

02 July 2025



Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



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

CHIEF EXECUTIVE
Doug Wilkinson

Dear Councillor

You are summoned to attend the meeting of the;

COUNCIL

on **THURSDAY 10 JULY 2025 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

Chief Executive



AGENDA COUNCIL

THURSDAY 10 JULY 2025

1. **Chairperson's notices**

2. **Apologies for Absence**

3. **Minutes of the Statutory Annual Council - 15 May 2025** (Pages 5 - 30)

To confirm the Minutes of the Statutory Annual Council meeting held on 15 May 2025 (copy enclosed).

4. **Minutes - 17 June 2025** (Pages 31 - 38)

To confirm the Minutes of the extraordinary Council meeting held on 17 June 2025 (copy enclosed).

5. **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).

6. **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.

7. **Chairperson's Announcements**

8. **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 - 12 June 2025**

Please note the following items of business contain recommendations to the Council from the Strategy and Resources Committee and are the subject of separate reports on this agenda.

Budget Growth Request

Princes Road – Replacement Fire and Building Security Systems

For further information please see the Council's website.

9. **Minutes of Meetings of the Council**

To note that since the last Council, up until Wednesday 2 July 2025 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Performance, Governance and Audit Committee (special)	15 May 2025
Strategy and Resources Committee (special)	15 May
Licensing Committee (special)	15 May
Overview and Scrutiny Committee (special)	15 May
Joint Standards Committee (special)	15 May
Investigating and Disciplinary Committee (special)	15 May
District Planning Committee (special)	15 May
Central Area Planning Committee (special)	15 May
North Western Area Planning Committee (special)	15 May
South Eastern Area Planning Committee (special)	15 May
District Planning Committee	22 May
Performance, Governance and Audit Committee	5 June
Strategy and Resources Committee	12 June
North Western Area Planning Committee	18 June
Overview and Scrutiny Committee	19 June
South Eastern Area Planning Committee	25 June

10. **Statement of the Leader of the Council** (Verbal Report)

To consider the statement of the Leader of the Council setting out the Council's report and programme for the current municipal year.

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

12. **Community Grant Fund** (Pages 39 - 58)

To consider the report of the Chief Executive, (copy enclosed).

13. **Public Space Protection Order Consultation Evaluation** (Pages 59 - 94)

To consider the report of the Deputy Chief Executive, (copy enclosed).

14. **Response to Government Consultation on Changes to Planning Committees**
(Pages 95 - 102)

To consider the report of the Chairperson of the Performance, Governance and Audit Committee Working Group, (copy enclosed).

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

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

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

17. **Budget Growth Request** (Pages 103 - 106)

To consider the report of the Deputy Chief Executive, (copy enclosed).

18. **Princes Road - Replacement Fire and Building Security Systems** (Pages 107 - 114)

To consider the report of the Deputy Chief Executive, (copy enclosed).

NOTICES

Recording of Meeting

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

Fire

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
STATUTORY ANNUAL COUNCIL
15 MAY 2025**

PRESENT

Chairperson	Councillor K M H Lagan
Vice-Chairperson	Councillor R G Pratt
Councillors	M G Bassenger, V J Bell, D O Bown, J R Burrell-Cook, S J Burwood, J Driver, M F L Durham, CC, A Fittock, A S Fluker, L J Haywood, J C Hughes, K Jennings, A M Lay, W J Laybourn, S J N Morgan, C P Morley, M G Neall, 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, M E Thompson and L L Wiffen

1. CHAIRPERSON'S NOTICES

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

2. ELECTION OF CHAIRPERSON

The Chairperson called for nominations for Chairperson of the Maldon District Council for the ensuing Municipal Year to May 2025.

It was proposed by Councillor W Stamp and seconded by Councillor R H Siddall that Councillor K M H Lagan be elected as Chairperson of the Maldon District Council for the ensuing Municipal Year.

There being no other nominations it was:

RESOLVED that Councillor K M H Lagan be elected as Chairperson of the Maldon District Council for the ensuing Municipal Year to May 2026.

3. CHAIRPERSON'S STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor K M H Lagan made the Statutory Declaration of Acceptance of the Office of the Chairperson of the Council.

4. APPOINTMENT OF VICE-CHAIRPERSON

The Chairperson called for nominations for the position of Vice-Chairperson of the Maldon District Council for the Municipal Year to May 2026.

It was proposed by Councillor J C Stilts and seconded by Councillor W Stamp that Councillor R Pratt be elected as Vice-Chairperson of the Council.

There being no other nominations it was:

RESOLVED that Councillor R Pratt be elected as Vice-Chairperson of the Maldon District Council for the Municipal Year to May 2026.

5. VICE-CHAIRPERSON'S STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor R Pratt made the Statutory Declaration of Acceptance of the Office of Vice-Chairman of the Council.

6. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor S White.

7. MINUTES - 3 APRIL 2025

RESOLVED that the Minutes of the meeting of the Council held on 3 April 2025 be received and adopted.

8. DECLARATIONS OF INTEREST

There were none.

9. PUBLIC QUESTIONS

There were none.

10. CHAIRPERSON'S ANNOUNCEMENTS

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

The Chairperson referred to the recent VE (Victory in Europe) commemorations and thanked everyone involved both at the Promenade Park event and others held across the Parishes and District.

The Chairperson informed Members that the previous week Councillor W Stamp had received an award from the High Sheriff of Essex in recognition of her great and valuable work to the community. He offered his congratulations to Councillor Stamp and commented how well deserved it was.

11. 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 7 May 2025 for which Minutes had been published.

12. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6 (2) OF WHICH NOTICE HAS BEEN GIVEN

There were none.

13. LEADERS AND COMPOSITION OF POLITICAL GROUPS

The Council considered the report of the Chief Executive, tabled at the meeting. As required by the Local Government and Housing Act 1989, the Head of Paid Service had been notified that the composition of the political Groups on the Council was as follows:

Conservative Group (9)	Leader	Councillor S J N Morgan
	Members	Councillors: D O Bown J R Burrell- Cook M F L Durham, CC W J Laybourn C P Morley R G Pratt M E Thompson L L Wiffen
Liberal Democrat Group (6)	Leader	Councillor J Driver
	Members	Councillors: S J Burwood K Jennings N D Spenceley P L Spenceley N J Swindle
The Maldon District Independent Group (5)	Leader	Councillor R H Siddall
	Members	Councillors: M G Bassenger A Fittock J C Hughes E L Stephens
District Support Group (4)	Leader	Councillor J C Stilts
	Members	Councillors: L J Haywood K M H Lagan W Stamp, CC

In accordance with the Council's Constitution, Councillor S J N Morgan was therefore recognised as Leader-designate. At this point, Councillor Morgan advised that there was no nomination for Leader of the Council from the Conservative Group.

The Chairperson therefore called for nominations for the position of Leader of the Council. Councillor M G Bassenger nominated Councillor R H Siddall, and this was duly seconded by Councillor E L Stephens.

There being no other nominations, the Chairperson declared that Councillor R H Siddall was duly elected as Leader of the Council.

The Chairperson then moved to recommendation (ii) as set out in the report and sought nominations for Deputy Leader of the Council. Councillor R H Siddall proposed Councillor M G Bassenger, and this was duly seconded by Councillor W Stamp.

There being no other nominations, the Chairperson declared that Councillor M G Bassenger was duly elected as Deputy Leader of the Council.

The Chairperson advised that the Council that it now had three Opposition Groups and proposed that the Council recognise that there would be three Opposition Group Leaders, as previously decided by the Council. This was duly seconded and agreed.

RESOLVED

- (i) that Councillor R H Siddall be elected as Leader of the Council for the ensuing Municipal Year;
- (ii) that Councillor M G Bassenger be elected as Deputy Leader of the Council for the ensuing Municipal Year;
- (iii) that the Council recognises three Opposition Group Leaders.

14. APPOINTMENT OF MEMBERSHIP OF COMMITTEES OF THE COUNCIL

The Council considered the report of the Chief Executive, circulated prior to the meeting, to appoint serving Members to Committees for the Municipal year to May 2026.

At this point the Chairperson reminded Members that membership of the Appointments Board would be considered following the appointment of Committee Chairpersons and Vice-Chairpersons.

The Leader of the Council presented the report and highlighted a number of Committees to which the Council would need to nominate and appoint non-aligned Councillors. He explained that a seat on the Strategy and Resources Committee had been left vacant so it would be available to the incoming District Councillor, once appointed. Members were advised that no political group had a majority of 51% and therefore could not request a majority on each Committee.

The Leader moved recommendation (i) which was duly seconded and agreed by assent. He then proposed the following non-aligned Member nominations, which were duly seconded.

Committee	Non-aligned Member nominated
Performance, Governance and Audit Committee	Councillors M G Neall and U G C Siddall-Norman
Strategy and Resources Committee	Councillor A M Lay
Licensing Committee	Councillors A M Lay and U G C Siddall-Norman
Overview and Scrutiny Committee	Councillors V J Bell and A M Lay
Joint Standards Committee	Councillors V J Bell and U G C Siddall-Norman
Investigating and Disciplinary Committee	Councillor A M Lay
Investigating and Disciplinary Panel	Councillors M G Neall and U G C Siddall-Norman

During the nomination of non-aligned Councillors to the Joint Standards Committee, Councillor A S Fluker was nominated but declined the nomination.

The Leader put the above non-aligned nominations to the Council, and these were duly agreed.

The Chairperson moved recommendation (iii). At this point Councillor M E Thompson sought clarification on whether as the current District Planning Committee chairperson she had a pecuniary interest in this matter of business. It was clarified that she did not. The recommendation was duly seconded and agreed.

RESOLVED

- (i) That the Membership of the Committees of the Council, including non-aligned Members (as set out below), be agreed:

Committee	Members
Performance, Governance and Audit	Councillors M G Bassenger D O Bown S J Burwood J C Hughes M G Neall R G Pratt U G C Siddall-Norman N D Spenceley W Stamp, CC M E Thompson
Strategy and Resources	Councillors J R Burrell-Cook J Driver M F L Durham, CC A Fittock K M H Lagan A M Lay R H Siddall P L Spenceley J C Stilts M E Thompson <i>One vacancy</i>
Licensing	Councillors M G Bassenger M F L Durham, CC L J Haywood K Jennings A M Lay S J N Morgan U G C Siddall-Norman N D Spenceley E L Stephens M E Thompson

Committee	Members
Overview and Scrutiny Overview and Scrutiny (meeting as the Crime and Disorder Committee)	Councillors V J Bell J R Burrell-Cook A Fittock L J Haywood A M Lay S J N Morgan C P Morley P L Spenceley E L Stephens N J Swindle
Joint Standards	Councillors M J Bassenger V J Bell S J Burwood M F L Durham, CC S J N Morgan U G C Siddall-Norman J C Stilts M E Thompson <u>Parish Councillors (non-voting):</u> Parish Councillor M J Hall Town Councillor S C Stratton <u>Independent Person:</u> Mr J Mitchel (<i>Reserve: Ms K Payne</i>)
Investigating and Disciplinary	Councillors A M Lay P L Spenceley W Stamp M E Thompson <i>One vacancy</i>
Investigating and Disciplinary Panel	Councillors M G Bassenger J R Burrell-Cook J Driver M F L Durham, CC K M H Lagan S J N Morgan M G Neall R H Siddall U G C Siddall-Norman N D Spenceley <u>Independent Person:</u> Mr J Mitchel (<i>Reserve: Ms K Payne</i>)
District Planning	All Members of the Council

Committee	Members
Central Area Planning	Councillors J R Burrell-Cook S R Burwood J Driver K Jennings K M H Lagan A M Lay N D Spenceley P L Spenceley J C Stilts N J Swindle <i>One vacancy</i>
North Western Area Planning	Councillors M F L Durham, CC J C Hughes S J N Morgan C P Morley R H Siddall E L Stephens M E Thompson S White L L Wiffen
South Eastern Area Planning	Councillors M G Bassenger V J Bell D O Bown A Fittock A S Fluker L J Haywood W J Laybourn M G Neall R G Pratt U G C Siddall-Norman W Stamp, CC

- (iv) That a special allowance of 37.5% for the Chairperson of the District Planning Committee be approved and no payment for the Vice-Chairperson of the District Planning Committee, in line with the 'Area Planning Committees' payment.

15. ADJOURNMENT OF MEETING

RESOLVED that the meeting be adjourned at 7:50pm to allow special meetings to be held as follows:

Performance, Governance and Audit Committee, Strategy and Resources Committee, Licensing Committee, Overview and Scrutiny Committee, Joint Standards Committee, Investigating and Disciplinary Committee, District Planning Committee, Central Area Planning Committee, North Western Area Planning Committee and South Eastern Area Planning Committee.

16. RESUMPTION OF BUSINESS

RESOLVED that the business of the Annual Meeting of the Council be resumed at 8:09pm.

17. APPOINTMENT TO MEMBERSHIP OF COMMITTEES OF THE COUNCIL - CONTINUED

Referring back to Agenda Item 14 - Appointment of Membership of Committees of the Council, the Chairperson advised that the Council needed to confirm the membership of the Appointments Board (the Board), now that Committee Chairpersons had been appointed.

The Chief Executive advised the Board membership consisted of six Members politically balanced and therefore a nominee from the Conservative Group along with a non-aligned Member was required. He then asked Councillor J C Stilts, Leader of the Maldon District Support Group to confirm if she would be taking up a place as Opposition Leader or Councillor W Stamp as Chairperson of the Performance, Governance and Audit Committee. Councillor Stilts confirmed that Councillor Stamp would be sitting on the Board.

The Leader of the Council then nominated Councillor A M Lay be appointed to the Board as the non-aligned Member. This was duly seconded and agreed.

Councillor S J N Morgan nominated Councillor M E Thompson be appointed to the Board as the other Conservative Group Member. This was duly agreed.

RESOLVED that the Membership of the Appointments Board for the ensuing Municipal year be agreed as follows:

Leader of the Council (Councillor R H Siddall)

Leader of the Opposition (Councillor S J N Morgan)

Chairperson of the Strategy and Resources Committee (Councillor J Driver)

Chairperson of the Performance, Governance and Audit Committee (Councillor W Stamp, CC)

Councillors A M Lay and M E Thompson

18. APPOINTMENT OF REPRESENTATIVES TO LOCAL GOVERNMENT AND OUTSIDE BODIES

The Council considered the report of the Chief Executive, circulated prior to the meeting, seeking Members' consideration of the appointment of representatives to serve on Local Government and Outside Bodies for the ensuing municipal year to May 2026.

The Leader of the Council presented the report and moved the recommendations. These were duly seconded and agreed by assent.

RESOLVED

- (i) That the appointment of representatives to Local Government and Outside Bodies, as detailed in **APPENDIX 1** to these Minutes, nominated by the respective Political Groups, be agreed for the Municipal Year to May 2026;
- (ii) That Members appointed as representatives to Local Government and Outside Bodies are responsible for sharing Minutes of meetings attended, to be stored

centrally on the Modern.Gov library as per the details in section 3.3 of the report.

19. APPOINTMENT OF MEMBERS TO SERVE ON WORKING GROUPS OF THE COUNCIL

The Council considered the report of the Chief Executive, circulated prior to the meeting, seeking Members' agreement to appoint Members to serve on Working Groups of the Council for the municipal year, as set out in Appendix 1 to the report. The report details changes to Working Groups following an annual housekeeping review.

The Leader of the Council presented the report and proposed that recommendations (i), (ii) and (iii) as set out in report be agreed.

Councillor A S Fluker referred to the Planning Policy Working Group (PPWG) advising that traditionally this had been made up of an equal balance of Members from the North and South of the District. As the Southminster Ward had more strategic allocations than any other area of the Council he proposed that membership of the PPWG be increased by one and Councillor R G Pratt join the PPWG. This proposal was duly seconded and agreed.

Councillor E L Stephens referred to the Strategic Housing Group and noted that Appendix 1 also referred to the Housing and Homelessness Reference Group under this Group. She advised that at this time it was just called the Strategic Housing Board. The Chairperson advised that this would be made clear in the Appendix.

The Chairperson advised that recommendations (i) – (iii) had been agreed by assent.

The Leader of the Council moved recommendation (iv) to establish a new Local Government Reorganisation and Devolution Working Group, as set out in the report with Terms of Reference as detailed in Appendix 2. At this point Councillor W Stamp proposed that the Terms of Reference for this Working Group be amended to state that meetings are scheduled on a four-weekly basis with a proviso that an emergency meeting could be called as and when an emergency arose. This proposal was duly seconded and agreed.

In response to a question regarding whether Devolution should be referred to in the title of the Working Group given that the Council didn't have much input into the Devolution agenda, the Chairperson advised that it was important to have the opportunity for a conversation regarding Devolution, if needed. The Chief Executive informed Members that keeping Devolution in the title would allow Members to be kept informed. Whilst Devolution applied to upper tier Authorities, lower and future unitary authorities would have a part to play, and it was important that Members were kept informed on what was going on.

The Leader then put recommendation (iv) to the Council with the revision to the Working Group Terms of Reference as proposed by Councillor Stamp and this was duly agreed.

The Leader put recommendation (v) as set out in the report to the Council. This was duly seconded and agreed.

RESOLVED

- (i) That the appointments to the Working Groups of the Council as set out **APPENDIX 2** to these Minutes be confirmed;
- (ii) That Working Group Terms of Reference are updated as per the details and member seat numbers set out below:
 - **Member and Officer Net Zero Working Group** membership increased in size to eight Members.
 - **Strategic Asset Group and Finance Member Group** membership increased to ten Members.
 - **Strategic Housing Board** membership increased to nine Members and a review of its Terms of Reference is to take place, reporting back to the Council in the coming months.
- (iii) That a new Local Government Reorganisation and Devolution Working Group is established, and the Terms of Reference attached at **APPENDIX 3** to these Minutes be adopted;
- (iv) That the Terms of Reference for the new Leisure Contract Board at **APPENDIX 4** to these Minutes, are adopted.

20. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

The Council considered the report of the Chief Executive presenting an annual update on the work of the Overview and Scrutiny Committee (the Committee).

The report provided background information relating to the setting up of the Committee, its responsibility to report annually to the Council and the process for consideration of possible scrutiny items by the Committee.

The annual report for 2024 / 25 had been agreed by the Overview and Scrutiny Committee at its meeting on 6 February 2025 and was set out in Appendix 1 to the report. It was noted that the annual reporting arrangements ensured accountability of the Committee to the Council.

Councillor S J N Morgan, as Chairperson of the Committee presented the report to the Council and highlighted that this year there had been three referrals received by the Committee and he encouraged Members to submit any referrals. He advised that representatives from Essex County Council Highways and Anglian Water would be attending the next meeting of the Committee. Councillor Morgan then proposed that the recommendation as set out in the report be approved. This was duly seconded and agreed.

RESOLVED that the annual report of the Overview and Scrutiny Committee for 2024 / 25 be approved by the Council.

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

Referring to the work involved in preparing for this meeting, the Chairperson thanked the Assistant Director - Programmes, Performance and Governance along with all Members involved.

There being no other items of business the Chairperson closed the meeting at 8.25 pm.

K M H LAGAN
CHAIRPERSON

This page is intentionally left blank

Representatives to Outside Bodies
Appointed by the Council on 15 May 2025

Local Government Bodies:

BODY	LEAD OFFICER	REPRESENTATIVE
Local Government East (previously East of England LGA)	Chief Executive	Leader of the Council
Local Government Association	Chief Executive	Leader of the Council
District Council network	Chief Executive	Leader of the Council

Outside Bodies (not appointed by Maldon District Council but involve Members of the Council):

BODY	LEAD OFFICER	REPRESENTATIVE
Essex Leaders and Chief Executives Group NB currently where Local Government Reorganisation (LGR) work sits	Chief Executive	Leader of the Council
Essex Partnership Board (Mid Essex Representative)	Chief Executive	Leader of the Council

Representatives to Outside Bodies made by the Council:

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
A12 Widening Member Group (Essex County Council (ECC))	Assistant Director- Planning and Implementation	One Ward Councillor from Great Totham and Wickham Bishops	J C Hughes (Great Totham) S J N Morgan (Wickham Bishops)
Action for Family Carers Liaison Board	Health Integration and Community Manager	One Member of Council	L J Haywood

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Blackwater Estuary Siltation Steering Group – Annual meeting	Head of Assets, Coast and Countryside	One Member of the Council same Member as Maldon Harbour Improvement Commissioners Representative – Councillor A S Fluker appointed until June 2026	A S Fluker (until June 2026) (see note in Maldon Harbour Improvement Commissioners)
Bradwell Local Community Liaison Council	None	One Member of the Council	M G Neall
Civilian and Military Partnership Board	Thematic Lead, Community	One Member of the Council	S J N Morgan
Crouch Valley Coastal Community (name change 18.03.24)	Lead Specialist, Prosperity	One Member of the Council	D O Bown
Drapers Farm Sports Club Committee	Head of Asset, Coast and Countryside	One Member of the Council <i>Substitute: One Member of the Council</i>	S J Burwood <i>Substitute: N D Spenceley</i>
Essex Coastal Forum	Head of Asset, Coast and Countryside	One Member of the Council <i>Substitute: One Member of the Council</i>	A Fittock <i>Substitute: K M H Lagan</i>
Essex Countywide Traveller Unit Joint Committee	Head of Environment /Head of community safety and customers	One Member of the Council	S J N Morgan
Essex Future of Leisure Board	Commercial Manager / Community Health and Wellbeing Officer	One Member of the Council	L J Haywood
Essex County Council (ECC twice yearly Climate Summits	Head of Environmental Health, Waste and Climate Action	Leader of the Council	Leader of the council
Essex Flood Partnership Board	Head of Environmental Health, Waste and Climate Action	One Member of the Council <i>Substitute: One Member of the Council</i>	P L Spenceley <i>Substitute: A Fittock</i>

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Essex Planning Portfolio Holders Group	Assistant Director: Planning and Implementation	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson of the Strategy and Resources Committee</i>	Chairperson of the Strategy and Resources Committee (J Driver) <i>Substitute: Vice-Chairperson Strategy and Resources Committee (J C Stilts)</i>
Essex Police Fire and Crime Panel <i>(The Substitute must be from the same Political Group)</i>	Deputy Chief Executive	One Member of the Council <i>Substitute: One Member of the Council</i>	J C Stilts <i>Substitute: W Stamp</i>
Essex Waste Member Partnership Board	Waste Commissioning and Contracts Manager	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson Strategy and Resources Committee</i>	Chairperson of the Strategy and Resources Committee (J Driver) <i>Substitute: Vice-Chairperson Strategy and Resources Committee (J C Stilts)</i>
Livewell Partnership Group	Health Integration and Community Manager	Six Members of the Council	M G Bassenger L J Haywood A M Lay S J N Morgan P L Spenceley M E Thompson
Dementia Friendly Community	Strategy Theme Lead - Community	One Member of the Council	L J Haywood
Digital Essex steering group	Assistant Director- Strategy, Partnerships and Communications	Chairperson of the Strategy and Resources Committee	Chairperson of the Strategy and Resources Committee (J Driver)

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Maldon Coastal and Flooding Meeting	Deputy Chief Executive	Leader of the Council <i>And One Member of the Council</i>	Leader of the Council (R H Siddall) P L Spenceley
Maldon District Tourism Group	Lead Specialist Prosperity	One Member of the Council <i>Substitute: One Member of the Council</i>	J C Stilts <i>Substitute: K Jennings</i>
Maldon Harbour Improvement Commissioners <i>This position is an appointment as a Commissioner for a minimum period of three years (appointment will continue even if Member leaves the Council)</i>	Head of Assets, Coast and Countryside	One member of Council - same as Blackwater Estuary representative	A S Fluker (until June 2026)
Maldon High Street Focus Group (Council 16 July 2020)	Lead Specialist Prosperity	Two Members of the Council	J R Burrell-Cook K Jennings
NHS Mid and South Essex Alliance (NEW)	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council	Leader of the Council (R H Siddall)
North Essex Economic Board (NEEB)	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council	Leader of the Council (R H Siddall)
One Maldon District	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council One Opposition Leader	Leader of the Council (R H Siddall) J Driver (<i>Substitute: J C Stilts</i>)
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee (annual meeting)	None	One Member of the Council	S J N Morgan

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Plume Educational Trust (Four yearly appointment)	None	Two Members of the Council	N D Spenceley (from 15 June 2025) K Jennings (from 15 June 2023 until 14 June 2027)
Responsible Authorities Group (RAG) (Community Safety)	Head of Customer and Community Safety / Assistant Director Service Delivery	One Member of the Council <i>Substitute: One Member of the Council</i>	N D Spenceley J C Stilts
Safer Essex Group	Assistant Director Service Delivery	One Member of the Council	J C Stilts
South Essex Parking Partnership – Joint Committee	Head of Customer and Community Safety / Assistant Director Service Delivery	One Member of the Council <i>Substitute: One Member of the Council</i>	S J N Morgan <i>Substitute: R G Pratt</i>
Southend Airport Consultative Committee	Strategy Theme Lead– Prosperity	One Member of the Council	D O Bown
Stow Maries Aerodrome Consultative Committee (Appointed 20/12/18)	Director of Resources	Two Members of the Council	D O Bown A Fittock
The Thomas Plume Library Charitable Incorporated Organisation	None	One Member of Council	N D Spenceley

This page is intentionally left blank

Member Working Groups**Appointed by the Council (15 May 2025)**

Member Working Group	2025 / 26 Appointments
Finance Member Group	<p><i>Ten Members:</i></p> <p>Political Group Leaders Chairperson of the Strategy and Resources Committee (S&R) Vice-Chairperson of the S&R Chairperson of the Performance, Governance and Audit Committee (PGA) Vice-Chairperson of the PGA</p> <p>Plus Councillors: M G Bassenger A Fittock P L Spenceley M E Thompson</p>
Leisure Contract Partnership Board	<p><i>Eight Members:</i></p> <p>M F L Durham, CC L J Haywood K M H Lagan A M Lay S J N Morgan R H Siddall P L Spenceley E L Stephens</p>
Member and Officer Net Zero Working Group	<p><i>Eight Members:</i></p> <p>D O Bown L J Haywood R H Siddall U G C Siddall-Norman N D Spenceley P L Spenceley E L Stephens J C Stilts</p>
Member Training and Development Member Working Group	<p><i>Eight Members:</i></p> <p>L J Haywood S J N Morgan R H Siddall N D Spenceley P L Spenceley E L Stephens J C Stilts M E Thompson</p>
Planning Policy Working Group	<p><i>Nine Members:</i></p> <p>M G Bassenger J Driver A Fittock S J N Morgan R G Pratt R H Siddall P L Spenceley W Stamp, CC M E Thompson</p>

Member Working Group	2025 / 26 Appointments
Strategic Asset Group (NEW)	<i>Ten Members:</i> J Driver M F L Durham, CC A Fittock K M H Lagan A M Lay S J N Morgan R H Siddall P L Spenceley W Stamp, CC M E Thomson
Strategic Housing Board (Housing and Homelessness Reference Group)	<i>Nine Members:</i> A Fittock L J Haywood K Jennings S J N Morgan R H Siddall P L Spenceley E L Stephens J C Stilts M E Thompson
Local Government Reorganisation and Devolution Working Group	<i>Ten Members:</i> <u>Leader of the Council</u> R H Siddall <u>Opposition Leaders:</u> J Driver S J N Morgan J C Stilts <u>Members:</u> M G Bassenger A Fittock K M H Lagan P L Spenceley W Stamp, CC M E Thompson

Local Government Reorganisation (LGR) and Devolution Working Group (the Group)

Terms of Reference

Membership (to be appointed at each Statutory Annual meeting of the Council)

Ten members of the Council, inclusive of:

- Leader of the Council
- Opposition Leader(s)

The Group will be attended by the Chief executive, Deputy Chief Executive, and senior officers of the Council where relevant.

Background

Following the publication of the government's English Devolution White Paper on 16 December 2024, there was a full Council discussion of a Devolution and Local Government Reorganisation paper on 25 February 2025

<https://democracy.maldon.gov.uk/documents/s37962/Devolution.pdf> the outcome of the Council meeting provided a steer and informed Chief Executive and Leader for further discussions as part of the wider Essex LGR initial response submitted late March 2025. This Group is now established to receive information from the wider LGR Greater Essex Working Groups and to feed into further business case work and submissions and keep members updated on the progress of LGR and Devolution.

Purpose

The Working Group will:

- receive updates and provide a Maldon member voice and steer for the Chief Executive and Leader to take back to the wider Greater Essex LGR and Devolution groups.
- provide cross-party member engagement and discussion with officers on documentation and strategic options as these emerge
- provide regular updates to the Council on the progress of LGR and Devolution
- nominate members to attend meetings and feed into the business case workstreams where appropriate

Scheduling

The meetings will be scheduled for a regular four-weekly slot (or sooner if an emergency arose), with agendas provided by the Chief Executive.

A Chairperson will be confirmed at the first meeting of the Group.

This page is intentionally left blank



MALDON
DISTRICT COUNCIL

Maldon District Council (MDC) & Places Leisure Partnership Board

Terms of Reference

PURPOSE

For the duration of the Partnership, Places Leisure will be required to work cooperatively with the Council to discharge its responsibilities in relation to the delivery of services and outcomes identified within the contract. Places Leisure are to apply its specialist knowledge, skill and expertise to ensure the best possible service is delivered at all times.

The parties shall work together under this Agreement through the Partnership Board to provide strategic direction of the Partnership, in accordance with the provisions set out within the contract.

The Partnership Board shall meet quarterly and is responsible for the overall development and strategic management of the contract.

STRUCTURE

The Partnership Board will be composed of representatives from Places Leisure, Councillors and officers of the Council. The Council will appoint a Councillor to act as chairperson at the first meeting following Statutory Annual Council.

The Partnership Board shall consist of the following members:

The Council's representatives are to include:

- Contract Manager (Commercial Manager)
- Corporate Leadership Team (CLT) member (Chief Executive, Deputy Chief Executive or Section 151 Officer)
- Lead Asset Officer
- Lead Health and Wellbeing Officer
- 8 Maldon District Councillors (nominated at the Statutory Annual Council)

Places Leisure representatives are to include:

- Contract Manager
- Area Manager
- Specialist staff as and when required (e.g. site manager, healthy communities lead)

QUORUM

The Quorum for the meeting to go ahead is five and must have in attendance, three Maldon Councillors, a Management representative from Places Leisure, and a Management representative from Maldon Council.

DECISIONS

The Partnership Board provides a strategic steer on the contract for consideration of all parties. The Group is able to inform officer decisions on any operational contract changes (which may subject to a change control process set out within the contract) which will report back to Council annually.

GENERAL TERMS

1. The Partnership Board will receive, on behalf of each of the parties, quarterly and annual management information of the Contract. This will be supplied by both the Council and Places Leisure contract manager's and circulated prior to the scheduled meeting.
2. The Partnership Board meetings may be attended by persons who are not members of the Partnership Board, at the invitation of the Partnership Board.
3. The Partnership Board meetings will be supported by the Contract manager from both Places leisure and the Council.
4. **The functions of the Partnership Board are:**
 - 4.1 To set and agree targets for the Contract. Establish and agree appropriate targets on at least an annual basis in accordance with the Strategic Direction and Priorities of the Council. In particular establishing and agreeing procedures for self-monitoring and reporting through the use of a performance dashboard and Key Performance Indicators.
 - 4.2 To Monitor Service Performance - ensure the Services are delivered to a high standard in accordance with the contract. In particular by when required, commissioning qualitative and quantitative reports on performance and implementing / reviewing procedures for self-monitoring and reporting through the use of the pre-agreed Key Performance Indicators.
 - 4.3 To monitor financial performance – both parties to operate under 'open-book accounting' processes and provide quarterly reports on financial performance, including an outturn forecast, financial risks and profit share.
 - 4.3 Both Parties shall hold monthly Partnership Review Meetings to discuss all matters relating to the contract and to monitor performance. These meetings will help inform this quarterly Partnership Board with the board providing strategic direction.
 - 4.5 To oversee and review the Risk and Project Register - establish a joint approach to risk and project management by creating and regularly reviewing a register of the risks and projects associated with the implementation and ongoing service delivery of the agreement and determining which of the parties should assume responsibility for the risk(s) and project actions.
 - 4.6 To be Innovative - develop and/or consider proposals for continuous service improvement to the offer for users and for greater cost-effectiveness in the delivery of the Services on a whole life cycle costs basis. This is to be undertaken by studying examples of best practice elsewhere, implementing studies, reports and projects managed by the Council and Places Leisure.
 - 4.7 To be Proactive - anticipate and consider proposals for any change in the Services that may be required, for example, by any change in law or policy, or by any change in economic or social circumstances or expectations. To implement studies, reports and projects managed by the Council and Places Leisure.

- 4.8 To Ensure Partnership Working - consider any representations that may be made by either party concerning any matter that appears to be inconsistent with the parties' commitment to work cooperatively.
- 4.9 To Resolve Differences - seek the rapid and fair resolution of any differences between the parties. The parties commit to discuss problems as soon as they arise and to work together in a no blame culture. To put in place procedures for referring disputes to the Partnership Board if they cannot be resolved at contract Level.
- 4.10 To Review Contract Performance - receive quarterly and annual reports prepared jointly by each of the parties setting out an open account of the Contractors' opinion of the state of the Partnership, successes and shortcomings over the year, and proposals for improvement in the Contract in the future.

PARTNERSHIP DUTIES

The Council's Representative and Places Leisure Representative will meet weekly to ensure that the day-to-day operational requirements of the Contract are being met. The dates for these meetings will be agreed between the parties and will vary according to operational requirements. In addition to the weekly operational meetings contract meetings will be held on a monthly basis. The progress of these meetings will inform the quarterly partnership board reports. These meetings will be attended by a Council representative and a senior Manager of the Places Leisure.

Places Leisure will administer all minutes, agendas and documents relating to this process for the weekly operational meetings and monthly contract meetings. Both contract managers (from Places Leisure and MDC) will work collaboratively to prepare the management information for the board.

Annex A: Contract principles

As part of the contract and these terms of reference each party accept a duty to:

- Make a sincere effort to understand the other party's obligations, goals, expectations, duties, and objectives in performing their obligations under the contract.
- Operate in good faith in all dealings relating to the Partnership and to the contract, and to give a true account of such dealings.
- Work at all times within a spirit of co-operation to ensure the delivery of the services to a high standard.
- Resolve differences that may arise in relation to the contract by discussion and negotiation wherever possible.
- Communicate clearly and effectively, and in a timely manner, on all matters relating to the contract.
- Make the most efficient use of resources and seek to achieve cost effective savings to the benefit of both parties.
- Make every endeavour to ensure that all persons engaged on the Contract diligently and faithfully employ themselves to bring about its performance to a high standard.
- Give an early warning to the other party of any mistake discrepancy or omission of which either party becomes aware within the Contract and offer fair and reasonable solutions where practicable.
- Give an early warning to the other part of any matter that they become aware of that could affect the achievement of any objective, obligation, or the like contained in the Contract.

This Agreement shall commence on the Effective Date and continue for the same period. as the Leisure Partnership Contract.



**MINUTES of
COUNCIL
17 JUNE 2025**

PRESENT

Chairperson Councillor K M H Lagan

Vice-Chairperson Councillor R G Pratt

Councillors M G Bassenger, J R Burrell-Cook, S J Burwood, S Dodsley,
J Driver, M F L Durham, CC, A Fittock, A S Fluker,
L J Haywood, A M Lay, W J Laybourn, S J N Morgan,
C P Morley, R H Siddall, U C G Siddall-Norman,
N D Spenceley, P L Spenceley, W Stamp, CC, E L Stephens,
M E Thompson and L L Wiffen

1. CHAIRPERSON'S NOTICES

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

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors V J Bell, D O Bown, K Jennings, M G Neall, J C Stilts, N J Swindle and S White.

3. DECLARATION OF INTEREST

Councillor L J Haywood declared that in respect of Agenda Item 9 - Mayland Neighbourhood Plan - Decision on Examiner's Report she was Chairperson of Mayland Parish Council but believed she was able to vote. This was confirmed.

4. PUBLIC QUESTIONS

There were none.

5. CHAIRPERSON'S ANNOUNCEMENTS

The Chairperson welcomed newly elected Councillor Sarah Dodson who was representing West Maldon, referring to her as a very community minded Member.

In accordance with Part 4 Rule 8(3) of the Constitution, the Chairperson advised that he would be suspending the need to stand.

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

There were none.

7. MALDON DISTRICT FIVE YEAR HOUSING LAND SUPPLY 2025 / 26

The Deputy Chief Executive advised that he was **withdrawing** this report and referring it back to the Planning Policy Working Group. A replacement report would be brought forward to a future meeting of the Council.

8. MALDON DISTRICT GROWTH OPTIONS

The Council considered the report of the Assistant Director: Planning and Implementation seeking Members' approval of the Maldon District Local Development Plan (LDP) Review Options for Growth 2025 to enable further testing and modelling to be undertaken by the Council and its partners.

The report provided background information regarding the LDP Review, the seven options identified following consideration of the Issues and Options consultation feedback and related Member briefing. Members were reminded of the three options approved by the Council in September 2023 (as set out in the report) and Appendix A detailed the national policy changes that had occurred since that approval. The most fundamental change was an update to the National Planning Policy Framework (NPPF) which had resulted in a reduction of the District's Five-Year Housing Land Supply (5YHLS) and the Council needing to consider a higher housing target for the LDP Review.

Appendix A provided further details in respect of the three options approved. It was noted that for a number of reasons (as detailed in the Appendix) to move the LDP Review forward, there was only one option Officers were bringing forward to test further, this was:

- Option 3 – Growth generally focused on the towns Maldon and Heybridge and Burnham-on-Crouch and all the large villages of the Settlement Pattern.

It was clarified that the 'large villages' would be Southminster, Great Totham south, Tollesbury, Latchingdon, Tillingham, Tolleshunt D'Arcy, Wickham Bishops and Mayland.

The Chairperson drew Members' attention to an addendum that was circulated prior to the meeting detailing proposed amendments to the recommendation.

In her introduction of the report, the Head of Planning Policy and Implementation gave a short presentation which detailed the stage the Council had reached in the LDP Review timetable, how the chosen option would be used to model and test with statutory partners and there would be work carried out around a Strategic Environmental Assessment and Habitats Regulation Assessment. All the work would go forward towards the formation of an up-to-date Infrastructure Delivery Plan. Members were reminded that they were not being asked to agree a preferred option for growth or agree any housing numbers.

Members were advised that options 3 and 5 were very similar except option 5 included large sites adjacent to the boundary of the District, or in other settlements (Althorne and South Woodham Ferrers (SWF)). The proposed change to the recommendation

would mean that in addition to option 3 the site adjacent to SWF would be included for testing and modelling.

The Chairperson moved the revised recommendation, as set out on the addendum. This was duly seconded.

During the lengthy debate that ensued Members raised a number of comments and concerns, to which the Officers responded and provided further information including:

- the importance of Members' oversight in terms of infrastructure was highlighted and it was noted that there were a number of elements of the LDP which were set by the Government and therefore the Council didn't have any control over.
- If the site adjacent to SWF were included in the Housing Target table within the report approximately 1,500 – 1,800 houses would emerge from this.
- Officers were due to meet with Essex County Council Highways (Highways) following this meeting as the highways modelling was likely to take the longest to complete. Highways had advised that they wished to start work in September 2025 and would normally avoid major roadworks. In response to a comment regarding the current diversion at Langford Road, Officers advised that they would raise this with Highways.
- In respect of the timetable, the Ministry of Housing, Communities and Local Government (MHCLG) wanted the Council to submit its Plan before December 2026. It was hoped that the Council would have a Plan by 1 April 2028. In response to a question regarding the possibility that the Council may not exist after May 2027, the Deputy Chief Executive advised that the Local Government Reorganisation proposal was for a shadow authority for 2027 and not changing until 2028. The Leader commented that the MHCLG expected local Councils to still Plan make, and these Plans were important as they would be used to shape the District over the next 15 years.
- Reference to the villages of Mayland and Maylandsea was queried, and it was clarified that the Appendix should refer to Maylandsea as this was where the shops were located. It was requested that in addition to making this amendment, the Council review its current definition of Maylandsea as a 'larger village'. This request was noted.
- Officers would discuss with Anglian Water regarding waste recycling centres and when existing centres would be improved.
- In response to questions and comments regarding Option 5 (as set out in the report), Members were advised that this could be included. However, the main difference between Option 3 (being proposed by Officers) and Option 5 was that Option 5 included sites at Althorne and adjacent to SWF.
- The Planning Policy Working Group could look at how the Council could influence any modelling done.

The Leader of the Council reported that he had recently written to the Minister of Health to raise the Council's concerns regarding the health situation in the district and the need for district valuers to be using current information to ensure that developers were able to obtain a marketable rent.

At this point, Councillor Spenceley withdrew her earlier proposition and there was some discussion about including Option 5 and whether reference to SWF should be changed to Stow Maries.

Councillor Spenceley then proposed that the recommendation set out in the report be amended and the Maldon District local Development Plan Review Option for Growth (Appendix A) be approved to enable modelling and further testing on Option 3 and Option 5. This proposal was duly seconded.

In accordance with Procedure Rule No. 13 (3) Councillor M G Bassenger requested a recorded vote. This was duly seconded and the voting was as follows:

For the recommendation:

Councillors J R Burrell-Cook, S J Burwood, S Dodsley, J Driver, M F L Durham, A Fittock, A S Fluker, K M H Lagan, A M Lay, W J Laybourn, S J N Morgan, C P Morley, R G Pratt, R H Siddall, N D Spenceley, P L Spenceley, E L Stephens, M E Thompson and L L Wiffen.

Against the recommendation:

Councillors M G Bassenger, L J Haywood, U G C Siddall-Norman and W Stamp.

Abstention: There were none.

The Chairperson advised that this was therefore agreed and became the substantive motion which now required voting on.

In accordance with Procedure Rule No. 13 (3) Councillor W Stamp requested a recorded vote. This was duly seconded. The Chairperson put the substantive motion to the vote and the voting was as follows:

For the recommendation:

Councillors J R Burrell-Cook, S J Burwood, S Dodsley, J Driver, M F L Durham, A Fittock, A S Fluker, K M H Lagan, A M Lay, W J Laybourn, S J N Morgan, C P Morley, R G Pratt, R H Siddall, N D Spenceley, P L Spenceley, E L Stephens, M E Thompson and L L Wiffen.

Against the recommendation:

Councillors M G Bassenger, L J Haywood, U G C Siddall-Norman and W Stamp.

Abstention: There were none.

The Chairperson advised that this was therefore agreed with the comments raised regarding Mayland and Maylandsea villages to be noted.

RESOLVED that the Maldon District Council Local Development Plan Review Option for Growth (as set out in Appendix A to the report) be approved to enable modelling and further testing on Option 3 and Option 5.

9. MAYLAND NEIGHBOURHOOD PLAN - DECISION ON EXAMINER'S REPORT

The Council considered the report of the Assistant Director – Planning and Implementation seeking approval of the recommended modifications made in the Examiner's report (attached at Appendix 1 to the report) for the Mayland Neighbourhood Plan (MNHP), Design Guidance and Codes. Members' approval for the MNHP to proceed to Referendum was also sought.

The report provided background information regarding neighbourhood planning, part of the Government's initiative to empower local communities to take forward planning proposals at local level. A Neighbourhood Plan had to follow a regulatory process, and this was set out in the report. An examiner had been appointed by the Council to carry

out the examination of the Neighbourhood Plan and the report provided by the examiner was attached at Appendix 1.

Following the Officers' presentation, the Chairperson moved the recommendations set out in the report. These were duly seconded and agreed.

In response to a question regarding the Government withdrawing its funding for Neighbourhood Plans, the Head of Service - Planning Policy and Implementation explained that this would not affect the MNHP but could impact those coming forward. However, the Council had not yet been officially advised that the funding had been withdrawn so at this time further detail was not known.

RESOLVED

- (i) that the Examiner's modifications be agreed and that subject to these modifications the Mayland Neighbourhood Plan is determined to meet the Basic Conditions and other legislative requirements;
- (ii) that the draft Decision Statement attached at Appendix 2 to the report, be approved to be published on the Council's website; and
- (iii) that the Mayland Neighbourhood Plan be agreed as modified (at Appendix 3 to the report) enabling it to proceed to a local Referendum based on the boundary of Mayland Neighbourhood Area as recommended by the Examiner.

10. ELECTION OF A DISTRICT COUNCILLOR - ALLOCATION OF COMMITTEE PLACES

The Chairperson referred to the recent appointment of Councillor Sarah Dodsley and proposed that she be appointed to the Strategy & Resources Committee and Investigating & Disciplinary Committee for the remainder of the municipal year, in line with political balance. This proposal was duly seconded and agreed.

RESOLVED that Councillor Sarah Dodsley be appointed to the Strategy & Resources Committee and Investigating & Disciplinary Committee for the remainder of the municipal year, in line with political balance.

11. DEVOLUTION AND LOCAL GOVERNMENT ORGANISATION UPDATE

The Deputy Chief Executive advised that the Chairperson had requested a regular briefing on progress with Local Government Reorganisation (LGR) and Devolution. Therefore, this would be a standing item on future Council agendas.

The Deputy Chief Executive referred to the Member briefing on 28 May 2025 and how work was progressing quickly, particularly regarding the LGR process. Alongside the Leader of the Council, today he had attended the five unitary authority option programme board meeting at Southend where discussions had focused on the evidence base for place-based approaches to social care along with the member representation approach within the new proposed authorities.

The Deputy Chief Executive handed over to the Assistant Director – Strategy, Partnerships and Communications who provided a further verbal update on Devolution and LGR including:

Devolution:

- Essex was part of the Priority Devolution Programme, led by Essex County Council (ECC), Thurrock and Southend. If approved by parliament the Mayoral Combined County Authority (MCCA) would be established with the first mayoral election scheduled for May 2026.
- Subject experts were being identified to begin work on how the MCCA would operate. Maldon District Council (MDC) Officers would contribute to policy workshops being arranged, with topics including transport & infrastructure, economic growth & housing, planning, and environment & climate change. The aim was to have as many policies, processes and resources in place for day one of the MCCA.
- The aim was to have the target operating model for the MCCA designed by the end of July 2025.

LGR:

- A letter from the Ministry of Housing, Communities and Local Government (MHCLG) to Essex, Southend and Thurrock Chief Executives had confirmed £514,000 to support the development of business cases. The letter encouraged the sharing of data / evidence bases and for there to be as few proposals submitted as possible.
- Two proposals were being developed:
 - Option A – Five Unitary Authorities
This model had three phases to it. Phase one was complete and phase two continued until the end of July 2025, the data gathering and development phases.

It was expected that a draft of the business case would be available between the end of July and middle of August 2025. The business case would set out the clear ambition, main benefits and outcomes for this model. As well as how this model would work with the MCCA devolved powers and functions to demonstrate how the two can work both strategically and operationally, to deliver services and infrastructure across the five unitary areas.

An extraordinary meeting of the Council would be taking place on 25 September 2025 to review the business case prior to the submission deadline.

- Option B – the ECC led business case which was currently going through an options appraisal.

MDC Officers are engaged in Option A with Leaders and Chief Executive's engaged with both options via the Essex Leaders' and Chief Executives forum.

- A number of consultants had been commissioned and the Assistant Director took Members through these along with the roles that they would play.
- In line with feedback from the MHCLG there would be a strong emphasis on empowering communities and putting residents first, recognising the opportunity for Neighbourhood Area Committees and for there to be place-based engagement and leadership. It will focus on sustainability and balancing the scale with local responsiveness.

- Resident engagement would be via a consultation website running for a period of four weeks. This information would be shared with Members as soon as it is ready to go live, expected to be at the beginning of the following week.
- Officers continued to support the work to inform the business case and the first meeting of the Council's Devolution and LGR Member Working Group was scheduled to take place on Thursday 19 June and would run every six weeks (or as needed) until the unitary councils formed.

The Leader of the Council assured Members that in terms of modelling the Council would look at all options to ensure that the right case was put forward. There would be a pan Essex Consultation across the whole of Essex which would feed into the business case development. He provided further information regarding the initial analysis from the Social Care Institute for Excellence regarding the size of authorities.

At this point and in response to questions raised the Chairperson advise that he was moving to Agenda Item 12 - Questions to the Leader of the Council in accordance with Procedure Rule 1(3)(m).

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

Councillor M F L Durham referred to Local Government Reorganisation (LGR) and the independent evidence regarding four or five unitary authorities not being viable, he asked the Leader of the Council why the Leader was not providing everyone with all the information so they could review and make their own judgement. Councillor Durham explained that he felt Members should be able to see and read the information for all options. In response the Leader advised that he hadn't been sent that information, but as soon as any information was available it would be shared.

Councillor A S Fluker sought confirmation as to why Agenda Item 7 (Maldon District Five Year Housing Land Supply 2025 / 26) had been withdrawn. In response the Leader explained that the report was withdrawn as it was felt at this time there wouldn't be consensus in the chamber, and it would go back to the Member Working Group for further consultation with them and Members as a whole.

In response to a question from Councillor Fluker regarding whether the Planning Policy Working Group had agreed recommendation (ii) in Agenda Item 8 – Maldon District Growth Options the Leader advised he would respond to this outside of the meeting.

Councillor W Stamp questioned why a written report on Devolution and LGR had not been brought forward rather than a verbal update. In response the Chairperson advised that he had requested a verbal update which is what Officers had delivered.

In response to a further question from Councillor Stamp regarding the five model for LGR the Leader detailed the Councils that were developing a draft business case for the five unitary model along with other organisations who were working on elements such as social care analysis. Once brought together the business case would be presented to Members. There had been recent discussions regarding the number of Members involved in a potential new unitary authority and at this time it was felt to be around 60 – 90 across the five unitary model with around 19 Members in Maldon. As soon as any further information was available it would be shared with Members and the Leader advised that the Member Working Group was due to meet the following week.

Councillor E L Stephens asked the Leader of the Council how he felt about the opening of the Splash Park being delayed again. She commented that the Overview and

Scrutiny Committee having reviewed the Splash Park and referred to the conclusions drawn. The Leader agreed he was extremely disappointed and asked for the Corporate Leadership Team and Officers to come back with a reason as to why this did not happened and to ensure promises made were met.

At this point the Chairperson advised that he was closing questions to the Leader of the Council as the Council's Constitution advised that such questions were for a period of 15 minutes only and this time had now expired.

There being no other items of business the Chairperson closed the meeting at 9.17 pm.

K M H LAGAN
CHAIRPERSON



REPORT of CHIEF EXECUTIVE

to
COUNCIL
10 JULY 2025

COMMUNITY GRANT FUND

1. PURPOSE OF THE REPORT

- 1.1 To seek approval for the establishment and operational framework of the new Maldon District Council Community Grant Scheme, "Where Quality of Life Matters," including its funding priorities, tiered structure, eligibility criteria, and assessment methodology.

2. RECOMMENDATION

The Members approve the establishment of the "Where Quality of Life Matters Grant Scheme" as detailed in this report, the accompanying Applicant Guidance (**APPENDIX 1**) and the tiered scoring matrix (**APPENDIX 2**).

3. SUMMARY OF KEY ISSUES

- 3.1 On 3 April 2025 the Council approved the proposed projects to be delivered through the Maldon District's UK Shared Prosperity Fund (UKSPF) allocation and the 100% match funding the Council is providing from its Reserves. This included the delivery of a Community Grant Scheme.
- 3.2 To devise a suitable scheme for delivery, a review of existing funding was undertaken, leading to the proposal for a new, comprehensive grant scheme: "Where Quality of Life Matters".
- 3.3 This scheme aims to streamline and enhance the Council's ability to provide financial assistance to a broad range of local organisations, including community groups, charitable bodies, educational institutions, Town and Parish Councils, and private businesses. By investing directly into impactful projects, the Council seeks to deliver tangible benefits that improve the quality of life for residents and strengthen the local economy.
- 3.4 The "Where Quality of Life Matters Grant Scheme" is designed to fund local initiatives that directly contribute to the four resident, community and business focused Corporate Plan Priorities. Applications will be rigorously assessed based on their alignment with the following four key funding priorities:
- **Supporting Our Communities:** Projects that bring people together, reduce social isolation, and enhance the mental and physical health of residents across all age groups.
 - **Investing In Our District:** Projects that enhance and maintain community facilities, green spaces, and public areas, making them more accessible and

enjoyable for everyone. Investment in culture, improving our offering to residents, businesses and visitors.

- **Growing Our Economy:** Funding to support the purchase of new goods or services, including technology upgrades, marketing efforts, specialist training, or product diversification. Projects to increase visitor numbers who stay longer and spend more
- **Protecting Our Environment:** Projects that contribute to reducing carbon emissions, promoting energy efficiency, enhancing climate resilience, and protecting and enhancing the natural environment within the Maldon District, aligning with the Council's Climate Action Strategy.

- 3.5 **APPENDIX 1** of this report is the proposed applicant guidance, which details the funding priorities, eligibility criteria, what the fund can and cannot support, tiered grant values, application process and deadlines.
- 3.6 All applications will be submitted via an online form, other formats will be available for accessibility purposes. Required supporting documents will vary by tier, with larger grants necessitating more comprehensive evidence, for example, multiple quotes and financial statements. Successful applicants will be required to sign a grant agreement, provide progress reports and a final evaluation, including evidence of expenditure and project outcomes. This robust monitoring ensures accountability and informs future scheme development.
- 3.7 A robust and transparent assessment process is critical to the scheme's success. This will involve the use of tiered scoring matrices (as detailed in **APPENDIX 2**) corresponding to each grant tier:
- **Small Grants (50 points):** Focuses on basic eligibility, community benefit, and feasibility.
 - **Medium Grants (75 points):** Requires more detail on strategic alignment, community impact, project design, financial management, and partnership.
 - **Large Grants (100 points):** Demands comprehensive detail across all criteria, with specific emphasis on strategic partnerships, robust financial planning, and long-term sustainability. The "Partnership & Collaboration" criterion has been specifically adapted to assess private businesses on their community impact and leveraging of resources for public benefit.
- 3.8 The proposed grant panel composition is set out in **APPENDIX 2** and adheres to the Council's Scheme of Financial Delegation for the Lead Specialist Prosperity and Health Integration and Community Manager. Members will be provided with a weekly update on the number of applications received, approved or declined, and the overall scoring achieved by each application. This information will be broken down to Ward level.
- 3.9 If approved, this scheme will be integrated into the Council's new process for 'one front door' for grant applications administered by the Strategy, Partnership and Communications team. Providing a streamlined, single point of access and support for applicants from the Community Grants Officer.
- 3.10 This new grant complements, rather than duplicates, the delivery of the UKSPF and Rural England Prosperity Fund (REPF) by providing a sustained, locally responsive funding mechanism tailored to delivery of the Council's Corporate Plan 2025 – 2028 priorities and is capable of supporting smaller initiatives that may fall outside the scope or duration of larger, time-limited national programmes.

4. CONCLUSION

- 4.1 The proposed scheme, tiered structure and robust assessment criteria are designed to ensure responsible and impactful allocation of funds, delivering significant value for money against the Council's strategic priorities.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

- 5.1.1 One of the four priorities within the "Where Quality of Life Matters" supports this priority by funding projects that; bring people together, actively reduce social isolation, and enhance the mental and physical health of residents across all age groups. Think about how your initiative can foster connections and wellbeing.

5.2 Investing in our District

- 5.2.1 One of the four priorities within the "Where Quality of Life Matters" supports this priority by funding projects that; enhance and maintain community facilities, green spaces, and public areas, making them more accessible and enjoyable for everyone. We also welcome investment in culture, improving what we offer to residents, businesses, and visitors alike.

5.3 Growing our economy

- 5.3.1 One of the four priorities within the "Where Quality of Life Matters" supports this priority by funding projects that; stimulate local economic growth and aim to increase visitor numbers who stay longer and spend more in the district are also a high priority.

5.4 Protecting our environment

- 5.4.1 One of the four priorities within the "Where Quality of Life Matters" supports this priority by funding projects that; contribute to reducing carbon emissions, promoting energy efficiency, enhancing climate resilience, and actively protecting and improving the natural environment within the Maldon District are crucial. These projects should align with the Council's Climate Action Strategy.

5.5 Delivering good quality services.

- 5.5.1 This grant scheme will be integrated into the Council's new process for 'one front door' for grant applications providing a streamlined, single point of access and support for applicants from the Community Grants Officer.

6. IMPLICATIONS

- (i) **Impact on Customers** – Positive: Provides a clear, transparent, and structured pathway for applicants to secure vital funding for projects. Offers explicit guidance, defined eligibility, and a predictable assessment process. The tiered approach caters to varying project scales, making funding accessible to a wider range of organisations. For businesses, it provides an avenue to fund projects with community benefit, potentially enhancing their Corporate Social Responsibility profile and local engagement.

Potential Negative: Unsuccessful applicants may experience disappointment. The Council will need to manage expectations and provide clear feedback where appropriate, particularly for larger grant applications.

- (ii) **Impact on Equalities** – The scheme is designed to promote equality and inclusivity.

Fair Access: Eligibility criteria and application processes are intended to be accessible to a diverse range of organisations, including those working with specific vulnerable groups or in underserved areas.

Targeted Benefit: The funding priority "Supporting Our Communities" actively encourages projects that reduce social isolation and improve health for all age groups, explicitly aiming to address potential inequalities.

Accessibility Commitment: Applicants are required to demonstrate a commitment to equal opportunities and ensuring their services/projects are accessible to all, embedding this principle throughout the scheme's outcomes.

- (iii) **Impact on Risk (including Fraud implications)** – Clear guidelines, robust tiered assessment process, and emphasis on strategic alignment mitigate the risk of funding inappropriate projects or a perception of unfairness.

All successful applications will undergo financial due diligence checks.

- (iv) **Impact on Resources (financial)** - Members have approved the funding of the scheme from the Council's own reserves. Should Members be minded to continue the scheme, dependant on its success, this would require budgetary commitment from the Council's general funds.

The scheme has the positive impact of potentially leveraging external funding e.g. future UK Shared Prosperity Fund allocation or similar, thereby maximising the impact of Council resources.

Represents a strategic investment in the District's social and economic capital, potentially reducing future costs associated with unmet community needs.

- (v) **Impact on Resources (human)** - The delivery of the scheme will be undertaken as part of the existing duties of the primary assessors and Community Grants Officer once in post.

- (vi) **Impact on Devolution / Local Government Reorganisation** – Investing in "Where Quality of Life Matters" projects strengthens the unique identity and resilience of communities within the Maldon District, showcasing the benefits of local control over resource allocation. The successful implementation of this scheme provides a robust evidence base for the effectiveness and necessity of strong local governance in delivering strategic priorities for its residents. It positions Maldon District Council as an effective and essential delivery partner for local improvements.

Background Papers:

APPENDIX 1 – 'Where Quality of Life Matters' Applicant Guidance

APPENDIX 2 – 'Where Quality of Life Matters' Tiered Scoring Matrices

[Council 3 April 2025 UK Shared Prosperity Fund 2025 / 26 Allocation](#) and [Appendix 1](#)

Enquiries to: Leanda Cable, Lead Specialist Prosperity.

Maldon District Council Grant Scheme: Where Quality of Life Matters – Applicant Guidance

1. Welcome & Introduction

Welcome to the Maldon District Council's "Where Quality of Life Matters Grant Scheme"! We're here to help foster a vibrant, resilient, and inclusive district where everyone – residents and businesses alike – can thrive.

This grant scheme offers **grant funding for local community and charitable organisations, and businesses**, enabling them to deliver projects and initiatives that align with the Council's vision and bring tangible benefits to our communities and local economy.

2. Our Funding Priorities

When you apply, we'll prioritise projects that clearly align with and contribute to one or more of the following key areas, reflecting the [Council's Corporate Plan 2025 – 2028](#) and needs of our district:

- **Supporting Our Communities:** We're looking for projects that **bring people together**, actively **reduce social isolation**, and **enhance the mental and physical health** of residents across all age groups. Think about how your initiative can foster connections and wellbeing.
 - **Investing In Our District:** This priority focuses on projects that **enhance and maintain community facilities, green spaces, and public areas**, making them more accessible and enjoyable for everyone. We also welcome investment in **culture**, improving what we offer to residents, businesses, and visitors alike.
 - **Growing Our Economy:** We want to support initiatives that stimulate local economic growth. This could mean funding the **purchase of new goods or services** (like technology upgrades, marketing efforts, specialist training, or product diversification). Projects that aim to **increase visitor numbers** who stay longer and spend more in the district are also a high priority.
 - **Protecting Our Environment:** Projects that contribute to **reducing carbon emissions**, promoting **energy efficiency**, enhancing **climate resilience**, and actively **protecting and improving the natural environment** within the Maldon District are crucial. These projects should align with [the Council's Climate Action Strategy](#).
-

3. Who Can Apply (Eligibility Criteria)

To be eligible for funding, your organisation or business must meet the following criteria:

- **Be located within or primarily serve the residents of the Maldon District.**

- **Clearly demonstrate a need for your project** and explain **how it will benefit** the local community or economy.
- **Provide a clear breakdown of project costs** and demonstrate **financial sustainability** for the project.
- **Commit to the principle of equal opportunities** and ensure services are **accessible to all**.
- **Have appropriate policies and procedures in place**, such as public liability insurance and safeguarding policies (if working with children or vulnerable adults).

Eligible applicant types include:

- Town or Parish Councils within the Maldon District.
- Primary, secondary, or higher and further education institutions.
- **Private sector companies** (including sole traders – please be ready to supply **evidence of HMRC registration**). Not be part of a larger national chain or franchise, except for those registered as sole traders.
- Registered voluntary, community, or charitable organisations.
- Registered Social Enterprise.

Only one application per organisation is permitted during each application window.

4. What Your Project Can Cover

The grant scheme is designed to be flexible and can support a range of activities and costs:

- **Project-Specific Costs:** This covers essential items like materials, equipment, venue hire, and fees for sessional workers directly involved in your project.
- **Capital Improvements:** You can apply for funding for **minor building renovations**, improvements to accessibility, or contributions towards **energy efficiency measures**.
- **Activities:** The grant can fund a diverse range of activities, including community events, workshops, training sessions, engagement schemes, and youth activities.
- **Type of Funding:** The grant fund is a mix of **capital and revenue funding**. You'll need to identify which category your costs fall into within your application.
 - **Capital Funding** - This refers to money spent by the applicant organisation to acquire, upgrade, or maintain long-term assets that will be used for more than one financial year. These are typically significant

one-off investments that add value to the organisation's property, equipment, or infrastructure, or extend the useful life of an existing asset.

- **Revenue Funding** - This refers to money spent on the day-to-day running costs of the proposed project, but not the general organisation. These costs are typically consumed within a single financial year and relate to activities or services that enable the project to operate.
-

5. What We Can't Fund

To ensure fairness and effective use of public funds, the grant scheme cannot support:

- Activities that are the sole responsibility of statutory services.
 - Projects that promote political or religious beliefs.
 - Retrospective funding for activities that have already taken place.
 - Core costs for large organisations where the grant would not make a significant impact.
 - Projects that exclusively benefit individuals (unless through a recognised community scheme for a specific vulnerable group).
 - On-going costs associated with the usual operation of your organisation.
 - Applications from any entity not listed in the "Eligible applicant types" above.
 - Age restricted activities.
 - Any other activity that the Council has indicated that it does not regard as suitable for support from public funds.
-

6. Grant Tiers & How Much You Can Apply For

The scheme operates with three tiers to accommodate different project sizes and impacts:

- **Small Grants:** Apply for **up to £1,000** for smaller, localised initiatives.
- **Medium Grants:** Apply for **£1,001 - £5,000** for more developed projects with a wider community reach.
- **Large Grants:** Apply for **£5,001 - £10,000** for significant projects demonstrating substantial community impact and strong strategic alignment.

Please note: The total available funding for the scheme will be announced annually and depends on Council budget allocations and any external funding we secure (like the UK Shared Prosperity Fund).

7. The Application Process

Applying for a grant is a straightforward process:

1. **Read the Guidelines:** You must **carefully read the full** "Where Quality of Life Matters Applicant Guidance" (this document) before completing your application form.
2. **Online Application Form:** All applications must be submitted via the **online application form** available on the Maldon District Council website.
3. **Supporting Documents:** You'll may need to submit a range of supporting documents. These could include:
 - Your latest annual accounts or financial statements.
 - Your constitution or governing document.
 - Safeguarding policies (if you work with children or vulnerable adults).
 - Your public liability insurance certificate.
 - **Quotes for proposed expenditure** (especially important for larger grants of £5,001+).
 - Evidence of any match funding from the organisation or third parties.
 - Letters of support from partner organisations (if applicable).
 - Please be aware that we may request further information to verify your application during assessment.
4. **Assessment:** A dedicated panel will assess your application based on the eligibility criteria, alignment with our funding priorities and Grant Scoring Principles.
5. **Decision & Notification:** We aim to notify applicants of the decision within a specified timeframe (e.g., typically 6-8 weeks from the application deadline).
6. **Grant Agreement:** If your application is successful, you'll be required to sign a **grant agreement** outlining the terms and conditions of the funding.
7. **Monitoring & Evaluation:** As a grant recipient, you'll need to provide **progress reports and a final evaluation report**. This will include evidence of expenditure and details of your project's outcomes, helping us assess the scheme's impact and inform future funding decisions.

8. Application Deadlines

The "Where Quality of Life Matters Grant Scheme" will operate with specific application windows throughout the year. Please keep an eye on the **Maldon**

District Council website for the exact dates of each funding round, which will also be promoted through relevant community networks.

9. Get In Touch

For any queries regarding the Maldon District Council "Where Quality of Life Matters Grant Scheme", please don't hesitate to contact us:

Email: Strategy.team@maldon.gov.uk

10. Important Notes

The Maldon District Council Community Grant Scheme guidelines and priorities will be reviewed periodically to ensure they remain relevant to the needs of the district and align with the Council's overarching strategies. Any amendments will always be clearly communicated on the Council's website.

This page is intentionally left blank

Rationale for Differentiated Scoring:

1. **Proportionality:** For example, a £500 project does not require the same level of detailed planning, risk assessment, or governance oversight as a £10,000 project. A simpler application and scoring process for smaller grants reduces the burden on both applicants (often small, volunteer-led groups) and assessors.
2. **Efficiency:** Less complex applications can be reviewed and scored more quickly, speeding up decision-making for small grants, which are often time sensitive.
3. **Accessibility:** A simpler process encourages more smaller, grassroots organisations to apply, who might be intimidated by a highly detailed application and robust scoring matrix.
4. **Risk Management:** Larger grants naturally carry more financial risk. A more robust assessment for these ensures due diligence, financial stability, and detailed project planning are thoroughly scrutinised.
5. **Strategic Focus:** Larger grants often fund more significant, impactful projects that require greater alignment with Council priorities and demonstrable long-term benefits. A detailed scoring matrix helps to identify and reward these.

Grant Application Scoring: Tiered Matrices

We'll use three distinct scoring matrices, each designed for a specific grant tier to ensure **proportionality, efficiency, and accurate evaluation**.

Tier 1: Small Grants Assessment (Up to £1,000)

This matrix is simplified for rapid assessment, focusing on direct community benefit and basic project feasibility for smaller, grassroots initiatives.

Total Possible Score: 50 points

Criteria	Max Score	Scoring Guidance (Examples)
Community/Business Need & Benefit (Does it meet a clear local need and deliver positive outcomes for communities or the economy?)	20	<p>0 = No evidence of need/benefit</p> <p>1-5 = Anecdotal/Limited: Relies on assumptions; benefits a very small group or limited effect on business; impact unclear</p> <p>6-10 = Good: Some evidence (e.g., small survey, local data); clear benefit for a reasonable number/range of people or to the success of the business, with clear positive outcomes</p> <p>11-15 = Strong: Robust evidence (e.g., strong community feedback, statistics);</p>

Criteria	Max Score	Scoring Guidance (Examples)
		significant, measurable benefits for many residents or a specifically vulnerable group or measurable increase to the business' economic performance, clearly outlining how lives will be improved.
Project Feasibility (Is it achievable with a clear plan and timeline?)	15	0 = Unclear/Unrealistic 1-3 = Basic: Activities listed, but vague on how; high-level dates only 4-7 = Good: Clear plan, realistic timeline with key activities defined; organisation seems capable. 8-10 = Strong: Very clear, achievable, and logical plan; detailed, realistic timeline; organisation has relevant experience/capacity.
Budget & Value for Money (Are the costs justified and does the project offer good value?)	10	0 = Poor/Vague 1-2 = Basic: Costs listed, but justification missing or vague 3-4 = Good: Clear breakdown, costs seem reasonable for the activity; good use of funds for the proposed outcome 5 = Strong: Detailed, justified budget; excellent value for the proposed outcome.
Alignment with the Council's Priorities (Project explicitly aligns with one or more of Council's Priorities.)	5	0 = No alignment 1-2 = Limited: Addresses one priority generally 3-4 = Good: Clearly aligns with one main priority 5 = Excellent: Strongly aligns with one or more priorities

Tier 2: Medium Grants Assessment (£1,001 - £5,000)

This matrix requires more detail and evidence than Small Grants, looking for developed projects with a wider community reach and clearer strategic alignment.

Total Possible Score: 75 points

Criteria	Max Score	Scoring Guidance (Examples)
Strategic Alignment (Project explicitly aligns with one of Council's Priorities outlined in the fund and demonstrates how.)	20	0-4 = No alignment/Contradictory. Project fails to address any of the Council's priorities or conflicts with them 5-9 = Limited: Addresses one priority generally, but without strong detail or a clear link

Criteria	Max Score	Scoring Guidance (Examples)
		<p>10-14 = Good: Clearly aligns with one main priority, providing some rationale</p> <p>5-20 = Strong: Strongly aligns with one or more key priorities, demonstrating a clear understanding of the Council's vision. <i>If "Climate Action & Energy Efficiency," directly contributes to the Council's "Our Home, Our Future" strategy.</i></p>
<p>Community/Business Need & Impact (Provides concrete evidence of the problem or opportunity the project will address (e.g., survey results, local statistics, community feedback, or business plan.)</p>	20	<p>0-4 = No evidence of need/benefit</p> <p>5-9 = Limited: Relies on anecdotal evidence; benefits a small specific group or limited effect on business, limited; impact unclear</p> <p>10-14 = Good: Some evidence of need (e.g., small survey, local data); clear benefit for a reasonable number/range of people or to the success of the business, with positive outcomes outlined</p> <p>15-20 = Strong: Provides good evidence of community need (e.g., community feedback, local statistics); delivers significant positive impact for a notable number of residents or a specifically identified vulnerable group or measurable increase to the business' economic performance, clearly outlining how quality of life will be improved.</p>
<p>Project Design & Deliverability (Project goals are specific, measurable, achievable, relevant, and time-bound (SMART). A clear, step-by-step plan of how the project will be delivered. A logical and achievable schedule for project activities and milestones.)</p>	15	<p>0-3 = Unclear/Unrealistic</p> <p>4-7 = Basic: Activities listed, but vague on how; high-level dates only; organisation capacity implied but not clearly demonstrated</p> <p>8-11 = Good: Clear plan, realistic timeline with key activities defined; organisation has relevant experience and appears capable</p> <p>12-15 = Strong: Very clear, achievable, and logical plan; detailed, realistic timeline with key milestones; organisation demonstrates relevant experience to make the project a success and adequate staffing/volunteers.</p>
<p>Financial Management & Value for Money (Comprehensive breakdown of all costs, clearly justified with supporting quotes where appropriate. Project demonstrates efficient use of funds, maximising impact, and considering long-term sustainability)</p>	10	<p>0-2 = Poor/Vague</p> <p>3-5 = Basic: Costs listed, but justification missing or vague; value for money not explicitly addressed</p> <p>6-7 = Good: Clear budget breakdown, most costs justified; project seems to offer reasonable value for money</p> <p>8-10 = Strong: Detailed, justified budget; excellent value for the proposed outcome; demonstrates efficient use of funds and some</p>

Criteria	Max Score	Scoring Guidance (Examples)
beyond the grant period, where not a one-off event.)		consideration for sustainability
Partnership & Collaboration (Evidence of working with other organisations or community groups to enhance impact and reach.) For a private business to score well in this criterion, they must demonstrate how the grant will also contribute to wider collaborations (with community groups, charities, or other businesses) creating a clear, measurable, and positive impact on the community. This means leveraging their resources (expertise, facilities, funding, Corporate Social Responsibility) to address identified community needs or enhance existing public services.	10	0-2 = No collaboration 3-5 = Basic: Project delivered in isolation, or very informal, limited collaborations 6-7 = Good: Some informal partnerships demonstrated; limited collaboration with other local groups or services 8-10 = Strong: Evidence of meaningful informal or formal partnerships, clear joint working, and/or leveraging resources from other organisations to enhance project reach or impact.

Tier 3: Large Grants Assessment (£5,001 - £10,000)

This matrix requires the most comprehensive detail, scrutinising strategic impact, robust financial planning, detailed risk assessment, and long-term sustainability for significant investments.

Total Possible Score: 100 points

Criteria	Max Score	Scoring Guidance (Examples)
Strategic Alignment (Project explicitly aligns with one of Council's Priorities outlined in the fund and demonstrates how.)	25	0-5 = None 6-10 = Limited: Project generally touches upon one Council priority but lacks clear detail or a strong, explicit link to the Council's vision. If climate-related, it's very general or not directly measurable. 11-17 = Good: Project clearly aligns with one

Criteria	Max Score	Scoring Guidance (Examples)
		<p>or two main Council priorities, providing sound rationale and demonstrating a good understanding of the Council's strategic goals. If climate-related, it shows a reasonable contribution to "Our Home, Our Future."</p> <p>18-25 = Strong: Project strongly aligns with multiple Council priorities, demonstrating a deep understanding of the Council's vision and how the project directly supports it. If "Climate Action & Energy Efficiency," it is a core component and explicitly contributes measurably to Council's "Our Home, Our Future" strategy (e.g., quantified carbon reduction, significant energy savings, biodiversity net gain, enhanced climate resilience).</p>
<p>Community Need & Impact (Provides concrete evidence of the problem or opportunity the project will address (e.g., survey results, local statistics, community feedback, or business plan.)</p>	20	<p>0-4 = None: No evidence of community/business need or anticipated benefits. Impact is unclear, irrelevant, or minimal.</p> <p>5-9 = Limited: Relies on anecdotal evidence; benefits a very small, specific group; impact is vague or difficult to measure.</p> <p>10-14 = Good: Some evidence of need (e.g., small survey, local data); clear benefits outlined for a reasonable number/range of people, with positive outcomes described. Impact is generally clear.</p> <p>15-20 = Strong Provides robust, comprehensive evidence of community need (e.g., detailed needs assessment, extensive consultation, compelling local statistics, strong letters of support from community leaders/beneficiaries). Project delivers substantial, measurable benefits for a large number or strategically important vulnerable groups within the Maldon District, clearly articulating how lives will be improved and aligning with the grant scheme's overall "Quality of Life Matters" theme</p>
<p>Project Design & Deliverability (Project goals are specific, measurable,</p>	20	<p>0-4 = None: Aims, objectives, activities, or timeline are unclear, unrealistic, or illogical. Organisation's capacity is not demonstrated or</p>

Criteria	Max Score	Scoring Guidance (Examples)
<p>achievable, relevant, and time-bound (SMART). A clear, step-by-step plan of how the project will be delivered. A logical and achievable schedule for project activities and milestones.)</p>		<p>appears insufficient.</p> <p>5-9 points = Limited: Aims are broad, objectives lack detail/measurability. Activities listed but vague on methodology. Timeline is basic. Organisation's capacity is implied but not strongly evidenced.</p> <p>10-14 point = Good: Clear aims, objectives are generally SMART. Activities are well-defined and logical. Realistic timeline with key milestones. Organisation demonstrates relevant experience and appears capable.</p> <p>15-20 = Strong Exceptionally well-defined aims, with clear and SMART objectives. Comprehensive, logical, and innovative plan outlining all key activities, roles, responsibilities, and specific methodologies. Professional, detailed, and realistic timeline with clear milestones, assigned responsibilities, and well-considered contingency planning. Organisation demonstrates a strong track record of successful project delivery, dedicated team (staff/volunteers).</p>
<p>Financial Management & Value for Money (Comprehensive breakdown of all costs, clearly justified with supporting quotes where appropriate. Project demonstrates efficient use of funds, maximising impact, and considering long-term sustainability beyond the grant period, where not a one-off event.)</p>	20	<p>0-4 = None: Budget is absent, highly vague, or contains significant unjustified costs. No consideration of value for money or sustainability.</p> <p>5-9 = Limited: Basic budget breakdown, but justification for costs is weak or missing for key items. Value for money not explicitly addressed; sustainability plan is absent or unconvincing.</p> <p>10-14 = Good: Clear budget breakdown, most costs justified with some supporting quotes. Project appears to offer reasonable value for money. Some consideration for long-term sustainability (e.g., potential for future funding, volunteer training, investment from the business itself).</p> <p>15-20 = Strong: Highly detailed, realistic, and fully justified budget with clear cost</p>

Criteria	Max Score	Scoring Guidance (Examples)
		breakdowns for all items. Multiple competitive quotes for significant expenditure are provided. Demonstrates exceptional return on investment, innovative approaches to maximise impact, and highly efficient use of public funds. A robust and credible plan for long-term project sustainability beyond the grant funding, including clear strategies for diverse income generation, volunteer retention, or integration into existing services.
Partnership & Collaboration For a private business to score well in this criterion, they must demonstrate how the grant will also contribute to wider collaborations (with community groups, charities, or other businesses) creating a clear, measurable, and positive impact on the community. This means leveraging their resources (expertise, facilities, funding, Corporate Social Responsibility) to address identified community needs or enhance existing public services.	15	<p>0-3 = None: No evidence of working with other organisations. Project appears isolated.</p> <p>4-7 = Limited: Project delivered largely in isolation, or very informal, limited collaborations with minimal stated benefits.</p> <p>8-11 points = Good: Some informal partnerships or limited collaboration with other local groups/services, with their roles generally described. Some benefits of partnership are stated.</p> <p>12-15 = Strong: Strong evidence of formal or informal strategic partnerships that significantly enhance the project's reach, expertise, and sustainability. Clear demonstration of how partnerships will leverage additional resources (financial, in-kind, expertise) and avoid duplication. Evidence of meaningful community co-production or engagement in the design and delivery of the project (beyond mere consultation), especially with target beneficiaries.</p>

Key Considerations for Implementation:

Scoring Thresholds:

- Small Grants: A minimum score of 30/50 (60%) for funding consideration.
- Medium Grants: A higher minimum of 45/75 (60%) is appropriate.
- Large Grants: The highest minimum, 65/100 (65%), to ensure only the most impactful and robust projects receive significant funding.
- Weighted Criteria: Notice the weighting in the larger grant matrices (e.g., Strategic Alignment and Community Need are high), reflecting their importance to the Council's overall objectives.
- "Decline" for Missing Information: Make it clear that applications failing to provide essential documentation (e.g., latest accounts, governing document) or a clear budget will be automatically declined before scoring.
- Assessor Training: Crucial for all panel members to ensure consistent application of the scoring guidance across all tiers.
- Feedback: Provide tailored feedback for each tier – simpler, direct feedback for Small Grants, and more detailed, constructive advice for Medium and Large Grants.

This tiered approach provides a clear, fair, and efficient system for assessing grant applications, ensuring that Maldon District Council's investment yields the best possible outcomes for its communities.

Grant Assessment Panels: Composition for Tiered Scoring

Purpose: To quickly and efficiently assess a high volume of smaller applications, ensuring basic eligibility, community benefit, and feasibility. The focus is on enabling grassroots activity.

Officers:

Primary Assessors for Relevant Priority Area (Maldon District Council):

- **Role:** Primary Assessors:
 - Supporting Our Communities – Community Health and Wellbeing Officer/Health Improvement Officer
 - Investing In Our District – Health Integration and Community Manager
 - Growing Our Economy – Lead Specialist Prosperity
 - Protecting Our Environment – Technical Lead: Climate Action
- **Rationale:** Expertise in relevant Council Priority, grant management, and a broad understanding of community needs across the district.

Community Grant Officer (Maldon District Council):

- **Role:** Officer to ensure the reviews process is undertaken in accordance with the processes.
- **Rationale:** Adds a layer of validation, assists with Primary Assessor/s questions, and may have specific local knowledge of the applicant/s.

Process for Grants Panel:

- **Initial Assessment:** Community Grant Officer assess all applications for completeness and accuracy.
- If Small (up to £1,000), Community Grants Officer makes a recommendation to the relevant Primary Assessor, of the relevant priority, on its eligibility and reasoning for approval/decline providing a completed scoring assessment. The Primary Assessor then approves or declines the application. Application this then passed to either the Lead Specialist Prosperity or the Health Integration and Communities Manager for final approval. If a small grant application presents complexity, controversy, or significant uncertainty, it can be "escalated" to the Medium/Large Grants Panel for a full review.
- If Medium or Large, the Community Grant Officer convenes Panel of the Primary Assessors, either in person or virtual.

In advance of the panel, the **Primary Assessors** will undertake an individual assessment and apply the relevant scoring matrix in accordance with the grant amount.

- **Panel Review:** Community Grants Officer reviews the assessment and application, agreeing or querying scores.
- **Primary Assessors:** approve or decline the application.
- **Rapid Decision:** Decisions are made by Officers under delegated authority. Providing proper segregation of duties between those evaluating the bids and the approval of the process for the bids to be evaluated.

Approvals of the grant values are within the Council's Scheme of Financial Delegation for the Lead Specialist Prosperity and Health Integration and Community Manager.

Maldon District Council Members will be provided with a weekly update on the number of applications received, approved or declined, and the overall scoring achieved by each application. This information will be broken down to Ward level.

This page is intentionally left blank



REPORT of DEPUTY CHIEF EXECUTIVE

to
COUNCIL
10 JULY 2025

PUBLIC SPACE PROTECTION ORDER CONSULTATION EVALUATION

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek Members approval to renew the current Public Space Protection Order (PSPO) relating to powers for managing dog control in specified places within the district. This order will be valid for three years from 18 July 2025.
- 1.2 The proposed PSPO is set out at **APPENDIX 1** has been informed by a comprehensive public consultation. The proposals include additional restrictions supported by the public relating to
 - (i) Dog Exclusion areas,
 - (ii) the period during which Dogs must be kept on a lead, and
 - (iii) additional areas where dogs are required to be kept on leads.
- 1.3 Full details of the proposed conditions are set out at paragraphs Section 6 below.

2. RECOMMENDATIONS

- (i) That Members note the outcome of the public consultation as set out at **APPENDIX 3**;
- (ii) that the Public Spaces Protection Order (PSPO) be renewed for three years from 18 July 2025;
- (iii) that the amended conditions as set out in paragraphs 6.2.1 – 6.2.4 below, be agreed;
- (iv) that the new conditions as set out at paragraphs 6.3.1 – 6.3.2 below, be agreed.

3. SUMMARY OF KEY ISSUES

- 3.1 As a Local Authority we want to continue to promote responsible dog ownership and to ensure that our public spaces can be used and enjoyed by all members of the community.
- 3.2 The Council has powers granted under the Anti-Social Behaviour and Policing Act 2014 (the Act) to implement measures to manage dog control across its public spaces. PSPOs made under this Act support clear communication to the public of the

location and type of dog control measures and gives Authorised Officers the tools and powers to engage, educate and where necessary enforce the conditions of the PSPO.

- 3.3 On 18 July 2022 the Council agreed to implement a PSPO to manage dog control measures across the District a number of public spaces. This order must be reviewed after three years, and on 3 April 2025 the Council approved a public consultation to inform if the dog control measures should continue beyond 18 July 2025.
- 3.4 The PSPO allows for authorised Officers to enforce the dog controls contained within the order including the ability to issue Fixed Penalty Notices to those failing to comply as follows:
- Dog Fouling - not 'picking up' after their dogs.
 - Putting dogs on a lead – not following a request by Officers be placed on a lead when necessary to prevent a nuisance.
 - Dogs in areas where not permitted – dogs in specific excluded areas such as play sites and sports pitches.
 - Dogs off lead – where dogs are off lead in designated areas where they required to be on a lead at all times.
- 3.5 PSPOs can be enforced by Police Officers, authorised PCSOs, designated Council Officers including officers who have been accredited by Essex Police under the Community Safety Accreditation Scheme.

4. THE CONSULTATION PROCESS

- 4.1 Following the Council's approval to proceed with a public consultation this was launched on 10 April 2025 and ran for six weeks to 22 May 2025. The consultation had regard to the public's right of freedom of expression and the rights of assembly and sought views on renewing the current PSPO and potentially expanding the existing controls,
- 4.2 In addition to the full public consultation the Chief Officer of Police, the Police and Crime Commissioner and those potentially affected by the proposed PSPO were contacted directly, with details of how they could engage with the consultation and submit their feedback.
- 4.3 There was significant public engagement with the consultation, and 1,279 responses being received, containing over 4,000 comments. 92% of the respondents were residents.
- 4.4 Of the total respondents, approximately two thirds were dog owners, and one third were not.

5. THE CONSULTATION RESULTS

- 5.1 Following the conclusion of the consultation the responses have been analysed and are summarised in **APPENDIX 3**.
- 5.2 It is clear that there is strong public support for renewing the existing PSPO, and whilst the levels of support differ between the dog owners and non-dog owners, there is nonetheless a good level of support for all of the proposals.

- 5.3 The strongest support from both owners and non-dog owners relates to the issuing of fines for dog fouling with more than 98% of each group agreeing.
- 5.4 The proposals to extend the six-month dogs on lead condition to 12 months was still supported, but with more non dogwalkers supporting this than dog owners.
- 5.5 The clear public support for the proposals, and the measures proposed to enable Officers to enforce the PSPO supports the renewal of the PSPO for three years with:
- existing restrictions as set out at section 6.1,
 - proposals to amend existing restrictions set the out at section 6.2;
 - New restrictions as set out at section 6.3.

6. PROPOSED CONDITIONS OF PSPO

6.1 SUMMARY OF NO-CHANGE PROPOSALS

Dog Control Type	Existing / New	Changes Proposed	Proposals	Public feedback
Dog Fouling	Existing	No Change Proposed	That authorised Officers continue to be given the power to issue a Fixed Penalty Notice (FPN) to a person who is in charge of the dog at the time fails to remove its faeces from the land forthwith. The Order shall apply to all land within the administrative area of the Council which is open to the air to which the public are entitled or permitted to have access with or without payment.	Overall 98.75% of respondents agree with this proposal
Dogs On Leads By Direction	Existing	No Change proposed	That authorised Officers continue to be given the power to request that owners place their dogs on a lead if their behaviour is having or is likely to have a detrimental effect on the local community.	Overall 83.42% of respondents agree with this proposal
Dog Exclusion Areas - Child Play sites	Existing	No Change Proposed	To continue to include all children's play sites as dog exclusion areas with the Public Space Protection Order. Children's play sites are required to be safe and clean areas for children to use freely. As a result, all Maldon District Council managed play sites have been identified as dog free zones.	Overall 77.95% of respondents agree with this proposal
Dog Exclusion Areas - Enclosed Sports Pitches	Existing	No Change Proposed	To continue to include all enclosed sports pitches as dog free zone	Overall 72.87% of respondents agree with this proposal
Dogs On Leads at all times Cemeteries	Existing	No Change Proposed	That dogs will continue to be required to be on a lead at all times within the Cemeteries in Heybridge, Burnham-on-Crouch and Maldon	Overall 90.93% of respondents agree with this proposal

6.2 SUMMARY OF PROPOSALS TO CHANGE EXISTING CONTROLS

6.2.1 Promenade Park Lake area

Dog Control Type	Existing / New	Changes Proposed	Proposals	Public feedback
Dogs on Leads – Promenade Park Lake area	Existing	Yes	Change Proposed- current six-month seasonal conditions to be extended to apply all year round	Overall, 57.08% of respondents agree with this proposal

Breakdown of response (Promenade Park Lake Area)

	Disagree with Dogs on Lead April to Sept.	Agree with Dogs on Lead April - Sept.	Agree with Dogs on Lead all year	Don't Know
Dog Owners	19.08%	32.83%	46.24%	1.85%
Non-Dog Owners	5.07%	14.25%	79.71%	0.97%

6.2.2 Promenade Park Extension to Byrhtnoth Statue

Dog Control Type	Existing/ New	Changes Proposed	Proposals	Public feedback
Dogs on Leads – Promenade Park Extension to Byrhtnoth Statue	Existing	Yes	Change Proposed- current six-month seasonal conditions to be extended to apply all year round	Overall, 55.51% of respondents agree with this proposal

Breakdown of response (Promenade Park Extension to Byrhtnoth Statue)

	Disagree with Dogs on Lead April to Sept.	Agree with Dogs on Lead April - Sept.	Agree with Dogs on Lead all year	Don't Know
Dog Owners	24.62%	28.09%	44.28%	3.01%
Non-Dog Owners	5.56%	14.01%	78.99%	1.45%

6.2.3 Burnham- on-Crouch -Riverside Park and Quay Front

Dog Control Type	Existing/ New	Changes Proposed	Proposals	Public feedback
Dogs on Leads – Riverside Park and Quay Front	Existing	Yes	Change Proposed- current six-month seasonal conditions to be extended to apply all year round- APPENDIX 2 (Map 2 area A)	Overall 52.33% of respondents agree with this proposal

Breakdown of response

	Disagree with Dogs on Lead April to Sept.	Agree with Dogs on Lead April - Sept.	Agree with Dogs on Lead all year	Don't Know
Dog Owners	25.29%	23.77%	40.28%	10.66%
Non-Dog Owners	4.62%	12.41%	77.37%	5.6%

6.2.4 Burnham-on-Crouch - Quay Front

Dog Control Type	Existing/ New	Changes Proposed	Proposals	Public feedback
Dogs on Leads – Burnham-on-Crouch Quay Front	Existing	Yes	Change Proposed- current 6 month seasonal conditions to be extended to apply all year round - APPENDIX 2 (Map 2 area B)	Overall, 53.8% of respondents agree with this proposal

Breakdown of response

	Disagree with Dogs on Lead April to Sept.	Agree with Dogs on Lead April - Sept.	Agree with Dogs on Lead all year	Don't Know
Dog Owners	22.51%	25.32%	42.32%	9.85%
Non Dog Owners	5.11%	12.65%	77.62%	4.62%

6.3 SUMMARY OF PROPOSALS FOR NEW CONTROLS

6.3.1 Promenade Park- Open Sports Fields

Dog Control Type	Existing / New	Proposals	Public feedback
Dogs on Leads Promenade Park- Specified Open Sports Fields	New	That a new condition is introduced for dogs to be on leads APPENDIX 2 (Map 1 area C)	Overall, 64.11% of respondents agree with this proposal

Breakdown of response

	Disagree	Agree	Don't Know
Dog Owners	40.35%	53.53%	6.13%
Non-Dog Owners	8.94%	86.23%	4.83%

6.3.2 Riverside Park specified Open Sports field

Dog Control Type	Existing / New	Proposals	Public feedback
Dogs on Leads Riverside Park - Specified Open Sports Fields	New	That a new condition is introduced for dogs to be on leads APPENDIX 2 (Map 2 area C)	Overall, 62.86% of respondents agree with this proposal

Breakdown of response

	Disagree	Agree	Don't Know
Dog Owners	34.1%	52.72%	13.18%
Non Dog Owners	7.97%	84.06%	7.97%

7. COMMENTS FROM CONSULTATION

7.1 In total more than 4,000 comments were made through the consultation. These comments have been reviewed and key themes from the comments have been summarised below:

7.2 Dog Fouling

- Concern about impact of dog fouling, particularly health risks
- Strong support for enforcement of Dog Fouling
- More staff to issue fines
- Larger fines
- Need for more bins to dispose of dog waste

7.3 Dogs on Lead when requested

- Strong support
- Would be dependent on circumstances
- Requires resources and visibility of officers to enforce.
- Requires clarity on what type of lead (does it include extendable)
- Wouldn't solve dog fouling issue
- Should still have areas could be off lead

7.4 Dog Exclusion Children's Play Areas

- Strongly supported
- Those that did not support suggested dogs on leads as alternative
- Important for child safety and hygiene
- Should not apply to assistance dogs

7.5 Dog Exclusion – Enclosed Sports Pitches

- Well supported
- Concern about impact of dog fouling, particularly health risks
- Ok as long as dog excrement picked up
- Families like to take their dogs to matches
- Should be OK if dogs on lead
- Players step in/ slip in dog excrement
- Comments from clubs they have to clear pitches of dog excrement

7.6 Dogs on Lead – Cemeteries

- Very strongly supported
- Respectful
- Concerns about dog fouling

7.7 General themes

- Consider designated / enclosed areas for dogs being able to be off lead
- More patrols and Fines/ Visible Enforcement of PSPO
- Dogs should be kept on lead and under control
- More dog bins
- Increased signage
- Open spaces to allow dogs to run free are vital
- Dogs should be trained- responsibility should sit with owner
- A few bad dog owners are ruining it for the majority of responsible owners
- Provide free dog waste bags
- Encourage positive behaviour and consider other ways of doing this – not just enforcement

8. CONCLUSION

- 8.1 The public consultation has had an excellent level of response and has clear support for the renewal of the PSPO, the extension of the conditions within the PSPO and new conditions for designated open sports pitches.
- 8.2 The renewal of the PSPO will provide a vital tool to enable the Council to manage and enforce Dog control in many of its parks and open spaces, to actively encourage and promote positive behaviour by dog owner, and to deter poor behaviour through the use of enforcement and issuing of fines.
- 8.3 The public feedback will help to inform how the PSPO is implemented, including suggestions related to improved signage, dog bins and availability of dog waste bags.
- 8.4 Members recent decision to increase the Community Engagement team resources will help to ensure that the PSPO can be implemented and enforced appropriately across all areas.

9. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 – 2028

9.1 Supporting our communities

- 9.1.1 Our residents have clearly indicated the importance of dog control, particularly in public spaces, and renewing the PSPO will provide Officers with powers to encourage positive dog control and deter poor dog control through engagement and enforcement where necessary.

9.2 Investing in our District

- 9.2.1 Renewal of the PSPO will be an investment in keeping our public spaces safe, for both non dog owners, and dog owners alike.

9.3 **Protecting our environment**

- 9.3.1 Enforcement of dog control, particularly dog fouling helps to protect the public and environment. Dog fouling in particular poses risks to the public's health.

9.4 **Delivering good quality services.**

- 9.4.1 The PSPO will help us to main the high quality of our parks and public spaces, enabling all residents and visitors to enjoy the beautiful surroundings in a safe way.

10. **IMPLICATIONS**

- (i) **Impact on Customers** – The PSPO will help to ensure all our residents and visitors can enjoy our parks and public spaces.
- (ii) **Impact on Equalities** – The PSPO will ensure that the community can all enjoy the facilities of our parks and public spaces.
- (iii) **Impact on Risk (including Fraud implications)** – The PSPO will help to reduce the risk of poor dog control through both promotion of the controls and encouraging good behaviours, together with clear enforcement.
- (iv) **Impact on Resources (financial)** – There will be some costs, however we are seeking external funding to support, for example more dog waste bins, signage and dog waste bags.
- (v) **Impact on Resources (human)** – Members have recently agreed additional resource within the Community Engagement Team, to support the implementation of the PSPO and enforcement.
- (vi) **Impact on Devolution / Local Government Reorganisation** – None.

Background Papers:

APPENDIX 1 – Proposed Public Space Protection Order

APPENDIX 2 – Maps related to Public Space Protection Order

APPENDIX 3 - Consultation responses

Enquiries to:

Leanne Pateman, Community Safety and Anti-social Behaviour Officer

Sue Green, Assistant Director, Customer Services and Operations

Dan Cannon, Head of Community Safety and Customer Services

This page is intentionally left blank



THE ANTI-SOCIAL, BEHAVIOUR, CRIME AND POLICING ACT 2014

THE MALDON DISTRICT COUNCIL (DOG CONTROL) PUBLIC SPACES PROTECTION ORDER (PSPO) 2025

Maldon District Council (in this order called "the Council") hereby makes the following order under section 59 of the Anti-Social, Behaviour, Crime and Policing Act 2014 (the 2014 Act).

The Order comes into force on the 18 July 2025 for a period of 3 years until 18 July 2028.

General provision:

1. A person who fails to comply with any obligation imposed by this order is guilty of a criminal offence by virtue of section 67(1) of the 2014 Act and liable to fine of summary conviction not exceeding level 3 of the standard scale.

Obligations on person with dogs:

2. Fouling

- 2.1 If within the administrative area of the Council a dog defecates at any time on land to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless;
 - they have reasonable excuse for failing to do so; or
 - the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their failing to do so.
- 2.2 For the purpose of this order:
 - being unaware of the defecating (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.
 - placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land.

Exemptions:

The offence does not apply to a person who –

- (i) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- (ii) a person with a disability affecting their mobility, manual dexterity or ability to lift, carry or move everyday objects who relies upon a dog trained by a prescribed charity for assistance.

Each of the following is a “prescribed charity”

- Dogs for the Disabled (registered charity number 700454)
- Support Dogs Limited (registered charity number 1088281)
- Canine Partners for Independence (registered charity number 803680)

3. Dog on leads

- 3.1 A person in charge of a dog on any land to which the public are permitted access within the District of Maldon must put their dog on a lead when requested to do so by an authorised Officer unless:
 - they have reasonable excuse for failing to do so; or
 - the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their failing to do so.
- 3.2 A person in charge of dog must keep that dog on a lead at all times in Maldon, Heybridge and Burnham-on-Crouch cemeteries in the areas edged red on Maps 3, 4 and 5 unless;
 - they have reasonable excuse for failing to do so.
- 3.3 A person in charge of a dog must keep that dog on a lead at all time in Promenade Park, Maldon around the lake and by the cafes, on the path to the statue of Brythnoth and on open sports pitches as delineated on Map 1 in red and marked areas A, B and C unless;
 - they have reasonable excuse for failing to do so.
- 3.4 A person in charge of a dog must keep that dog on a lead at all times in Burnham-on-Crouch – Quay Front West, Quay Front East and Quay Front adjoining Riverside park and open sports fields as delineated on Map 2 in red and marked areas A, B and C unless;
 - they have reasonable excuse for failing to do so.

4. Dog Exclusion Areas

- 4.1 Areas where dogs are excluded at all times are:
 - all children's play sites to which the public have access within the District of Maldon.
 - enclosed sports pitches which are artificially surfaced or any enclosed bowling green within the District of Maldon, on land to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
- 4.2 Assistance dogs, as defined by the Equalities Act 2010 are exempt from any restrictions within this PSPO.

“assistance dog” means –

- (a) a dog which has been trained to guide a blind person;
- (b) a dog which has been trained to assist a deaf person;

- (c) a dog which has been trained by a prescribed charity to assist a disabled person who has a disability that consists of epilepsy or otherwise affects the person's mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects;
 - (d) a dog of a prescribed category which has been trained assist a disabled person who has a disability (other than one failing within paragraph (c) of a prescribed kind;
- 4.3 Failure without reasonable excuse to comply with the prohibitions and requirements imposed by this PSPO is a summary criminal offence under section 67 of the 2014 Act except in the respect of the prohibition relating to the consumption of alcohol. A person guilty of an offence under section 67 of the 2014 Act is liable to summary conviction to a fine next exceeding level 3 on the standard scale (currently £1,000).
- 4.4 A constable or authorised person under section 68 of the 2014 Act may issue a fixed penalty notice to anyone he or she has reason to believe has committed an offence under sections section 63 or 67 of the 2014 Act in relation to this PSPO.

The COMMON SEAL of MALDON DISTRICT COUNCIL
Was affixed in the presence of:-

This page is intentionally left blank



APPENDIX 2

Dengie Hundred Sports Centre

C

Recreation Ground

A

Beacon

Groynes

Groynes

Groyne

Ferry (Vehicular)

Ferry (Passenger)

Landing Stage

Map 2

APPENDIX 2

Reservoir (cov)

Wintersleet Farm

Sewage Ppg Sta

Maldon Borough Cemetery

PC

Map 3

APPENDIX 2

Page 76



Map 4

APPENDIX 2

Page 77

Stoneyhills

Cemetery

Hillcrest House

Wildfowlers

Map 5

MALDEN DISTRICT
MAPPING

This page is intentionally left blank



Dog Control Public Space Protection Order(PSPO) Consultation 2025 Report

Page 79

maldon.gov.uk
'Where Quality of Life Matters'



Dog Control PSPO Consultation 2025

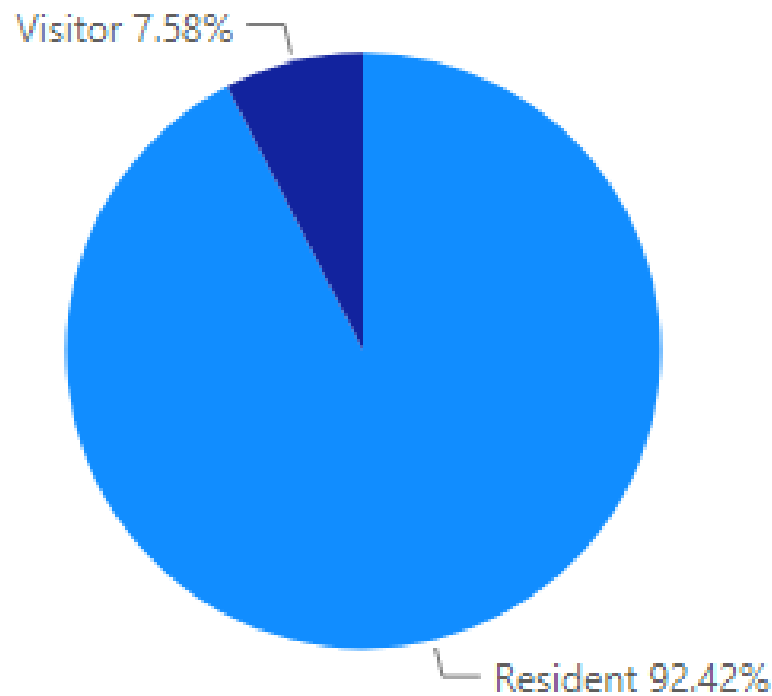
10th April– 22 May 2025

A 6 week consultation to extend and expand our Public Space Protection Order for Dog Control in the District was undertaken between 10th April 2025 and 22 May 2025

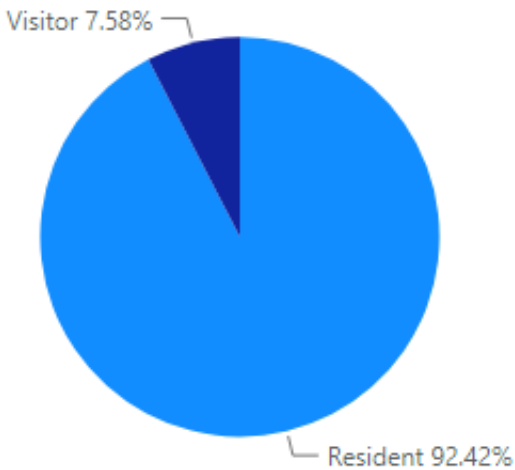
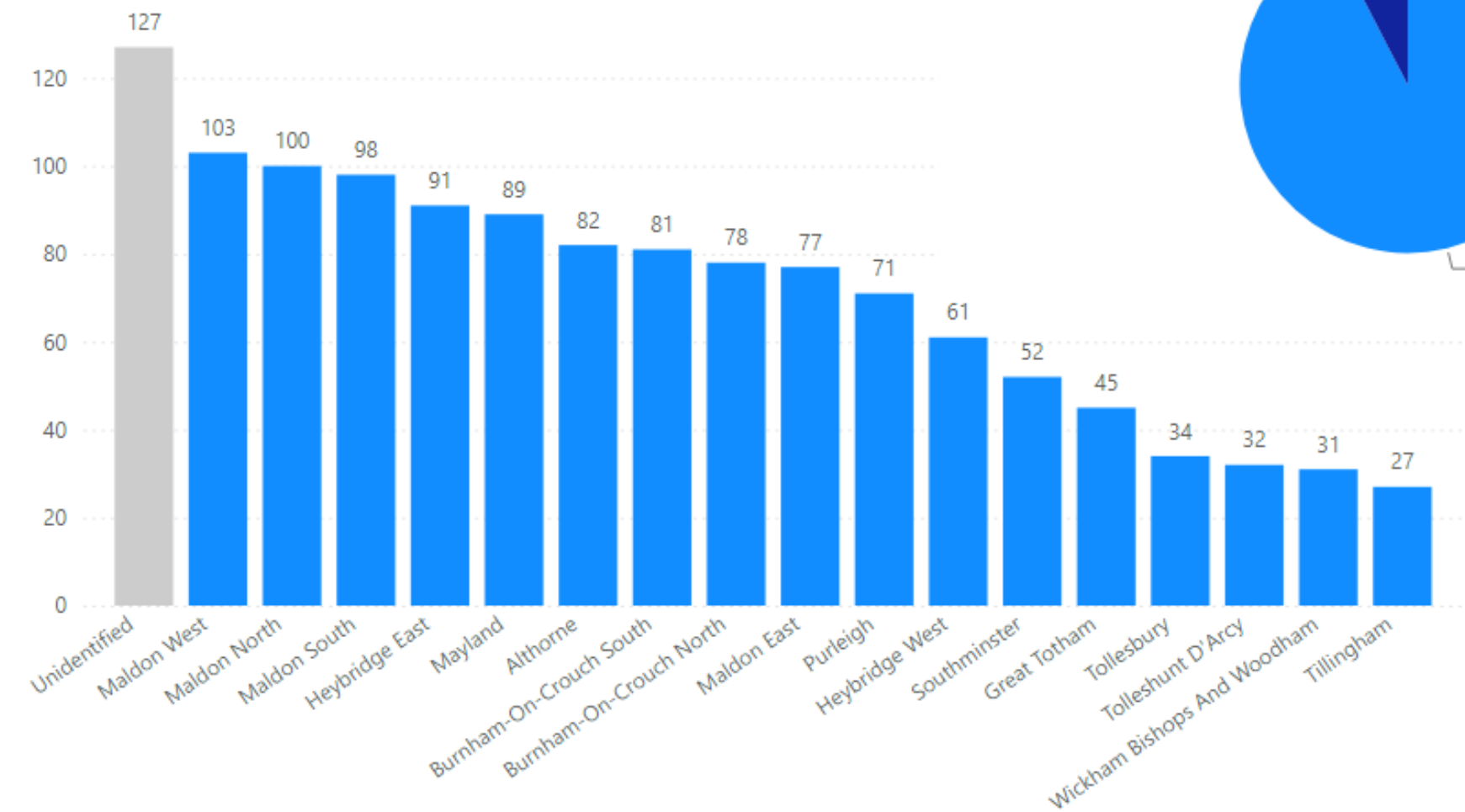
1279 responses were received from residents and visitors of the District.

Responder Type

● Resident ● Visitor



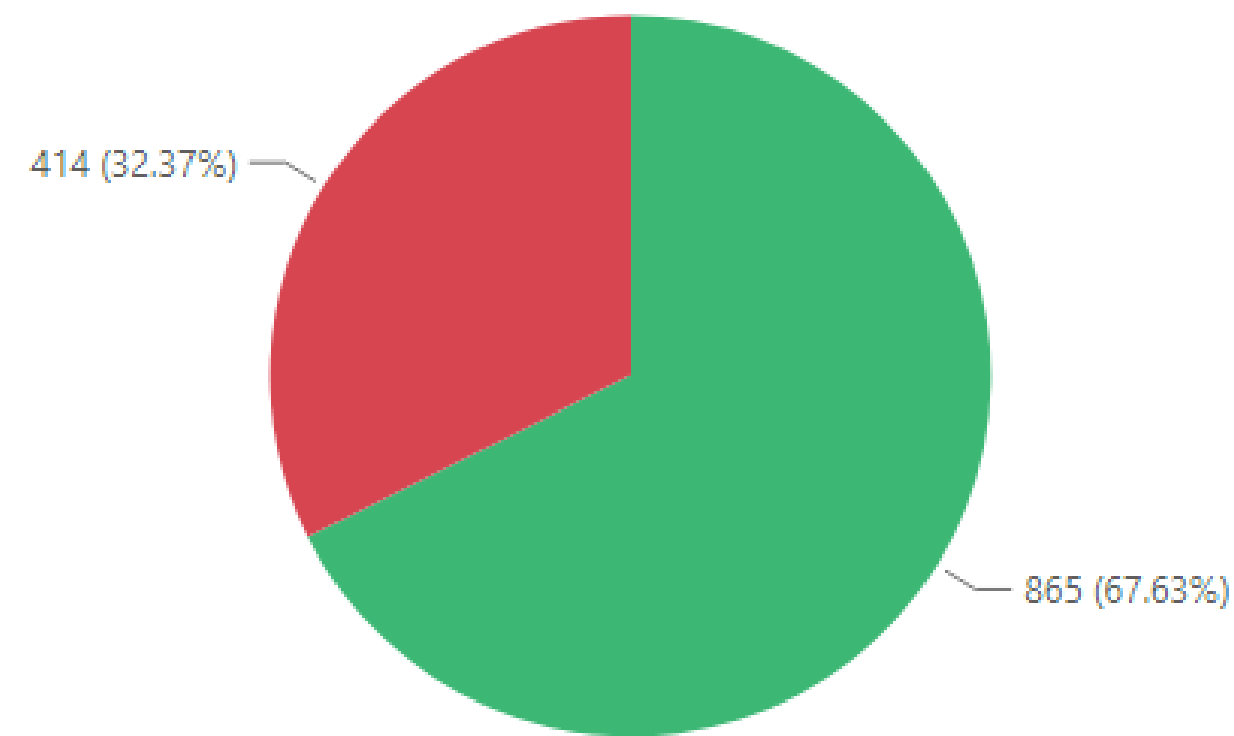
Responses by Ward



865 responses were received from dog owners.
414 responses were received from non dog owners.

Are you a dog owner?

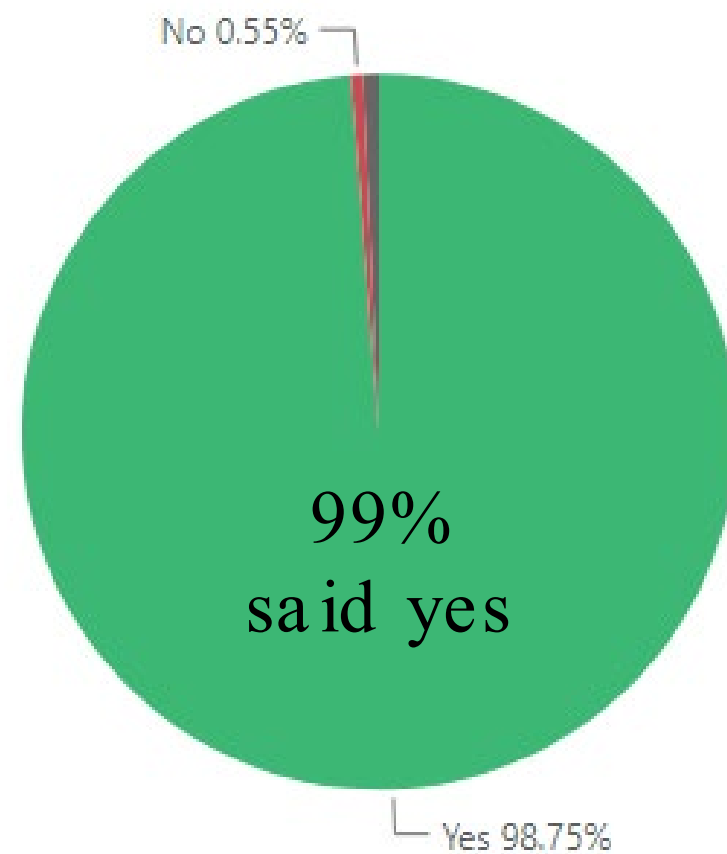
● Dog Owner ● Not a dog owner



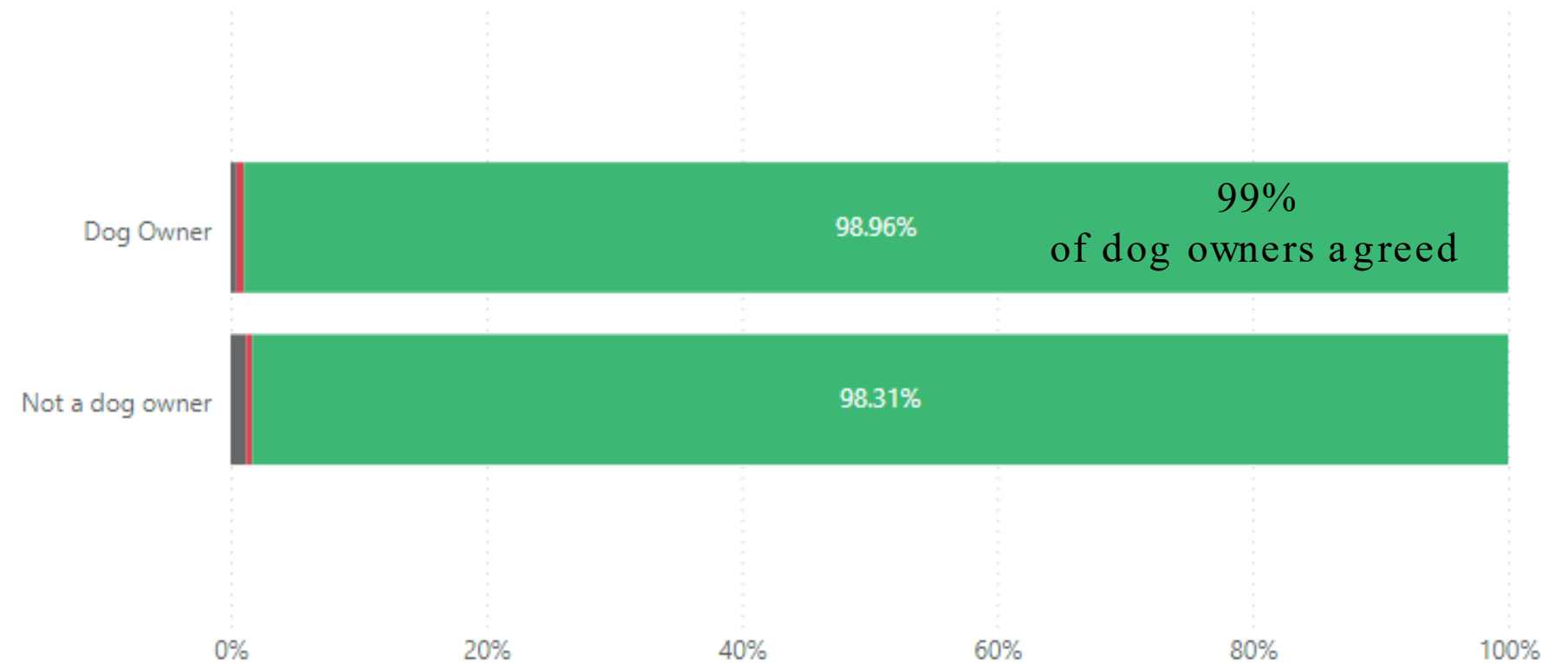
Dog Fouling – Fixed Penalty Notices (FPNs)

Do you agree that dog owners who fail to pick up their dog's excrement should be issued with a fine?

● Yes ● No ● Don't know



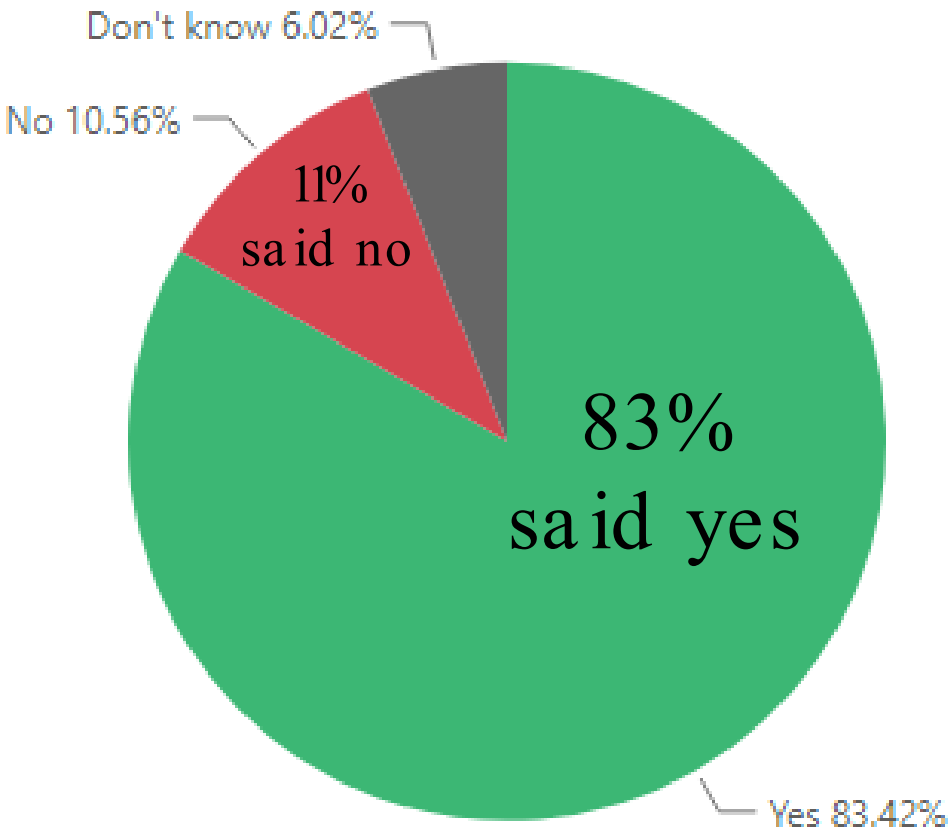
● Don't know ● No ● Yes



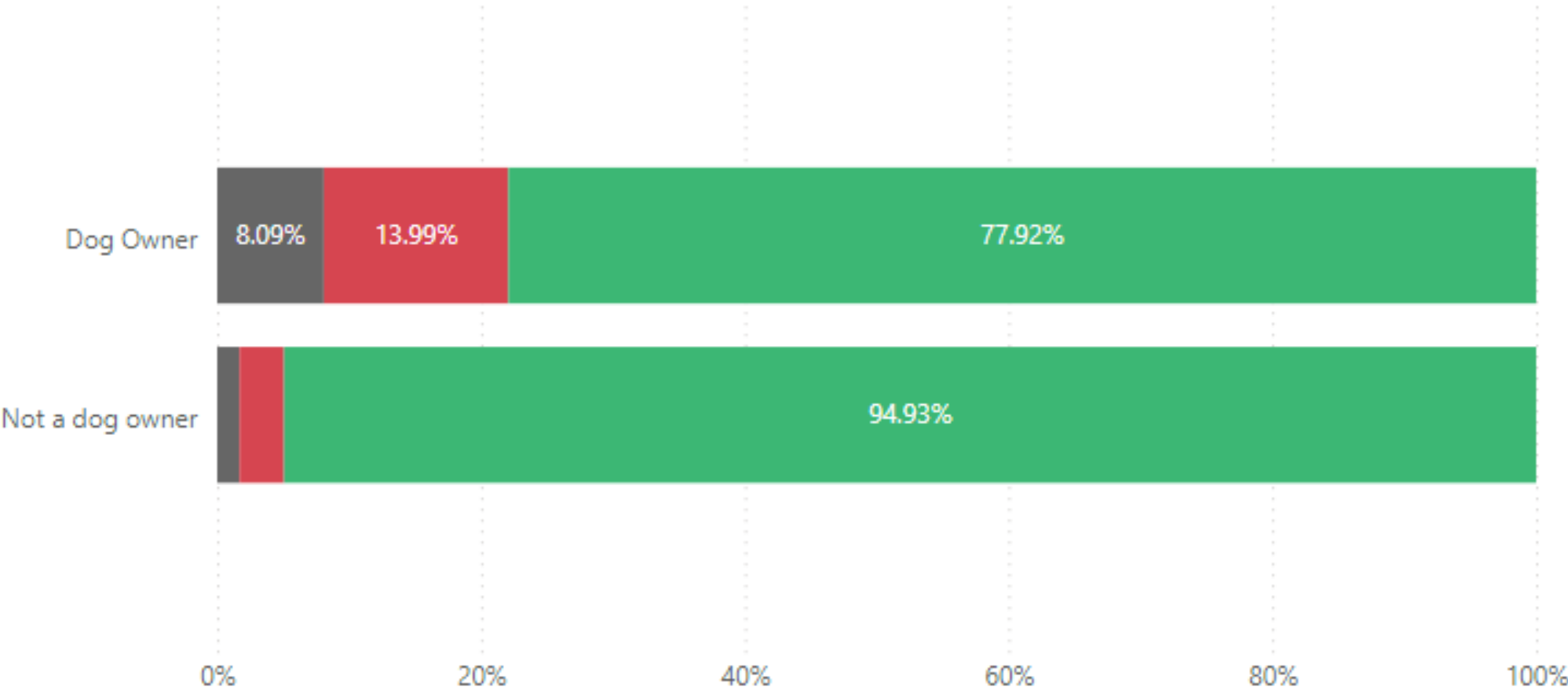
Dogs on leads on by direction

Do you agree with the requirement that dogs must be placed on a lead when directed to do so by an authorised Council Officer?

● Yes ● No ● Don't know

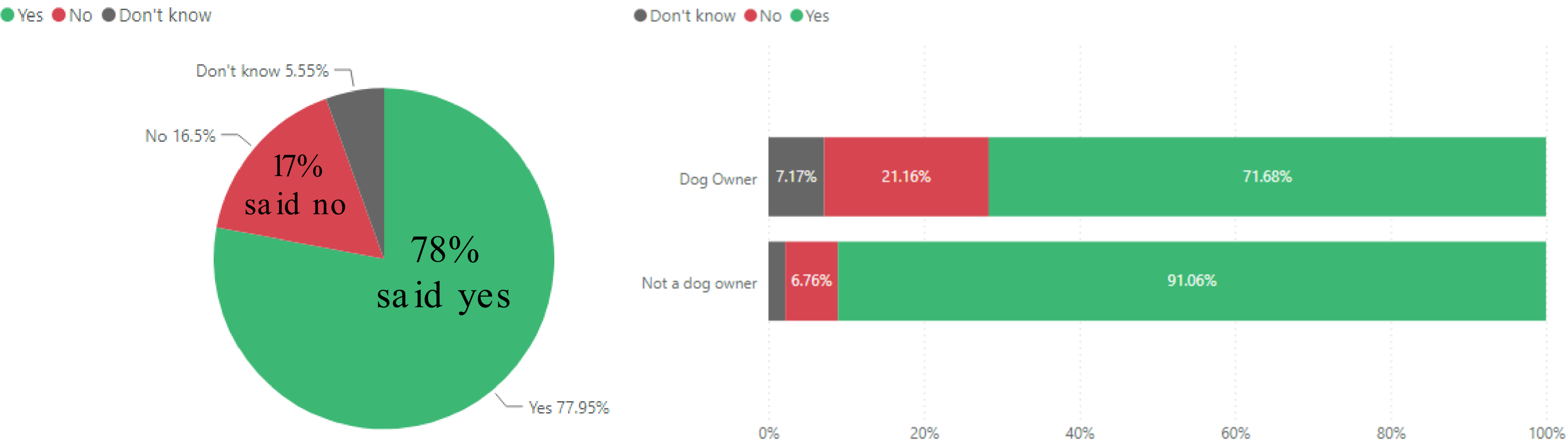


● Don't know ● No ● Yes



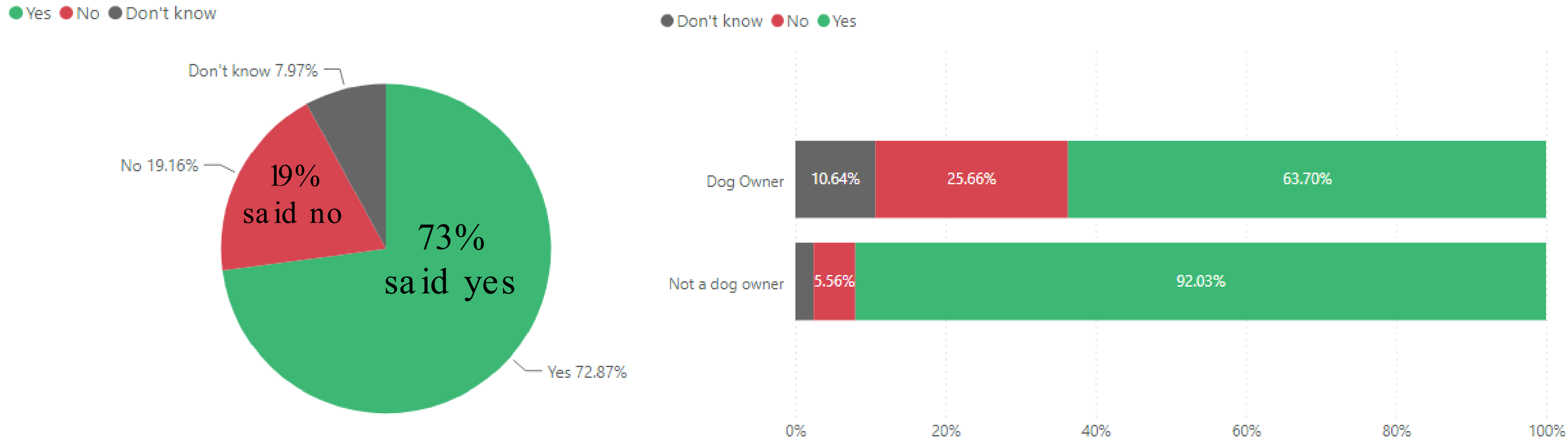
Dogs excluded from children's play sites

Do you agree that dog's school be excluded from all children's play sites across the District?



Dogs excluded from enclosed sports pitches

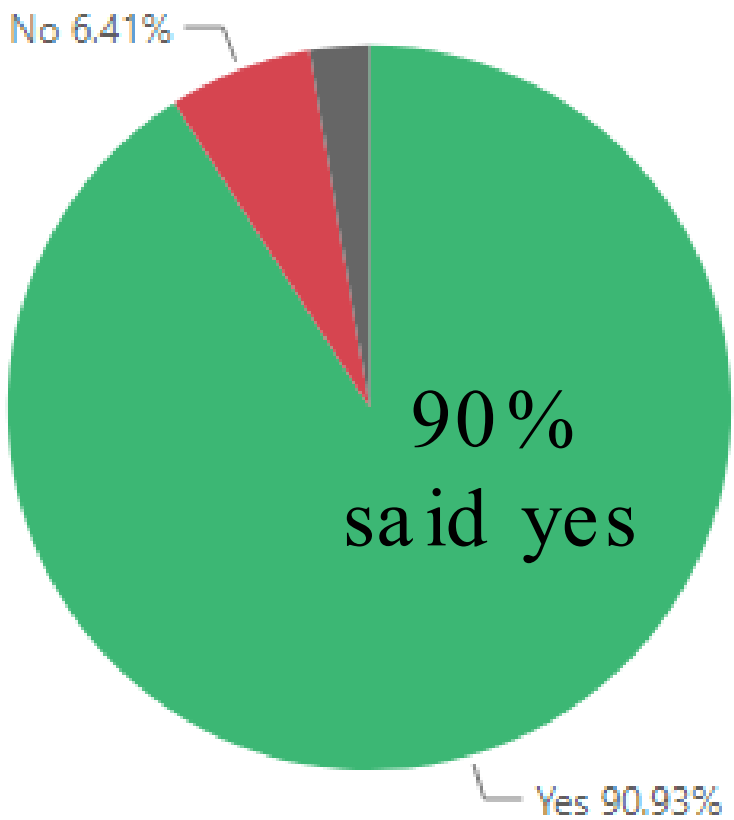
Do you agree that dogs should be excluded from enclosed sports pitches across the District?



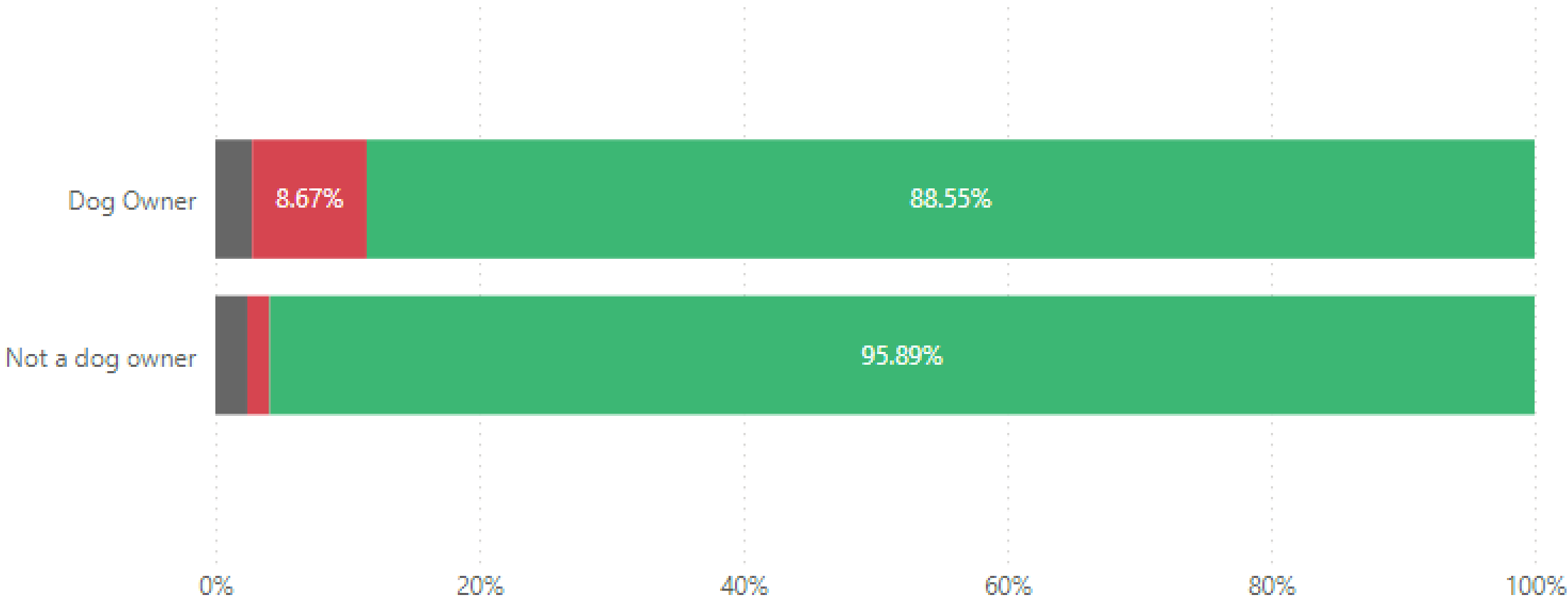
Dogs on leads in Cemeteries

Do you agree that dog's should be kept on a lead at all times in the Council's cemeteries in Maldon, Heybridge and Burnham on Crouch? (as shown in Maps 3, 4 and 5)

● Yes ● No ● Don't know



● Don't know ● No ● Yes

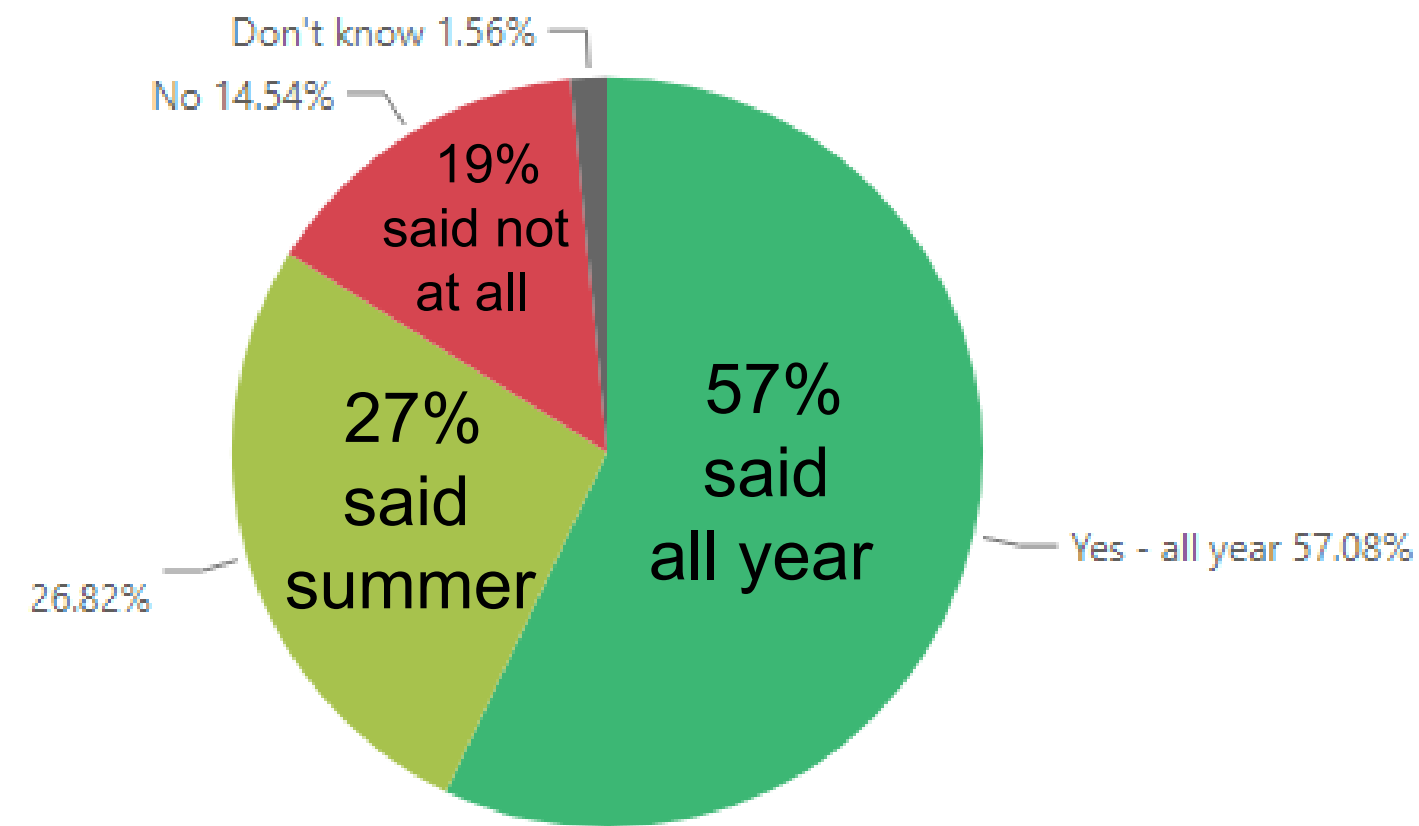


Dogs on leads - Promenade Park around lake

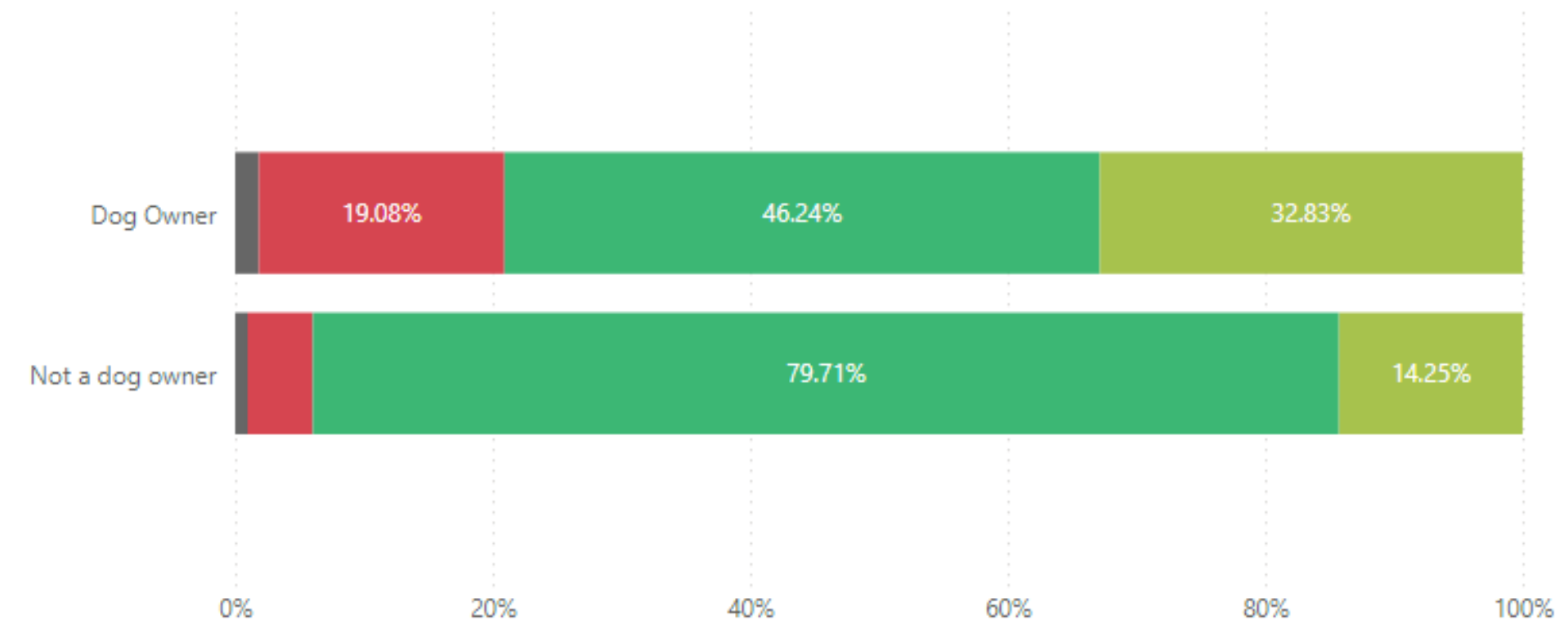
Do you agree that dog's should be kept on a lead at all times between 1 April and 30 September each year **around the lake in Promenade Park** (as shown on Map 1 – Area A)

Alternatively, would you like to see dogs on leads at all times in this area, throughout the year?

● Yes - all year ● Yes - during the summer ● No ● Don't know



● Don't know ● No ● Yes - all year ● Yes - during the summer

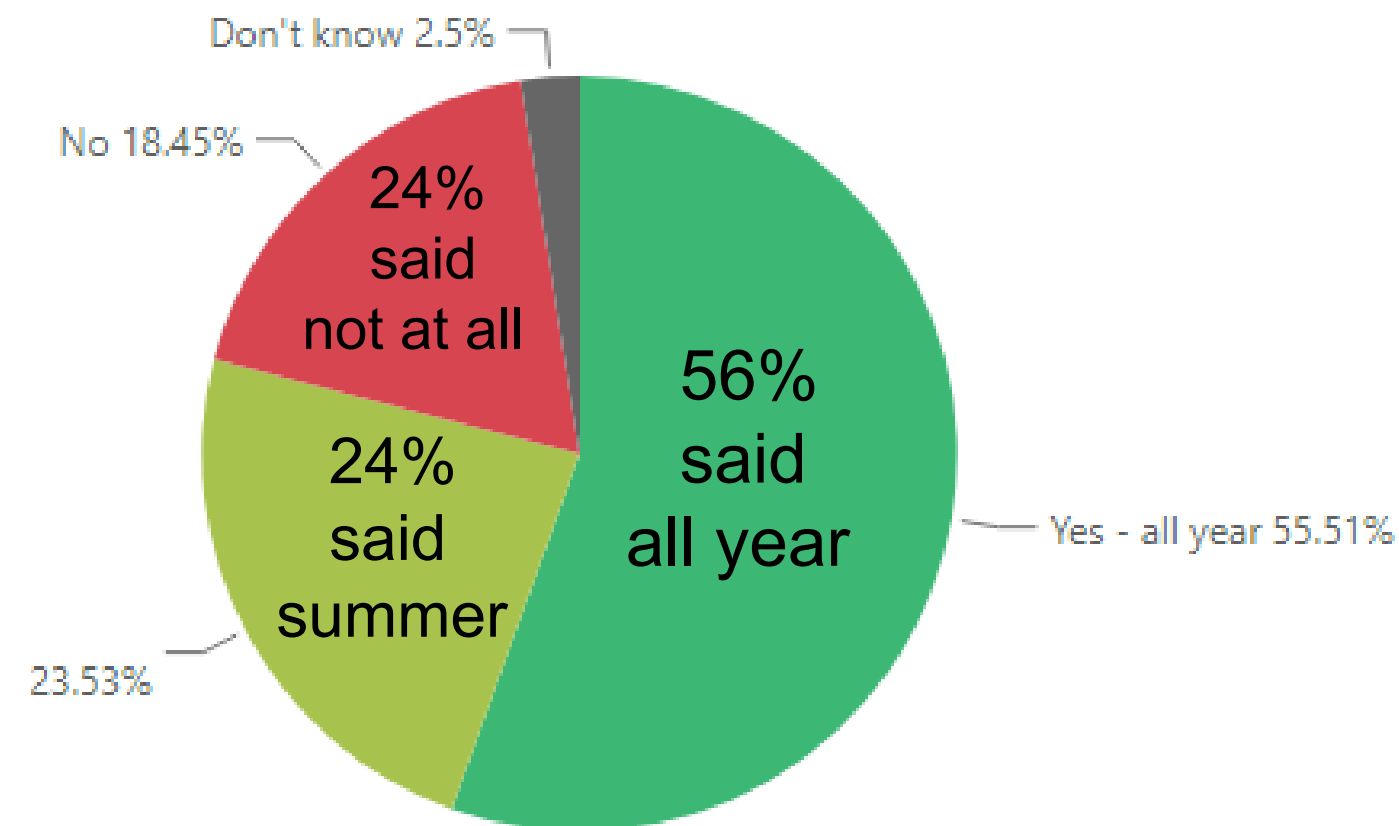


Dogs on leads -Promenade Park extension to Brythnoth

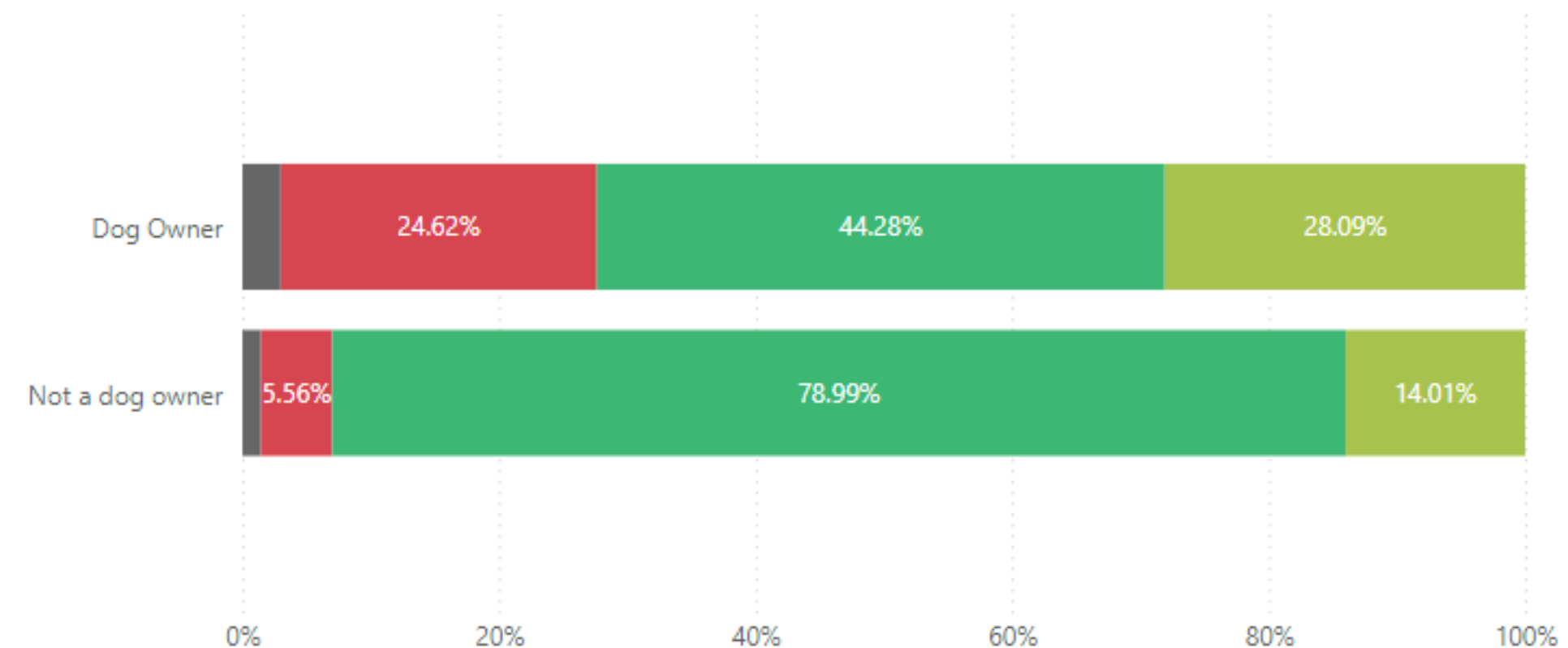
Do you agree that dog's should be kept on a lead at all times between 1 April and 30 September each year **along the extension to Brythnoth state in Promenade Park** (as shown on Map 1 – Area B)

Alternatively, would you like to see dogs on leads at all times in this area, throughout the year?

● Yes - all year ● Yes - during the summer ● No ● Don't know



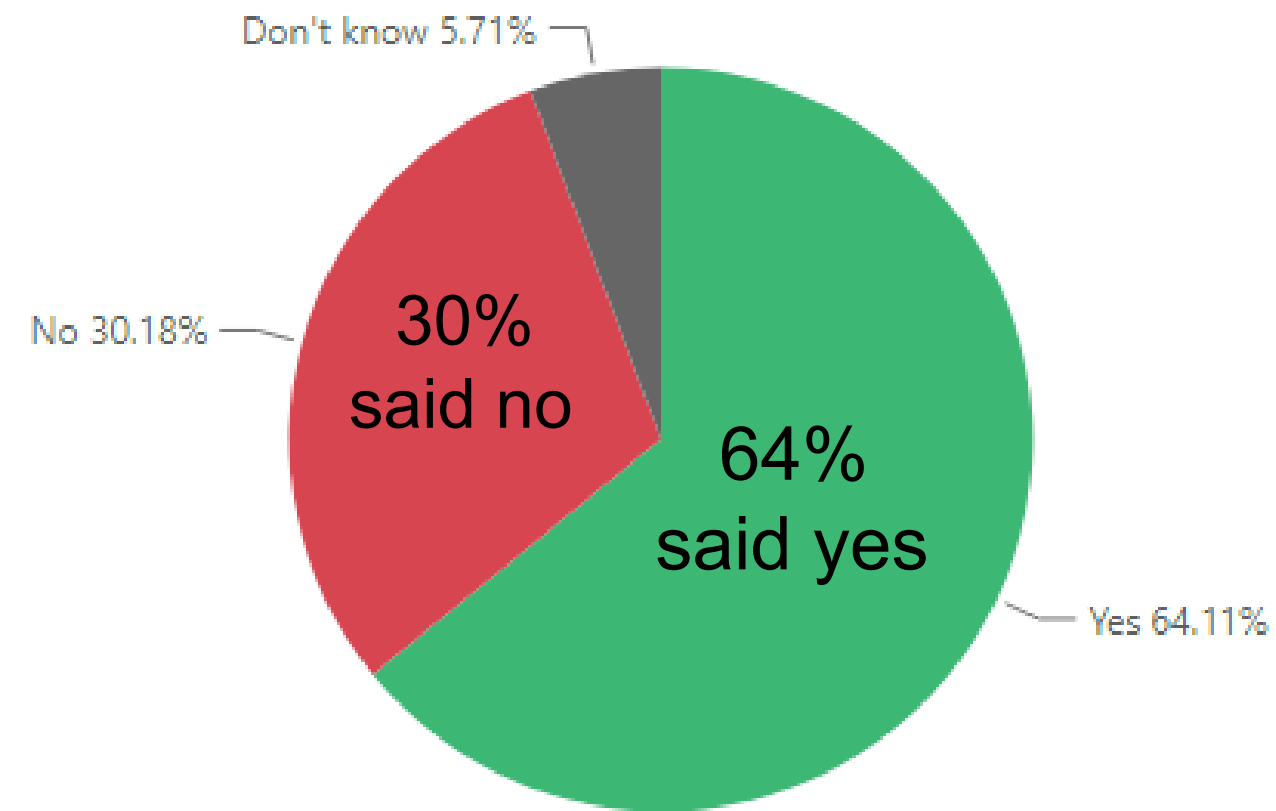
● Don't know ● No ● Yes - all year ● Yes - during the summer



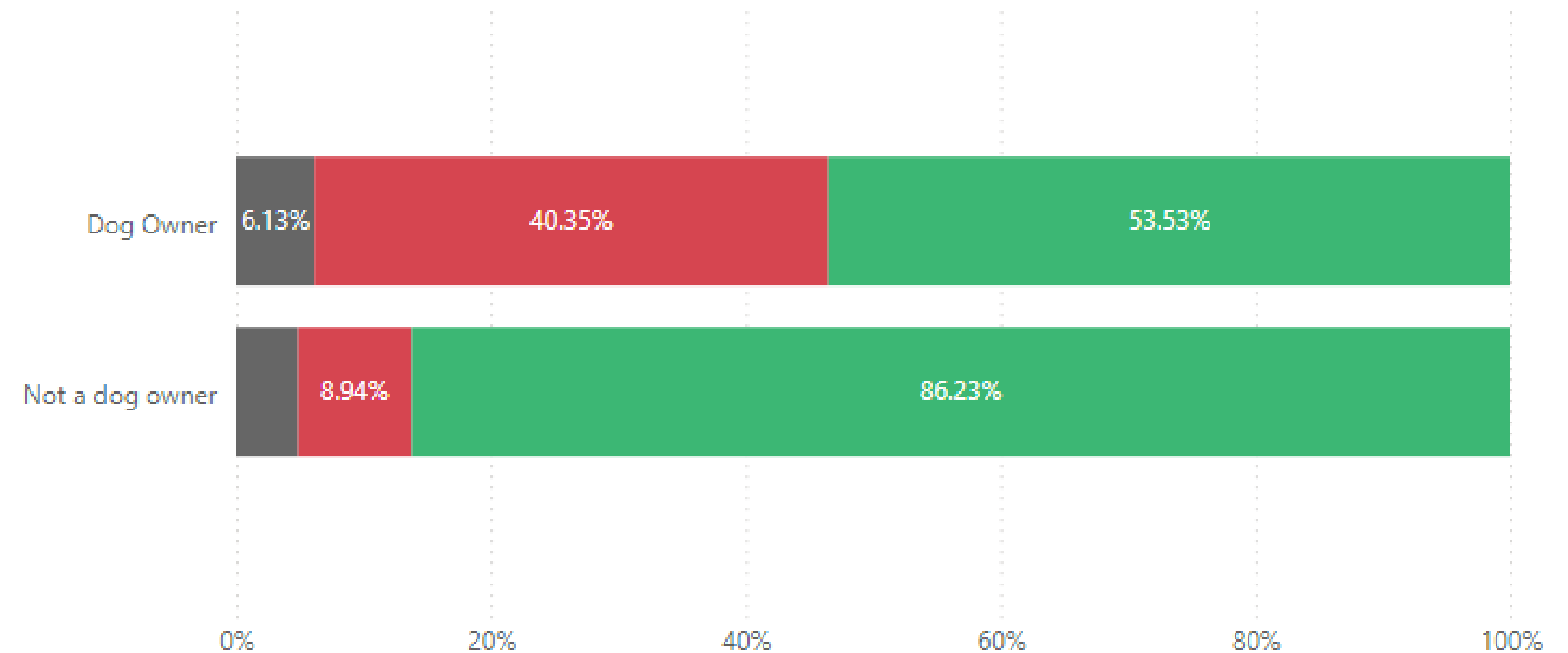
Dogs on leads -Promenade Park Open Sports Pitches

Do you agree that dog's should be kept on leads in the specified **open sports pitches** in Promenade Park (as shown on Map 1 – Area C)

● Yes ● No ● Don't know



● Don't know ● No ● Yes

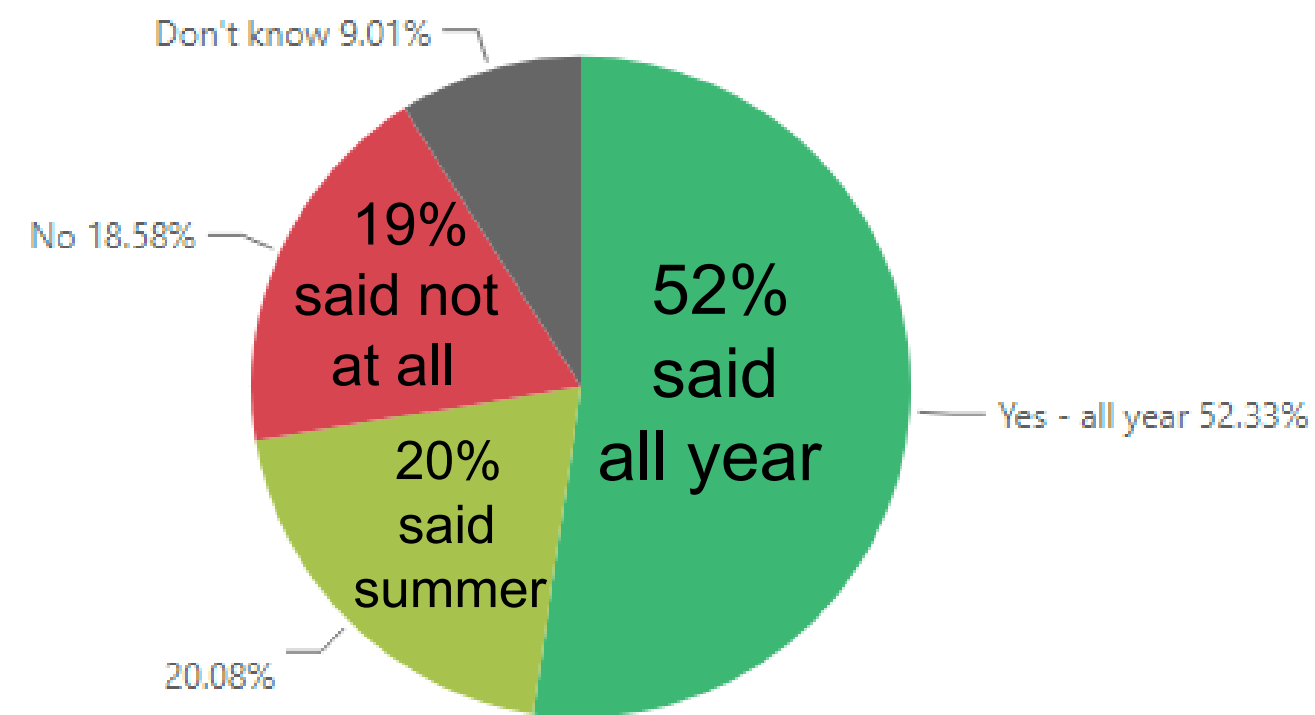


Dogs on leads— Riverside Park, Burnham on Crouch

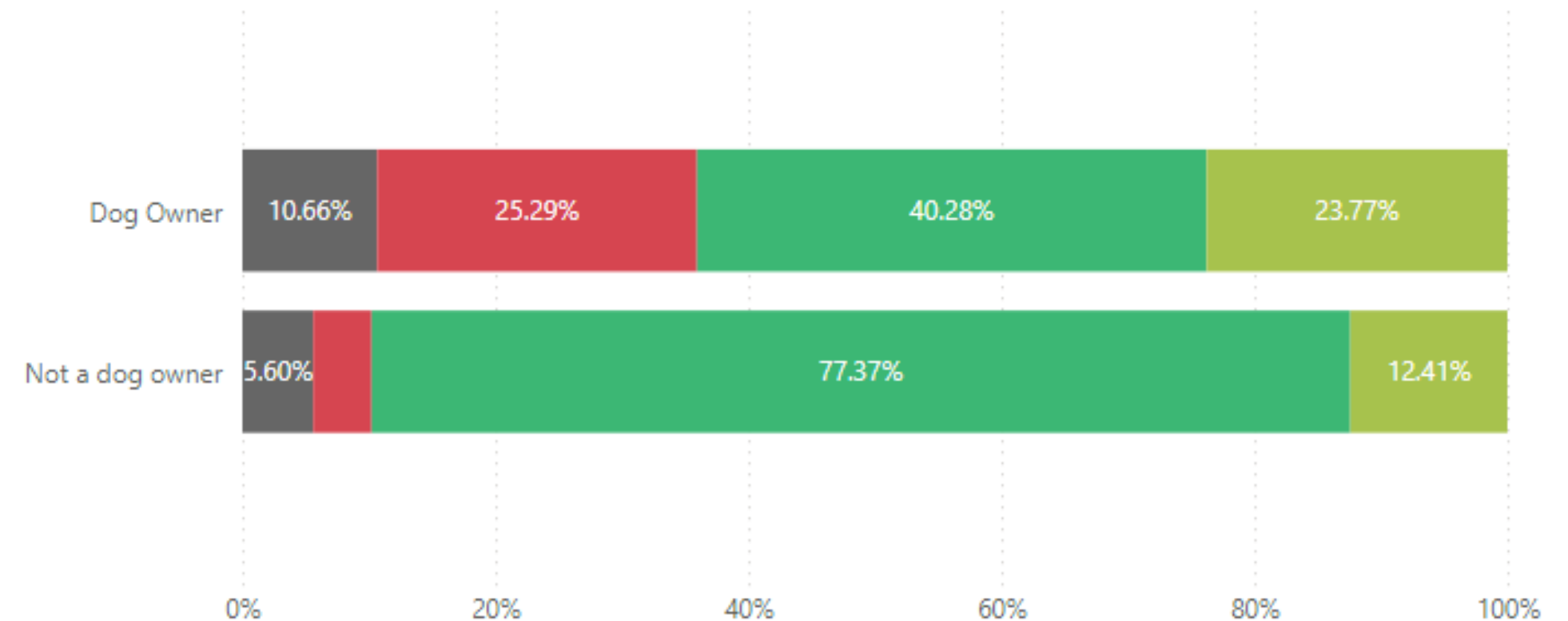
Do you agree that dog's should be kept on a lead at all times between 1 April and 30 September each year at Riverside Park and Quay Front – specifically in **Riverside Park Sports Pitches, Millfields** (as shown on Map 2 – Area A)

Alternatively, would you like to see dogs on leads at all times in this area, throughout the year?

● Yes - all year ● Yes - during the summer ● No ● Don't know



● Don't know ● No ● Yes - all year ● Yes - during the summer

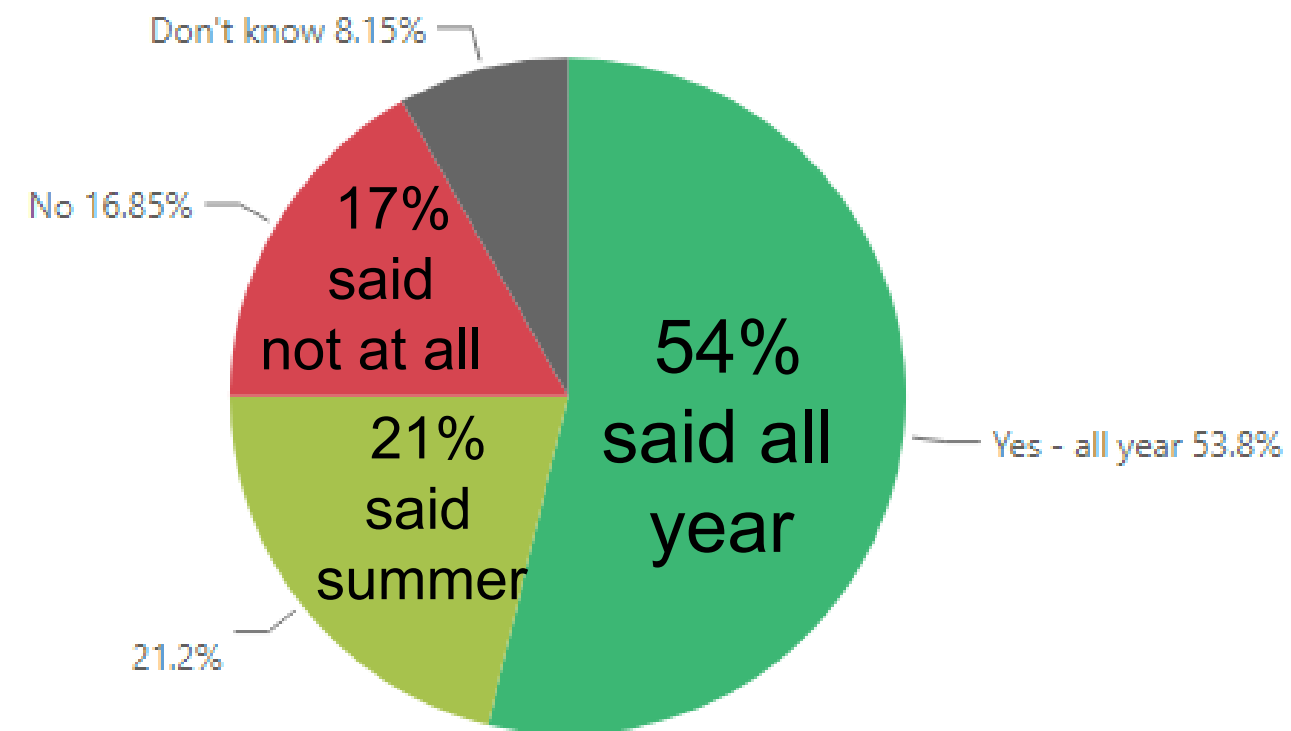


Dogs on leads– Quay Front, Burnham-on-Crouch

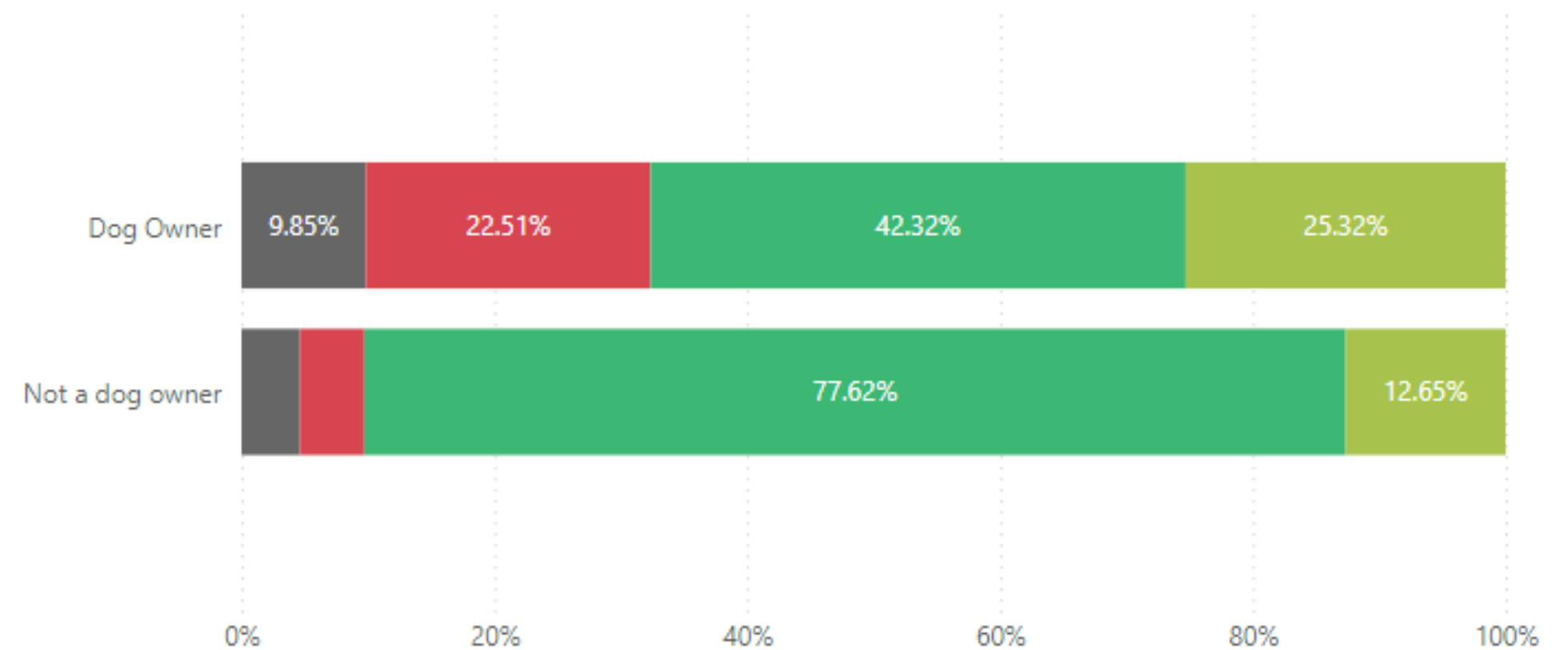
Do you agree that dog's should be kept on a lead at all times between 1 April and 30 September each **along the Quay Front in Burnham -on-Crouch** (as shown on Map 2 – Area B)

Alternatively, would you like to see dogs on leads at all times in this area, throughout the year?

● Yes - all year ● Yes - during the summer ● No ● Don't know

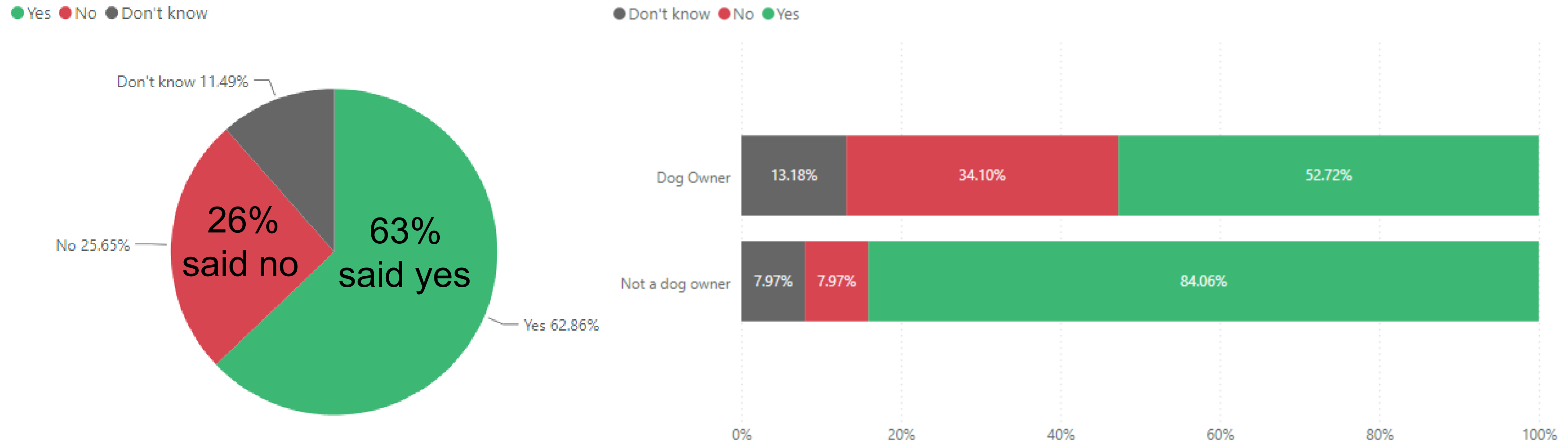


● Don't know ● No ● Yes - all year ● Yes - during the summer



Dogs on leads – Open Sports Pitches, Burnham-on-Crouch

Do you agree that dog's should be kept on leads in the specified **open sports pitches** in Riverside Park, Burnham-on-Crouch (as shown on Map 2 – Area C)





For more information

Page 93

🔍 leanne.pateman@maldon.gov.uk

maldon.gov.uk
'Where Quality of Life Matters'



This page is intentionally left blank



**REPORT of
CHAIRPERSON OF THE PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
WORKING GROUP**

**to
COUNCIL
10 JULY 2025**

**RESPONSE TO GOVERNMENT CONSULTATION ON CHANGES TO PLANNING
COMMITTEES**

1. PURPOSE OF THE REPORT

- 1.1 To consider and approve Maldon District Council's response to the Government's consultation on changes to Planning Committees.

2. RECOMMENDATION

That the Council approves the consultation response (**APPENDIX A**) for submission to the Ministry of Housing, Communities and Local Government by 23 July 2025.

3. SUMMARY OF KEY ISSUES

- 3.1 On 11 March 2025, the Planning and Infrastructure Bill was published by the Government with an aim of streamlining the delivery of new homes and critical infrastructure in England.
- 3.2 Following Royal Assent, the Planning and Infrastructure Act will grant the Secretary of State (SOS) powers to instruct by Regulations which types of applications should be delegated to planning officers and which ones should go to Planning Committee. The SOS will also have the power to control the size and composition of planning committees. Members of those Committees will also need to be trained and certified in key elements of town planning.
- 3.3 On 28 May 2025, the Government published a public consultation on its proposals for how the details of this would work, the results of which it intends to use to inform the drafting of the supporting Regulations. On 24 June 2025, the Performance, Governance and Audit Committee Working Group met and discussed the proposals' advantages and disadvantages and formed a recommended response for the Council to approve as set out in **APPENDIX A**.

4. CONCLUSION

- 4.1 Having considered the Government's proposals, it is in the Council's interests to contribute to the debate about the regulations for planning committees and the scheme of delegation through submitting a consultation response.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

- 5.1.1 Local Planning Authority decisions, whether delegated or taken by Committee could impact on communities. This is the Council's opportunity to inform national changes that will have to be implemented locally.

5.2 Investing in our District

- 5.2.1 Local Planning Authority decisions, whether delegated or taken by Committee could impact on investment in the district. This is the Council's opportunity to inform national changes that will have to be implemented locally.

5.3 Growing our economy

- 5.3.1 Local Planning Authority decisions, whether delegated or taken by Committee could impact on the district's economy. This is the Council's opportunity to inform national changes that will have to be implemented locally.

5.4 Protecting our environment

- 5.4.1 Local Planning Authority decisions, whether delegated or taken by Committee could impact on the environment. This is the Council's opportunity to inform national changes that will have to be implemented locally.

5.5 Delivering good quality services.

- 5.5.1 The consultation response will help the council feed into the development of secondary legislation, in the form of Regulations that will change the way the council determines planning applications. Once the Regulations are known, further changes to the Constitution or other operating procedures or protocols may be necessary to ensure the council continue to deliver a good quality planning service.

6. IMPLICATIONS

- (i) **Impact on Customers** – Responding to the consultation will not impact on customers, however the changes proposed by it would impact on all applicants for planning permission and other consents as they will determine who the decision is made by.
- (ii) **Impact on Equalities** – Responding to the consultation will not impact on Equalities.
- (iii) **Impact on Risk (including Fraud implications)** – Responding to the consultation presents an opportunity to inform the Government's secondary legislation.
- (iv) **Impact on Resources (financial)** – Responding to the consultation will not cost the Council anything other than paid staff time to help compile the response and submit it. There could be costs associated with implementing the changes the consultation seeks.
- (v) **Impact on Resources (human)** – Responding to the consultation will use human resources from Planning & Implementation, Legal and Committee

Services. The changes it proposes will impact to a greater degree on professional officers in Planning & Implementation, Legal and Committee Services due to changes in decision-making practice, as well as impact on how many Members are involved in planning decisions under more streamlined committee arrangements.

- (vi) **Impact on Devolution / Local Government Reorganisation** - Responding to the consultation is not impacted by Devolution or Local Government Reorganisation. The new Regulations will apply to the Mayoral Combined County Authority and new Unitary Authorities for any of their development management planning authority functions in the future, but this will be considered by those bodies when their Constitutions are prepared.

Background Papers: None

Enquiries to:

Matt Winslow, Assistant Director - Planning and Implementation and Chief Planning Officer.

This page is intentionally left blank

Council - 10 July 2025**Question 1: Do you agree with the principle of having a two-tier structure for the national scheme of delegation?**

Partly. Given the legislative changes being made to change how Planning Committees work alongside a National Scheme of Delegation it is agreed that a tiered system would help set clarity on the types and circumstances of applications that will, in the future, be determined differently. However, the Council feels that two tiers is not enough to manage the complexity of applications.

Question 2: Do you agree the following application types should fall within Tier A? a) applications for planning permission for Householder development, minor commercial development and minor residential development b) applications for reserved matter approvals c) applications for non-material amendments to planning permissions d) applications for the approval of conditions including Schedule 5 mineral planning conditions e) applications for approval of the BNG Plan f) applications for approval of prior approval (for permitted development rights) g) applications for lawful development certificates h) applications for a Certificate of Appropriate Alternative Development?

Some of these application types already fall within the Maldon District Scheme of Delegation and it is agreed that they represent a suitable decision-level for the local planning authority. However, the Council does not agree that minor residential or commercial development should be within Tier A and delegated to officers. Whilst in the national context, particularly if factoring in the bigger cities and towns, residential development of nine homes or less might be considered minor development, in a predominantly rural area with many smaller settlements they are locally considered more complex and lead to great public interest and therefore these should be in Tier B, which could come to Committee.

Question 3: Do you think, further to the working paper on revising development thresholds, we should consider including some applications for medium residential development (10- 50 dwellings) within Tier A? If so, what types of application?

No. Whilst in the national context, particularly if factoring in the bigger cities and towns, residential development of between 10 and 50 homes might be considered to be a small development, in a rural area like Maldon District this could double or treble the size of some of our settlements and lead to great public interest and therefore these should be in Tier B, which could come to Committee.

Question 4: Are there further types of application which should fall within Tier A?

Any applications which have a determination date less than 8 weeks, such as Pavement Licences should fall within Tier A so we can issue prompt decisions.

Question 5: Do you think there should be a mechanism to bring a Tier A application to committee in exceptional circumstances? If so, what would those circumstances be and how would the mechanism operate?

Yes. The loss of the ability to call-in planning applications to Committee will undermine public confidence that there are enough checks and balances in the planning system and its decision-making. Maldon District Council propose that a Call-In mechanism is kept for applications that are not allocated in the Local Plan (so have not already been through public scrutiny at plan-making stage) and where there has been significant public representations

made. The decision taken by the Committee may well be the same as that if taken by Officers under Tier A, but through this more open approach, we would be able to ensure that those applications that are more contentious are scrutinised in public by Committee under Tier B. This could be done by adding a further question along the lines of “Is the application on an allocated Local Plan site and have significant public representations been made?” to the proposed Gateway Test for applications of this nature.

Question 6: Do you think the gateway test which requires agreement between the chief planner and the chair of the planning committee is suitable? If not, what other mechanism would you suggest?

The Council currently consider the Gateway Test proposal to be acceptable in principle as a way of managing which applications in Tier B are referred to the Planning Committee. It is considered however, that the information available on how the Gateway Test would work is too vague but it would increase the administrative burden on how decisions are made not just for Officers, but also the Chair of Planning Committee. The Council is concerned that without statutory guidance the application of the Gateway Test, local planning authority to local planning authority will become inconsistent. What happens if there is no agreement on an application between the Chief Planner and Chair; how is it adjudicated and does this need to be recorded? For our current Call-In arrangements, the application must be referred to committee within 28 days of receipt to also help manage the openness and governance risks, so would the same apply to the Gateway Test?

Question 7: Do you agree that the following types of application should fall within Tier B? a) Applications for planning permission aside from householder applications, minor commercial applications, minor residential development applications b) notwithstanding a), any application for planning permission where the applicant is the local authority, a councillor or officer c) applications for s73 applications to vary conditions/s73B applications to vary permissions

The Council does not agree that all s73 applications should automatically fall within Tier B; this seems very restrictive compared to our current arrangements. If the parent application has been determined under Tier A, changes to conditions should be determined under Tier A too otherwise this will cause confusion. S73 applications should only go to Planning Committee to determine them if the decision and its condition was originally determined by a Planning Committee.

Question 8: Are there further types of application which should fall within Tier B?

Reserved Matters, Minor residential (9 homes or less) or commercial development and if created, the new scale of application Medium Residential 10-50 should fall within Tier B.

Question 9: Do you consider that special control applications should be included in: a) Tier A or b) Tier B?

For Advert Consents, if they are on or within the vicinity of Designated Heritage Asset or a protected landscape area, they should fall within Tier B to offer further scrutiny and openness.

Question 10: Do you think that all section 106 decisions should follow the treatment of the associated planning applications? For section 106 decisions not linked to a planning application should they be in Tier A or Tier B, or treated in some other way?

No. For applications reported to a Planning Committee that have a S106 agreement, all that is currently reported is the Heads of Terms to demonstrate how the legal planning obligation tests are being met. The detailed drafting of the S106 agreement and their commitment under seal are a legal process delegated to officers and should stay that way.

For S106 decisions not linked to a planning application, such as a Biodiversity Gain Sites required to deliver legal requirements under the Environment Act 2021 these are already delegated to officers and that should remain so, so they could fall within Tier A for consistency.

Question 11: Do you think that enforcement decisions should be in Tier A or Tier B, or treated in some other way?

At present, only Direct Action is not delegated to officers given the greater level of public reputation, legal and financial risk that can be associated with such activities. The Council would question why this would need to be treated within the national Scheme of Delegation and why Councils could not continue to manage this themselves under their existing Constitutional arrangements.

Question 12: Do you agree that the regulations should set a maximum for planning committees of 11 members?

The Council is happy with the proposal to set a maximum limit of 11 members for Planning Committees, however, it is felt that greater flexibility will be needed on the number of Members trained to take part in a Planning Committee so the Council can manage conflicts of interests or absence. The Council feel it would be more practicable to have a bank of substitutes trained that as well could be called upon to make up the Committee in these circumstances.

Question 13: If you do not agree, what if any alternative size restrictions should be placed on committees?

Not applicable (n/a)

Question 14: Do you think the regulations should additionally set a minimum size requirement?

No, but the Committee's Constitutional Terms of Reference should set out how many Members are needed to be quorate.

Question 15: Do you agree that certification of planning committee members, and of other relevant decisions makers, should be administered at a national level?

Yes. The Council feels that if certification is going to be a national requirement, then this should be delivered and administered at a national level to ensure consistency across the country and to add credibility to the additional effort and achievement of being certified.

Question 16: Do you think we should consider reviewing the thresholds for quality of decision making in the performance regime to ensure the highest standards of decision making are maintained?

No. The Council understands why the national Key Performance Indicators exist and feel they already allow for the highest standards of decision-making to be maintained, however it is considered that to make changes to the KPIs before the system has had a chance to bed-in is excessive and premature.

Question 17: For quality of decision making the current threshold is 10% for major and non-major applications. We are proposing that in the future the threshold could be lowered to 5% for both. Do you agree?

No. The Council understands why the national Key Performance Indicators exist and feel they already allow for the highest standards of decision-making to be maintained, however it is considered that to lower the KPI threshold before the system has had a chance to bed-in is excessive and premature and would undermine public confidence of the checks and balances in the planning system, not improve it.

Question 18: Do you have any views on the implications of the proposals in this consultation for you, or the group or business you represent, and on anyone with a relevant protected characteristic? If so, please explain who, which groups, including those with protected characteristics, or which businesses may be impacted and how.

No.

Question 19: Is there anything that could be done to mitigate any impact identified?

n/a

Question 20: Do you have any views on the implications of these proposals for the considerations of the 5 environmental principles identified in the Environment Act 2021?

n/a

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank