



**MINUTES of  
COMMUNITY SERVICES COMMITTEE  
23 MAY 2017**

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**PRESENT**

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor A T Cain
Councillors	E L Bamford, H M Bass, Mrs H E Elliott, R Pratt, CC, Mrs N G F Shaughness and Miss S White
Ex-Officio Non-Voting Members	Councillors B S Beale MBE, M F L Durham CC, and A S Fluker
Substitute Members	Councillor Miss M R Lewis

**77. CHAIRMAN'S NOTICES**

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

**78. APOLOGY FOR ABSENCE AND SUBSTITUTION NOTICE**

An apology for absence was received from Councillor Mrs B D Harker. In accordance with notice duly given Councillor Miss M R Lewis was substituting for Councillor Mrs Harker.

**79. MINUTES OF THE LAST MEETING**

**RESOLVED** that the Minutes of the meeting of the Committee held on 11 April 2017 be approved and confirmed.

**80. DISCLOSURE OF INTEREST**

Councillor A S Fluker declared in the interest of openness and transparency that he was a Maldon Harbour Commissioner and was acquainted with the directors and owners of Landbreach Ltd, Caterelles Ltd and Topsail Charters Ltd.

**81. PUBLIC PARTICIPATION**

There was none.

## **82. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS**

The Chairman advised the Committee that he had no items to share under this Agenda Item.

The Director of Customers and Community read out a statement with regards to the travellers on the Elms Farm Park.

A minute's silence was held in respect of those hurt or killed in the attack in Manchester the previous night.

The Chairman advised that for future meetings he would be rewording this agenda item to Chairman's Announcements.

The Chairman said that he proposed to swap items 7 (Schools 3PR Topic Update) and 8 (Advice Services Contract Update) on the agenda as there were members of the public present who were interested in item 8.

## **83. ADVICE SERVICES CONTRACT UPDATE**

The Committee considered the report of the Director of Customers and Community on an update of the Advice Services Contract after year one of the three year contract.

The committee received a presentation from Martin Sayer and Peter Dollery of Maldon Citizen Advice (MCA) highlighting a number of successes achieved by the MCA. These included a significant increase in opening hours to the public, large increases in the numbers of residents receiving help from MCA, and a reduction in the proportion of MDC funding, which has reduced to 54% compared to over 90%

There was some discussion around the feedback that MCA receive from their clients, whether any extra external funding could be acquired through national profit generating organisations. The Committee were advised that British Gas did contribute £20,000 towards a project this help older residents stay warm during the winter.

It was requested that at future updates of the Advice Services Contract that the committee are presented with relevant accounts at that time.

**RESOLVED** that the report be noted.

## **84. SCHOOLS 3PR TOPIC UPDATE**

The Committee received a presentation from Nick Binder of South Essex Parking Partnership.

The Members commended the scheme and the Officer's hard work in getting it up and running and reiterated that schemes like this needed the support of the Council.

## 85. CUSTOMERS AND COMMUNITIES DIRECTORATE

The Committee received a presentation from the Director of Customers and Community on the organisational structure of the directorate.

## 86. LEVEL ONE BUSINESS PLAN 2017 / 18 - DIRECTORATE OF CUSTOMERS AND COMMUNITY

The Committee considered the report of the Director of Customers and Community.

**RESOLVED** that the part of the Business Plan for the Directorate of Customers and Community for 2017 / 18 be agreed.

## 87. APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES / PANELS

The Chairman read through the list of committees /panels in the report with Members confirming their interest to sit on a panel or remain on a panel.

Body	Current Representative(s)	2017 / 18 Representative
The Affordable Housing Delivery Board and Housing Services Board (Moat)	Councillors B S Beale MBE, Mrs B D Harker, R Pratt and N R Pudney  <i>Substitute: Not appointed</i>	Councillors B S Beale MBE, Mrs H E Elliott, Mrs B D Harker and R Pratt CC  <i>Substitute: Councillor R G Boyce MBE</i>
Brickhouse Farm Management Committee	Councillors A T Cain and Mrs B D Harker	Councillors A T Cain and Mrs B D Harker
Car Parking Task and Finish Working Group (Minute 588 – 17/11/15)	Councillors A T Cain, I E Dobson, M F L Durham, Mrs B D Harker, R Pratt and N R Pudney	Councillors M F L Durham CC, Mrs B D Harker and R Pratt, CC
Cemeteries Working Group	Councillor M F L Durham, R Pratt and N R Pudney	Councillor M F L Durham, Mrs H E Elliott and R Pratt, CC
Economic Prosperity and Tourism Working Group (Minute 974 -08/04/14)	Councillors M F L Durham, Mrs B D Harker, R Pratt and Miss S White  (plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)	Councillors M F L Durham CC, Mrs H E Elliott, Mrs B D Harker and Miss S White  (plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)

<b>Body</b>	<b>Current Representative(s)</b>	<b>2017 / 18 Representative</b>
Health and Wellbeing Partnership Group  (01/09/15)	Chairman and Vice-Chairman of the Community Services Committee  <i>Substitute: Leader of the Council</i>	Chairman and Vice-Chairman of the Community Services Committee  <i>Substitute: Leader of the Council</i>
Leisure Contract Task and Finish Group  (22/11/11 – Minute 481 refers)	Councillors M F L Durham, Miss M R Lewis and R Pratt  (plus representatives from the Finance & Corporate Services Committee)	Group Finished
Maldon Citizens Advice Bureau Liaison Committee	Councillors I E Dobson, R Pratt and one vacancy	Councillors R Pratt CC and <i>two vacancies</i>
Maldon District Museum Liaison Committee	Councillors M S Heard and Miss M R Lewis	Councillors E L Bamford and Mrs H E Elliott
Maldon and Blackwater Estuary Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Councillors E L Bamford and P G L Elliott</i>	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Not appointed</i>
Parish Clerk's Forum	Chairman of the Community Services Committee  <i>Substitute: Vice-Chairman of the Community Services Committee</i>	Chairman of the Community Services Committee  <i>Substitute: Vice-Chairman of the Community Services Committee</i>
Places for People Liaison Committee	Councillors M F L Durham and R Pratt  <i>Substitute: Councillor Mrs B D Harker</i>	Councillors M F L Durham, CC and R Pratt, CC  <i>Substitute: Councillor Mrs B D Harker</i>
River Crouch Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Councillors E L Bamford and P G L Elliott</i>	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Not appointed</i>

Body	Current Representative(s)	2017 / 18 Representative
Strengthening Community Member Task and Finish Working Group (Minute 710 -17/12/15)	Councillors M F L Durham and R Pratt  (plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)  Councillor R Pratt (as Chairman of the Community Services Committee)	Councillors E L Bamford and R Pratt, CC  <i>(plus representatives from the Finance &amp; Corporate Services and Planning &amp; Licensing Committees)</i>  Councillor R Pratt (as Chairman of the Community Services Committee)
Waste Contract Member Task and Finish Working Group  (14/04/14 – Minute 982 and 15/04/14 – Minute 1003 refer)	Councillor Mrs B D Harker (as Vice-Chairman of the Community Services Committee)  Councillors M F L Durham and Miss M R Lewis  (plus representatives from the Finance and Corporate Services Committee)	Group disbanded

**RESOLVED** that Members are appointed as representatives to the bodies as detailed above, for the ensuing municipal year.

## 88. MEMORIALS IN COUNCIL OWNED OPEN SPACES

The Committee considered the report of the Director of Customers and Community to propose a policy for the control and installation of memorials and commemorations in all Council owned Open Spaces including Cemeteries.

Councillor E L Bamford made a proposition to not adopt this policy, without the discussion of the Committee on the changes she had previously sent to the Officer. Councillor A T Cain duly seconded this proposition.

A discussion followed as to whether the Committee wanted to adopt this policy, and whether or not they felt some of the Officer's suggestions for installations were viable.

The Director of Customers and Community suggested new wording for the recommendation (iii):

“Including criteria and conditions for implementing proposals”.

In response to the Chairman's request, Councillor E L Bamford declined to withdraw her proposal in the event of the Committee being minded to agree the Director's suggested new wording.

A vote was taken on the proposition in the name of Councillor Bamford and this was not agreed.

A vote was then taken on the report recommendations with the new wording included from the Director and this was agreed.

## **RECOMMENDED**

- (i) that the draft Policy proposed (**APPENDIX 1**), including details of Memorial Benches, Trees, Plaques, Fixed Memorials, Memorabilia / tributes, and income considerations, be reviewed and approved to allow Officers and the Public clear guidance regarding Memorials in Council owned open spaces;
- (ii) that the Director of Customers and Community be authorised to prepare a further report outlining the need and suggested process required to challenge the occurrence of memorial tributes clearly outside of policies;
- (iii) that the Director of Customers and Community be authorised to investigate alternative / non-traditional options for memorial / legacy projects, and specifically in relation to the creation of an ongoing fund or foundation to support capital and revenue projects within the Council's Open Spaces, and prepare an options paper for a future meeting of this Committee, including criteria and conditions for implementing proposals.

## **89. MARKETS UPDATE**

The Committee considered the report of the Director of Customers and Community to update Members on the current arrangements for Markets within the District and to set out a proposal that deals with future market provisions.

It was brought to the attention of the Committee and the Officers that there had been complaints with regards to the music being played by a stall owner at the Burnham-on-Crouch market. The Officer advised that this was being looked into by the Environmental Services Team

Some discussion followed with regards to the income made by the Council from the Maldon market against what could potentially be made as used parking spaces.

The Director advised the Committee that the Council could accommodate more stall holders but that the problem is attracting them to a market in a car park at the back of the high street.

The Director then suggested a change of wording to recommendation (ii), which was agreed.

“That the Committee requests officers extend the existing arrangements for three months for a Maldon Market on a Thursday and a Saturday Market of three stalls and report back on the future viability of the provision.”

## **RESOLVED**

- i) that the Committee notes the update on Market provision;

- ii) That the Committee requests officers extend the existing arrangements for three months for a Maldon Market on a Thursday and a Saturday Market of three stalls and report back on the future viability of the provision.
- iii) that the Committee requests Officers tender for a two year contract for a Burnham-on-Crouch Market on a Tuesday;
- iv) that subject to (ii) above, Planning Permission is sought for the Maldon Market for the next two years in the Butt Lane Car Park on a Thursday and Saturday as detailed in the report;
- v) that subject to (iii) above, Planning Permission is sought for the Burnham-on-Crouch Market for the next two years in the High Street on a Tuesday as detailed in this report.

## **90. MALDON HEALTH HUB PROJECT**

The Committee received the report of the Chief Executive updating the Committee on the progress of the Maldon Health Hub Project.

**RESOLVED** that the contents of the report are noted.

## **91. PERMIT FOR SCHOOL PARENTS PARKING**

Further to Minute No. 1182 of the last meeting, the Committee received and noted a report on the following decision of the Finance and Corporate Services Committee at its meeting on 26 April 2017:

- (i) that the Finance and Corporate Services Committee support, in principle, a parking permit for parents of children attending Maldon schools;
- (ii) that the Director of Customers and Community be requested to work up the proposal for a parking permit for parents of children attending Maldon schools in consultation with Members of the Community Services Committee and this be brought forward to the July meeting of the Council for consideration.
- (iii) that the current informal arrangements for free use of the Council's car parks by parents to drop off and pick up school children be extended to end of July 2017.

There were some concerns raised over the above decision and Councillor B S Beale raised a point of order on the consideration of this matter. The Chairman ruled that it was appropriate for the Committee to receive this report.

## **92. ANY OTHER ITEMS OF URGENT BUSINESS**

Councillor A T Cain requested that when the Carnival report comes forward to this Committee that the trustees are invited to attend.

### **93. 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

### **94. WATERFRONT LEASES, MALDON**

The Committee received the report of the Director of Customers and Community, to seek extensions to several waterfront leases at Hythe Quay, Maldon, in preparation for the emerging Maldon and Heybridge Central Area Master Plan and Historic Waterfront Revival Projects. A map showing the location of the Kiosks was attached as Appendix 1 to the report.

#### **RESOLVED**

- (i) That the decisions taken by the Planning & Licensing and Finance & Corporate Services Committees in relation to various waterfront leases taken are noted;
- (ii) That the leases for Kiosk 1 and the Seafood Kiosk, as shown on the map at Appendix 1 to the report, are extended until December 2022 with an additional break clause inserted at year three, to be dealt with by Director of Resources under delegated powers.

There being no further items of business the Chairman closed the meeting at 9.45 pm

R G BOYCE MBE  
CHAIRMAN