



**MINUTES of  
COMMUNITY SERVICES COMMITTEE  
27 MARCH 2018**

---

**PRESENT**

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor A T Cain
Councillors	E L Bamford, H M Bass, Mrs B D Harker and Mrs N G F Shaughnessy
Substitute Members	Councillors M F L Durham, A S Fluker and S J Savage

**936. CHAIRMAN'S NOTICES**

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

**937. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE**

Councillors Miss A M Beale, Mrs H E Elliott, R Pratt and Miss S White.

In accordance with notice duly given it was noted that Councillor M F L Durham was attending as a substitute for Councillor Pratt, Councillor A S Fluker as a substitute for Councillor Miss Beale and Councillor S J Savage as a substitute for Councillor Mrs Elliott.

It was noted that Councillor H M Bass had sent apologies as he would be arriving late due to attending a parish council meeting.

**938. MINUTES OF THE LAST MEETING**

**RESOLVED**

- (i) that the Minutes of the meeting of the Committee held on 16 January 2018 be received.

It was noted that under the list of those present Councillor Miss M R Lewis should be detailed as a substitute and not an ex-officio non-voting Member.

**RESOLVED**

- (ii) that subject to the above amendment, the Minutes of the Community Services Committee held on 16 January 2018 be confirmed

### **939. DISCLOSURE OF INTEREST**

Councillor M F L Durham declared an interest as an Essex County Councillor and any item pertaining to that Authority.

### **940. PUBLIC PARTICIPATION**

In accordance with the Council's public participation scheme Mrs Judy Lea addressed the Committee in relation to Agenda Item 7 – Level One Business Plan 2018 / 19 – Customers and Community Directorate.

### **941. CHAIRMAN'S ANNOUNCEMENTS**

The Committee received a presentation from the Group Manager (Leisure, Countryside and Tourism) which provided an update on a number of capital projects. Officers were congratulated on these projects.

The Chairman referred to the start of the Tourism season and sought Members agreement to form an events working group of this Committee. In response to a question the Chairman clarified that this Working Group would look at what events could be held at the Promenade or Riverside Parks. Following a discussion this was agreed. The Director of Customers and Community advised of the need to quickly organise a first meeting of this Working Group but that it would be formalised at the Statutory Annual meeting of the Council.

**RESOLVED** that an Events Working Group of this Committee be established with the following Members:

- Councillor E L Bamford
- Councillor R G Boyce
- Councillor A S Fluker
- Councillor Mrs B D Harker
- Councillor Mrs N G F Shaughnessy

Councillor H M Bass joined the meeting during this item of business.

### **942. LEVEL ONE BUSINESS PLAN 2018 / 19 - CUSTOMERS AND COMMUNITY DIRECTORATE**

The Committee considered the report of the Director of Customers and Community seeking Members' approval of the Level One Business Plan 2018 / 19 for the Customers and Community Directorate, attached at Appendix 1 to the report.

The report reminded Members of the existing Corporate Plan for the period 2015 – 2019 which set the vision and corporate goals that the Council agreed to focus on over the four year period along with a suite of high level outcomes associated with each goal.

The Level One Business Plan provided the priorities and targets within the Customers and Community Directorate for the next 12 months.

The Director of Customers and Community drew Members' attention to the following amendments to the Business Plan:

- Under section 1.1 the first heading of the table should read 'Key Corporate Activity'.
- The Key Corporate Activity 'Work with local businesses and agencies to prepare for / implement projects for the following Central Area Masterplan site' should be located under the 'Creating opportunities for economic growth and prosperity' heading.

Members discussed the business plan and in response to a number of questions the following information was provided:

- Views from Members of the Council would be welcomed as part of the customer survey being undertaken regarding Butt Lane Car Park.
- Projects crossing Directorate i.e. whole Council projects would see particular elements of the project appearing on the relevant directorates business plan.
- A team of Officers from across the Council were working on projects relating to the Central Area Master Plan.
- Heybridge Creek – A community payback scheme had commenced a tidy up of the creek last week and as a long term solution the Creek was included in the Housing Infrastructure Fund bid.
- It was clarified that Housing came under the Director of Planning and Regulatory Services and would therefore be reported to the Planning and Licensing Committee.
- A Riverside Park, Burnham-on-Crouch management plan was being drafted and would be brought back to a future meeting of the Committee. A management plan for Southminster would also follow in the near future.
- In response to a query regarding the data used by the Council to identify occupancy rates, Members were advised that of work underway by the Council to provide additional data records.
- A replacement of street lights with LED lights was in progress and areas were replaced in batches. It was noted that details of the identified savings had been reported to the Finance and Corporate Services Committee as part of the approval process for the Capital Project.

During the discussion, Councillor A S Fluker declared an interest in this item of business as a Harbour Commissioner. Councillor S J Savage declared an interest as he sat on the Planning and Licensing Committee and the Blackwater Task Group. Councillor H M Bass clarified that he also sat on the Blackwater Task and Finish Working Group but did not feel that there was an interest to declare.

**RESOLVED** that the Level One Business Plan 2018 / 19 for the Customers and Community Directorate be agreed.

#### **943. ESSEX POLICE FUNDING CONSULTATION**

The Committee considered the report of the Director of Customers and Community making Members aware of the local consultation undertaken by Essex Police in relation to the use of additional funding arising from the increase in the policing precept for Essex and seeking consideration of the response from the Council.

It was noted that the Council had responded to the consultation in order to meet the deadline of 13 February 2018 and this response was detailed within the report.

The Chairman advised that this report had become redundant and reported that following the consultation it had been announced that 150 additional police officers would be coming to Essex. The Director of Customers and Community clarified that 12 had been allocated to the Chelmsford and Maldon Division but it had not been confirmed how these would be split.

**RESOLVED** that the formal response to the consultation (as detailed below) on behalf of Maldon District Council be endorsed.

“Maldon District Council fully supports the additional funding going towards community policing which would provide increased visibility and improved engagement within the district. An area which would benefit from more resource within the community policing team would be for an additional children and young person’s officer (Maldon and Chelmsford is a vast area to cover for one officer). It is noted that a hidden harm team is being set up which is commendable. Maldon would also be happy for additional resources to be deployed to the newly formed rural crime team. Maldon would also support expenditure on the use of Automatic Number Plate Recognition (ANPR) in order that all traffic vehicles from Safer Essex Roads Partnership are equipped with this mobile facility (highlighting the ANPR consultation report to the Community Services Committee on 16 January 2018).”

#### **944. UPDATE ON THE MEMORIAL POLICY**

The Committee considered the report of the Director of Customers and Community updating Members on the implementation of the Council’s Memorial Policy and reporting on potential legacy projects.

The report provided background information regarding the Memorial Policy (Appendix 1 to the report) agreed in 2017 by this Committee. The Policy gave clear guidance on tributes that were allowed within Council cemeteries and where memorial benches could be located.

Members were advised that Plans set out at Appendix 2 to the report detailed the locations and maximum number of benches within the Council’s three Cemeteries. Procedures to assist with the implementation of the Policy had been developed and were attached at Appendix 3 to the report.

A number of alternative memorials had been investigated by Officers and these were set out in Appendix 4 to the report.

It was agreed that the Group Manager (Leisure, Countryside and Tourism) would circulate details of the maximum number of benches which could be accommodated in each identified open space.

Councillor E L Bamford proposed that the recommendations as set out in the report be accepted, this was agreed.

#### **RESOLVED**

- (i) that the plans for the location of the memorial benches in the Council open spaces including the Council's Cemeteries be approved, as set out in Appendix 2 to the report;
- (ii) that the process for challenging memorial tributes that is clearly outside of the new memorial policy be approved, as set out in Appendix 3 to the report;
- (iii) that the legacy schemes as contained within section 3.4 of the report be implemented and Officers prepare capital bids for these schemes.

#### **945. FORMATION OF A WASTE, TASK AND FINISH WORKING GROUP**

The Committee received the report of the Director of Customers and Community seeking endorsement for the development of a Waste Task and Finish Working Group.

Members were reminded of the Member Task and Finish Working Group which had overseen the procurement and implementation of the new waste service. It was noted that there was value in reviewing the waste and recycling contract in a similar way on a bi-annual basis and therefore it was suggested that a Member Task and Finish Working Group be formed. This Working Group would meet when required in the preparation of a formal update report to this Committee. A draft Terms of Reference for this Working Group was set out in Appendix 1 to the report.

#### **RESOLVED**

- (i) that the proposal to form a Waste Task and Finish Working Group be endorsed;
- (ii) that the Task and Finish Working Group is formed and meets on a bi-annual basis unless otherwise required to review the contract for this Committee;
- (iii) that the following Members be agreed as representatives to sit on the Working Group:
  - Councillor R G Boyce
  - Councillor A T Cain
  - Councillor A S Fluker
  - Councillor Mrs B D Harker

## 946. PROVISION OF ADVICE SERVICES FROM 2019

The Committee considered the report of the Director of Customers and Community, seeking Members' approval to procure Advice Services from April 2019.

The report provided background regarding the decision to move to a commissioned service for the provision of an Advice Service for residents and businesses of the District from April 2016. The key elements of this service were set out in the report.

The success of the contracted service was noted and details of the increased outcomes delivered were attached as Appendix 1 to the report.

In response to a question regarding the evidence and amounts behind the outcomes detailed in Appendix 1 to the report, the Director of Customers and Community advised that he could provide Members with this information.

Councillor A S Fluker referred to the current agreement with the Citizens Advice Bureau and proposed that the Council should invest a maximum of £50,000 which had been agreed before. He advised he could not support the report. This proposal was not seconded.

In response to comments regarding the current funding of this service, the Director of Customers and Community drew Members' attention to Appendix 1 and in particular that joint funding had reduced from 80 to 54% in 2016 / 17 and further projected to fall to 51% in 2017 / 18.

Councillor S J Savage declared a non-pecuniary interest in this item of business as he had carried out some voluntary service.

It was suggested that the Council should consider whether services could be provided by other organisations and mention was made to Chelmsford City Council. The Director of Customers and Community advised that he would explore this with the Citizens Advice Bureau.

Councillor Fluker raised further concern and proposed that the Director of Customers and Community bring a report back to this Committee highlighting all the information requested and having had discussions with Chelmsford City Council. This proposal was not seconded.

In response to discussions the Director of Customers and Community suggested the recommendations as set out in the report be updated as follows:

- (i) That Members **note approve** the re-commissioning of an Advice Service from April 2019.
- (ii) That operational details of the both the contract specification and timetable be **brought back to a future meeting of this Committee delegated to the Director of Customers and Community**

The changes to the recommendation as set out above were agreed.

**RESOLVED**

- (i) That the re-commissioning of an Advice Service from April 2019, be noted;
- (ii) That operational details of the both the contract specification and timetable be brought back to a future meeting of this Committee.

There being no further items of business the Chairman closed the meeting at 9.10 pm.

R G BOYCE MBE  
CHAIRMAN