



**MINUTES of  
COMMUNITY SERVICES COMMITTEE  
28 MAY 2019**

---

**PRESENT**

Chairman	Councillor Miss S White
Vice-Chairman	Councillor E L Bamford
Councillors	M F L Durham, CC, A L Hull, J V Keyes, N G F Shaughnessy, R H Siddall, Mrs J C Stilts, C Swain and Mrs M E Thompson
Ex-Officio Non- Voting Member	Councillors A S Fluker and M S Heard
Substitute Councillor	Councillor S P Nunn
In Attendance	Councillor R G Boyce MBE

**87. CHAIRMAN'S NOTICES**

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

**88. APOLOGIES FOR ABSENCE AND SUBSTITUTION**

An apology for absence was received from Councillor Nick Skeens.

In accordance with Procedure Rule 17, paragraph 9, Councillor S P Nunn attended as a substitute Councillor Nick Skeens.

**89. MINUTES OF THE LAST MEETING**

**RESOLVED** that the Minutes of the meeting of the Committee held on 2 April 2019 be approved and confirmed.

**90. DISCLOSURE OF INTEREST**

Councillor Durham declared a non-pecuniary interest as a Member of Essex County Council should there be any items on the agenda pertaining to that organisation.

## 91. PUBLIC PARTICIPATION

Ms Judy Lea, on behalf of the Maldon Society and with reference to Agenda Item 7 – Review of Performance, addressed the Committee.

*KCA – Work with local businesses and agencies to prepare for/implement projects for the Central Area Masterplan*

She queried why the above key council activity referred specifically to the Lower High Street and asked about future plans to extend the Butt Lane carpark given the additional parking space created by the sale of the Emporium.

The Director of Service Delivery, in response, advised that the Central Area Masterplan extended over a 15-year period and comprised of 18 projects in all. The Lower High Street had been prioritised on the workplan as there was a greater need to improve footfall and economic prosperity in that part of the High Street. The Masterplan, once fully delivered, would benefit the town as a whole.

With reference to the option to expand Butt Lane Carpark he advised that first and foremost the Council would determine the commercial viability of this project before taking any action. This project would be referred to the Commercial Manager to determine feasibility.

## 92. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS

The Chairman welcomed all the new Members of the Committee to the first meeting of the new municipal year, and went on to report the following good news:-

### **The Maldon Mud race 2019**

This was hugely successful, with record numbers of competitors running (300) and a huge turnout. Council Officers worked with the organiser to develop the event with a secondary race and a fantastic entertainment, food and drink offer. This encouraged more visitors to the park and increased revenue through parking income.

Organisers estimated footfall in the region of 18,000 for the event which was media covered by BBC Essex and headline sponsored by the prestigious Porsche, who kindly showcased a collection of their finest vehicles at the Promenade.

### **Splash Park**

In relation to the splash park she reported that it had been a successful Easter despite the weather not hitting the heights of the previous April / May. The Park hosted an estimated 2,500 children across the Easter period who thoroughly enjoyed themselves. It was also worth noting the positive feedback received for the recently refurbished Promenade beach huts, now very welcoming and quirky.

### **Promenade Zoo**

Other great successes at the Prom included the Promenade Zoo, feedback had been fantastic, and it was again proving to be a very good addition to the location. The

Community Engagement Team had seen the launch of schemes like ‘Junior Keepers’. This scheme had proved so popular that further dates had been added.

### **Pay by phone parking**

Currently there was only the month of April figures to work with, customers using the new RingGo system made up 9% of the income collected for car parking in Maldon. The Chairman reported that Officers anticipate this will grow considerably in the summer.

## **93. REVIEW OF PERFORMANCE 2018/19**

The Committee considered the report of the Director of Strategy Performance and Governance seeking Members’ comments on the information as set out in both the report and appendix 1.

The Director of Service Delivery took the Committee through the report noting that this report covered Quarter 4 (January-March 2019), supplied Members with details of performance against targets set for 2018-19 and demonstrated that progress was being achieved towards the corporate goals and the objectives detailed in the Corporate Plan 2015-19.

He informed Members that the Annual Performance report would be submitted to Council on 27 June 2019 and that this information was available on the Council’s Performance Management Risk System TEN, which all Members had access to.

Addressing appendix 1 to the report the Director of Service Delivery advised the Committee that those performance areas under the remit of this Committee were contained on pages 21-27 inclusive, denoted by a yellow arrow. He then took the Committee through the appendix which detailed those Key Corporate Activities (KCAs) assessed as being ‘behind schedule’ or “at risk of not being achieved”. In response to questions raised by Members he responded as follows:-

*KCA – Establish management plans with community groups re management /maintenance of open spaces at Prom Park.*

That the management plan covered management/maintenance of a range of areas from green spaces to Council buildings. The Central Hub facility will be looking at all of the central buildings within Promenade Park itself. Once the Council had a clear indication of how the Central Hub facility will operate the council will draft its new Management Plan to include all related park elements. This will replace the current management plan.

That given the recent vandalism to the glass panels at first floor level to the Lookout Point in Promenade Park, work had been undertaken on a new design to make it more secure. The proposed new design would remove the glass panels and replace them with half round timbers supported by steel braces. This would be a lot more robust without spoiling the purpose of the lookout point and the CCTV system would be replaced.

*KCA – Percentage of household waste sent for reuse, recycling and composting (including separate green waste)*

That waste was broken down into different streams and there were clear statistics for both household and green waste recycling respectively. It was noted that Maldon District Council was only responsible for monitoring statistics on doorstep collections and that Essex County Council monitored waste deposits at tips/recycling centres.

That the statistics helpfully provided a breakdown of household waste covering the aforementioned categories, making it possible to easily identify those categories behind target.

That Officers would be working on an education programme with residents to reduce the amount of household waste. A meeting had been arranged for early next month with the contractors SUEZ who have a dedicated team that work on reducing waste using a range of interventions, including home visits. All advice will also be available online.

*KCA – Work with Local Businesses and agencies to prepare for/implement projects for the Central Area Masterplan*

That the findings of the Air Quality Management Area survey would be available at the end of the year. Officers will review outcomes and report back on potential solutions to the problem.

That the Future High Streets Fund would fund a comprehensive signage system throughout the town, not just in Butt Lane Carpark.

During the discussion, where information requested was not available, the Director of Service Delivery agreed to respond directly to Members outside of the meeting, this information included:

- Details of Compliments and Complaints broken down across all services areas;
- Confirmation that a reminder was sent to the contractors regarding appropriate care being taken around replacing bins once emptied;
- Reassurance that the information on Riverside Path signage was historically correct.

In conclusion the Director of Service Delivery informed the Committee that this was the last time performance would be reported in this way. The new reporting system would operate from July 2019.

**RESOLVED** that performance against the targets set for 2018/19 be noted.

#### **94. PILOT COUNTYWIDE HANDYPERSON SERVICE**

The Committee considered the report of the Director of Service Delivery that provided Members with an overview of the Pilot Countywide Handyman Service and sought approval for funding the membership through the Better Care Fund.

The Director of Service Delivery reminded Members that whilst initially they had asked Officers to look at the development of a local scheme it would seem sensible at this time to be part of the free pilot scheme, as this may deliver the outcome desired by Members.

Officers will review and report on the project and if necessary a separate scheme could still be looked at should the countywide scheme not prove to be effective within the Maldon District.

He took the Committee through the report that highlighted a gap countywide in service provision relating to minor adaptations that impeded vulnerable people returning home from hospital without delay. The Countywide Handyperson Scheme would bridge the gap providing a service for minor works thereby reducing the additional costs on partner services. Subsequent to the meeting it was established that this scheme would cover all those adaptations below the threshold (£500) of the Disabled Facilities Grant Scheme (DFG). The scheme would include two full-time staff (including on costs) and 2 vehicles to serve those 8 authorities wishing to take part, all funded by the Better Care Fund.

Overall Members welcomed this scheme with some reservations, namely how jobs would be prioritised and how the success of the pilot would be measured. The Director of Service Delivery acknowledged that prioritisation would be key and should be addressed through the pilot experience. Performance would be determined by the number of successful completed interventions.

He advised Members that other information around start dates, etc would be circulated direct to Members outside of the meeting.

The Chairman put the recommendations to the Committee and they were agreed.

## **RESOLVED**

- (i) That Members noted the report and detailed information contained in appendix 1;
- (ii) That Members to approved membership to join the scheme for a 1-year pilot period.

## **95. APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES/PANELS**

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' consideration of appointment to the Committees / Panels as set out in the report for the ensuing municipal year and made the following proposals:

### **Brickhouse Farm Management Committee**

The Chairman proposed Councillors E L Bamford and Miss S White, this was seconded by Councillor J V Keyes.

Councillor Heard then made a counter proposal of Councillor Jeanette Stilts.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Car Parking Task and Finish Working Group**

The Chairman proposed Councillors M F L Durham, CC, A S Fluker, J V Keyes and Miss S White, this was seconded by Councillor M F L Durham, CC.

Councillor Heard put forward a second proposal of Councillor Jeanette Stilts.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Cemeteries and Crematorium Working Group**

The Chairman proposed that Councillors M F L Durham, CC, J V Keyes, Mrs M E Thompson and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Heard put forward a second proposal of Councillor Jeanette Stilts.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Events Member Task and Finish Working Group**

The Chairman proposed Councillors, E L Bamford, M F L Durham, CC, A S Fluker, R H Siddall and Miss S White, seconded by Councillor M F L Durham, CC.

Councillor Heard proposed Councillor N G F Shaughnessy.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Health Overview and Scrutiny Committee (HOSC)**

The Chairman proposed Councillors E L Bamford and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Heard proposed Councillor C Swain.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Maldon Citizens Advice Bureau Liaison Committee**

The Chairman proposed Councillors E L Bamford, A L Hull and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Head proposed Councillor N G F Shaughnessy.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Maldon District Museum Liaison Committee**

The Chairman proposed Councillors E L Bamford and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Heard proposed Councillor N Skeens.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Maldon Market Member Task and Finish Working Group**

The Chairman proposed Councillors E L Bamford, J V Keyes, Mrs M E Thompson and Miss S White, seconded by Councillor J V Keyes.

Councillor Heard proposed Councillor N G F Shaughnessy.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Places for People Liaison Committee**

The Chairman proposed Councillors E L Bamford and Miss S White with a substitute of Mrs M E Thompson, seconded by Councillor M F L Durham, CC.

Councillor Heard proposed Councillor N Skeens

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

### **Waste Member Task and Finish Working Group**

The Chairman proposed Councillors E L Bamford, M F L Durham, CC, A S Fluker and Miss S White This was seconded by Councillor J V Keyes

Councillor Heard proposed Councillor C Swain.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Councillor Heard wished it noted that he was disappointed with the decision of this Committee regarding the aforementioned item of business.

**RESOLVED** that the appointments to the following bodies be agreed for the Municipal Year 2019/20.

<b>Body</b>	<b>2019 /20 Representative(s)</b>
Brickhouse Farm Management Committee	Councillors E L Bamford and Miss S White
Car Parking Task and Finish Working Group (Minute 588 – 17/11/15)	Councillors M F L Durham CC, A S Fluker, J V Keyes and Miss S White

<b>Body</b>	<b>2019 /20 Representative(s)</b>
Cemeteries and Crematorium Working Group	Councillor M F L Durham, J V Keyes. Mrs M E Thompson and Miss S White
Events Member Task and Finish Working Group (Minute 941 – 27/03/18)	Councillors E L Bamford, M F L Durham, CC, A S Fluker, R H Siddall and Miss S White
Health Overview and Scrutiny Committee (HOSC)	Councillors E L Bamford and Miss S White
Maldon Citizens Advice Bureau Liaison Committee	Councillors E L Bamford, A L Hull and Miss S White
Maldon District Museum Liaison Committee	Councillors E L Bamford and Miss S White
Maldon Market Member Task and Finish Working Group (Minute 612 – 21/11/17)	Councillors E L Bamford, J V Keyes, Mrs M E Thompson and Miss S White
Places for People Liaison Committee	Councillors E L Bamford and Miss S White <i>Substitute: Councillor Mrs M E Thompson</i>
Waste Member Task and Finish Working Group (Minute 945 – 27/03/18)	Councillors E L Bamford, M F L Durham, CC, A S Fluker and Miss S White.

## **96. MEMORIALS IN CEMETERIES, PARKS AND OPEN SPACES POLICY**

The Committee considered the report of the Director of Service Delivery that updated Members on the Council Policy (at appendix 1) around Memorials in Cemeteries, Parks and Open Spaces.

The Director of Service Delivery introduced the report and reminded Members that the policy was being reviewed to ensure that concerns raised previously, around memorial benches specifically, were addressed in the policy. He deferred to the Countryside and Coast Manager to go through the relevant detail of the policy.

The Countryside and Coast Manager took Members through Section 3. Operation of the Policy (attached at appendix 1 to the report). This section clarified areas of responsibility; length of lease, when ownership reverted and issues around both installation and removal of benches as follows:-

- A bench was purchased for a period of five years through a formal application process;
- All bench installations were undertaken by the Council unless permission ‘is granted by written consent’;
- Memorial benches have an expected minimum life of five years and will not be maintained by the Council. After this time the bench may need to be removed. Applicants will be given the option to replace the bench with a new one at full cost, or relinquish the site;
- Memorial benches will be of a type, colour and construction specified by the Council to be in keeping with the intended location

In response to further questions he advised:-

- that it was the Council's responsibility to ensure, through appropriate monitoring, that applicants maintained the benches. Should they be damaged through vandalism the Council's in-house team would undertake the repairs.
- that the preferred material was timber, which was in keeping with most intended locations.
- that, with reference to the option to maintain plaques on a memorial wall, he would circulate the report that went to the previous Committee outlining the recommendations for memorial walls.

It was concluded that the policy covered all the pertinent areas and that the memorial bench scheme represented good value and dealt with the process sensitively

The Chairman put the recommendations to the Committee and they were agreed.

### **RESOLVED**

- (i) That Officers can re-open applications for benches within Maldon District Council Parks & Open Spaces, but only where there are 'voids' on existing bench bases or replacement benches are required. No new locations are to be permitted prior to review of demand & supply proposed for April 2022.
- (ii) That Members confirm that the existing Memorials in Cemeteries, Parks and Open Spaces Policy meets the needs of our residents.

### **97. VERBAL UPDATE ON THE ROUNDABOUT SPONSORSHIP SCHEME**

The Director of Service Delivery asked the Countryside and Coast Manager to update Members on recent discussions regarding the Roundabout Sponsorship Scheme

The Countryside and Coast Manager advised that the outcome from meetings with the Head of Commissioning for Public Realm and Essex Highways had been positive. It had been confirmed that all reasonable costs can be extracted from the payments for roundabout sponsorship prior to the Council passing on a percentage to the County Council. This was in accordance with the scheme criteria.

In response to a question about separate sponsorship for a particular roundabout he said he would check with the County Council as those that came within the ownership of Maldon District Council (MDC) were clearly defined as the responsibility of MDC.

### **98. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN DECIDES ARE URGENT**

There being no further items of business the Chairman closed the meeting at 8.38 pm.

MISS S WHITE  
CHAIRMAN

This page is intentionally left blank