £5,001 & not exceeding £25,000 | Net VAT Total | 220.00 44.00 264.00 | 367.00 73.40 440.40 | 111.00 22.20 133.20 | 184.00 36.80 220.80 | 648.00 129.60 777.60 | 324.00 64.80 388.80 | 824.00 - 824.00 |
| D13 | Cost of work exceeding £25,001 & not exceeding £100,000 | Net VAT Total | 276.00 55.20 331.20 | 552.00 110.40 662.40 | 139.00 27.80 166.80 | 276.00 55.20 331.20 | 911.00 182.20 1,093.20 | 455.00 91.00 546.00 | 1,159.00 - 1,159.00 |
| 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. | | | | 388.00 78.00 466.00 | n/a n/a n/a | - - - |

****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
2024/25

Limited to work not more than 3 storeys above ground level

| VAT rate | 20.0% | | 2024/25 | 2024/25 | 2024/25 | 2024/25 | 2024/25 | 2023/24 | 2023/24 | 2023/24 | 2023/24 | 2023/24 |
|--------------------|--|---------------------|---------------------------|---|----------------------------|--|---------------------------|---------------------------|---|----------------------------|--|---------------------------|
| 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 | 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 | 230.00 46.00 276.00 | 115.00 23.00 138.00 | 441.00 88.20 529.20 | 221.00 44.20 265.20 | 940.00 - 940.00 | 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 | 258.00 51.60 309.60 | 129.00 25.80 154.80 | 570.00 114.00 684.00 | 286.00 57.20 343.20 | 1,159.00 - 1,159.00 | 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 | 276.00 55.20 331.20 | 139.00 27.80 166.80 | 625.00 125.00 750.00 | 313.00 62.60 375.60 | 1,262.00 - 1,262.00 | 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 | 294.00 58.80 352.80 | 147.00 29.40 176.40 | 717.00 143.40 860.40 | 359.00 71.80 430.80 | 1,416.00 - 1,416.00 | 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 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 464.00 - 464.00 | 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 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 464.00 - 464.00 | 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 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 464.00 - 464.00 | 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 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 165.00 33.00 198.00 | 83.00 16.60 99.60 | 464.00 - 464.00 | 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 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 618.00 - 618.00 | 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 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 618.00 - 618.00 | 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 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 618.00 - 618.00 | 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 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 220.00 44.00 264.00 | 111.00 22.20 133.20 | 618.00 - 618.00 | 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 | 331.00 66.20 397.20 | 165.00 33.00 198.00 | 441.00 88.20 529.20 | 221.00 44.20 265.20 | 1,082.00 - 1,082.00 | 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 | 331.00 66.20 397.20 | 165.00 33.00 198.00 | 441.00 88.20 529.20 | 221.00 44.20 265.20 | 1,082.00 - 1,082.00 | 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

FEES AND CHARGES 2024 / 25**Summary of Changes****No Change**

Anti-Social Behaviour (ASB) - Graffiti
 Clean Neighbourhoods - Repairing Vehicle
 Fixed Penalty for Waste Receptacles
 Beach Huts
 Changing Rooms
 Boot Camps
 Event Permits

Inflation Increase (7.4%)

Wharfage (plus reduction of discount from 40% to 20%)
 Planning
 Building Control
 Environmental Protection
 Food Safety
 Gambling
 Licensing
 Mobile Homes
 Street Cleansing
 Cemeteries
 Parks Memorial benches
 Parks Advertising
 Land Hire for Concessions
 Sports Courts
 Mooring

Above Inflation Increase

Recycling
 Refuse Collection
 Green Waste Charges
 Stray Dogs Collection Fees
 Car Parking - Evenings, Sundays and Bank Holidays (26%)
 All Other Car Parking (10%)
 Planning Pre-Application Fees (25% for minor & 35% for major)

Maximum Charge

ASB - Failure to comply with a protection notice
 Fixed Penalty for Litter
 Fly Tipping
 Failure to produce waste documentation

New Charges

Licence variation
 Licence revisit to rescore

Deleted Charges

Fixed Penalty for dog control orders
 Pest Control - all fees

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**REPORT of
INTERIM CHIEF FINANCE OFFICER**
to
STRATEGY AND RESOURCES COMMITTEE
23 NOVEMBER 2023

CAPITAL BIDS 2024 / 25

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to consider the capital projects that have been put forward by officers prior to the approval of the 2024 / 25 budget and updated Medium Term Financial Strategy in February 2024.

2. RECOMMENDATION

That the Committee reviews the capital project bids set out in **APPENDIX A** in preparation to recommend a 2024 / 25 capital programme at the Strategy and Resources Committee in January 2024 for approval by the Council in February 2024.

3. SUMMARY OF KEY ISSUES

- 3.1 The 2024 / 25 project bids set out in Table 1 below and detailed projects sheet can be found at **APPENDIX A**. The projects have been categorised by Officers into three main groups:
- Essential (E): Failure to carry out the project is likely to have health and safety implications and/or will have fundamental impact on service provision;
 - Service failure (SF): Relating to an operational asset that requires capital funding to ensure continued reliability or service provision.
 - Invest to Save (ITS): Capital investment that will reduce revenue expenditure in relation to the asset on an ongoing basis.

Table 1: Capital Bids 2024 / 25

| Project Category | Project Category | £'000 |
|------------------------|---|-------|
| Brickhouse Farm | | |
| E | Scout Hut – New flooring throughout. Needed to comply with Health and Safety (H&S) regulations. | 36 |
| E | St Georges Play Site – Equipment renewal relocation and installation. To address Anti-Social Behaviour (ASB) and H&S. | 17 |
| Cemeteries | | |
| ITS | Cemeteries - Renovation of garden of remembrance | 10 |

| Leisure | | |
|--|---|------------|
| E | Dengie 100 – Extend Gym and additional car parking | 80 |
| Parks | | |
| E | Promenade Park Amphitheatre – Strengthening. H&S. | 85 |
| E | Goldhanger – Decommission current 10 garages on land as now a dangerous structure. H&S. | 35 |
| E | Seawall and Coach Park toilets – replacement lighting. H&S. | 12 |
| ITS | Matting Play site surfacing for Riverside Park, St Georges, Cherry Gardens, Longfields. To save on sand and bark costs. | 75 |
| E | Longfields – All pathways require full tarmac. H&S. | 45 |
| E | Remembrance Avenue – Road resurface. | 32 |
| Rivers | | |
| SF | New Navigation buoys | 14 |
| Vehicles Plant and Equipment | | |
| E | Trimas Pegasus - Grass cutting machine | 35 |
| SF | John Deere Gator Vehicle replacement | 30 |
| Total Capital Programme; of which | | 506 |
| <i>E</i> | <i>Essential</i> | <i>377</i> |
| <i>SF</i> | <i>Service Failure</i> | <i>44</i> |
| <i>ITS</i> | <i>Invest to Save</i> | <i>85</i> |

- 3.2 Also, in the Capital Programme for 2024 / 25 will be the previously agreed rolling replacement programmes of £47k for employee laptops and accessories. These are over and above the capital bids summarised in Table 1. The programme will also include any Section 106 funded projects which have been agreed separately by the Committee.
- 3.3 As part of the budget strategy the broad principles adopted in relation to capital are that expenditure should be financed from existing capital resources and not directly from revenue.
- 3.4 At the start of 2023 / 24 the Council had capital reserves totalling £1.6m. £0.6m was agreed by the Council in February 2023 to be used to support the 2023 / 24 Capital Programme, which would leave £1.0m to support future programmes for 2024 / 25 and beyond.
- 3.5 In considering the demands on the Capital Programme for 2024 / 25 and beyond, it must be noted in the absence of any sizeable capital receipts from disposals of assets, the Council is likely to use up its usable capital reserve within the next few years. This would mean that future capital programmes would need to be funded from borrowing. Maldon District Council (MDC) is currently debt free.

4. CONCLUSION

- 4.1 The Committee is invited to comment on the proposed capital schemes prior to their inclusion in the 2024 / 25 Capital Programme for Council approval in February 2024.

Any revenue consequences of the approved capital projects will be included in the 2024 / 25 revenue budget.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

5.1 Supporting our communities

- 5.1.1 The aims of the projects and impact on the community are detailed on the bid templates in **APPENDIX A**.

5.2 Enhancing and connecting our place

- 5.2.1 As per paragraph 5.1.1.

5.3 Smarter finances

- 5.3.1 Invest to save projects aim to reduce ongoing revenue expenditure.

5.4 A greener future

- 5.4.1 Many of the capital project bids are to maintain existing facilities or infrastructure. Any repair works will be undertaken sensitively to minimise the impact upon the wider environment.

5.5 Provide good quality services.

- 5.5.1 Two of the projects are specifically to ensure quality services are continued.

6. IMPLICATIONS

- (i) **Impact on Customers** – The aims of the projects and impact on customers are detailed on the bid templates in **APPENDIX A**.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – Risks have been considered as part of each project brief; this includes information about the risks should the project not be taken forward, as well as risks that may impact on the success of the project.
- (iv) **Impact on Resources (financial)** – Both capital and revenue implications are outlined within **APPENDIX A**. The Capital Programme will be financed internally by utilising capital reserves and the consequent impact on revenue will be factored into the Medium Term Financial Strategy.
- (v) **Impact on Resources (human)** – As well as financial factors, staff resources to deliver each project has been considered and this has been included within each project brief.

Background Papers: None.

Enquiries to: Lance Porteous Lead Specialist Finance.

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Capital Bids 2024/25 Summary

| No. | Description | Category | £000 |
|---------------------------|---|-----------------|------------|
| 1 | Scout Hut – New flooring throughout. Needed to comply with Health and Safety (H&S) regulations. | Essential | 36 |
| 2 | St Georges Play Site – Equipment renewal relocation and installation. To address antisocial behaviour (ASB) and H&S. | Essential | 17 |
| 3 | Cemeteries - Renovation of garden of remembrance | Invest to save | 10 |
| 4 | Dengie 100 – Extend Gym and additional car parking | Essential | 80 |
| 5 | Prom Park Amphitheatre – Strengthening. H&S. | Essential | 85 |
| 6 | Goldhanger – Decommission current 10 garages on land as now a dangerous structure. H&S. | Essential | 35 |
| 7 | Seawall & Coach Park toilets – replacement lighting. H&S. | Essential | 12 |
| 8 | Matting Play site surfacing for Riverside Park, St Georges, Cherry Gardens, Longfields. To save on sand and bark costs. | Invest to save | 75 |
| 9 | Longfields – All pathways require full tarmac. H&S. | Essential | 45 |
| 10 | Remembrance Avenue – Road resurface. | Essential | 32 |
| 11 | New Navigation buoys | Service failure | 14 |
| 12 | Trimas Pegasus - Grass cutting machine | Essential | 35 |
| 13 | John Deere Gator Vehicle replacement | Service Failure | 30 |
| Total CAPITAL Bids | | | 506 |

Please note: If you click on the number or description in the table above it will take you directly to that related Capital Bid.

CAPITAL PROJECT SHEET

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

| | | | | | |
|---|--|--|--|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Maldon Scouts Facility, Brickhouse Farm Community Centre, Maldon. New flooring throughout scout facility. | | | | |
| 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> | The current flooring throughout the Scout Hut located at Brickhouse Farm is end of life and requires priority replacement. The current flooring has been down since the facility inception and has major wear and tear due to the high level of footfall it receives on a weekly basis. Due to the wear the floor now presents H&S risks and could result in accidents / incidents. As the majority of users are young children the flooring defects heighten the risk rating in terms of likelihood / severity. The current flooring panels require removal with the sub base receiving a full inspection. The new floor will consist of 18mm marine grade ply and then an overlay of a contract vinyl with a slip factor 10. | | | | |
| Project Start Date <i>(Month and year)</i> | Sep-24 | | | | |
| Project Completion Date <i>(Month and year)</i> | Septemnber 24 | | | | |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Internal officer resource required including Assets & Maintenance team and a specialist contractor the works. | | | | |
| 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 |
| | £ | £ | £ | £ | |
| 2024/25 | 36,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 36,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|---|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | This capital project links in with the below corporate priorities: 1, 2, 3, & 6 |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | None at present. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | None at present. |
| Are there Health & Safety implications? If so, please state | Potential H&S risks include slips, trips and falls with MDC liability. |
| Is this part of a statutory obligation? If so, state how | Duty of care under facilities. |
| Is the project contractually committed to in any way? If so, please describe | Not at present. |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Not at present. |

CAPITAL PROJECT SHEET

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

| | |
|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Brickhouse Farm Play Site (Maldon) & St Georges Play Site (Heybridge Basin) - Removal of equipment due to ASB and relocation. |
| 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> | The two play sites, Brickhouse Farm and St Georges require one piece of equipment to be traded between sites due to a current ASB case (Brickhouse Farm). The piece of play equipment that is removed from Brickhouse Farm will be repurposed at St Georges to replace a piece of equipment already removed due to end of life. A new piece of play equipment will be procured and installed in place at Brickhouse Farm to mitigate the piece removed due to local community ASB. All new safety surface matting will need to be installed under the play equipment and compliance with fall attenuation. This works fall under H&S and must comply with BSEN1176 for play site safety. |
| Project Start Date <i>(Month and year)</i> | Jun-24 |
| Project Completion Date <i>(Month and year)</i> | Jun-24 |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Tender to be completed via the Asset and Maintenance officer in working partnership with procurement. The works will be completed via a specialist 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 |
| | £ | £ | £ | £ | |
| 2024/25 | 16,500 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 16,500 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|---|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | This project comes under ASB / H&S. The project links with the below corporate priorities: 1, 2 & 6. |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | No foreseen risks to the delivery of the project. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | None at present. |
| Are there Health & Safety implications? If so, please state | The current inappropriate use of the piece of play equipment at Brickhouse Farm creates a H&S risk and chance of accidents / incidents. |
| Is this part of a statutory obligation? If so, state how | There is a statutory requirement and duty of care for play site safety and standards. This comes under BSEN1176 for play site safety. |
| Is the project contractually committed to in any way? If so, please describe | Not at present. |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Not at present. |

CAPITAL PROJECT SHEET

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| | |
|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Renovation of Maldon Garden of Remembrance |
| Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) | Essential - Invest to save |
| Project Lead Officer | Debbie Horrey |
| Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i> | Removal of grass strips and replaced with gravel pathways. Reducing maintenance costs and improving aesthetics. This will eliminate customer complaints from weeds within the soil beds. Individual plots marked with slabs. This will mean that we do not lose space and therefore income. Extension to area with addition 50 ashes plots created. Additional space within the existing cemetery grounds is needed as demand for ashes interment is high. This will generate income of approximately £700 per plot with a total income of over £35,000. Phase 1 created an additional 140 plots with over 30 sold so far meaning we have more than recouped our outlay within the first year. |
| Project Start Date <i>(Month and year)</i> | Apr-24 |
| Project Completion Date <i>(Month and year)</i> | Jul-24 |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Contractor procured and contact managed by Project Manager 2 hours per week for 6 weeks to complete project |
| 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 |
| | £ | £ | £ | £ | |
| 2024/25 | 10,000 | 10,000 | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 10,000 | 10,000 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|---|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | 1. Looking after the resting place of loved ones lost for residents in the district. 2 Enhanced areas, less weeds. 3. 4. Each space is marked with a slab meaning spaces will not be lost to creep from surrounding plots. Enhancing the area enables us to create further ashes plots generating more income. 5. Less weeding and potential use for weed killer. 6. Good quality materials used. |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | No |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | No |
| Are there Health & Safety implications? If so, please state | Yes - lack of sufficient resource to maintain grounds could lead to public accident/injury if renovation work for this specific site is not completed. Current grass strips are a trip hazard and access is difficult, particularly for the elderly and impossible for disabled access. |
| Is this part of a statutory obligation? If so, state how | Yes - obligation by MDC to maintain cemetery services and meet needs of our district residents |
| Is the project contractually committed to in any way? If so, please describe | No |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Delivery of Capital and R&R programme and also S106/UKSPF funded works to ensure Council and community Assets receive investment required to ensure they are fit for purpose and future proofed |

CAPITAL PROJECT SHEET

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| | | | | | |
|--|---|--|--|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Dengie 100 Sports Centre, Burnham on Crouch. Internal renovation and external car parking installation. | | | | |
| 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> | <p>The Burnham Sports Club are in the progress of building external Club facilities on part of the Dengie 100 Sports Centre rear car park. There will also be internal modifications to the current bar area via the Club. The additional facilities will include changing rooms, toilets and a modified clubhouse / bar which will be leased to the Sports Club. Due to the works the Centre will recover the current internal sports changing rooms which will need to be renovated and become a functional / operational part of the Centre and offer more commercial benefit / opportunity for the leisure provider and the local community. This will likely house an extension of the current gym and house a group training studio. Due to the loss of car parking spaces at the rear of the centre there is scope to add in additional spaces on the side of the road adjacent to the front of the Sports Centre. This will mitigate any car parking frustrations and issues from the external build.</p> | | | | |
| Project Start Date <i>(Month and year)</i> | Apr-24 | | | | |
| Project Completion Date <i>(Month and year)</i> | Nov-24 | | | | |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Internal officer resource required including Assets & Maintenance team, Planning, Building Control and specialist contractors for the design / build. | | | | |
| 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 |
| | £ | £ | £ | £ | |
| 2024/25 | 80,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 80,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|---|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | This capital project links in with the below corporate priorities: 1, 2, 3, 4 & 6 |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | Planning will be consulted / required. |
| Are there Health & Safety implications? If so, please state | NA |
| Is this part of a statutory obligation? If so, state how | NA |
| Is the project contractually committed to in any way? If so, please describe | The Burnham Sports Club are committed to the build. |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Not at present. |

CAPITAL PROJECT SHEET

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| | | | | | |
|--|--|--|--|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Prom Park Amphitheatre - Deconstruction / Reconstruction | | | | |
| 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> | The Prom Park amphitheatre is currently falling into the status of end of life. The depreciation of the structure has accelerated over the last 5 years and has now been identified as having structural deficiencies and structural defects / issues. H&S concerns and risks due to the potential of partial collapse and impact on the surrounding structures to subsidence and movement. This project will see the decommission of the current wings (steps) each side of the central structure and both wings being rebuilt in a reinforced concrete with counter lever ties / piles being inserted for future stability and safety. The new concrete steps will be DDA compliant and have safety balustrades in place to ensure H&S compliance. The current steps are not in keeping with current H&S regulations and compliance. The structural works will ensure longevity of the facility and safety of the structure. | | | | |
| Project Start Date <i>(Month and year)</i> | Apr-24 | | | | |
| Project Completion Date <i>(Month and year)</i> | May-24 | | | | |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Works to be completed via the Asset & Maintenance, the procurement team, planning team and external specialist 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 |
| | £ | £ | £ | £ | |
| 2024/25 | 85,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 85,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|---|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | These works are required under H&S. The works will link in with the below corporate priorities: 2 & 6. The works will also help to improve the H&S risk rating and reduce the potential for slips, trips and falls. |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | No foreseen risks to the delivery of the project. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | Planning / Building Control. |
| Are there Health & Safety implications? If so, please state | This is a high risk H&S defect. The amphitheatre is in the middle of a high footfall area and could result in serious accidents / incidents. |
| Is this part of a statutory obligation? If so, state how | NA |
| Is the project contractually committed to in any way? If so, please describe | NA |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | NA |

CAPITAL PROJECT SHEET

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

| | | | | | |
|--|--|--|--|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Goldhanger Garages Demolition (Off Hall Estate) | | | | |
| 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> | <p>There are currently 10 garages housed on MDC land based in Goldhanger off Hall Estate. These garages are in extreme disrepair and heavily depreciated with numerous structural defects, H&S defects and accident and incident risks. There is no monitoring or maintenance program for the garages and they contain asbestos within the roof and walls which is extremely problematic for any potential repair works. Due to being unmonitored and uninspected the risk of causing serious health & safety implications for local residents and the licence holders is high. This project would see the appropriate decommissioning of all garages and appropriate disposal of the hazardous substances from site. Once removed from site there would then be a commercial aspect and opportunity with the land in terms of potential development and income.</p> | | | | |
| Project Start Date <i>(Month and year)</i> | Apr-24 | | | | |
| Project Completion Date <i>(Month and year)</i> | Jun-24 | | | | |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | <p>The project will be managed by the asset & maintenance officer along with the lead asset & maintenance co-ordinator. A specialist contractor will be used for the decommissioning. MDC legal will have involvement in regards to ceasing the current licences.</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 |
| | £ | £ | £ | £ | |
| 2024/25 | 35,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 35,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|--|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | This project links with the below corporate priorities: 1, 2, 5, & 6. |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | One garage is privately owned and will require compulsory purchase. Legal works could extend the project timeframe. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | None required at present. |
| Are there Health & Safety implications? If so, please state | Vast amount of Health & Safety risk due to asbestos being present throughout the garages. Structural defects make the garages a safety concern and could result in accidents / incidents. Current condition of garages could cause insurance issues. Failure to decommission could eventually lead to legal claims via the licence holders under H&S implications / neglect of duties. |
| Is this part of a statutory obligation? If so, state how | MDC have a duty of care and statutory obligation as the land owner for the H&S and welfare of users / public. |
| Is the project contractually committed to in any way? If so, please describe | No commitment to date. |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Not at present. |

CAPITAL PROJECT SHEET

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

| | | | | | |
|---|---|--|--|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Prom Park - Coach Park & Seawall Danfo Public Conveniences | | | | |
| 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> | Both Danfo public conveniences were installed circa 2006 and the currently lighting system (internal & external) is in urgent need of a full overhaul due to being end of life and currently near 50% fittings have failed. Both facilities have undergone the 5 year EICR with these electrical issues highlighted as essential. The project will also see key components of the facilities replaced due to end of life which include hand washing facilities and urinals. | | | | |
| Project Start Date <i>(Month and year)</i> | Apr-24 | | | | |
| Project Completion Date <i>(Month and year)</i> | May-24 | | | | |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | The project will be managed by the asset & maintenance officer along with contractor commissioning. | | | | |
| 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 |
| | £ | £ | £ | £ | |
| 2024/25 | 12,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 12,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

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|---|---|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | This project links with the below corporate priorities: 2, 4, 5, & 6. |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | No risks at present. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | No consents required. |
| Are there Health & Safety implications? If so, please state | Health & safety risk due to no lighting in a public facility which could result in accidents / incidents. Electrical works required to satisfy EICR and ensure electrical compliance. Health & hygiene implications due to intermittent operation of hand washing stations. |
| Is this part of a statutory obligation? If so, state how | Electrical regulations are statutory and as a public facility it should have a satisfactory EICR in place. Electrical defects could also jeopardise the insurance on this facility. |
| Is the project contractually committed to in any way? If so, please describe | No commitment to date. |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Not at present. |

CAPITAL PROJECT SHEET

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|--|--|--|--|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | New Play Site Safety Surfacing - Cherry Gardens (Maldon), Longfields (Maldon), St Georges (Heybridge), Riverside Park (Burnham) | | | | |
| Project Category • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) | Service Failure - Invest to save | | | | |
| Project Lead Officer | David Burnham | | | | |
| Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i> | The four above play sites require new safety surface matting installed under current play equipment and in key areas within the play site. This falls under H&S due to current surfaces having a number of safety defects which include surface gaps and missing sections. Other defects across sites include 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 accidents or incidents. Without the required safety surfacing MDC is not compliant under BSEN1176 for play site safety. | | | | |
| Project Start Date <i>(Month and year)</i> | Sep-24 | | | | |
| Project Completion Date <i>(Month and year)</i> | Dec-24 | | | | |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Tender to be completed via the Asset and Maintenance officer in working partnership with procurement. The works will be completed via a specialist 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 |
| | | £ | £ | £ | |
| 2024/25 | 75,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 75,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

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|---|---|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | This project comes under H&S. The project links with the below corporate priorities: 1, 2 & 6. 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. |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | No foreseen risks to the delivery of the project. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | None at present. |
| Are there Health & Safety implications? If so, please state | The current condition of aspects of the play site surfaces present H&S risks. If left in their current condition there is a likelihood of accidents and incidents. |
| Is this part of a statutory obligation? If so, state how | There is a statutory requirement and duty of care for play site safety and standards. This comes under BSEN1176 for play site safety. |
| Is the project contractually committed to in any way? If so, please describe | Not at present. |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Not at present. |

CAPITAL PROJECT SHEET

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

| | |
|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Longfields pathways resurfacing |
| 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> | Resurfacing and replacement of the Longfield pathways (tarmac and brick pave) are required due to depreciation and H&S risk which include numerous surface drops / unevenness / holes / cracks. The pathway has a high amount of footfall and usage via visitors, shoppers and local workers across the year and it is also links a children's play site and school, this results in depreciation and wear of the surface. There are currently concerns with the life expectancy (end of life) of the current condition of the surface in regards to causing potential accidents or incidents. Failure to resurface and complete remedial works could result in slips, trips and falls to the public and also other accidents, incidents with a high H&S rating. |
| Project Start Date <i>(Month and year)</i> | May-24 |
| Project Completion Date <i>(Month and year)</i> | Jun-24 |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Asset & Maintenance Officer, Procurement Team and Contractor for the works. |
| 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> |  |

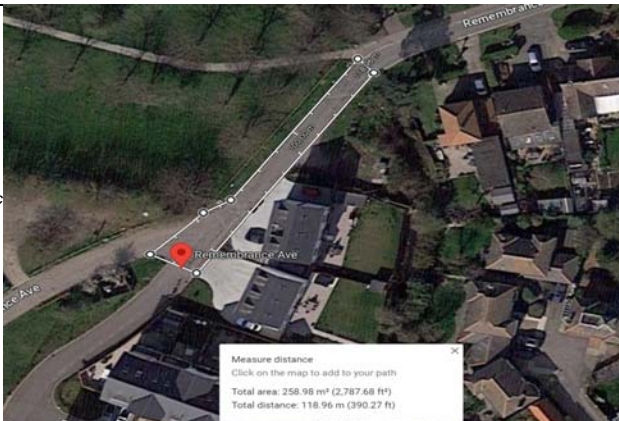
| | Expenditure | Revenue Implications | | External Funding | |
|----------------|-------------|----------------------|----------|------------------|-----------------|
| | | One-off | On-going | Amount | Source of costs |
| | £ | £ | £ | £ | |
| 2024/25 | 45,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 0 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

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|---|--|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | This project is required under H&S. It links in with the corporate priorities as per below: 1, 2 & 6 |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | Not at present. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | Not at Present. |
| Are there Health & Safety implications? If so, please state | The current pathway 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 likeliness and high severity. Completion of the surfacing and remedial works will mitigate the H&S risks that are currently present. This is a high usgae area for the elderly and also young children. |
| Is this part of a statutory obligation? If so, state how | Duty of care under H&S for land owners. |
| Is the project contractually committed to in any way? If so, please describe | Not at present. |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | Not at present. |

CAPITAL PROJECT SHEET

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|--|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Prom Park - Remembrance avenue resurfacing |
| 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> | Resurfacing of Remembrance Avenue road located in Burnham on Crouch. The current road surface is heavily depreciation and has numerous H&S defects and associated risks (large surface holes / cracks). Remembrance Avenue has a high amount of vehicle footfall across the year via residents, visitors and sailing club users, this has resulted in depreciation of the current; road surface. There are currently real concerns with the life expectancy of the current surface which has been patch repaired on various 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 260m2 surface 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> | Nov-24 |
| Project Completion Date <i>(Month and year)</i> | Nov-24 |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Assets & Maintenance team and external contractor works. |
| 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 |
| 2024/25 | 32,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 32,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|--|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | Works required under H&S. This project links in with the below corporate priorities: 1 & 6. |
| Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details). | No foreseen risks to the delivery of the project. |
| Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc) | Not at Present. |
| Are there Health & Safety implications? If so, please state | The current road surface is now very high risk of breaking up and out which would create large and multiple potholes, cracks and divers which could cause 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 road surfacing works will mitigate the H&S risks that are currently present. |
| Is this part of a statutory obligation? If so, state how | Duty of care. |
| Is the project contractually committed to in any way? If so, please describe | NA |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | NA |

CAPITAL PROJECT SHEET

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| | |
|---|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Navigation Marks - River Blackwater |
| Project Category <ul style="list-style-type: none"> Essential (E) Service failure (SF) Service improvement (SI) Commercial (C) | Service Failure |
| Project Lead Officer | Nigel Harmer |
| Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i> | <p>To replace three navigation buoys that have been on station for more than 12 years. These are foam filled moulded plastic navigation buoys that have been inspected and are showing evidence of UV degradation. Basic maintenance can be undertaken to replace the mooring tackle, and this has been carried out, a number of times during the life of the buoy, but the fabric of these navigation marks is now giving cause for concern. The picture below shows one of those buoys which requires replacement. This photograph was taken during a buoy service in 2017. The buoy by this time was already ten years old.</p> |
| Project Start Date <i>(Month and year)</i> | Apr-24 |
| Project Completion Date <i>(Month and year)</i> | May-24 |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Minimal staff time, Contractor time and limited ongoing maintenance costs for at least five years. |
| 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 |
| 2024/25 | 14,000 | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| 2027/28 | | | | | |
| TOTAL | 14,000 | 0 | 0 | 0 | 0 |

CAPITAL PROJECT SHEET

| | |
|---|--|
| Describe links to Corporate Priorities: 1. Supporting our communities 2. Enhancing and connecting our place 3. Helping the economy to thrive 4. Smarter finances 5. A greener future 6. Provide good quality services | 1.Supporting our communities. 2. Enhancing and connecting our place. Helping the economy to thrive. 6. Providing Good quality services. |
| 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) | None |
| Are there Health & Safety implications? If so, please state | YES. Failure of navigation marks would be a major health and safety implication to vessels navigating the River Blackwater |
| Is this part of a statutory obligation? If so, state how | Yes. As a Local Lighthouse Authority, Maldon District Council has an obligation under law to provide a navigation system throughout the River Blackwater |
| Is the project contractually committed to in any way? If so, please describe | Yes. See above |
| Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details | No |

CAPITAL PROJECT SHEET

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| | |
|---|---|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | Trimax Pegasus S5 493 |
| 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> | To renew arguably one of the Parks teams most important machines. This machine with our tractor is responsible for cutting our largest open spaces including Promenade Park and Riverside Park to name a few. It is also used frequently for many of our parish council contracts. It causes great issues when we have problems with our current model as effectively with this machine out of action we have to cut the same size fields with a machine a third of the size and so it can cost us a lot of man hours. This latest model is advertised as needing less daily maintenance and as such will also save time in this way too. |
| Project Start Date <i>(Month and year)</i> | Apr-24 |
| Project Completion Date <i>(Month and year)</i> | Jul-24 |
| Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i> | Officer time through ensuring the procurement process is followed correctly. |
| 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 | 35,000 | | | | |
| 2024/25 | | | | | |
| 2025/26 | | | | | |
| 2026/27 | | | | | |
| TOTAL | 35,000 | 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>Delivering good quality, cost effective and valued services: current machine has required numerous repairs in the past year which can be costly in terms of financial and lost staff time.</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. A new machine will allow potential economic growth as with the confidence in the machine to do the job we could look to win more work and income for the authority.</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>N/A</p> |
| <p>Are there Health & Safety implications? If so, please state</p> | <p>No H&S implications however a new machine is always deemed to be less likely to break down. The safest place for any tractor operative is in the cab.</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>The project is not committed to although we have current ground maintenance contracts in place which we would still need to carry out even if the machine was broken down.</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 can be used as part of commercial development of the parks department</p> |

CAPITAL PROJECT SHEET

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| | |
|---|--|
| Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i> | John Deere Gator Utility Vehicle Replacement |
| 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> | Following the successful introduction of an electric John Deere gator into the team for use in Promenade Park. We have a requirement to replace our other utility vehicle which is a diesel. The vehicle that needs replacing has cost a lot in maintenance and repairs over the past 12-24 months. We are proposing purchasing a diesel or petrol version of the John Deere gator and the reasons for this are because it is required to go out on the road to sites are Maldon and Heybridge and as such needs to travel at a safe speed. This vehicle would be used to service external sites for bins/litter and carry small ground maintenance machinery. |
| Project Start Date <i>(Month and year)</i> | Apr-24 |
| Project Completion Date <i>(Month and year)</i> | Nov-24 |
| 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 | 30,000 | | | | |
| 2024/25 | | | | | |
| 2025/26 | | 0 | | | |
| 2026/27 | | | | | |
| TOTAL | 30,000 | 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>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>Delivery of current ground maintainence obligations and can be used as part of commercial development of the parks department</p> |

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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