



APOLOGIES Committee Services  
Email: [Committee.clerk@maldon.gov.uk](mailto:Committee.clerk@maldon.gov.uk)

DIRECTOR OF STRATEGY AND  
RESOURCES  
Paul Dodson

30 September 2024

Dear Councillor

You are summoned to attend the extraordinary meeting of the;

**COUNCIL**

on **TUESDAY 8 OCTOBER 2024 at 7.30 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 submit a question in writing or attend in person please complete a [Public Access form](#) (to be received no later than 12noon two clear working days before the Council 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





## AGENDA COUNCIL

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**TUESDAY 8 OCTOBER 2024**

1. **Chairperson's notices**

2. **Apologies for Absence**

3. **Minutes - 12 September 2024** (Pages 5 - 14)

To confirm the Minutes of the Council meeting held on 12 September 2024 (copy enclosed).

4. **Declaration 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 Questions**

To receive questions from members of the public, of which prior notification in writing has been received (no later than noon two clear working days before the day of the Council meeting).

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

6. **Chairperson's Announcements**

7. **Minute Book**

To consider the recommendations coming forward from the Committees detailed below. Please note that the Minutes of these meetings are not enclosed as they have not been approved at Committee level.

a) **Strategy and Resources Committee - 26 September 2024** (Pages 15 - 40)

**Motion from Councillor N J Swindle (Motion 05/2024)**

**Recommended**

- (i) That the Council confirms that the principle of tenants paying for their utility costs in full, remains within the Asset Management Strategy;
- (ii) That the Council offers a 12-month transitional arrangement for any non- rent paying tenants of Brickhouse Farm affected by the new Asset Management Strategy, with full payment of utility costs commencing in April 2025.

## **Domestic Abuse Policy**

### **Recommended**

- (i) that the Residents Domestic Abuse Policy (**APPENDIX 1**) be adopted, promoted and its processes incorporated into business-as-usual activities;
- (ii) That a 'Recognise, Respond and Refer Model' (**APPENDIX 2**) be adopted across all services giving a whole Council approach to how the Council responds to those reporting Domestic Abuse wherever that occurs.

## **Discretionary Fees and Charges Policies 2025 / 26**

### **Recommended**

- (i) That the 2025 / 26 discretionary Fees and Charges policies at **APPENDIX 3** be approved,
- (ii) That the revised 2024 / 25 Fees and Charges schedule for Building Control at **APPENDIX 4** be approved.

## **8. Minutes of Meetings of the Council**

To note that since the last Council, up until Monday 30 September 2024 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

North Western Area Planning Committee	<a href="#">11 September 2024</a>
Performance, Governance and Audit Committee	<a href="#">19 September</a>
Overview and Scrutiny Committee	<a href="#">24 September</a>
Strategy and Resources Committee	<a href="#">26 September</a>

## **9. Questions in accordance with Procedure Rule 6(3) of which notice has been given**

## **10. Boundary Commission Review of Electoral Wards (Pages 41 - 42)**

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

## **11. Appointment of Returning Officer and Electoral Registration Officer (Pages 43 - 44)**

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

## **12. Approval of Absence of Councillor (Pages 45 - 46)**

To consider the report of the Monitoring Officer (copy enclosed).

## **13. Consideration of a Request from Mid and South Essex Integrated Care Board (Pages 47 - 52)**

To consider the report of the Corporate Leadership Team, (copy enclosed).

14. **2024 / 25 Schedule of Meetings**

To consider moving the Performance, Governance and Audit Committee meeting scheduled for Thursday 7 November 2024 to Thursday 5 December 2024. This request is to allow the Committee to consider and sign the 2021 / 22 and 2022 / 23 accounts.

15. **Questions to the Leader of the Council in accordance with Procedure Rule 1 (3)(m)**

16. **Business by reason of special circumstances considered by the Chairperson to be urgent**

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**NOTICES**

**Recording of Meeting**

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

**Fire**

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

**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.



**MINUTES of  
COUNCIL  
12 SEPTEMBER 2024**

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**PRESENT**

Chairperson	Councillor K M H Lagan
Vice-Chairperson	Councillor R G Pratt
Councillors	S J Burwood, J Driver, A Fittock, A S Fluker, L J Haywood, J C Hughes, A M Lay, W J Laybourn, S J N Morgan, C P Morley, M G Neall, N G F Shaughnessy, R H Siddall, U C G Siddall-Norman, N D Spenceley, P L Spenceley, W Stamp, CC, E L Stephens, J C Stilts, N J Swindle and M E Thompson

**270. CHAIRPERSON'S NOTICES**

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

**271. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors V J Bell, D O Bown, M F L Durham CC, K Jennings, N R Miller, S White and L L Wiffen.

**272. MINUTES - 11 JULY 2024**

**RESOLVED**

- (i) that the Minutes of the meeting of the Council held on 11 July 2024 be received.

**Minute No. 159 – Statement of the Leader of the Council**

The Chairperson advised Members that the last sentence of the fifth paragraph of this Minute needed amendment and should read “The Liberal Democrat Group had worked together with the other Groups, and he believed this had been positive for the Council and hoped it would continue”. This amendment was noted.

**RESOLVED**

- (ii) that subject to the above amendment the Minutes of the meeting of the Council held on 11 July 2024 be confirmed.

**273. MINUTES - 30 JULY 2024 (EXTRAORDINARY)**

**RESOLVED** that the Minutes of the extraordinary meeting of the Council held on 30 July 2024 be approved and confirmed.

## **274. DECLARATION OF INTEREST**

There were none.

## **275. PUBLIC QUESTIONS**

In accordance with the Council's public speaking protocol, it was noted that the following question had been received from Mr Stephen Rogers who was in attendance and read out his question:

### **Question:**

"The Draft Consultation Report regarding Medical Services being provided from St Peter's has been published. Over 5,544 people responded to the ICB of which 3945 were from Maldon. A further 1,500 from Maldon district responded via a letter from Sir John Whittingdale and over 6,000 signed a petition. The response is an over whelming rejection of all three proposals presented by the MSE ICB. On average 93% of people from Maldon believed the proposals were a bad or very bad idea, with only 3% thinking they were a good idea. Engaging with the ICB before the report is published is actively undermining the beliefs and actions of many 1000's of Maldon residents. Will the council commit to NOT engaging with the MSE ICB regarding relocation of services from St Peter's until AFTER the consultation report is published and the Council can consider the OFFICIAL results of the Consultation?"

In response the Leader of the Council advised how he had met with Mr Rogers and discussed the NHS consultation and health services in the District. How the Council recognised the importance of health services to the District and also recognised the strength of feeling from residents in the District. The Leader agreed with the concerns raised and explained how he wanted to ensure that the Council did not facilitate any kind of closure of services within the Maldon District along with any behaviour that would give advantage to the ICB (Integrated Care Board). He therefore felt it important that the Council did not engage with the ICB with regards to the relocation of these services.

The Leader referred to a recent press release he had issued in response to comments on social media regarding this subject. He confirmed that the Council was in no way talking to Essex County Council or the NHS about moving any of their services to this building, nor would the Council be accommodating the library. With regards to engaging with the ICB, the Leader referred to the urgent item of business on the agenda for this meeting which would form the approach of the Council and any dialogue it had with external partners.

## **276. CHAIRPERSON'S ANNOUNCEMENTS**

The Chairperson informed the Council that he would be suspending Procedure Rule 4(8)3 the requirement to stand when addressing the Chairperson.

The Chairperson then advised the Council that in accordance with the Procedure Rules he would be varying the order of business and moving the urgent item of business (Agenda Item 17) up the agenda to be considered next.

**277. BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERED BY THE CHAIRPERSON TO BE URGENT**

The Chairperson announced that in accordance with Section 100b(4) of the Local Government Act 1972 he had agreed to allow the Corporate Leadership Team to raise an urgent item of business.

**URGENT BUSINESS - Authority to Engage with Partners on Future Provision of local Health Services**

The Council considered the urgent report of the Corporate Leadership Team (CLT) seeking Members' authority to engage with key partners, including Essex County Council (ECC) and the NHS over the provision and possible local of health services, following conclusion of the recent public consultation regarding service provision at St. Peter's Hospital.

Councillor A S Fluker declared a non-registrable interest in this item of business as he was a frequent user of the hospital.

It was reported that at a recent Maldon Summit hosted by ECC discussions had focused on the work being undertaken by the NHS following its recent public consultation over service provision at St. Peter's Hospital. A formal response from the NHS on the consultation was due to be published at the end of the month. At the Summit the Leader of ECC had proposed that ECC and Maldon worked together to review land and property holdings.

The Director of Service Delivery presented the report, advising how CLT was seeking to establish if they should re-engage with the NHS and other key partners relating to the possible locations for the delivery of local health services. He explained that no delegation was being requested and no conclusion should be drawn about the future of St. Peters Hospital.

The Chairperson moved the recommendations set out in the report. This was duly seconded.

During the lengthy debate that followed, Members referred to the decision of the Council in March 2024 regarding the Hospital and raised a number of concerns regarding the report. The areas of discussion included:

- concern that the Council should not be involved in any decision regarding St. Peters Hospital as this was a matter for the NHS. However, some Members felt the Council should attend any related meetings on a listening brief.
- meeting the needs of residents in light of the recent growth in the District.
- the reduction in services at St. Peters hospital in comparison to services available in other areas of Essex.
- the formal results of the NHS consultation which included St. Peters Hospital not yet published.

Officers referred members to paragraph 3.3 of the report which set out the reason this matter was being brought back to the Council at this time.

The Leader of the Council agreed with the sentiments expressed by Members and how the Council needed to ensure that for the future the correct services were provided, working with partners at the correct time. He referred to the recent Maldon Summit that had been arranged by ECC and how it was essential that the correct infrastructure was provided in Maldon and included schools and roads as well as the

NHS. He asked Members to consider allowing him to have discussions with partners without agreeing for use of any of the Council's assets for services, as it was important for the Council to hear any discussions that the NHS might have with ECC.

Councillor W Stamp declared an interest as she had attended the Maldon Summit as an Essex County Councillor but advised she was attending this meeting in her capacity as a District Councillor.

Further lengthy debate ensued following which the Chairperson moved to the recommendations set out in the report. In light of the discussions the Chairperson proposed that recommendation (i) be amended to allow Officers and the Leader to attend on a listening brief and report back to the Council after the end of the Consultation. This proposal was not supported.

Councillor A S Fluker proposed that in respect of recommendation (i) the Leader of the Council and one other Member (he suggested the Deputy Leader of the Opposition) attend. This proposal was not supported.

Councillor A Fittock proposed that recommendation (i) be amended, and that Officers be authorised to engage with key partners including ECC and the NHS to assist in the retention of service at St Peter's Hospital site or an alternative bespoke community hospital. This proposal was not supported.

The Leader of the Council expressed concern about whether if the Council was minded not to agree the recommendations this could stop the Council having any other discussions with the NHS and suggested that recommendation (i) be amended to allow the Council to still have discussions with the NHS but not about the use of its building and services.

In accordance with Procedure Rule No. 13 (3) Councillor J C Stilts requested a recorded vote. This was duly seconded.

At this point and following the detailed discussion, the Chairperson advised that he would be moving each recommendation individually. He then moved recommendation (i) as set out in the report and the voting was as follows:

For the recommendation: There were none.

Against the recommendation:

Councillors M G Bassenger, S J Burwood, J Driver, A Fittock, A S Fluker, L J Haywood, J C Hughes, K M H Lagan, A M Lay, W J Laybourn, S J N Morgan, C P Morley, M G Neall, R G Pratt, N G F Shaughnessy, R H Siddall, U G C Siddall-Norman, N D Spenceley, P L Spenceley, W Stamp, E L Stephens, J C Stilts, N J Swindle and M E Thompson.

Abstention: There were none.

The Chairperson declared that recommendation (i) was therefore not agreed. He then moved recommendation (ii) as set out in the report and the voting was as follows:

For the recommendation:

Councillors M G Bassenger, J C Hughes, K M H Lagan, R H Siddall, W Stamp and E L Stephens.



Against the recommendation:

Councillors S J Burwood, J Driver, A Fittock, A S Fluker, L J Haywood, A M Lay, W J Laybourn, S J N Morgan, C P Morley, M G Neall, R G Pratt, N G F Shaughnessy, U G C Siddall-Norman, N D Spenceley, P L Spenceley, J C Stilts, N J Swindle and M E Thompson.

Abstention: There were none.

The Chairperson advised that recommendation (ii) was therefore not agreed.

Following advice from the Monitoring Officer, the Chairperson advised that recommendation (iii) did not need to be voted on. He thanked Members for their robust debate, Mr Rogers for his attendance and question and all those members of the 'Save our medical services' for the work they did.

## **278. MINUTES OF MEETINGS OF THE COUNCIL**

The Council noted the list of Committees that had met before and since the last meeting of the Council, up until Wednesday 4 September 2024 for which Minutes had been published.

### **Motion from Councillor K M H Lagan (Motion 07/2024)**

In accordance with Procedure Rule 4, the Chairperson advised the Council that one Motion, duly proposed and seconded, had been received and was set out on the agenda.

Councillor K M H Lagan presented his Motion (as set out below) and duly seconded by Councillor J C Stilts.

“That the council makes budget provision in the 2024/2025 budget setting process and undertakes dredging works / mud cutting / bucket dredging from the area from the visitors berth at Maldon Quay and along to the end of the area used by the Barge Trust. This is so as to secure safe access to the quay by Maldon’s historic Barge fleet, support visiting barges and other types of vessels to the town, and secure safe moorings of the barge fleet at Maldon. That the council further provides a sufficient sum each year that accrues that is ring fenced for mud removal every 5 years to ensure that the access to the Quay is safely maintained at all times and funding is provided. Work to be carried out in liaison with all quay users and stakeholders”

The Chairperson advised that in accordance with Procedure Rule 4(3) he would referring the Motion to the Strategy and Resources Committee without debate.

## **279. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6(3) OF WHICH NOTICE HAS BEEN GIVEN**

There were none.

## **280. ADOPTION OF THE ESSEX WASTE STRATEGY**

The Council considered the report of the Director of Service Delivery updating Members with the key results of the public consultation on the Essex Waste Strategy, carried out by Essex County Council (ECC) on behalf of all District, Borough and City Councils. The report clarified the amendments made following the consultation and

seeking Members' adoption of the Waste Strategy for Essex 2024 – 2054, attached as Appendix 1 to the report (the Strategy).

It was noted that ECC together with other Essex Councils had a legal duty to maintain a joint strategy for the management of waste. The Councils had worked together as the Essex Waste Partnership (EWP) to jointly develop a new Waste Strategy for Essex to comply with the legal duty. The report provided background information regarding the development of the Strategy, the consultation that had taken place along with the quantitative and qualitative findings and post consultation strategy amendments. A Strategic Environmental Assessment had been carried out and the Post Adoption Statement was attached at Appendix 2 to the report.

The Head of Environmental Health, Waste and Climate Action presented the report and provided the Committee with detailed information regarding the Strategy, the work undertaken by the EWP and the targets identified within the Strategy. It was noted that good response had been received to the ECC consultation on the Strategy and ECC and five other authorities had formally adopted it with another five (in addition to Maldon District Council) progressing the Strategy through their governance processes.

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

In response to the following discussion and questions raised, the Head of Environmental Health, Waste and Climate Action provided Members with additional information, including:

- Members were advised that the Strategy would not increase the budget implications. The majority of the services and the requirements of the new Strategy were already being delivered as part of the requirements placed on the Council by Central Government.
- There was a conflict in respect of climate ambitions, the Strategy set a climate net zero date of 2050 to match that set by Essex County Council. The Council had a target of 2030 and whilst this did not directly impact the Council's target it did need to consider how these different targets could be rationalised. This would be considered by the Officer and Member Net Zero Working Group.
- The Strategy would not result in a reduction in standards and was to be adopted across the whole of Essex. It contained some ambitious targets, and the Council would be looking at how these could be delivered going forward.
- Following adoption of the Strategy the Council would develop its own action plan to assess its priorities and challenges.
- It was clarified that Appendix 2 to the report was a supporting document used to test the Strategy and Members were being asked to note this. Officers were not committing the Council to a mode of delivery for its waste strategies going forward.
- In response to a question regarding ruling out any landfill by 2030, Officers highlighted a number of alternative methods of waste disposal which would shortly be operational. How the Council collected waste impacted on how ECC disposed of it and therefore the Council would be working with ECC to ensure the waste system operated efficiently.

The Chairperson then put the recommendation as set out in the report and this was agreed.

## **RESOLVED**

- (i) That the Waste Strategy for Essex 2024-2054 (Appendix 1 to the report) be adopted;
- (ii) that the Post Adoption Statement on the Strategic Environmental Assessment (Appendix 2 to the report) be noted.

### **281. DATA PROTECTION POLICY UPDATE**

The Council considered the report of the Monitoring Officer seeking Members' consideration and adoption of the following policies:

- Data Protection Policy (Appendix 1 to the report)
- Processing of Special Category Data Policy (Appendix 2)
- Document Retention Policy (Appendix 3)

It was noted that the Council had a legal requirement to comply with the Data Protection Act 2019 and the policies appended to the report would demonstrate how the Council processed its data.

Following presentation of the report by the Lead Specialist: Legal and Monitoring Officer, the Chairperson thanked the Officer for her report and moved the recommendations set out in the report. This were duly seconded and agreed.

## **RESOLVED**

- (i) That the Data Protection Policy attached at Appendix 1 to the report be approved;
- (ii) That the Processing of Special Category Data Policy attached at Appendix 2 to the report be approved;
- (iii) That the Document Retention Policy attached at Appendix 3 to the report be approved;
- (iv) That delegated Authority is given to the Assistant Director of Resources in consultation with the Data Protection Officer to make any operational changes to the retention periods contained within the Document Retention Policy.

### **282. MEDIUM TERM FINANCIAL STRATEGY UPDATE AND SAVINGS STRATEGY**

The Council considered the report of the Chief Finance Officer informing Members of the updated Medium-Term Financial Strategy (MTFS) position and setting out the requirement to address the budget gap in 2025 / 26 and beyond.

The report provided background information regarding approval of the Council's 2024 / 25 budget and MTFS projections. Updated forecasts for the periods 2025 / 26 – 2026 / 27 were also set out within the report. It was noted that further work on the MTFS would be carried out over and presented to Members for consideration via the Finance Member Group before being brought back to the Strategy and Resources Committee. Members were advised that in order to address the projected budget gap action was required to identify savings.

Following presentation of the report by the Chief Finance Officer, the Chairperson moved the recommendation set out in the report. This was duly seconded.

In response to a number of questions, the Chief Finance Officer provided the following additional information:

- the report provided Members with an update of the work being undertaken, including any review of risks, new statutory obligations and decisions made since the last report.
- There were some staffing costs which were unavoidable to ensure delivery of statutory services.
- A balanced budget had been set for 2024 / 25 and a significant amount of work had been done with the Finance Member Group to ensure a balanced budget could be set. The Quarter One position for this year would be reported to the next meeting of the Strategy and Resources Committee and shows that the Council is projecting an underspend at this point in the financial year, with reserves and balances remaining healthy.
- As part of the budget process Officers would continue to review assumptions and any emerging pressures.

The Leader of the Council highlighted a key priority being the future of the Council including efficiencies and the need to make sure the Council was fit for the future. He noted that the Council continued to tackle issues together and commented on the importance of the Finance Member Group work.

The Chairperson then put the proposal to the Council which was duly agreed.

**RESOLVED** that the Medium-Term Financial Strategy position is noted and that a further update will be reported in December 2024.

## **283. NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION RESPONSE**

The Council considered the report of the Director of Service Delivery presenting the consultation response to the proposed changes to the National Planning Policy Framework (NPPF) (attached as Appendix A to the report). It was reported that the closing date for consultation responses was 24 September 2024.

It was noted that the Planning Policy Working Group had considered the proposed draft response and that the Council should use the opportunity to express its opinion on the proposed changes and the impact they could have on the District. The Chairperson referred Members to an addendum which was circulated prior to the meeting and proposed an amendment to Question 6 as set out in Appendix A.

The Head of Service - Planning Policy and Implementation presented the report and outlined the key effects the draft NPPF would have in relation to Maldon District Council. These included:

- changes to housing allocation calculations resulting in an increase in housing numbers, for Maldon it was indicated that the housing number could increase by 97%.
- the Council's Five-Year Housing Land Supply of deliverable sites for housing would drop below five-years which would mean that the 'tilted balance' became engaged in determining applications for housing.
- an impact on infrastructure such as the NHS, education, water, and transport.

- difficulty identifying from the consultation how the changes would be delivered.
- there was no indication if there would be funding for infrastructure within the proposed Government changes.

The Chairperson moved the recommendation set out in the report. This was duly seconded.

The Leader of the Council reassured Members that the District Council's Network Executive along with all political parties and North Essex Councils had produced robust responses to the proposals and Essex County Council was in the process of producing a response.

In response to a question, the Officer explained that the Council had a Local Housing Needs Assessment which set out the percentages and number of bedroom houses required on each development. At this present time, the Council needed more three-bedroomed houses. This document was currently up for review and as part of that review these figures would be revisited.

The Chairperson then moved the recommendation subject to the amendment as detailed in the addendum to the report and this was duly agreed.

**RESOLVED** that the consultation response to the draft National Planning Policy Framework (Appendix A to the report) be amended as per the addendum circulated and approved for submission to the Ministry of Housing, Communities and Local Government by the deadline.

## **284. RESPONSE TO ESSEX TRANSPORT STRATEGY PUBLIC CONSULTATION**

The Council considered the report of the Director of Service Delivery presented the Council's recommended response (attached at Appendix 1 to the report) to the draft Essex Transport Strategy consultation.

The Essex County Council (ECC) Essex Transport Strategy is ECC's Statutory Plan known as their Local Transport Plan (LTP4) and would replace the existing LTP3 published in 2011. A public consultation started on 5 August for six weeks and sought response on Part 1 of the Strategy which focused on 'themes', 'outcomes', 'activities' and the proposed new 'place and movement approach' to road hierarchy.

It was noted that the prepared response from the Council was considered by the Planning Policy Working Group (PPWG) on 10 September 2024. Following consideration by the PPWG an additional response to question 20 was suggested and this had been circulated prior to the meeting as an addendum.

Following presentation of the report by the Principal Place Officer, the Chairperson put the recommendation, and this was duly seconded.

Councillor W Stamp expressed concern that the Strategy did not address the issues that the District had and she highlighted a number of areas in respect of this. Councillor Stamp requested that where the Council's response was 'agree' this should be changed to 'strongly agree'. This proposed change was duly agreed. In responding to Councillor Stamp, the Officer highlighted that this consultation sought response to Part 1 of the Strategy focusing on the 'framework' and Part 2, setting out area plans with a full programme of investment in these areas, was expected in early 2025.

During the debate that ensued, comment was raised regarding local bus services, particularly the reliability of bus services provided, and it was requested that within its response the Council referred to reliability of such services. In response the Officer advised that this could be added.

The Chairperson then moved the recommendation, subject to the amendments raised at the meeting and as detailed on the Addendum circulated. This was duly agreed.

**RESOLVED** that subject to the amendments as detailed above and in the circulated Addendum, the consultation response to the Essex Transport Strategy (Appendix 1 to the report) be approved and submitted online by the deadline.

**285. QUESTIONS TO THE LEADER OF THE COUNCIL IN ACCORDANCE WITH PROCEDURE RULE 1 (3)(M)**

Councillor J C Stilts referred to the recent problems with the payment machines in Butt Lane and White Horse Lane car parks and asking the Leader of the Council to assure the Council that this would be looked at by the Car Parking Working Group. In response, the Leader assured Members that this in terms of the reliability would be looked at by both Officers and the Working Group, especially in light of the issues caused when the machines went down over the weekend.

Councillor M G Bassenger asked the Leader if in light of the decision made earlier in this meeting whether the Council will have to review all its meetings with the NHS including the Health, Overview and Scrutiny Committee and Trust meetings. In response the Leader advised that he had messaged the Corporate Leadership Team regarding this and as a result of the earlier decision the Council would have to unpick every NHS meeting that it attends and if necessary, not attend those meetings.

Councillor A S Fluker asked the Leader of the Council if he would join him in thanking Mrs Longman for the enormous amount of work she had put into the Central Area Master Plan and the design code and note the importance of having local officers involved in the LDP review. He continued referring to a recent meeting of the Planning Policy Working Group where Members were asked to agree policy guidelines with regards to gypsy travelers and travelling showman and the potential of where these new site locations would be. Councillor Fluker asked the Leader if he agreed with him and rather than hold non-decision-making member briefings an update on the Local Plan review was brought to the Council as a matter of urgency and for the benefit of all Members so that they could look at the spatial planning, Healer and the call for sites. In response the Leader of the Council advised that he had requested briefings for all Members of the Council on the Local Plan as it was crucial to ensure that all Members were informed, and this was to be scheduled in an evening within the next month. If after this if Members felt there was the need and a decision was required a report could be brought forward to the Council.

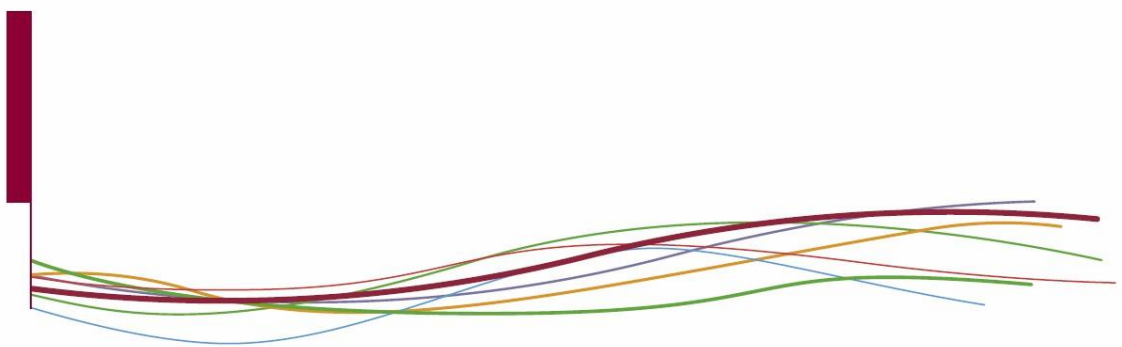
There being no other items of business the Chairperson closed the meeting at 9.55 pm.

K M H LAGAN  
CHAIRPERSON

## Maldon District Council

### Domestic Abuse Policy (Residents) 2024

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Council (Extraordinary) - 8 October 2024

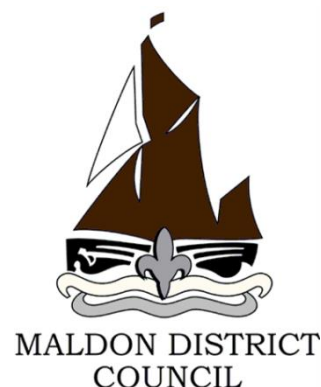
Agenda item 7a - Strategy and Resources Committee - 26 September 2024

## Document Control Sheet

<b>Document title</b>	Maldon District Council Resident Domestic Abuse Policy
<b>Summary of purpose</b>	Detailing how the Council will provide support tailored to the needs of the individual, working in partnership with statutory and specialist agencies to provide a survivor-led coordinated response
<b>Prepared by</b>	Helen Greengrass, Housing Solutions Manager
<b>Status</b>	DRAFT
<b>Version number</b>	
<b>Approved by</b>	Council
<b>Approval date</b>	8 October 2024
<b>Date of implementation</b>	
<b>Review frequency</b>	
<b>Next review date</b>	
<b>Circulation</b>	
<b>Published on the Council's website</b>	

## Validity Statement

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





Council (Extraordinary) - 8 October 2024

Agenda item 7a - Strategy and Resources Committee - 26 September 2024

## Introduction & Policy Statement

Everyone has the right to live without fear of violence or abuse and Maldon District Council are committed to ensuring that all residents affected are supported in a sympathetic, supportive, and sensitive manner and that staff act in a non-judgemental way.

This policy explains how we provide support tailored to the needs of the individual, working in partnership with statutory and specialist agencies to provide a survivor-led coordinated response. We do this by understanding someone's personal journey while being an active part of a coordinated community response, standing together against domestic abuse.

We take all reports of domestic abuse seriously and a range of training is provided for staff to ensure a strong and supportive workforce culture around domestic abuse. All staff have access to basic awareness training with key members of staff undergoing enhanced training to equip them with skills to recognise the signs, respond and refer to appropriate support or guidance where necessary. These key members of staff are the Housing Team, Designated Safeguarding Officers (DSOs) and Domestic Abuse Champions who will support all staff across the organisation in concerns around domestic abuse.

We want to improve the safety of residents affected by domestic abuse and seek to help prevent further abuse by encouraging earlier reporting alongside an effective response.

Maldon District Council recognise that safe housing is one of the key barriers when separating from an abusive relationship or home. Our Housing Team have a key role to play within a partnered response.

Maldon District Council are Members of the Domestic Abuse Housing Alliance (DAHA) and are committed to delivering a consistent approach to domestic abuse throughout the whole organisation.

## Language and Terminology

For the purposes of this policy, we use the following terms.

**Resident:** those resident within our local authority area and those who are seeking housing within our local authority area.

**Victim/Survivor:** a resident or approaching resident who is experiencing domestic abuse, stalking or harassment related to domestic abuse.

**Alleged Perpetrator/Perpetrator:** a person who may be perpetrating abuse, harassment or stalking in the context of domestic abuse. Please note that a resident can only be referred to as a Perpetrator if they have a criminal conviction for domestic abuse. If this is unknown, the term, alleged perpetrator should be used. This is not intended to minimise the abuse that the victim/survivor may be experiencing but to ensure correct language and terminology is used in accordance with the law.

It is important that anyone affected by domestic abuse does not feel that their experience is defined by a label. Staff are encouraged to use names when speaking to them about their relationship to mediate against those feelings.

**DSO:** Designated Safeguarding Officer within Maldon District Council having had enhanced training to undertake this role.

**DA Champion:** is a staff member who is a named Domestic Abuse Champion and have undergone extra training to take on this role.

## **Policy Aims**

This policy aims to achieve the following:

### **Raise Awareness of Domestic Abuse**

#### **We will;**

- actively promote awareness through various internal and external communication channels and support national campaigns.
- widely publicise information for victim/survivors on how to get help if they need it and the type of response, they can expect from us.
- raise the status of victim/survivors by ensuring their voices are heard and influence the services we deliver
- adopt a culture to demonstrate that it is okay to talk about this hidden crime and Maldon District Council is a safe place for residents to reach out and seek support.

### **Provide Training and Guidance**

#### **We will;**

- ensure that all staff access basic awareness training through a rolling programme so that domestic abuse is always at the forefront of our minds, and we provide a consistent response across the Organisation.
- Ensure training will support staff to identify the signs of the domestic abuse and respond to any reports or disclosures.
- Ensure Housing Teams and those with Safeguarding responsibilities (including DSOs and DA Champions) receive enhanced training on risk assessment and responding to domestic abuse.
- Build a Domestic Abuse Champions Network who have also received enhanced training on assessment and responding to domestic abuse.

### **Ensure a Consistent and Coordinated Community Response**

#### **We will;**

- work alongside statutory, commissioned and specialist agencies to adopt a consistent and coordinated community response.
- ensure those affected by domestic abuse are offered support through signposting and direct referrals to appropriate agencies.
- strive to ensure that alleged perpetrators/perpetrators of domestic abuse who recognise and seek to change their behaviour are offered support; to increase their motivation, skills, knowledge and build confidence and resilience to combat their abusive behaviour patterns.

### **Prioritise Safety and Security**

#### **We will;**

- ensure we have staff who have received enhanced training will be able to deliver a risk assessment, using the Domestic Abuse, Stalking and Honour Based Violence (DASH) Risk Identification Check list.
- enhance the safety and security of those affected through sanctuary work at their home, with a view to increase confidence, resilience and empower them to live safely and independently
- utilise our own Safeguarding Policy and procedures to enhance safety.
- take appropriate action against those who choose to abuse individuals utilising all available powers within (but not limited to) the ASB Crime and Policing Act 2014.

## **Policy Scope**

The Domestic Abuse Act 2021 defines domestic abuse as **abusive behaviour** between two people over the age of 16 that are **personally connected** to one another.

### **Children**

In the Domestic Abuse Act (2021), Children aged under 18 are also recognised as victims if they see, hear, or experience the effects of the abuse and either party involved is the parent, relative or has parental responsibilities for that child or children.

### **Abusive Behaviour**

Abusive behaviour in the context of domestic abuse may encompass one or more of the following: -

- Physical or sexual abuse
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse
- Psychological, emotional, or other abuse

### **Personally Connected**

The relationship between both parties is a key factor and defined as those that are 'personally connected' to one another. This includes those that are currently or have previously been:-

- married or civil partners to each other.
- agreed to marry one another or within a civil partnership with each other regardless of whether the agreement is still in place.
- in an intimate personal relationship with each other
- shared parental responsibilities of the same child or children
- relatives

### **Additional Factors**

It doesn't matter whether the behaviour consists of a single incident or part of an ongoing pattern of behaviour.

The policy is clear that victims are not confined to one gender, sexual orientation, or ethnic group.

The definition also includes (but is not limited to) modern day slavery, coercive control, honour-based violence, forced marriage, female genital mutilation (FGM), stalking and harassment.

### **Coercive Control**

Maldon District Council recognise that Domestic Abuse is often (but not always) built around control and coercive behaviour. These types of acts largely go unnoticed and can include making an individual subordinate / dependent, whilst being exploited for personal gain. This will, in some cases, mean the person is deprived of independence limiting their ability to escape from an abusive life.

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Coercive behaviour will be identified by our trained staff as a pattern of acts, including but not limited around humiliation, intimidation and fear which is used to harm, punish, or frighten the individual. This definition includes honour-based violence and abuse where there may be further perpetrators across the family and community.

**Economic Abuse**

Economic abuse is designed to limit someone's ability to be independent away from the Perpetrator of abuse.

Within this definition, economic abuse means any behaviour that has a substantial adverse effect on that person's ability to do.

- Acquire, use, or maintain money or other property, or
- Obtain goods or services

**Stalking**

Leaving or separating from an abusive relationship offers no guarantee that the abuse will stop, and many victim/survivors are subjected to ongoing stalking. This may include behaviours such as:

- Following
- Loitering
- Monitoring
- Excessive phone calls and messages
- Unwanted attention and gifts

**Working in Partnership**

No single agency or professional has a complete picture of the life of an individual or family living with domestic abuse, however many will have insights that are crucial to their safety. Maldon District Council will adopt a collaborative approach with partner agencies when supporting people who are being abused.

- We will ensure the Victim/Survivor has access to the range of support services available to them. ***(Please see appendix A for a list of support services available)***
- With the consent of the victim/survivor, we may hold regular meetings with partner agencies to ensure that all supporting agencies and services are involved that should be.
- With the consent of the victim/survivor we will provide further information, signpost or refer to those requiring additional support.
- Whilst confidentiality should be maintained, we will ensure internal safeguarding procedures are followed if we become concerned that there may be a threat to life, risk of significant/imminent harm or harm to a child. For further information please refer to Maldon District Council's Safeguarding Policy.
- We will attend Multi Agency Risk Assessment (Marac) meetings and Child in Need / Child Protection meetings where appropriate.
- We will be active members of the Southend, Essex and Thurrock Domestic Abuse Board [About SETDAB - Southend and Thurrock Domestic Abuse Partnership](#)



## **How Maldon District Council respond to Victim/Survivors**

We take all reports of domestic abuse seriously. Domestic abuse is a serious crime, and we will continually strive to treat people experiencing this form of abuse in a sympathetic, supportive, and non-judgemental way.

Maldon District Council adopt a 'Recognise, Respond and Refer Model' which will be cascaded across the organisation through regular training.

### **Recognise**

Domestic Abuse may manifest or become visible in a variety of different ways:-

A member of staff may become concerned about a resident who is showing signs that they may be experiencing domestic abuse. This may include:-

- Changes in behaviour and demeanour
- Lack of engagement
- Damage to property
- Injury or pain
- Financial problems

A victim/survivor may report or disclose domestic abuse to us through any contact they have with us, for example by referring to the Contact Us page on our website, in person or in writing.

A fellow resident or neighbour may also report concerns.

### **Respond**

We will ensure that the response to those reporting domestic abuse is consistent and that our services are accessible for all regardless of their identity or protected characteristics, providing interpreters and translating information into other languages or formats as needed.

The involvement of the Housing Team, DSO or a DA Champion should always be sought if any concerns or reports are raised around domestic abuse. These members of staff have had enhanced training and are equipped to advise and undertake any necessary risk assessment or referrals.

- In all cases, a resident should be offered time and a private space to talk about their current concerns where it can be identified what further action needs to be taken. The option to talk to a member of staff who is of the same gender can also be offered.
- With consent, of the victim/survivor, a trained staff member will carry out a risk assessment, using the Domestic Abuse, Stalking and Honour Based Violence (DASH) Risk Identification Checklist. The DASH risk assessment is a UK wide accredited form used by us and partner organisations to plan how we will support them and any children.
- Relevant advice and help, including information about alternative housing, additional security measures in the home and suitable support from specialist organisations should be offered where appropriate.
- We will acknowledge that safe housing is often one of the biggest barriers to separating from an abusive relationship

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- If the victim/survivor fears for their immediate safety and risk assessment identifies significant risk, we will help consider their housing options. This could include referral into a refuge or emergency accommodation.
- Where necessary, we will support the victim/survivor to access legal advice, including support for benefits and home rights advice.
- If the victim/Survivor needs to move home, we will work with them to identify areas that will minimise the risk of future abuse.

Safety and accountability will be at the centre of how we respond to domestic abuse. We will case manage in a safe and sensitive manner with trust and non-judgement at its core. This will be overseen by senior members of staff who will ensure that our approach is as we say, through regular case audits.

There is an additional Domestic Abuse Process for all staff to refer to when someone identifies themselves as experiencing domestic abuse and approaches Maldon District Council for help, support and advice.

### **How Maldon District Council responds to Alleged Perpetrators/Perpetrators of Domestic Abuse**

If an alleged perpetrator/perpetrator of Domestic Abuse approaches Maldon District Council for assistance, we will ensure that this person is assessed in line with the homelessness policy and the allocations policy.

- With their consent, we will offer a referral into support services, such as The Change Hub or other relevant support services. This can only be if the person is willing to engage with the services and wants to change their behaviour.
- We will use relevant Safeguarding Procedures and legislation to ensure that our response continues to be focussed on the safety of the victim/survivor and any children who may also live in the home.
- Where necessary and where there is a duty to do so, we will support with interim emergency accommodation, ensuring that a risk assessment is carried out and that any offer of accommodation is not likely to put the victim/survivor or the wider community at risk.
- Where appropriate and when concerned about threat to life and risk of harm, we will check the details of the perpetrator with the police to ensure that all risks are known and taken into consideration.
- We will engage with partner agencies, discussing prolific perpetrators to ensure that all agencies are aware and involved if needs be, and prolific perpetrators are 'tracked' to prevent further abuse from occurring.

## Legal Framework

There is a range of civil and criminal action that can be taken to protect people from domestic abuse. These vary according to the circumstances of individuals.

This policy supports the following legislation:

- Domestic Abuse Act 2021
- Protection from Harassment Act 1997
- Part IV of the Family Law Act 1996
- Domestic Abuse Crime and Victims Act 2004
- Housing Act 1996
- Crime and Security Act 2010 (Sections 24-33)
- Serious Crime Act 2015 (Section 76)
- Anti-social Behaviour, Crime and Policing Act 2014
- Care Act 2014
- Homelessness Reduction Act 2017
- Clare's Law 2017 (also known as Domestic Violence Disclosure Scheme (DVDS))
- Anti-social Behaviour Act 2003
- Data Protection Act 2018
- Equality Act 2010

We won't pressure victims to take legal action but will ensure that individuals are aware of what action can be taken if this is something they wish to pursue and make referrals where necessary.

## Monitoring & Review

This policy will be reviewed every three years. We will regularly review best practice, changes to legislation and feedback from our employees and customers, reviewing this policy as required more frequently to improve the way we work.

We value the views of our residents and will actively ask for feedback about the service we provide. We will listen to that feedback as well as regularly engage with local specialist domestic abuse agencies to improve the way in which we work when dealing with domestic abuse.



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## Appendix A – Support Services

### Local Support Services

#### **CARA**

Centre for action on rape and abuse – Essex based. Work with victims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.

Tel: 01206 769795

Website: [Centre for Action on Rape and Abuse in Essex - CARA \(caraessex.org.uk\)](http://caraessex.org.uk)

#### **Compass**

A partnership of domestic abuse services providing a response in Essex.

Helpline: 0330 333 7444. Helpline available from 8 am to 8 pm weekdays and 8am – 1pm weekends.

Website: [www.essexcompass.org.uk](http://www.essexcompass.org.uk)

#### **Next Chapter**

Next Chapter is a domestic abuse charity working across the areas of Tendring, Colchester, Maldon, Chelmsford, Braintree & Uttlesford. We provide free and confidential services to support people who are currently experiencing or have previously experienced domestic abuse. This is a service for anyone who is experiencing domestic abuse, regardless of gender.

Helpline: Via Compass 0330 333 7444 Direct line: 01206 500 585

Website: [www.thenextchapter.org.uk](http://www.thenextchapter.org.uk)

#### **Victim Support Essex**

If you've been affected by crime, call Victim Support in Essex

Telephone: 0808 17 81 694 Lines are open 8am to 5pm Monday to Friday. Or 0808 16 89 111 If you need support outside of our open hours.

Website: [www.victimsupport.org.uk/resources/essex](http://www.victimsupport.org.uk/resources/essex)

#### **The Change Hub**

Our charity has been delivering RESPECT accredited domestic violence perpetrator programmes since 2009. Through the behavioural change of the abuser we aim to increase the well-being of people who are, or have been, living with conflict or domestic violence & abuse.

Tel: 0845 3727701 / 01245 258680

Text: 07872 541982

Email: [tcp@thechange-project.org](mailto:tcp@thechange-project.org)

Website: [www.thechange-project.org/the-change-hub](http://www.thechange-project.org/the-change-hub)

### National Support Services

#### **Action on Elder Abuse**

Charity giving help and information about the abuse of older people, including abuse by family members and partners.

Helpline: 0808 808 8141 (Freephone)

Email: [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)

Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

#### **Broken Rainbow**

For the lesbian, gay, bisexual, and transgender community.

Tel: 0300 999 5428.

Website: <https://www.brokenrainbow.org.uk/help/helpline/>

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**Childline**

The UK's free and confidential helpline is not just for children. They also offer help to young people up to the age of 19 who are in distress or danger.

Tel: 0800 11 11 (24-hour helpline)

Website: [www.childline.org.uk](http://www.childline.org.uk)

**Finding Legal Options for Women Survivors (FLOWS)**

FLOWS gives legal advice to women who are affected by domestic abuse - they also give advice to front line workers.

Website: [www.rcjadvice.org.uk/family/flows-finding-legal-options-for-women-survivors](http://www.rcjadvice.org.uk/family/flows-finding-legal-options-for-women-survivors)

**Freedom Charity**

We aim to empower young people to feel they have the tools and confidence to support each other and have practical ways in which they can help their best friend around the issues of family relationships which can lead to early and forced marriage and dishonour-based violence. The Helplines are manned by trained professionals to help victims of forced marriage and their friends who are seeking help, support and advice.

24/7 Helpline: 0845 607 0133

Textline (text '4freedom' to 88802)

Website: [www.freedomcharity.org.uk](http://www.freedomcharity.org.uk)

**Galop**

Galop offers support for lesbian, gay, bisexual, and transgender (LGBT) people experiencing hate crime, sexual violence or domestic abuse.

Helpline: 0800 999 5428 (Monday and Thursday 10am-8pm, Tuesday and Wednesday 10am-5pm, Friday 1pm-5pm).

Email: [help@galop.org.uk](mailto:help@galop.org.uk)

Website: [www.galop.org.uk](http://www.galop.org.uk)

**Hourglass**

Hourglass gives confidential advice and information to older people who are victims of violence or abuse. A relative or friend of the person being abused can also contact the helpline on behalf of the older person. The helpline can be used in the case of older people who live at home, in a care home or who are in hospital.

Website: [wearehourglass.org](http://wearehourglass.org)

**Honour Network - Karma Nirvana**

Karma Nirvana is a registered Charity that supports victims and survivors of forced marriage and honour-based abuse.

Telephone Number: 0800 5999 247

Email Address: [info@karmanirvana.org.uk](mailto:info@karmanirvana.org.uk)

Website: <https://www.karmanirvana.org.uk>

**ManKind Initiative**

The ManKind Initiative is a charity offering information and support to men who are victims of domestic abuse or violence. This can include information and support on reporting incidents, police procedures, housing, benefits and injunctions. They can refer you to a refuge, local authority or other another support service if you need it.

Website: [new.mankind.org.uk](http://new.mankind.org.uk)

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### **The National Centre for Domestic Violence**

provides a free, fast emergency injunction service for survivors of domestic violence regardless of their financial circumstances, race, gender or sexual orientation.

Freephone: 0800 970 2070

Text: NCDV to 60777 (they will call you back)

Email: [office@ncdv.org.uk](mailto:office@ncdv.org.uk)

Website [www.ncdv.org.uk](http://www.ncdv.org.uk)

### **National Stalking Helpline**

The National Stalking Helpline can provide advice on how to deal with any type of stalking behaviour. This includes advice on how to report the behaviour to the police, and what you can expect if you report something.

Website: [www.stalkinghelpline.org](http://www.stalkinghelpline.org)

### **Rape Crisis**

Rape Crisis (England and Wales) is an umbrella organisation for Rape Crisis Centres across England and Wales. The website has contact details for centres and gives basic information about rape and sexual violence for survivors, friends, family, students and professionals. Rape Crisis (England and Wales) also runs a freephone helpline.

Tel: 0808 500 2222 24/7

Website: [Rape Crisis England & Wales](http://RapeCrisisEngland&Wales)

### **Rape & Sexual Abuse Support Centres**

Rape & Sexual Abuse Support Centres offer a range of services for women and girls who have been raped or experienced another form of sexual abuse.

National Freephone helpline: 0808 802 9999 (12 noon-2:30pm and 7pm-9.30pm any day of the year. Also 3pm – 5:30pm on weekdays)

### **Refuge**

Supports women, children & men experiencing domestic violence with a range of services. Telephone Number: 0808 2000 247

Website: <https://www.refuge.org.uk>

### **Respect**

Respect is a charity which runs support services and programmes for those who inflict abuse in relationships including young men and women.

Phoneline: 0808 802 4040 Monday to Friday 9am-5pm

Email: [info@respectphoneline.org.uk](mailto:info@respectphoneline.org.uk)

Website: [www.respectphoneline.org.uk](http://www.respectphoneline.org.uk) (incl. online chat service)

### **Respect Mens Advice Line**

Respect also provides an advice line for men who are victims of an abusive relationship.

Men's Advice Line: 0808 801 0327 Monday to Friday 9am-5pm

Email: [info@mensadviceline.org.uk](mailto:info@mensadviceline.org.uk)

Website: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk) (incl. online chat service)

### **Rights of Women**

Rights of Women offers confidential legal advice on domestic and sexual violence. You can find out more about what they do and when they're open on their website.

Website: [www.rightsofwomen.org.uk](http://www.rightsofwomen.org.uk)

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**Relate**

Offers advice, relationship counselling, sex therapy, workshops, mediation, consultations and support face-to-face, by phone and through their website.

Helpline: 0300 100 1234

Website: [www.relate.org.uk](http://www.relate.org.uk)

**Respond**

Respond work with children and adults with learning disabilities who've either experienced abuse or abused other people.

Website: [www.respond.org.uk](http://www.respond.org.uk)

**Sharan Project (South Asian Women Help & Support)**

Information Line: 0844 504 3231

Website: [www.sharan.org.uk](http://www.sharan.org.uk)

**SignHealth - Domestic Abuse Service**

SignHealth provides a specialist domestic abuse service to help Deaf people find safety and security. You can find out how to contact them on their website.

Website: [www.signhealth.org.uk/with-deaf-people/domestic-abuse/domestic-abuse-service](http://www.signhealth.org.uk/with-deaf-people/domestic-abuse/domestic-abuse-service)

**Southall Black Sisters**

Southall Black Sisters provide advice for Black (Asian and African-Caribbean) women with issues including domestic abuse, forced marriage, immigration and homelessness.

Website: [www.southallblacksisters.org.uk](http://www.southallblacksisters.org.uk)

**The Traveller Movement – safe space for women**

Information and support for Gypsy, Roma and Traveller women

Website: [Home - Space for Women - Support for GRT women \(travellermovement.org.uk\)](http://Home-SpaceforWomen-SupportforGRTwomen(travellermovement.org.uk))

Email: [women@travellermovement.org.uk](mailto:women@travellermovement.org.uk)

**Victim Support**

Confidential support for all victims of crime and domestic abuse.

Support Helpline: 0808 1689111

Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk) (24/7 help chat line)

**Women's Aid**

Women's Aid is a national charity which works to end abuse against women and children.

Tel: 0808 2000 247 (Freephone 24-hour national domestic abuse helpline)

Email: [helpline@womensaid.org.uk](mailto:helpline@womensaid.org.uk)

Website: [www.womensaid.org.uk](http://www.womensaid.org.uk)

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Domestic Abuse may manifest or become visible in a variety of different ways:

A member of staff may become concerned about a resident who is showing signs that they may be experiencing domestic abuse. This may include:

- Changes in behaviour and demeanour
- Lack of engagement
- Damage to property
- Injury or pain
- Financial problems

**REPORT**

A victim / survivor may report or disclose domestic abuse to us through any contact they have with us, for example by referring to the Contact Us page on the Council's website, in person or in writing. A friend, relative or neighbour may also report concerns.

**RESPOND**

The Council will ensure that the response to those reporting domestic abuse is consistent and that its services are accessible for all regardless of their identity or protected characteristics, providing interpreters and translating information into other languages or formats as needed.

The involvement of the Housing Team, Designated Safeguarding Officer (DSO) or a Domestic Abuse (DA) Champion should always be sought if any concerns or reports are raised around domestic abuse. These members of staff have had enhanced training and are equipped to advise and undertake any necessary risk assessment or referrals.

- In all cases, a resident should be offered time and a private space to talk about their current concerns where it can be identified what further action needs to be taken. The option to talk to a member of staff who is of the same gender can also be offered.
- With consent, of the victim / survivor, a trained staff member will carry out a risk assessment, using the Domestic Abuse, Stalking and Honour Based Violence (DASH) Risk Identification Checklist. The DASH risk assessment is a UK wide accredited form used by us and partner organisations to plan how we will support them and any children.
- Relevant advice and help, including information about legal remedies, safe accommodation, additional security measures in the home and suitable support from specialist organisations will be offered where appropriate.
- The Council acknowledges that safe housing is often one of the biggest barriers to separating from an abusive relationship, if the victim / survivor needs to move home, the Council will work with them to identify areas that will minimise the risk of future abuse.
- If the victim / survivor fears for their immediate safety and risk assessment identifies significant risk, the Council will help consider their housing options. This may include referral into a refuge or emergency accommodation.

Empathy, safety, and accountability will be at the centre of how the Council responds to domestic abuse. The Council will case manage in a safe and sensitive manner with trust and non-judgement at its core. This will be overseen by senior members of staff who will ensure that the Council's approach is as it says, through regular case audits.

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Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	River Moorings	Charge for moorings (not aligned with any other clubs)	None	Retain Policy	No Change	No change
Service Delivery	River Wharfage	Set fees to compete with alternative berthing facilities on the east coast	Quarterly charges discount daily fee by 50%. Discounts available to charitable trusts. Discount phased continued for 3 years (2023/24, 2024/25 and 2025/26).	Retain Policy	No Change	No change
Service Delivery	Burnham on Crouch Pontoon	None	None	New Policy	Charge for commercial use of the Burnham on Crouch Pontoon to ensure as a minimum full cost recovery	Free use by public accessing the pontoon on foot.
Service Delivery	Off Street Car Parking (Maldon Town)	Maximise income, but take into account the need to support local businesses. No free school drop off permits.	Disabled Badge holders - Free parking. Discount for Season Tickets and bulk purchases	Retain Policy	No Change	No change
Service Delivery	Off Street Car Parking (Outside Maldon Town)	Charges approved by Members	None	Retain Policy	No Change	No change
Service Delivery	Car Parking/Events	Suspend car parking and introduce a set fee for specific events. Charges will be dependent on the event size and entrance fee. To be determined by the Director of Service Delivery.	None	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Car Parking	Aim for overall maximum cost recovery for Promenade Park - with Car Parking being the key contributor	Maldon District Residents Season Tickets at reduced price. Disabled Badge Holders	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Splash Park	Charge to as far as possible to recover all costs of operation and in line with comparable facilities	None	Retain Policy	No Change	No change
Service Delivery	Use of Council Land for events	All Council Land. Use of a minimum events day rate charge on council owned land determined by the scale of event size to maximise income for all events.	Charity Organisations with under 100 people in attendance receive a concession ensuring full cost recovery.	Retain Policy	No Change	No change
Service Delivery	Council owned Land (inc Prom)	Charges to be for all council owned land as well as Prom Park to maximise income	Prices to be agreed by the Director of Service Delivery in Conjunction with the Chairman of Community Services Committee.	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Beach Huts	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Cemeteries	Charges at levels comparable to facilities provided by other local authorities	Local Residents receive discounted rates. Under 18's Free	Retain Policy	No Change	No change
Service Delivery	Green Waste Bin Service	Minimum of full cost recovery, and in line with other authorities. Charge for bin for new subscribers and replacement bins	None	Retain Policy	No Change	No change
Service Delivery	Chargeable Household Waste Collection	Charges made for residential homes, with limited collections from villages halls equivalent to domestic property. Charges based on cost recovery for additional collections	Free Clinical waste collection	Retain Policy	No Change	No change

Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	Chargeable Bulky Household Waste Collection	Minimum of full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Chargeable Street Cleaning	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation.	Concession at discretion of Director of service delivery for charitable/ community events.	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Pop Up Trading	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Parks & Open Spaces - Advertising	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Court Costs - Council Tax and Business Rates	Full cost recovery up to maximum level agreed by Essex Magistrates Courts	None	Retain Policy	No Change	No change
Service Delivery	CCTV footage requested by individuals, insurance companies or any organisations other than the Police (subject to data protection)	Minimum of Full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Refuse and recycling containers for new build properties	Developers to fund the cost of provision of containers for new properties if the development is more than five properties.	None	Retain Policy	No Change	No change
Service Delivery	Parking Permits for Schools	Chargeable Services	Charges made to Schools for parking in MDC owned car parks	Retain Policy	No Change	No change
Service Delivery	Road Closures	Minimum of Full cost recovery plus statutory administration charges	None	Retain Policy	No Change	No change
Service Delivery	Promenade Park Concessions	To Charge for concessions on the Prom. Prices set on negotiation with the Director of Service Delivery.	None	Retain Policy	No Change	No change
Service Delivery	Grounds Maintenance Contracts	Charges for contracts based on competitive market rates ensuring full cost recovery.	None	Retain Policy	No Change	No change
Service Delivery	Commercial team – Commercial Services - Box Office	Box office services commission rate set by officers – Standard 10% commission for all events. Concession Director of Service Delivery in conjunction with the Chairman of Strategy & Resources Committee be granted discretion to vary this rate to support the corporate goals of the Council.	None	Retain Policy	No Change	No change
Service Delivery	Commercial team – Commercial Services - Marketing	Commercial team to charge a competitive hourly rate for its marketing and promotional services ensuring minimum of full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Commercial team – Commercial Services - Sponsorship	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Land Charges	Self Financing Service subject to regulations	None	Retain Policy	No Change	No change
Service Delivery	Enquiries (Non Statutory)	New - Minimum of full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Public Hire Vehicle & Hackney Carriage Licensing	Self financing service	None	Retain Policy	No Change	No change
Service Delivery	Building Control - Chargeable Services	Self financing service (by regulation) Break even over a five year period	None	Retain Policy	No Change	No change
Service Delivery	Development Control and Conservation - Pre Application Advice	Minimum of Full cost recovery	Not Applicable	Retain Policy	No Change	No change



Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	Development Control - Planning Performance Agreements (PPA)	Minimum of full cost recovery	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Planning Fees (Development control fees)	No Policy - no powers at present	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Licensing Act 2003	Set fees in line with the costs incurred in providing the service	None	Retain Policy	No Change	No change
Service Delivery	Gambling Act 2005	Set fees in line with the costs incurred in providing the service	None	Retain Policy	No Change	No change
Service Delivery	Scrap Metal Dealers Act 2013	Recover reasonable costs of administration in accordance with statutory guidance	None	Retain Policy	No Change	No change
Service Delivery	Animal Licensing	Set fees in line with the costs incurred in providing the service	None	Retain Policy	No Change	No change
Service Delivery	Mobile Homes Act 2013	Set fees in line with the costs incurred in providing the service	Exempt those sites that have 8 or less units (Band 1)	Retain Policy	No Change	No change
Service Delivery	Pre Application for Tree Preservation Order advise	Charge to be based full recovery of Officer time	Not Applicable	Retain Policy	No Change	No change
Resources	Street Naming and numbering	Charges to developers and property owners based on cost recovery	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Revisit to rescore food hygiene ratings	Set fees in line with the costs incurred in providing the service.	Not Applicable	Retain Policy	No Change	No change
Resources	External Printing	To be charged per copy. Full cost recovery	Not Applicable	Retain Policy	No Change	No change
Resources	Administration of Parish Elections & Neighbourhood Referendums	Levy an administration charge based on recovery of Officer time	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Markets	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	RAMS	To charge a monitoring fee alongside all Essex Coastal Recreational Avoidance Mitigation Strategy (RAMS) payments	None	Retain Policy	No Change	No change
Service Delivery	S106	To charge a monitoring fee based on individual cases	None	Amend Existing Policy	To charge a monitoring fee based on the time expected to be spent on monitoring and reporting on the pre-commencement and development whole development lifecycle until all clauses are discharged.	No change
Service Delivery	Hythe Quay Parking	None	To charge for parking on Hythe Quay	Retain Policy	No Change	No change
Service Delivery	Listed Buildings & Conservation Area Property Purchase Advice.	None	None	New Policy	To start charging for providing heritage advice to prospective purchasers of Listed Buildings in the District.	None

Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	Planning Enforcement Conveyancing Support	None.	None	New Policy	Charge for written confirmation that Planning Enforcement action has been closed/ resolved to support property conveyancing activities.	None
Service Delivery	Environmental and Anti Social Behaviour offences - Fixed Penalty Notices (FPN's)	To charge in accordance with relevant legislation	None	Amend Existing Concessions	No Change	Concession for early payment up to maximum permitted by legislation.

**Council (Extraordinary) - 8 October 2024**  
**Agenda item 7a - Strategy and Resources Committee - 26 September 2024**

**APPENDIX 4**

**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)

			To be Agreed by Council Oct 2024 (To be Charged for the remainder of the Financial Year)				Agreed by Council Dec 2023 (Miscalculated so <u>not</u> currently being Charged)				Agreed by Council July 2023 (Currently still being Charged)			
VAT rate:	20.0%		2024/25	2024/25	2024/25	2024/25	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*	Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net VAT Total	248.00 49.60 297.60	620.00 124.00 744.00	954.00 190.80 1,144.80	1,215.00 - 1,215.00	220.00 44.00 264.00	552.00 110.40 662.40	850.00 170.00 1,020.00	1,082.00 - 1,082.00	231.00 46.20 277.20	577.00 115.40 692.40	888.00 177.60 1,065.60	1,131.00 - 1,131.00
H02	2 Plots	Net VAT Total	372.00 74.40 446.40	991.00 198.20 1,189.20	1,499.00 299.80 1,798.80	1,908.00 - 1,908.00	331.00 66.20 397.20	883.00 176.60 1,059.60	1,335.00 267.00 1,602.00	1,699.00 - 1,699.00	346.00 69.20 415.20	923.00 184.60 1,107.60	1,396.00 279.20 1,675.20	1,777.00 - 1,777.00
H03	3 Plots	Net VAT Total	434.00 86.80 520.80	1,363.00 272.60 1,635.60	1,976.00 395.20 2,371.20	2,515.00 - 2,515.00	387.00 77.40 464.40	1,214.00 242.80 1,456.80	1,760.00 352.00 2,112.00	2,240.00 - 2,240.00	404.00 80.80 484.80	1,269.00 253.80 1,522.80	1,840.00 368.00 2,208.00	2,342.00 - 2,342.00
H04	4 Plots	Net VAT Total	496.00 99.20 595.20	1,735.00 347.00 2,082.00	2,453.00 490.60 2,943.60	3,123.00 - 3,123.00	441.00 88.20 529.20	1,544.00 308.80 1,852.80	2,185.00 437.00 2,622.00	2,781.00 - 2,781.00	462.00 92.40 554.40	1,615.00 323.00 1,938.00	2,284.00 456.80 2,740.80	2,908.00 - 2,908.00
H05	5 Plots	Net VAT Total	557.00 111.40 668.40	2,106.00 421.20 2,527.20	2,931.00 586.20 3,517.20	3,730.00 - 3,730.00	496.00 99.20 595.20	1,876.00 375.20 2,251.20	2,610.00 522.00 3,132.00	3,321.00 - 3,321.00	519.00 103.80 622.80	1,961.00 392.20 2,353.20	2,729.00 545.80 3,274.80	3,473.00 - 3,473.00
Flats														
F01	1	Net VAT Total	248.00 49.60 297.60	620.00 124.00 744.00	954.00 190.80 1,144.80	1,215.00 - 1,215.00	220.00 44.00 264.00	552.00 110.40 662.40	850.00 170.00 1,020.00	1,082.00 - 1,082.00	231.00 46.20 277.20	577.00 115.40 692.40	888.00 177.60 1,065.60	1,131.00 - 1,131.00
F02	2	Net VAT Total	372.00 74.40 446.40	991.00 198.20 1,189.20	1,499.00 299.80 1,798.80	1,908.00 - 1,908.00	331.00 66.20 397.20	883.00 176.60 1,059.60	1,335.00 267.00 1,602.00	1,699.00 - 1,699.00	346.00 69.20 415.20	923.00 184.60 1,107.60	1,396.00 279.20 1,675.20	1,777.00 - 1,777.00
F03	3	Net VAT Total	434.00 86.80 520.80	1,363.00 272.60 1,635.60	1,976.00 395.20 2,371.20	2,515.00 - 2,515.00	387.00 77.40 464.40	1,214.00 242.80 1,456.80	1,760.00 352.00 2,112.00	2,240.00 - 2,240.00	404.00 80.80 484.80	1,269.00 253.80 1,522.80	1,840.00 368.00 2,208.00	2,342.00 - 2,342.00
F04	4	Net VAT Total	496.00 99.20 595.20	1,735.00 347.00 2,082.00	2,453.00 490.60 2,943.60	3,123.00 - 3,123.00	441.00 88.20 529.20	1,544.00 308.80 1,852.80	2,185.00 437.00 2,622.00	2,781.00 - 2,781.00	462.00 92.40 554.40	1,615.00 323.00 1,938.00	2,284.00 456.80 2,740.80	2,908.00 - 2,908.00
F05	5	Net VAT Total	557.00 111.40 668.40	2,106.00 421.20 2,527.20	2,931.00 586.20 3,517.20	3,730.00 - 3,730.00	496.00 99.20 595.20	1,876.00 375.20 2,251.20	2,610.00 522.00 3,132.00	3,321.00 - 3,321.00	519.00 103.80 622.80	1,961.00 392.20 2,353.20	2,729.00 545.80 3,274.80	3,473.00 - 3,473.00
Conversion to														
V01	Single Dwelling-House	Net VAT Total	248.00 49.60 297.60	743.00 148.60 891.60	1,090.00 218.00 1,308.00	1,388.00 - 1,388.00	220.00 44.00 264.00	662.00 132.40 794.40	971.00 194.20 1,165.20	1,236.00 - 1,236.00	231.00 46.20 277.20	692.00 138.40 830.40	1,015.00 203.00 1,218.00	1,292.00 - 1,292.00
V02	Single Flat	Net VAT Total	248.00 49.60 297.60	620.00 124.00 744.00	954.00 190.80 1,144.80	1,215.00 - 1,215.00	220.00 44.00 264.00	552.00 110.40 662.40	850.00 170.00 1,020.00	1,082.00 - 1,082.00	231.00 46.20 277.20	577.00 115.40 692.40	888.00 177.60 1,065.60	1,131.00 - 1,131.00
Notifiable electrical work			(where applicable, in addition to the above, per dwelling)				(where applicable, in addition to the above, per dwelling)				(where applicable, in addition to the above, per dwelling)			
D14	(Where a satisfactory certificate will <b>not</b> 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.		260.00 52.00 312.00	331.00 - 331.00	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.		232.00 46.40 278.40	294.00 - 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.		242.00 48.40 290.40	308.00 - 308.00

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

Council (Extraordinary) - 8 October 2024  
Agenda item 7a - Strategy and Resources Committee - 26 September 2024

APPENDIX 4

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)

			To be Agreed by Council Oct 2024 (To be charged for the remainder of the Financial Year)							Agreed by Council Dec 2023 (Miscalculated so <u>not</u> currently being Charged)						
VAT rate	20.0%		2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	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 *	Full Plans		Full Plans - Multiple work reductions only **		Building		
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **				Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **	Notice	Charge *	
D01	Separate single storey extension with floor area not exceeding 40m²	Net VAT Total	248.00 49.60 297.60	496.00 99.20 595.20	125.00 25.00 150.00	248.00 49.60 297.60	817.00 163.40 980.40	409.00 81.80 490.80	1,041.00 - 1,041.00	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	
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net VAT Total	248.00 49.60 297.60	620.00 124.00 744.00	125.00 25.00 150.00	310.00 62.00 372.00	954.00 190.80 1,144.80	477.00 95.40 572.40	1,215.00 - 1,215.00	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	
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net VAT Total	258.00 51.60 309.60	557.00 111.40 668.40	129.00 25.80 154.80	279.00 55.80 334.80	898.00 179.60 1,077.60	449.00 89.80 538.80	1,142.00 - 1,142.00	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	
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	269.00 53.80 322.80	743.00 148.60 891.60	134.00 26.80 160.80	372.00 74.40 446.40	1,113.00 222.60 1,335.60	556.00 111.20 667.20	1,417.00 - 1,417.00	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	
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net VAT Total	248.00 49.60 297.60	289.00 57.80 346.80	125.00 25.00 150.00	145.00 29.00 174.00	591.00 118.20 709.20	295.00 59.00 354.00	752.00 - 752.00	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	
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net VAT Total	248.00 49.60 297.60	372.00 74.40 446.40	125.00 25.00 150.00	186.00 37.20 223.20	682.00 136.40 818.40	342.00 68.40 410.40	868.00 - 868.00	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	
	Conversions															
D07	First floor & second floor loft conversions	Net VAT Total	248.00 49.60 297.60	496.00 99.20 595.20	125.00 25.00 150.00	248.00 49.60 297.60	817.00 163.40 980.40	409.00 81.80 490.80	1,041.00 - 1,041.00	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	
D08	Other work (e.g. garage conversions)	Net VAT Total	248.00 49.60 297.60	248.00 49.60 297.60	125.00 25.00 150.00	125.00 25.00 150.00	546.00 109.20 655.20	273.00 54.60 327.60	694.00 - 694.00	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	
	Alterations (including underpinning)															
D09	Renovation of a thermal element	Net VAT Total	124.00 24.80 148.80	124.00 24.80 148.80	62.00 12.40 74.40	62.00 12.40 74.40	273.00 54.60 327.60	136.00 27.20 163.20	347.00 - 347.00	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	
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	124.00 24.80 148.80	124.00 24.80 148.80	62.00 12.40 74.40	62.00 12.40 74.40	273.00 54.60 327.60	136.00 27.20 163.20	347.00 - 347.00	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	
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	124.00 24.80 148.80	186.00 37.20 223.20	62.00 12.40 74.40	93.00 18.60 111.60	340.00 68.00 408.00	171.00 34.20 205.20	434.00 - 434.00	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	
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	186.00 37.20 223.20	248.00 49.60 297.60	93.00 18.60 111.60	125.00 25.00 150.00	477.00 95.40 572.40	238.00 47.60 285.60	607.00 - 607.00	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	
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	248.00 49.60 297.60	413.00 82.60 495.60	125.00 25.00 150.00	207.00 41.40 248.40	727.00 145.40 872.40	364.00 72.80 436.80	925.00 - 925.00	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	
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	309.00 61.80 370.80	620.00 124.00 744.00	155.00 31.00 186.00	310.00 62.00 372.00	1,022.00 204.40 1,226.40	511.00 102.20 613.20	1,301.00 - 1,301.00	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	
	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.			436.00 87.00 523.00	n/a n/a n/a	- - -	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

**\*\*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

				Agreed by Council July 2023 (Currently still being Charged)							
VAT rate	20.0%		2024/25	2024/25	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24
Code	Extension & New Build		Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *	Full Plans		Full Plans - Multiple work reductions only **		Building		Regularisation
					Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **	Notice	Charge *	Charge *
D01	Separate single storey extension with floor area not exceeding 40m²	Net VAT Total	364.00 72.80 436.80	927.00 - 927.00	231.00 46.20 277.20	462.00 92.40 554.40	116.00 23.20 139.20	231.00 46.20 277.20	761.00 152.20 913.20	381.00 76.20 457.20	969.00 - 969.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net VAT Total	425.00 85.00 510.00	1,082.00 - 1,082.00	231.00 46.20 277.20	577.00 115.40 692.40	116.00 23.20 139.20	289.00 57.80 346.80	888.00 177.60 1,065.60	444.00 88.80 532.80	1,131.00 - 1,131.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net VAT Total	401.00 80.20 481.20	1,017.00 - 1,017.00	240.00 48.00 288.00	519.00 103.80 622.80	120.00 24.00 144.00	260.00 52.00 312.00	836.00 167.20 1,003.20	418.00 83.60 501.60	1,063.00 - 1,063.00
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	496.00 99.20 595.20	1,262.00 - 1,262.00	250.00 50.00 300.00	692.00 138.40 830.40	125.00 25.00 150.00	346.00 69.20 415.20	1,036.00 207.20 1,243.20	518.00 103.60 621.60	1,319.00 - 1,319.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net VAT Total	263.00 52.60 315.60	669.00 - 669.00	231.00 46.20 277.20	269.00 53.80 322.80	116.00 23.20 139.20	135.00 27.00 162.00	550.00 110.00 660.00	275.00 55.00 330.00	700.00 - 700.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net VAT Total	304.00 60.80 364.80	772.00 - 772.00	231.00 46.20 277.20	346.00 69.20 415.20	116.00 23.20 139.20	173.00 34.60 207.60	635.00 127.00 762.00	318.00 63.60 381.60	808.00 - 808.00
<b>Conversions</b>											
D07	First floor & second floor loft conversions	Net VAT Total	364.00 72.80 436.80	927.00 - 927.00	231.00 46.20 277.20	462.00 92.40 554.40	116.00 23.20 139.20	231.00 46.20 277.20	761.00 152.20 913.20	381.00 76.20 457.20	969.00 - 969.00
D08	Other work (e.g. garage conversions)	Net VAT Total	243.00 48.60 291.60	618.00 - 618.00	231.00 46.20 277.20	231.00 46.20 277.20	116.00 23.20 139.20	116.00 23.20 139.20	508.00 101.60 609.60	254.00 50.80 304.80	646.00 - 646.00
<b>Alterations (including underpinning)</b>											
D09	Renovation of a thermal element	Net VAT Total	121.00 24.20 145.20	309.00 - 309.00	115.00 23.00 138.00	115.00 23.00 138.00	58.00 11.60 69.60	58.00 11.60 69.60	254.00 50.80 304.80	127.00 25.40 152.40	323.00 - 323.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	121.00 24.20 145.20	309.00 - 309.00	115.00 23.00 138.00	115.00 23.00 138.00	58.00 11.60 69.60	58.00 11.60 69.60	254.00 50.80 304.80	127.00 25.40 152.40	323.00 - 323.00
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	153.00 30.60 183.60	387.00 - 387.00	115.00 23.00 138.00	173.00 34.60 207.60	58.00 11.60 69.60	87.00 17.40 104.40	317.00 63.40 380.40	159.00 31.80 190.80	404.00 - 404.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	213.00 42.60 255.60	540.00 - 540.00	173.00 34.60 207.60	231.00 46.20 277.20	87.00 17.40 104.40	116.00 23.20 139.20	444.00 88.80 532.80	222.00 44.40 266.40	565.00 - 565.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	324.00 64.80 388.80	824.00 - 824.00	231.00 46.20 277.20	385.00 77.00 462.00	116.00 23.20 139.20	193.00 38.60 231.60	677.00 135.40 812.40	339.00 67.80 406.80	861.00 - 861.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	455.00 91.00 546.00	1,159.00 - 1,159.00	288.00 57.60 345.60	577.00 115.40 692.40	144.00 28.80 172.80	289.00 57.80 346.80	952.00 190.40 1,142.40	476.00 95.20 571.20	1,211.00 - 1,211.00
<b>Notifiable Electrical work (in addition to the above, where applicable)</b>											
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net VAT Total	n/a n/a n/a	- - -	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.				406.00 81.20 487.20	n/a n/a n/a	517.00 - 517.00

TABLE C - ALL OTHER NON-DOMESTIC WORK  
2024/25

Limited to work not more than 3 storeys above ground level

			To be Agreed by Council Oct 2024 (To be Charged for the remainder of the Financial Year)					Agreed by Council Dec 2023 (Miscalculated so not currently being Charged)				
VAT rate	20.0%		2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25
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	258.00 51.60 309.60	129.00 25.80 154.80	496.00 99.20 595.20	248.00 49.60 297.60	1,056.00 - 1,056.00	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
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net VAT Total	289.00 57.80 346.80	145.00 29.00 174.00	640.00 128.00 768.00	320.00 64.00 384.00	1,301.00 - 1,301.00	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
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net VAT Total	309.00 61.80 370.80	155.00 31.00 186.00	702.00 140.40 842.40	351.00 70.20 421.20	1,417.00 - 1,417.00	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
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net VAT Total	331.00 66.20 397.20	165.00 33.00 198.00	806.00 161.20 967.20	403.00 80.60 483.60	1,591.00 - 1,591.00	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
<b>Alterations</b>												
N05	Cost of work not exceeding £5,000	Net VAT Total	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00	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
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net VAT Total	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00	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
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net VAT Total	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00	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
	Installation of new shop front	Net VAT Total	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00	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
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net VAT Total	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00	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
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net VAT Total	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00	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
	Renovation of thermal elements	Net VAT Total	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00	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
	Installation of a Raised Storage Platform within an existing building	Net VAT Total	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00	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
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net VAT Total	372.00 74.40 446.40	186.00 37.20 223.20	496.00 99.20 595.20	248.00 49.60 297.60	1,215.00 - 1,215.00	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
	Fit out of building up to 100m2	Net VAT Total	372.00 74.40 446.40	186.00 37.20 223.20	496.00 99.20 595.20	248.00 49.60 297.60	1,215.00 - 1,215.00	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

**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



Limited to work not more than 3 storeys above ground level

			Agreed by Council June 2023 (Currently still being Charged)				
VAT rate	20.0%		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
N01	Single storey with floor area not exceeding 40m2	Net	240.00	120.00	462.00	231.00	983.00
		VAT	48.00	24.00	92.40	46.20	-
		Total	288.00	144.00	554.40	277.20	983.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	269.00	135.00	596.00	298.00	1,211.00
		VAT	53.80	27.00	119.20	59.60	-
		Total	322.80	162.00	715.20	357.60	1,211.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	288.00	144.00	654.00	327.00	1,319.00
		VAT	57.60	28.80	130.80	65.40	-
		Total	345.60	172.80	784.80	392.40	1,319.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	308.00	154.00	750.00	375.00	1,481.00
		VAT	61.60	30.80	150.00	75.00	-
		Total	369.60	184.80	900.00	450.00	1,481.00
	Alterations						
N05	Cost of work not exceeding £5,000	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	207.60	104.40	207.60	104.40	485.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	207.60	104.40	207.60	104.40	485.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	207.60	104.40	207.60	104.40	485.00
	Installation of new shop front	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	207.60	104.40	207.60	104.40	485.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	277.20	139.20	277.20	139.20	646.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	277.20	139.20	277.20	139.20	646.00
	Renovation of thermal elements	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	277.20	139.20	277.20	139.20	646.00
	Installation of a Raised Storage Platform within an existing building	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	277.20	139.20	277.20	139.20	646.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	346.00	173.00	462.00	231.00	1,131.00
		VAT	69.20	34.60	92.40	46.20	-
		Total	415.20	207.60	554.40	277.20	1,131.00
	Fit out of building up to 100m2	Net	346.00	173.00	462.00	231.00	1,131.00
		VAT	69.20	34.60	92.40	46.20	-
		Total	415.20	207.60	554.40	277.20	1,131.00

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**REPORT of  
DIRECTOR OF STRATEGY AND RESOURCES**

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**to  
COUNCIL (EXTRAORDINARY)  
8 OCTOBER 2024**

**BOUNDARY COMMISSION REVIEW OF ELECTORAL WARDS**

**1. PURPOSE OF THE REPORT**

- 1.1 To update Members on the commencing review and establish a Member Working Group to support the process.

**2. RECOMMENDATIONS**

- (i) That a Member Boundary Review Working Group is established, and six Members of the Council are appointed to this;
- (ii) That submission of Maldon polling growth estimates and the suggested profile are delegated to the Assistant Director of Programmes, Performance and Governance, in Consultation with the Member Boundary Review Working Group.

**3. SUMMARY OF KEY ISSUES**

- 3.1 The Boundary Commission has engaged with Maldon to confirm that they will be reviewing electoral boundaries and member numbers / profile for the first time since 2000. <https://www.lgbce.org.uk/all-reviews/maldon>
- 3.2 By April 2025, the Council will be expected to submit:
- an estimated electoral figure by polling district in five years time; and
  - a desired number of Councillors that the Council would require to support governance arrangements
- 3.3 This will then be provided to the Boundary Commission Board to make a decision and provide a draft proposal that would be out to public consultation likely late 2025.
- 3.4 New polling boundaries would then be in place for the 2027 District election.
- 3.5 Officers expect to make use of planning information, mapping systems and population profiles to update the electoral estimates. The suggestion is that a Working Group is established to:
- review and input into methodology of electoral estimates
  - feedback of member experience and suggestions of polling District profiles
  - input Member suggestions on required member numbers for governance delivery.

#### **4. CONCLUSION**

- 4.1 The paper highlights the high-level plan for the Boundary Commission Review of Maldon Electoral Wards and seeks to establish a Member Working Group to support the process.

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

##### **5.1 Supporting our communities**

- 5.1.1 Feeding into the boundary commission work ensures good representation of local area knowledge and ensuring polling representation.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – None identified.
- (ii) **Impact on Equalities** – A review of electoral wards ensures good local representation.
- (iii) **Impact on Risk (including Fraud implications)** – None identified.
- (iv) **Impact on Resources (financial)** – There could be an impact to the review of additional Member numbers and therefore allowances.
- (v) **Impact on Resources (human)** – The project delivery will have an impact on the Programmes Performance and Governance, Planning and Elections Teams.

Background Papers: None.

Enquiries to:

Cheryl Hughes, Assistant Director- Programmes, Performance and Governance.



## **REPORT of DIRECTOR OF STRATEGY AND RESOURCES**

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**to  
COUNCIL (EXTRAORDINARY)  
8 OCTOBER 2024**

### **APPOINTMENT OF RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER**

#### **1. PURPOSE OF THE REPORT**

- 1.1 For the Council to appoint the new Returning Officer and Electoral Registration Officer with effect from 14 October 2024.

#### **2. RECOMMENDATION**

That the Council appoints Mr Doug Wilkinson, Chief Executive, as both Returning Officer and Electoral Registration Officer with effect from 14 October 2024.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 Under Section 35 of the Representation of the People Act 1983, the Council must appoint an Officer to the position of Returning Officer. This position is responsible to the elections held within the Electoral area of Maldon.
- 3.2 Under Section 8 of the Representation of the People Act 1983, the Council must appoint an Officer to the position of Electoral Registration Officer. This position is responsible for maintaining the Electoral Register for the Maldon District.
- 3.3 Further to the appointment of Doug Wilkinson, as Chief Executive, the Scheme of Delegation will be updated in due course, but until then, upon his starting date he has indicated his intention to take on these specific roles, in line with the job description for the Chief Executive role.
- 3.4 The Scheme of Delegation is likely to be reported to the Council for changes to be agreed in December 2024, but this will be too late, should an election occur before the scheme has been amended.
- 3.5 The current Scheme of Delegation identifies that the Director of Strategy, Performance and Governance as the Council's Returning Officer and Electoral Registration Officer. However, from 14 October 2024, the Director of Strategy, Performance and Governance will no longer be appointed to these roles.

#### **4. CONCLUSION**

- 4.1 The Council is asked to approve this recommendation to ensure the relevant permissions are in place, prior to the Scheme of Delegation within the Council's Constitution being updated.

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

5.1 None.

## **6. IMPLICATIONS**

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – No effect.
- (iii) **Impact on Risk (including Fraud implications)** – None.
- (iv) **Impact on Resources (financial)** – No effect.
- (v) **Impact on Resources (human)** – No effect.

Background Papers: None.

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



## **REPORT of MONITORING OFFICER**

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**to  
COUNCIL (EXTRAORDINARY)  
8 OCTOBER 2024**

### **APPROVAL OF ABSENCE OF COUNCILLOR**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To consider whether the absence of Councillor Susan White should be approved if she is absent for six months from Council meetings and to consider an agreed extension to this absence.

#### **2. RECOMMENDATIONS**

- (i) That the Council consider whether to approve Councillor Susan White's permitted period of absence beyond the six-month period of non-attendance provided for within Section 85 (1) of the Local Government Act 1972 on the grounds of ill health;
- (ii) that the Council considers whether to agree a further extend the permitted absence beyond the six-month period until the 13 February 2025.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 The Local Government Act 1972 section 85 states:
- “if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.”
- 3.2 Councillor White attended a Council meeting on 28 May 2024 and has been unable to attend since due ill health.
- 3.3 Should Councillor White not attend a Council or Committee meeting by 28 November 2024 she will automatically lose her seat and would no longer be a Councillor for the Purleigh Ward.
- 3.4 Council may only consider approval of the reasons for non-attendance before the end of the relevant six-month period on 28 November 2024.
- 3.5 This meeting is the only scheduled meeting of full Council before the expiry of the six-month rule. It is unknown if Councillor White will be able to attend any meeting of the Council before 28 November 2024.
- 3.6 If the Council chooses not to approve the request, Councillor White will cease to be a member after 28 November 2024 unless she attends a meeting before that date.

- 3.7 It is currently not possible to confirm if Councillor White will be able to attend any Council meetings after the 28 November 2024. It is therefore proposed to agree a further period of absence to the meeting of Council on 13 February 2025. If at this point Councillor White has been unable to attend any Council meetings a further extension will need to be considered.

#### **4. CONCLUSION**

- 4.1 The Council has the discretion to approve Councillor White's absence and approve her future absence for an agreed period.

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

- 5.1 None.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – Could be a weakening of democratic representation for Purleigh Ward.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – None.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.

Background Papers: None.

Enquiries to: Emma Holmes, Lead Specialist: Legal and Monitoring Officer.



## REPORT of CORPORATE LEADERSHIP TEAM

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to  
COUNCIL (EXTRAORDINARY)  
8 OCTOBER 2024

### CONSIDERATION OF REQUEST FROM MID AND SOUTH ESSEX INTEGRATED CARE BOARD

#### 1. PURPOSE OF THE REPORT

- 1.1 This report shares with the Council a request from NHS Mid and South Essex Integrated Care Board (ICB) and seeks the Council to consider the request made within their letter of 18 September 2024.

#### 2. RECOMMENDATIONS

- (i) That Members consider the request made by Mid and South Essex ICB to engage in a working group as set out in paragraph 3.1 of this report below;
- (ii) that subject to approval of recommendation (i) above, the Council appoints the Leader of the Council to represent Maldon District Council on the working group along with a named substitute in case it is required.

#### 3. SUMMARY OF KEY ISSUES

- 3.1 On 18 September 2024, the Chief Executive of the NHS Mid and South Essex ICB wrote to Maldon District Council Leader, Councillor R H Siddall to notify the Council that the NHS Mid and South Essex ICB had decided to delay the final decision on the reconfiguration of community hospital beds, midwife led birthing unit and ambulatory care services for six months. The letter (attached in **APPENDIX 1**) also sets out the process that the ICB is seeking to follow for this six-month review period. The headlines are set out below:

*We (The NHS) are proposing to form a working group that will focus on further engagement and co-development with an emphasis on:*

- *Reviewing the facts and feedback on options for maternity and community beds to help further inform the decision on these services.*
- *Exploring the options for the pathways of care for patients across mid and south Essex for stroke and intermediate care and how strengthening community-based care may inform the decision on these services.*
- *Make outline recommendations on a deliverable model for the provision of healthcare estate in the Maldon district specifically.*

- 3.2 The letter goes on to invite Maldon District Council to take part in the working group which will also include representatives from the NHS, local authorities, community groups, and other key stakeholders, and will be led by an independent chair.

- 3.3 The letter sought a response by 27 September 2024; however the Council had requested an extension to this deadline to enable the matter to be considered at the extraordinary Council meeting on 8 October 2024. This extension was agreed by Mid and South Essex ICB.

#### **4. CONCLUSION**

- 4.1 The Council has received a direct request from Mid and South Essex ICB to engage in a working group to consider the points outlined within this report.
- 4.2 The provision of accessible health services within the district has a significant impact on the welfare of the residents of the Maldon District and it is vital services remain within the district wherever possible.

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

##### **5.1 Supporting our communities**

- 5.1.1 The provision of local health care facilities is essential to the priority “Supporting our Communities”. Engaging with partners may be able to aid the NHS in maintaining services in the district.

##### **5.2 Enhancing and connecting our place**

- 5.2.1 It is set out under the priority of Enhancing and Connecting our Place that the Council will “utilise our assets to improve our place”. This covers a wide range of topics.

##### **5.3 Helping the economy to thrive**

- 5.3.1 Delivering the UK Shared Prosperity Fund helps benefit active and healthier lives. Access to health services is important to businesses wishing to set up and grow in the district.

##### **5.4 Smarter finances**

- 5.4.1 Changes to local health services impacts the Council's financial performance as there could be future cost pressures and resource demands in responding to health needs, communicating changes, and access to services. However, the Council does not have any statutory responsibility for delivering health services.

##### **5.5 A greener future**

- 5.5.1 Access to local health services reduces carbon emissions. Sustainable, as well as accessible healthcare are both vital in achieving a roadmap to net zero for the district.

##### **5.6 Provide good quality services.**

- 5.6.1 The Council aims to identify early intervention for our most vulnerable people. Having the ability to access services and to signpost residents is a vital part of the services we provide. We also state that the Council will work with partners to help and support our residents.



## 6. IMPLICATIONS

- (i) **Impact on Customers** – Potential benefits if the working group can assist the NHS in retaining services in District.
- (ii) **Impact on Equalities** – Potential benefits if the if the working group can assist the NHS in retaining services in District, as evidence shows that those already more deprived, are affected more significantly by service reductions or increased travel times.
- (iii) **Impact on Risk (including Fraud implications)** – None.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.

Background Papers: None.

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

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**Chief Executive's Office**

NHS Mid and South Essex ICB  
Phoenix Court Christopher Martin Rd  
Basildon SS14 3HG  
[ceooffice.mseics@nhs.net](mailto:ceooffice.mseics@nhs.net)  
01268 594350

**Councillor Richard Siddal**

By email only

[cllr.richard.siddall@maldon.gov.uk](mailto:cllr.richard.siddall@maldon.gov.uk)

18 September 2024

Dear Councillor Siddal

I hope this letter finds you well. Further to our recent conversations I am writing on behalf of NHS Mid and South Essex Integrated Care Board (ICB) to confirm we have decided to delay the final decision on the reconfiguration of community hospital beds, midwife led birthing unit and ambulatory care services for six months.

Since I have come into post last month, I've been reviewing some of the decisions in train. While much work has been done, including significant input from our local communities, it is clear to me that more time is needed to explore further the suggestions made and to develop more comprehensive solutions together.

To that end, we are proposing to form a working group that will focus on further engagement and co-development with an emphasis on:

- Reviewing the facts and feedback on options for maternity and community beds to help further inform the decision on these services.
- Exploring the options for the pathways of care for patients across mid and south Essex for stroke and intermediate care and how strengthening community-based care may inform the decision on these services.
- Make outline recommendations on a deliverable model for the provision of healthcare estate in the Maldon district specifically.

Your insights and expertise will be invaluable to this process, and I would like to therefore invite from your organisation part of the working group.

The group will include representatives from the NHS, local authorities, community groups, and other key stakeholders, and will be led by an independent chair to ensure balanced and thorough consideration of all perspectives.

**Mid and South Essex Integrated Care Board**

PO Box 6483, Basildon, SS14 0UG

[www.midandsouthessex.ics.uk](http://www.midandsouthessex.ics.uk) | 01268 594 350

Chair: Professor Michael Thorne CBE | CEO: Tom Abell

We plan to convene the first meeting within the next few weeks, which will initially focus on developing the detailed terms of reference for this work. If your organisation can participate, please confirm your interest by Friday, 27<sup>th</sup> September to [me](#).

In the meantime, I can confirm there will be no immediate changes to any provision and services will continue as they are during this extended engagement period.

I appreciate your ongoing support during this work and look forward to working with you over the coming months. Your contribution will help shape the future of healthcare services in our community, ensuring they are both sustainable and aligned with the needs of our diverse population.

Yours sincerely,

**Tom Abell**  
**Chief Executive**  
**NHS Mid and South Essex Integrated Care Board**