



**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
12 JUNE 2025**

PRESENT

Chairperson	Councillor J Driver
Vice-Chairperson	Councillor J C Stilts
Councillors	J R Burrell-Cook, M F L Durham, CC, A Fittock, R H Siddall, P L Spenceley, M E Thompson and W Stamp, CC (Substitute for K M H Lagan)

75. CHAIRPERSON'S NOTICES

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

76. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors K M H Lagan and A M Lay.

In accordance with notice duly given, Councillor W Stamp CC was attending as a substitute for Councillor Lagan.

77. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 13 March 2025 be approved and confirmed.

78. DISCLOSURE OF INTEREST

There were none.

79. PUBLIC PARTICIPATION

No requests had been received.

80. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND WORKING GROUPS

The Committee considered the report of the Chief Executive to appoint to Outside Bodies and Working Groups of the Strategy and Resources Committee for the ensuing municipal year.

The Chairperson called for nominations to the Outside Bodies and Working Groups detailed.

Councillor R H Siddall proposed that the number of Members on the Waste Contract Working Group be increased from four to six. This was duly agreed.

Following a brief discussion and receipt of nominations the following was agreed.

RESOLVED

- (i) That the Committee appoints representatives to the Outside Bodies as listed below, for the ensuing Municipal Year;

Outside Body	2025 / 26 Representatives
Maldon Citizens Advice Bureau Liaison	Councillors A Fittock, P L Spenceley and M E Thompson
Maldon Museum in the Park Liaison Committee	Councillors K M H Lagan and A M Lay

- (ii) That Membership of the Waste Contract Working Group be increased to six Members;

- (ii) That the Committee appoints representatives to the Working Group as listed below, for the ensuing Municipal Year;

Working Groups	2025 / 26 Representatives
Car Park Fees Annual Review Group	Councillors J R Burrell-Cook, J Driver, M F L Durham CC and A Fittock <i>Plus Leader and Deputy Leader of the Council as the Council's representatives on the South Essex Parking Partnership</i>
Hythe Quay Desilting Task and Finish Working Group NEW	Councillors J R Burrell-Cook, K M H Lagan, A M Lay, P L Spenceley, J C Stilts and M E Thompson
Waste Contract Member Working Group <i>Membership increased from four to six Members</i>	Councillors J Driver, M F L Durham CC, K M H Lagan, R H Siddall, P L Spenceley and J C Stilts

81. CHANGE TO THE ORDER OF BUSINESS

At this point, Councillor W Stamp proposed that the order of business be amended with Agenda Item 9 – Transfer of Foundry Lane Car Park Burnham-on-Crouch being considered prior to Agenda Item 7 – Car Parking Strategy. This proposal was duly seconded and upon a vote being taken was agreed.

82. TRANSFER OF FOUNDRY LANE CAR PARK BURNHAM-ON-CROUCH

The Committee considered the report of the Lead Legal Specialist seeking Members' consideration to transfer the car park at Foundry Lane, Burnham-on-Crouch to Burnham-on-Crouch Town Council (the Town Council).

The report advised that the Council had been approached by the Town Council to transfer ownership of the car park at Foundry Lane, as set out in the plan at Appendix 1 to the report. It was noted that the Town Council had committed to keep the car park free of charge to the public. The report outlined current land ownership / use, the financial and legal position. It was noted that the Council had a responsibility to maintain the car park but received no income from it and there were no commercial options which would suggest a future income.

Transferring the car park to the Town Council would promote the economic and social wellbeing of the area by allowing free car parking to continue, encouraging the use of local shops and facilities, as well as ensuring ease of access to the medical facilities adjacent to the site.

During the debate that ensued some concerns were raised including how any future charges to the GP Surgery would impact on the car park, Value for Money in respect of the proposed transfer of the asset and ongoing maintenance costs. In response the Lead Specialist – Legal provided the Committee with further guidance, noting that the Council was limited regarding what restrictions it could apply and would be enforceable.

In response to a comment regarding Local Government Reorganisation, the Chief Executive highlighted that no decisions had taken place and therefore the decision to transfer this asset should not be influenced by that.

Councillor W Stamp provided some detailed background information regarding the work done by the Town Council in relation to the GP surgery along with work carried out to assets previously transferred by the District Council to the Town Council. She highlighted the importance of having a free car park for the medical facility in Burnham-on-Crouch.

Councillor J C Stilts proposed that the recommendations set out in the report be agreed. This was duly seconded and upon a vote being taken agreed.

RESOLVED

- (i) That the Committee agrees for the Council to transfer Foundry Lane Car Park, Burnham-on-Crouch to Burnham-on-Crouch Town Council for consideration of £1;
- (ii) That a restriction is placed on the land to ensure that any future use is only for car parking to ensure that no commercial development of the land can take place.

83. CAR PARKING STRATEGY

The Committee considered the report of the Deputy Chief Executive outlining work undertaken by the Car Park Task and Finish Working Group (CPWG) and seeking Members' approval of the Car Park Strategy (the Strategy), attached as Appendix 1 to the report.

The report provided background information regarding development of the Strategy which recognised the challenge faced in identifying parking solutions for the District whilst aligning with and support the Council's Future Transport Strategy, carbon neutral aspirations and supporting the Corporate Plan 2025 – 2028. The Strategy set out five themes and priorities within these along with identifying short and longer term improvements / goals. Members were advised that during development of the Strategy

the Council had been working towards and achieved the British Parking Association Safer Parking Scheme Award 'Park Mark' and Accessible Parking Scheme Accreditation 'Park Access'.

The Assistant Director – Customer Services and Operations presented the report and advised that the Strategy would be updated following the earlier decision to transfer the Foundry Lane Car Park to Burnham-on-Crouch Town Council.

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

During the discussion that followed, the importance of clear communication was highlighted and in response to some questions raised the Assistant Director provided the following information:

- As part of the Strategy Officers would look at how it aligned with businesses including ways to encourage people to stay longer in the District, this could be through initiatives such as the proposed free Wi-Fi at Promenade Park and promoting activities from outside of the town centre.
- The Action Plan from the Strategy would be reported back to the Strategy and Resources Committee later this year and monitored through the Performance, Governance and Audit Committee.
- When replacing car parking machines in the future, the Council would consider new technology and other options to make payment simpler for residents.

The following minor amendments to the Strategy were highlighted by Members and Officers agreed to make changes, as appropriate:

- Reference to 'identify parking solutions' on page 36 of the meeting pack should read "...identify parking solution which *meet* demand..."
- The second sentence on page 37 of the meeting pack should be reworded to make it clearer.

In response to a comment regarding having a two-storey car park, the Chairperson advised that this had been noted. He then moved the recommendations as set out in the report, subject to the minor amendments referred to above. This was duly seconded and agreed.

RESOLVED that the Car Park Strategy (attached as Appendix 1 to the report), be approved subject to the minor amendments detailed above.

84. ANIMAL WELFARE LICENSING POLICY

The Committee considered the report of the Deputy Chief Executive seeking approval and introduction of an Animal Welfare Licensing Policy (the Policy), attached as Appendix A to the report, to provide clear guidance on the processes, steps and controls that would be considered when licensing relevant animal activity.

The report provided background information regarding the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and how it was good practice for the Council to develop a local policy which outlined how it would implement its responsibilities under this legislation, as well as outlining specific information pertaining to the Animal Welfare Act 2006, Dangerous Wild Animals Act 1976 and Zoo Licensing Act 1981. The Policy would enable the Council to provide clear and consistent guidelines to licence holders.

The Head of Environmental Health, Waste and Climate Action presented the report and highlighted the areas covered by the two Acts referred to within the report. In response to a question, she advised that stray dogs were not part of this Policy as they were covered by separate legislation. The Council's Technical Officer who acted as the Council's lead Animal Welfare Officer, explained that rescue centres were not licensable activities, although there was a current Petition in relation to changing this which was currently awaiting Government response.

During the further debate reference was made to the application process under the Animal Welfare Act and in response the Officer advised that the Council followed a procedure in respect of this and further detail could be provided to Members.

It was noted that a new Animal Officer had started with the Council and although activities such as stray dogs and dog attacks were not covered by the Acts mentioned in the report, these areas were covered by the Team.

The Chairperson then put the recommendation set out in this report. This was duly seconded and agreed.

RESOLVED that the Animal Licensing Policy (attached as Appendix A to the report), be adopted and published.

85. PROMENADE PARK MANAGEMENT PLAN

The Committee considered the report of the Deputy Chief Executive seeking Members' approval of the Promenade Park Management Plan (the Management Plan) attached at Appendix 1 to the report and the investment Plan, at Appendix 2.

Members were advised that the Council had developed a Management Plan for Promenade Park, taking feedback from the public and visitors, with the key aim to set out the Council's vision for the park and outline how Promenade Park would be maintained and managed in the short- to medium-term. The report highlighted the work undertaken to develop the Management Plan and the planned annual review.

During the Officer presentation of the report, thanks were given to Stephen Nunn for his assistance and contribution to the Plan.

The Chairperson advised that the figures referred to in recommendation (ii) of the report were incorrect and should refer to a one-off revenue cost of £144,000, £8,500 ongoing revenue and £1,136,00 capital. He then moved the recommendations as set out in the report, subject to the above amendment. This was duly seconded.

During the debate that followed, the following additional information was provided by the Assistant Director - Customer Services and Operations and Commercial Manager:

- Splash Park – Places Leisure had some initiatives they would be bringing forward to work towards making the Splash Park carbon neutral. Utilities were now the responsibility of Place Leisure. Consumption meters were in place to help identify costs.
- Signage around the Park would be reviewed including the signage throughout the town and at the Hythe Quay.
- The additional Community Engagement resources would support a number of areas including, future investment in the Promenade Park and anti-social behaviour at the Prom. The Assistant Director explained that although the resources were predominately for the Prom, if Members were minded to

approve the new Protection Order for Dog Fouling and Dog Control this would cover the whole of the District, including Burnham-on-Crouch.

- In respect of the proposed memorial stones, Members were advised that there was a business case that sat behind the Plan. There would be a time limit that someone could have a stone for, although the details of this had yet to be agreed.
- Concerns regarding Elm Farm Park were raised along with whether a management plan would be put in place for Riverside Park in Burnham-on-Crouch. The Assistant Director advised that Officers would be looking at these areas.

The Chairperson moved the recommendations, and these were duly agreed.

RESOLVED

- (i) That the Promenade Park Management Plan at Appendix 1 to the report be approved;
- (ii) That the Projects and Funding to deliver the projects from the Promenade Park Management Plan at Appendix 2 and summarised at paragraph 4.4 of the report, be approved of £144,000 one off Revenue, £8,500 ongoing revenue and £1,136,000 capital;
- (iii) That the longer-term projects be noted, with further detailed reports coming forward to this Committee for consideration.

86. STRATEGIC ASSETS WORKING GROUP BUSINESS CASES

The Committee considered the report of the Deputy Chief Executive presenting a business case for 'Promenade Park Museum and Visitors Centre' developed on request from the Strategic Assets Working Group (SAWG). The business case was attached at Appendix 1 to the report.

It was noted that the SAWG had requested a number of business cases for investment and development projects across the Council's estate and the report provided background information to one of these projects. The Council's Management Plan for Promenade Park had recently been developed and considered by this Committee at an earlier point in this meeting.

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

There was some discussion on the proposed business case and in response to questions the Commercial Manager advised:

- The Equality Impact Assessment had not taken place but would be a key consideration should the project progress.
- Nine difference designs had been identified. The Council would work with key stakeholders and this information would be brought back to the Committee prior to undertaking any wider public engagement.
- Informal discussions had taken place with colleagues within Planning and no immediate concerns had been flagged.

The Chairperson moved the recommendation, and this was duly agreed.

RESOLVED that the business case for Promenade Park Museum and Visitors Centre (the project) (attached as Appendix 1 to the report) was considered and £48,000 funding agreed to progress the project through a concept design and stakeholder engagement stage.

87. PROVISIONAL FINANCIAL OUTTURN 2024 / 25

The Committee considered the report of the Chief Finance Officer providing details of the revenue and capital budgets Provisional Outturn position for the year ended 31 March 2025. Movements in relation to the Council's General Fund and Earmarked Reserves and requests to carry forward Revenue / Capital Commitments into 2025 / 26 were also detailed.

It was noted that the draft Statement of Accounts was published on 30 May 2025 and therefore the figures detailed in the outturn report were subject to audit.

The report provided detailed information regarding:

- 2024 / 25 Final Budget including approved amendments.
- 2024 / 25 Provisional Outturn – The report detailed budget variances and Appendices 1 and 2 provided a detailed analysis of the variances attributed to the underspend. Those underspends carried forward into the next financial year to fund expenditure commitments were set out in Appendix 2.
- General Fund Balance - It was reported that this would remain above the minimum recommended level of £2.6m.
- Earmarked Reserves - Appendix 3 to the report provided a breakdown of Earmarked Reserves and it was noted that there had been a net increase of £1.637m from 1 April 2024.
- 2024 / 25 Provisional Capital Outturn – The Capital Programme outturn with requested carry forwards was set out in Appendix 4 to the report, along with reasons for any slippage during 2024 / 25.

The Chairperson moved that reference in recommendation (i)(c) to '...the Reserves detailed in (c) above' should be amended to read '...(b) above' as the Reserves referred to were detailed in recommendation (i)(b). He then put the recommendations as set out in the report, subject to his amendment. This was duly seconded.

Councillor R H Siddall proposed that recommendation (i) (c) be amended to include the Leader of the Council. This was duly seconded.

There was some discussion regarding keeping Members informed and use of Working Groups. The Chief Executive confirmed that once the resource was allocated engagement with Members would take place regardless, however he was happy to take a steer from Members' if they felt a Working Group / the Leaders' Group should be included. The Chief Finance Officer advised that the Finance Working Group would be involved and receive a regular update, however meetings of this Working Group had yet to be scheduled.

The Chief Finance Officer provided some additional information in response to comments made during the date, this included:

- How it was important for Officers to understand the 2024 / 25 performance, identify any appropriate learning and apply these to the 2025 / 26 budget

process. A report would be brought back to a future meeting of the of the Committee detailing any changes required to the current year's budget.

- In respect of car parks, Members were advised that revenue from car parks should be referred to as residual surplus to the process of managing traffic and the Officer highlighted the operation issues and technical restrictions related to car parking revenue.
- The feasibility study for cemeteries related to the reduced capacity in some of the Council's cemeteries and acquiring additional land to extend the current cemetery. The Assistant Director – Customer Services and Operations advised of an associated planning application which had resulted in the feasibility study being paused. She noted that the Council would need to acquire some additional land in the future because of the reduced level of capacity in at least one of its cemeteries.

The Chairperson moved the recommendations set out in the report, subject to the amendment to (i) (c) as he had advised earlier.

Councillor Siddall proposed that recommendation (i) (c) be amended to include the Leader of the Council. This amendment was duly seconded and agreed.

The Chairperson put the revised recommendations, and these were duly agreed.

RESOLVED

- (i) That:
 - (a) the Provisional Outturn position for the 2024 / 25 revenue budget as detailed at Appendix 1 to the report be noted along with reasons for significant variances;
 - (b) the £853k surplus be transferred to Local Government Reorganisation (LGR) (£500k) and Transformation (£353k) Reserves;
 - (c) the Chief Executive be granted delegated authority in consultation with the Chairperson of this Committee and Leader of the Council to apply funds from the Reserves detailed in (b) above, with any such decisions then being openly communicated to the Strategy and Resources Committee (S&R) through routine reporting at the earliest opportunity.
- (ii) That the revenue commitments detailed in Appendix 2 to the report be approved to be brought forward into 2025 / 26;
- (iii) That the movements in earmarked reserves in Appendix 3 to the report be approved;
- (iv) That the Provisional Outturn position for the 2024 / 25 capital budget in Appendix 4 to the report be noted and the proposed capital commitments be approved to be brought forward into 2025 / 26;
- (v) That the requests for 2025 / 26 capital and revenue budgets be updated with proposed amendments in Appendix 5 to the report, to be funded via various sources of fund.

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

There were none.

89. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following 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.

90. BUDGET GROWTH REQUEST

The Committee considered the report of the Deputy Chief Executive seeking approval of a budget to fund a full-time role to support the delivery of a service.

The report provided background information regarding the service and the reason behind a reduction in resources as part of the 2023 / 24 budget savings programme. The current position and why it was not possible to deliver the service without additional resources was also set out in the report.

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

In response to comments raised regarding the report the Deputy Chief Executive provided further detail regarding the budget growth request being brought forward and how it would assist in meeting service standards. The Chief Executive referred to the ongoing work to improve structure and discipline with the Council's budget, highlighting the importance to ensure resources were used to the best of their ability.

The Chairperson put the recommendations which were duly agreed.

RESOLVED

- (i) That the contents of the report be noted.

RECOMMENDED

- (ii) That a budget of £43,100 to enable recruitment of a full-time post as set out in the report.

91. PROJECT PROPOSAL AND FUNDING REQUEST

The Deputy Chief Executive informed the Committee that he was withdrawing this report and provided reasons behind this decision. The Chairperson advised that therefore this report would not be considered by the Committee.

92. PRINCES ROAD - REPLACEMENT FIRE AND BUILDING SECURITY SYSTEMS

The Committee considered the report of the Deputy Chief Executive seeking Members' approval to drawdown funds to replace fire and building security systems.

The report provided background information following consideration of a report in March 2025 by this Committee to replace fire and security systems at Princes Road. The Committee had made a number of recommendations to the Council; however, it was noted that when considered by the Council they were not agreed. Further detailed information in respect of each of the systems was set out in the report.

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

During the discussion that ensued, it was noted that there had been a member presentation on this matter and the Chairperson advised that the presentation slides had been circulated to all Members.

Councillor R H Siddall proposed that in addition to the recommendations set out in the report, as the projects move forward and progressed that they were reported back to the Strategic Assets Working Group. This proposal was duly seconded.

Following further discussion, the Chairperson put the recommendations along with the amendment as proposed by Councillor Siddall. Upon a vote being taken this was duly agreed. Councillor W Stamp asked that her vote against the recommendations be recorded.

RECOMMENDED

- (i) that the drawdown from Council Reserves of the sum of £83,000 to proceed with replacement of the Princes Road Building Access System to deliver the scoped requirements and mitigate the identified risks illustrated in Section 4 of the report be approved;
- (ii) that the draw down from Council Reserves of the sum of £70,000 to proceed with replacement of the Princes Road Intruder Alarm System to deliver the scoped requirements and mitigate the identified risks illustrated in Section 5 of the report be approved;
- (iii) that the draw down from Council Reserves of the sum of £77,000 to proceed with replacement of the Princes Road Fire System to deliver the scoped requirements and mitigate the identified risks illustrated in Section 6 of the report be approved;
- (iv) that the draw down from Council Reserves of the sum of £70,000 to proceed with replacement of the Princes Road CCTV to deliver the scoped requirements and mitigate the identified risks illustrated in Section 7 of the report be approved;
- (v) that progress on the projects be reported back to the Strategic Assets Working Group.

There being no other items of business the Chairperson closed the meeting at 10.02 pm.

J DRIVER
CHAIRPERSON