AGENDA

Annual Meeting of: Maldon Town Council

Date: Monday, 15th July 2019

Time: 7.30 p.m.

Place: The Town Hall, Market Hill, Maldon

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present: Councillors

F. Shaughnessy (Town Mayor)
M. Heard (Deputy Town Mayor)
L. Dowling
A. Hafiz
M. Harvey
K. Lagan
A. Lay
C. Mayes
S. Nunn
D. Ogg
M. Pearlman
T. Shrimpton
J. Stilts
P. Stilts
C. Swain

1. WELCOME AND APOLOGIES FOR ABSENCE
To receive, consider and approve any apologies for absence.
2. DECLARATIONS OF INTEREST
Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

3. MINUTES
3.1 To receive and sign the Minutes of the Town Council Meeting held on 3rd June 2019 Minutes 34-53 inclusive (attached)
3.2 To receive and sign the Minutes of the Extraordinary Town Council Meeting held on 1st July 2019 Minutes 54 - 59 inclusive (attached)

4. TOWN MAYOR AND DEPUTY TOWN MAYOR
4.1 To receive details of the Town Mayor and Deputy Town Mayor’s engagements (attached)
4.2 To receive a verbal update on plans for the Mayoral Year

5. TOWN CLERK’S REPORT
To receive a verbal update on any matters arising since the last meeting

6. MINUTES OF COMMITTEE MEETINGS
To receive the Minutes of the following Committee meetings (copies attached)
6.1 Minutes of the Planning Committee meetings held on 28th May, 10th and 24th June 2019 – Mins 10-30 inclusive (attached)
6.2 Minutes of the Environment Committee meetings held on 17th June 2019 – Mins 1 - 17 inclusive (attached)
6.3 Minutes of the Finance & General Purposes Committee meeting held 1st July 2019 Minutes 22 – 36 inclusive (attached)

7. 75 ANNIVERSARY OF VE DAY – 8th – 10th MAY 2020
To receive a report and consider potential plans for commemorating the above event in 2020 (attached)

8. A TOWN PLAN FOR MALDON
To consider a proposal to develop a Town Plan for Maldon (attached)

9. CRISP PACKET RECYCLING SCHEME
To receive a verbal update from Cllr K Lagan.
10. **APPOINTMENTS TO COMMITTEES AND REPRESENTATIVES OF THE TOWN COUNCIL ON OTHER ORGANISATIONS FOR 2019-20**
   To receive an update (attached).

11. **BUCKINGHAM PALACE GARDEN PARTY AND EALC CHAIRMAN SERVICE AWARD**
   To receive details of the above and consider making a nomination.

12. **MALDON DISTRICT CONSERVATION DESIGN AWARDS NOMINATIONS 2019**
   To consider making nominations for the above (information attached).

13. **DRAFT LIST OF LOCAL HERITAGE ASSETS IN MALDON**
   To comment on the Draft List (copy circulated electronically separately).

14. **IMPROVING TRAFFIC FLOW IN THE TOWN CENTRE**
   To the notes of the working group meeting held 28th June 2019 and the groups’ recommendations. (attached)

15. **CHANGES TO No 75 and 73 BUS ROUTES**
   To receive a report on recent changes to bus routes causing problems on the Poets Estate (to come).

16. **MINUTES & REPORTS RECEIVED FROM OTHER ORGANISATIONS**
   The following minutes can be sent to members on request
   - Maeldune Trust Meetings 16th May 2019
   - Maldon Carnival Meeting held 19th June 2019

17. **REPORTS FROM MEMBERS**
   - NHS Mid Essex CCG Locality Reference Group for Maldon District 5th June 2019

18. **REPORTS FROM COUNCILLORS ALSO SERVING AS DISTRICT COUNCILLORS**

19. **PUBLIC ENGAGEMENT ON AGENDA ITEMS**

20. **EXCLUSION OF THE PRESS AND PUBLIC**

   **TO RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.
21. **MINUTES**
   To receive the following confidential Minutes
   • 42b Casual Vacancy and 52b Feasibility of TIC Provision Town Council meeting held 3rd June 2019
   • 58b Provision of Visitor Information in the Town Centre Extraordinary Town Council meeting held 1st July 2019
   • 36b Staff Report and 37b Sale of land at Tennyson Road – Finance and General Purposes Committee Meeting held 1st July 2019

22. **MALDON VISITOR INFORMATION CENTRE**
   To receive a verbal update

23. **PUBLIC DOMAIN**
   To consider whether any item discussed in Private Session could be moved into the Public Domain.

*Signed:*
Jane Coleman
Town Clerk

*Date: 8th July 2019*

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME**
Reports are available for inspection at the Town Council Offices
PRESENT:
Town Mayor: Cllr F Shaughnessy
Deputy Town Mayor: Cllr M Heard
Councillors: L Dowling, A Hafiz, M Harvey, K Lagan, C Mayes, D Ogg, S Nunn, T Shrimpton, J Stilts, and P Stilts
In Attendance: Mrs J Coleman, Town Clerk, Mrs K Cameron, Assistant Proper Officer

34 WELCOME AND APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllrs M Pearlman (holiday) and C Swain (holiday).

35 DECLARATIONS OF INTEREST
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they would need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.


36 MINUTES
Members received the Minutes of the Annual Town Council Meeting held on 13th May 2019 (Minutes 1 – 33)

It was noted that in accordance with Standing Order 8, which states that nominees for appointments by the Town Council must be present at the meeting, as Cllr A Hafiz was not present at that meeting, he could not be appointed and there are vacant positions on the F&GP Committee, Maldon in Bloom Working Group, Moot Hall Working Group, Premises Working Group, Tourist Information Centre Working Group, the Maldon Community Safety Partnership, and the Joseph Henry Unwin Trust.
RESOLVED: that with the above amendments, the Minutes of the Town Council meeting held on 13th May 2019 (minutes 1 - 33) be confirmed as a true record and signed by the Town Mayor.

The Town Council will consider the outstanding appointments at a subsequent meeting, when Cllr A Hafiz is present.

37 TOWN MAYOR AND DEPUTY TOWN MAYOR ENGAGEMENTS
37.1 Members received an updated report of the Town Mayor and Deputy Town Mayor’s engagements carried out since the last Town Council meeting.

It was noted that Cllr S Nunn and J Stilts were also in attendance on the 15th May.

RESOLVED: that the information be noted

37.2 Members received a verbal update on the plans for the remainder of the Mayoral Year.

RESOLVED: that there is no further information to be noted

38 TOWN CLERKS REPORT
The Clerk expressed apologies to the Councillors who were in attendance for the Bradwell B meeting at 6.30pm where the project team did not attend.

The Clerk noted that the Anglia in Bloom judges will be visiting Maldon on 12th July 2019

RESOLVED: that the information be noted

39 MINUTES OF COMMITTEE MEETINGS
Members received the Minutes of the following Committee meetings:

39.1 Minutes of the Planning Committee meetings held on 14th May 2019 (Minutes 149 – 176)

RESOLVED: that the Minutes of the Planning Committee meetings held on 14th May 2019 (Minutes 149 – 176) be received and noted.

39.2 Minutes of the Finance & General Purposes Committee meeting held on 20th May 2019 (Minutes F1-21)

Commenting on Minutes 16, Cllr P Stilts recalled that a much larger quotation was obtained for a lightweight robe when he was in office.

RESOLVED: That the Minutes of the Finance & General Purposes Committee meeting held on 20th May 2019 (Minutes F1-21) be received and noted.

40 MALDON & HEYBRIDGE CENTRAL AREA MASTERPLAN
Members received a presentation from Jackie Longman from Maldon District Council on progress implementing the above.

22
It was reported that the Masterplan plan has 18 projects of which 7 commenced in 2018/19 and the main priorities are:

- Lower High Street Improvements
- North Quay Regeneration including Heybridge Creek Connection and Heybridge Creek Improvements
- Enterprise Centre
- Causeway Strategic Flood Risk Review

It was reported that updates will be published every six months on a dedicated webpage.

Cllr M Heard asked if there were any further information about the enterprise centre and if there are any thoughts to re-purpose the Old Post Office. It was explained that the information provided is the most current.

Mr R Ford asked what improvements have been agreed for the lower High Street and it was explained that they would be publicised shortly once the businesses have committed to the improvements.

It was noted that the presentation could be distributed electronically upon request.

**RESOLVED:** that the information be noted.

### 41. EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED:** that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

### 42. CASUAL VACANCY ON THE COUNCIL – WEST WARD

Members interviewed three candidates for the vacancy on West Ward. Each candidate was asked four questions and following the interviews, members were asked to vote. The Clerk stated that for an absolute majority, candidates must have minimum of 7 votes.

Members voted and Mr Andrew Lay was appointed to fill the Town Council vacancy on West Ward.

The Mayor adjourned the meeting and went to thank all candidates for their interest in serving on the Town Council. The Town Mayor congratulated Mr Lay who accepted the position as Town Councillor, signed the Declaration of Acceptance of Office and took his seat at the meeting.

**RESOLVED:** that Mr Andrew Lay be appointed as the Town Council representative on West Ward.

### 43. PUBLIC DOMAIN

Members considered if any items discussed in Private session could be moved to the Public Domain.

It was agreed that only the name of the successful candidate is released and that no other items can be put in the public domain.
RESOLVED: that only the name of the successful candidate be moved into the Public Domain.

44. ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2019
44.1 Annual Internal Audit Report 2018-2019
Members were asked to receive and note the Annual Internal Audit Report for 2018-2019.

RESOLVED: that the Annual Internal Audit Report for 2018-2019 be noted.

44.2 Section 1 Annual Governance Statement for the Year Ended 31st March 2019
Members were asked to receive and approve, and the Town Mayor to sign, Section 1, the Annual Governance Statement for the Year Ended 31st March 2019

Members acknowledged their responsibilities with respect to the accounting statements for the year ended 31st March 2019, and made positive responses to each of the nine statements on the Annual Governance Statement as follows:-

1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
The accounts are prepared by the RFO on an income and expenditure basis in accordance with the Account and Audit Regulations and guidance in Governance and Accountability for Local Councils, A Practitioner’s Guide. This has been scrutinised by the Finance and General Purposes Committee and through the internal audit process.

2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
The Council has ensured proper arrangements are in place and accepted responsibility for safeguarding the public money and resources in its charge. This was further demonstrated by the annual review of its Systems of Internal Control at the Finance and General Purposes Committee meeting on 20th May 2019 2018 (Minute 8).

3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proposer practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances
The Council continued to operate within a robust set of governance arrangements, resulting from the controls identified in the Risk Assessment which is reviewed annually. Measures also included regular reviews of Standing Orders and Financial Regulations, and training for councillors and staff.
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. The Council published the audit notices and supporting papers for the Accounts 2017-18 in 2018 and has agreed to provide an inspection period commencing on 7 June – 26th July 2019 inclusive for the exercise of electors’ rights this year (Minute 9 Finance & General Purposes Meeting held 20th May 2019). This entitles any person interested to inspect and make copies of the Annual Return, books, invoices, receipts etc at the Council Offices in normal working hours during this period. Notices to this effect will be displayed on the Council’s noticeboards and on the Council’s website where the Statement of Accounts and accompanying documentation will also be available to view.

5 We carried out an assessment of the risks facing this small authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. At its meeting on 28th August 2018 the Council carried out the annual review of the Risk Review which included details of internal controls and/or external insurance cover where required.

6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Auditing Solutions Ltd were re-appointed as the Council’s internal auditors for the year 2018-19 (Min 13 Annual Town Council Meeting held 14th May 2018). There have been 2 visits during the financial year including an inspection of the annual accounts. The reports from the internal auditor were presented to all councillors. There were no issues arising

7 We took appropriate action on all matters raised in reports from internal and external audit. No issues were raised by the external audit for 2017-18. There have been no issues raised by the internal audit in 2018-2019.

8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority, and where appropriate have included them in the accounting statements. The RFO has considered these matters to ensure all items relating to the Council’s business activity have been disclosed.

9 Trust Funds – in our capacity as the sole managing trustee we have discharged our responsibility in relating to the accountability for the funds/assets, including financial reporting and, if required, independent examination or audit. The Mayor of Maldon’s Fund is included within the scope of the internal audit, and its balances reported to every Finance & General Purposes Committee Meeting.
The Council confirmed that the Town Mayor, as chair of the meeting, and the Town Clerk should sign the Annual Governance Statement for 2018/19.

**RESOLVED:** that Section 1 (Annual Governance Statement) of the Annual Return for the year 2018/2019 be approved and signed by the Town Mayor and the Town Clerk.

**44.3 Section 2 Accounting Statement for the Year Ended 31st March 2019**
Following completion of the Internal Audit, Members were asked to approve and to authorise the Town Mayor to sign, Section 2 of the Annual Accounting Statements for 2018/19. Members studied the document and approved Section 2, Accounting Statements 2018-19 as shown and instructed the Town Mayor (as Chair of the Meeting) to sign the statement at the bottom of Section 2 to confirm that the accounting statements presented fairly the financial position of the Council and its income and expenditure for the year 2018/19.

**RESOLVED:** that Section 2 (Accounting Statements) of the Annual Return for the year 2018/2019 be signed by the Town Mayor.

**44.4 Approval of the Annual Accounts & Supporting Statement**
Members were asked to receive and approve the Annual Accounts for the year ended 31st March 2019.

**RESOLVED:** that the Annual Accounts for the year ended 31st March 2019 be approved.

Cllr S Nunn noted councillors’ thanks to the Town Clerk for her hard work preparing the Accounts. The Clerk noted her appreciation of the work of the Assistant RFO in helping with this year’s Accounts and audit preparation.

**44.5 Reserves**
Members received a report and recommendations from the Finance & General Purposes Committee on Earmarked Reserves.

**RESOLVED:** that the recommendation of the Finance & General Purposes Committee on Earmarked Reserves be approved.

**45. EARLY REPAYMENT OF PWLB LOANS**
Members received a recommendation from the Finance and General Purposes Committee regarding early repayment of one of the Council’s Public Works Loans Board loans and it was agreed that Loan 2 should be repaid early at a cost of £50933.51 as at 30 06 19, to give rise to a saving of £12,211.49 to 2024 (Difference between regular repayments due of £63145 and early repayment cost of £50933.51), plus a reduction in Precept requirement of £11481pa as annual loan repayments are reduced.

**RESOLVED:** That the recommendation to repay Loan 2 early be approved.

20.42 Cllr A Hafiz left the meeting
46. IMPROVING TRAFFIC FLOW IN THE TOWN CENTRE
Members received suggestions from a resident to improve traffic flow in the town centre. Members agreed there is a traffic problem in Maldon town centre, and that Maldon District Council are going to address this as part of the Masterplan and their liability to reduce pollution on Market Hill. Several suggestions were discussed, including a resident parking scheme in Mill Road, and allowing residents to park in the Promenade Park car park overnight. It was agreed that Cllrs C Mayes, D Ogg, A Lay, P Stilts, S Nunn will form a working group to discuss this, and that Cllr M Pearlman should be asked if he wishes to join the group.

After lengthy discussion it was to:
- Write to Heybridge Parish Council and ask them to progress parking restrictions outside the Old Bakery
- Write to District and Essex County Council Highways to ask them to consider what can be done to avoid deliveries and parking on the High Street at peak times.
- Write to Prezzo and Foulkes and ask them to take deliveries via their back entrances, rather than via the High Street.
- Respond to the resident

RESOLVED: that a Working Party be set up and that the Clerk writes to Heybridge Parish Council, Maldon District Council, Essex County Council Highways, Prezzo, Foulkes and the Resident.

47. COUNCILLOR EMAIL ADDRESSES
Members received a proposal for councillors to have their own councillor@maldontowncouncil email addresses at a cost of £57.88pa.

RESOLVED: that the proposal be approved and the Town Clerk puts in place maldontowncouncil email addresses for all councillors.

48. APPOINTMENTS TO COMMITTEES AND REPRESENTATIVES OF THE TOWN COUNCIL ON OTHER ORGANISATIONS FOR 2019-20

Cllr A Lay was asked to serve on the Planning and Environment Committees

RESOLVED: that Cllr A Lay will serve on the Planning and Environment Committees

Gepp Charity
Members were informed that according to the will of Arthur Gepp the Town Council can nominate at least four trustees who shall not necessarily be, but may be, members of the Town Council.

There are currently four trustees on the Gepp Charity none of whom are from Maldon Town Council. Members agreed that at least one of the Trustees should be and it was agreed that Cllr M Harvey should represent the Council.

RESOLVED: that the Clerk advised the Secretary to the Gepp Charity that the Council wishes Cllr M Harvey to be a representative to the Charity.
49. REPORTS FROM MEMBERS

Cllr M Heard reported that he will run another recruitment event for three Special Constables. Members were asked to encourage anyone interested in the role to contact Essex Police.

RESOLVED: that the above report be noted

49. REPORTS FROM COUNCILLORS ALSO SERVING AS DISTRICT COUNCILLORS

Cllr M Heard noted that that the political balance on the District Council is not reflected in the new appointments to committees, representatives and working group, and that this is being questioned.

RESOLVED: that the above report be noted.

50. QUESTIONS FROM THE PRESS AND PUBLIC

There were no members of the press present.

51. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

52. FEASIBILITY OF TIC PROVISION

Members received the Notes of the TIC Working Group meeting held 30th May 2019 and discussed the group’s recommendation.

RESOLVED: that the working group will continue to refine the recommendation and will report back to the Council.

53. PUBLIC DOMAIN

Members discussed if any items discussed in Private session could be moved to the Public Domain.

RESOLVED: that no item be moved into the Public Domain

There being no further business, the Chairman closed the meeting at 21.25

Signed: ____________________________ Date: ____________________________

Cllr F Shaughnessy
Town Mayor
PRESENT:
Town Mayor: Cllr F Shaughnessy
Deputy Town Mayor: Cllr M Heard
Councillors: L Dowling, A Hafiz (from 7pm), M Harvey, K Lagan, C Mayes, D Ogg, T Shrimpton, J Stilts (from 6.50pm), and P Stilts (from 6.55pm)
In Attendance: Mrs J Coleman, Town Clerk

54 WELCOME AND APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllrs S Nunn (family illness) and M Pearlman (holiday).

55 DECLARATIONS OF INTEREST
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they would need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

No Declarations of Interest were made.

56 MINUTES
Members agreed that approval of the Minutes of the Town Council Meeting held on 3rd June 2019 would be deferred until the next full Town Council Meeting on 15th July 2019.

RESOLVED: that approval of the Minutes of the Town Council Meeting held on 3rd June 2019 be deferred until the next full Town Council Meeting on 15th July 2019.

57 EXCLUSION OF THE PRESS AND PUBLIC
RESOLVED: that

under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.
58. **PROVISION OF VISITOR INFORMATION IN THE TOWN CENTRE**
Members received the Notes of the TIC Working Group meeting held 18th June 2019 and discussed the group’s recommendation.

**RESOLVED:** that a new face to face reception, staffed exclusively by volunteers is set up in the foyer of the Town Hall, to be open initially Monday to Friday 10.30am to 3.30pm, to be known as the “Maldon Visitor Information Centre” (MVIC), together with a ticket purchasing facility located within the Town Council Offices, resourced from existing staff.

It was agreed that a Press Release would be issued immediately and the interested parties advised, so that recruitment of volunteers can begin in earnest. Cllr J Stilts and the Town Clerk will seek to meet with the Leader of Maldon District Council at an early stage to discuss what support they can provide.

59. **PUBLIC DOMAIN**
Members discussed if any items discussed in Private session could be moved to the Public Domain.

**RESOLVED:** that the decision only is moved into the Public Domain

There being no further business, the Chairman closed the meeting at 19.28
### Maldon Town Council Meeting 15th July 2019

#### Maldon Town Mayor Engagements

Note: Town Council committee meetings are not included in this document. Mayor’s blog regularly updated on Town Council website during this period.

Abbreviations: TM – Town Mayor, MCo – Town Mayor’s Consort, DM – Deputy Town Mayor, DMA – Deputy Mayoress

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Attended by</th>
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<tbody>
<tr>
<td>2019</td>
<td></td>
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<tr>
<td>5th June</td>
<td>The Town Mayor and Consort attended the Essex Council for Voluntary Youth Services AGM and two-course supper at the Chelmsford Cathedral Chapter House.</td>
<td>TM &amp; MCo</td>
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<tr>
<td>6th June</td>
<td>Lunch at St Peter’s Hospital Café.</td>
<td>TM &amp; MCo</td>
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<td>7th June</td>
<td>The funeral of former Town, District and County Councillor Elizabeth Dines attended by the Town Mayor and Consort at St Nicholas Church, Tillingham.</td>
<td>TM &amp; MCo</td>
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<tr>
<td>12th June</td>
<td>The Town Mayor took part in the judging of the Best Allotment category of the Maldon in Bloom competition.</td>
<td>TM</td>
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<tr>
<td>13th June</td>
<td>The Town Mayor took part in judging the Best Florally Decorated Pub/B&amp;B category of Maldon in Bloom.</td>
<td>TM</td>
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<tr>
<td>14th June</td>
<td>The Town Mayor took part in judging the Best School/Youth Organisation category of Maldon in Bloom.</td>
<td>TM, TM &amp; MCo, DM &amp; DMA</td>
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<tr>
<td>18th June</td>
<td>The Town Mayor hosted the Maldon in Bloom Presentation Evening at Maldon Town Hall assisted by the Deputy Town Mayor.</td>
<td>TM &amp; MCo, DM &amp; DMA</td>
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<tr>
<td>21st June</td>
<td>The Town Mayor hosted a reception for visitors from Maldon’s twin town, Cuijk, at the Town Hall. She also attended other activities for the visitors throughout the day.</td>
<td>TM &amp; MCo, DM &amp; DMA</td>
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<tr>
<td>22nd June</td>
<td>The Town Mayor and Consort and Deputy Town mayor and Mayoress visited Longfields Care Home open day in the morning.</td>
<td>TM &amp; MCo, DM &amp; DMA</td>
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<td></td>
<td>Twinning dinner dance at Forresters Park, Great Totham, attended by the Town Mayor and Consort and the Deputy Town Mayor and Mayoress.</td>
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<tr>
<td>23rd June</td>
<td>Twinning Farewell Buffet for the Cuijk visitors attended by the Town Mayor and Consort and the Deputy Town Mayor and Mayoress.</td>
<td>TM &amp; MCo, DM &amp; DMA</td>
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<tr>
<td>24th June</td>
<td>The Town Mayor had a meeting at Maldon’s United Reformed Church to discuss arrangements for her Civic Service.</td>
<td>TM</td>
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<tr>
<td>Date</td>
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<td>Attendees</td>
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<tr>
<td>27th June</td>
<td>Plume Academy Physical Education Awards Evening attended by the Town Mayor and Consort.</td>
<td>TM &amp; MCo</td>
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<tr>
<td>30th June</td>
<td>Essex Historic Military Vehicle Association’s Armed Forces Day celebration attended by the Town Mayor and Consort and the Deputy Town Mayor and Mayoress.</td>
<td>TM &amp; MCo DM &amp; DMa</td>
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<tr>
<td>3rd July</td>
<td>The Town Mayor and Consort and Deputy Town Mayor and Mayoress attended a lunch reception at the Plume Academy followed by greeting the East London Cabbies Outing for Children with Disabilities from outside the Moot Hall.</td>
<td>TM &amp; MCo DM &amp; DMa</td>
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<tr>
<td>4th July</td>
<td>Sea-Change Sailing Trust commissioning party for the Blue Mermaid at the Hythe attended by the Town Mayor. Wentworth Primary School open evening attended by the Town Mayor.</td>
<td>TM TM</td>
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<tr>
<td>5th July</td>
<td>The Town Mayor and Consort attended Maldon Twinning Association’s summer barbecue.</td>
<td>TM &amp; MCo</td>
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<tr>
<td>7th July</td>
<td>Burnham-on-Crouch Civic Lunch at the Royal Corinthian Yacht Club attended by the Town Mayor and Consort.</td>
<td>TM &amp; MCo</td>
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<td>8th July</td>
<td>The Town Mayor presented a cheque to Maldon MIND on behalf of Marks and Spencer. The Town Mayor and Consort attended Wentworth Primary School’s production of Mary Poppins.</td>
<td>TM TM &amp; MCo</td>
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<tr>
<td>9th July</td>
<td>Ground Breaking Ceremony for the Travelodge at Blackwater Retail Park attended by the Town Mayor and Consort.</td>
<td>TM &amp; MCo</td>
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<td>11th July</td>
<td>The Town Mayor attended a Merchant Navy Day meeting at the Town Hall. Plume Academy Years 7-10 Awards Evening attended by the Town Mayor and Consort.</td>
<td>TM TM &amp; MCo</td>
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<td>12th July</td>
<td>Maldon Youth Orchestra Summer Concert at the URC attended by the Town Mayor and Consort.</td>
<td>TM &amp; MCo</td>
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<td>13th July</td>
<td>Seventh Day Adventist Church charity concert at Maldon Town Hall attended by Past Town Mayors Cllr Jeanette Stilts and Cllr Peter Stilts on behalf of the Town Mayor.</td>
<td>Cllrs J and P Stilts</td>
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MALDON TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON
TUESDAY 28th MAY, 2019, COMMENCING AT 7.30 P.M.
IN THE CONFERENCE ROOM, MALDON TOWN HALL

PRESENT:

Chairman: Cllr D Ogg  Vice Chairman: Cllr M Harvey

Councillors: C Mayes, K Lagan, T Shrimpton and P Stilts
(substitute for M Pearlman)

In Attendance: The Planning Committee Clerk, one Member of the Public
for the whole meeting and one Member of the Public from
7.38pm.

10. APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllrs M Heard (attending another meeting), M
Pearlman (out of the country) and F Shaughnessy (attending another meeting)

11. DECLARATIONS OF INTEREST
Members were reminded that they were required to declare any Disclosable Pecuniary
Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they knew they
might have in items of business on the agenda. They were reminded that they would
need to repeat their declarations at the appropriate point in the meeting and leave the
room if required under the Code of Conduct. Unforeseen interests must be declared
similarly at the appropriate time.
(Cllrs Lagan and Mayes reserve their right of view at this meeting as Town Councillors
and reserve their right to a different view as District Councillors and at other meetings.)
Cllr D Ogg declared a non-pecuniary interest in Minute item 13.a.2 as he is acquainted
with the applicant.
Cllrs C Mayes and D Ogg declared a non-pecuniary interest in Minute item 13.b.4 as
they are acquainted with the applicant.

12. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 14TH MAY 2019
It was RESOLVED that the Minutes of the meeting held on 14th May, 2019, be signed as a
true record.

13. PLANNING APPLICATIONS

a. Planning Applications for week ending 10TH May 2019

1. HOUSE/MAL/19/00439  Maldon North
House Application
Single storey rear extension, removal of chimney, alterations to fenestration and re-tile
roof. Remove attached garage and build a single storey side extension.
8 St Peters Avenue Maldon Essex CM9 6EN. Mr Chris Pink

RESOLVED: that the Town Council recommends approval of this application.

Cllr D Ogg declared a non-pecuniary interest in Minute item 13.a.2 as he is acquainted
with the applicant.

2. ADV/MAL/19/00491  Maldon North
Advertisement Application
Application for advertisement consent for a externally illuminated fascia sign.
102B High Street Maldon Essex CM9 5ET
Mr Robert Muca - Venice Gelato Coffee Ltd

RESOLVED: that the Town Council recommends approval of this application.

For Information Only

3. NMA/MAL/19/00410 Maldon North
Application for non-material amendment following grant of Planning Permission FUL/MAL/18/00668 (Demolition of the existing dwelling and associated outbuilding and erection of 6 two bedroom and 2 one bedroom residential flats). Amendment sought: Amendments to approved layouts with relocation of Bedrooms and Living/Kitchen areas of flats 1,2,5 & 6 and changes to approved rear elevation with repositioning of window & door openings
25C Spital Road Maldon Essex CM9 6DZ
Carter - Hadley Homes

RESOLVED: that this information be noted.

b. Planning Applications for week ending 17th May 2019
Cllrs C Mayes and D Ogg declared a non-pecuniary interest in Minute item 13.b.4 as they are acquainted with the applicant.

4. PIP/MAL/19/00540 Maldon West
Permission in Principle
Permission in principle application for redevelopment of existing two storey house extending to approximately 520sqm on a site of 0.2ha. Replace with multiple two storey housing units.
Knowles Farm Wycke Hill Maldon Essex
Sunbury Homes (Holdings) Limited

RESOLVED: that the Town Council recommends refusal of this application as the number of housing units proposed accedes the number of new housing units allocated for the District in the Maldon District Approved Local Development Plan.

5. HOUSE/MAL/19/00529 Maldon North
House Application
Section 73 application for the removal of a polycarbonate roof and replacement with a flat roof and lantern light
Darcy Upper House Bull Lane Maldon Essex
Mrs L Wright

RESOLVED: that the Town Council recommends approval of this application.

14. MALDON DISTRICT COUNCIL PLANNING DECISIONS
Members received the list of Planning Decisions for the weeks ending 10th & 17th May 2019.

RESOLVED: that this information be noted.

15. PLANNING APPEALS
Members received the list of Planning Appeal Decisions and Planning Appeals received for the weeks ending 10th & 17th May 2019.
RESOLVED: that this information be noted.

16. QUESTIONS FROM THE PRESS AND PUBLIC

There were no questions for the Members of Public in attendance at the end of the meeting.

The Chairman closed the meeting at 7.42pm.

Cllr D. Ogg
Chairman

Dated
MALDON TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON
MONDAY 10TH JUNE, 2019, COMMENCING AT 7.30 P.M.
IN THE CONFERENCE ROOM, MALDON TOWN HALL

PRESENT:
Chairman: Cllr D Ogg  Vice Chairman: Cllr M Harvey
Councillors: K Lagan, A Lay, C Mayes, S. Nunn (substitute for T. Shrimpton), M. Pearlman and F. Shaughnessy (Town Mayor, Ex Officio)
In Attendance: The Planning Committee Clerk,

17. APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllr M Heard (at another meeting) and Cllr T Shrimpton (out of the country).

18. DECLARATIONS OF INTEREST
Members were reminded that they were required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they knew they might have in items of business on the agenda. They were reminded that they would need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

(Cllrs Lagan, Mayes, Nunn and Shaughnessy reserve their right of view at this meeting as Town Councillors and reserve their right to a different view as District Councillors and at other meetings.)

Cllr K Lagan declared a non-pecuniary interest in Minute item 20.a.1 as he is acquainted with the applicant and the property.
Cllr D Ogg declared a non-pecuniary interest in Minute items 20.a.3 and 20.b.7, as he is acquainted with the applicants.

19. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 28TH MAY 2019
It was RESOLVED that the Minutes of the meeting held on 28th May, 2019, be signed as a true record.

20. PLANNING APPLICATIONS

a. Planning Applications for week ending 24TH May 2019
Cllr K Lagan declared a non-pecuniary interest in Minute item 20.a.1 as he is acquainted with the applicant and the property.

1. HOUSE/MAL/19/00569  Maldon South
House Application
First floor rear extension, rooflights, new first floor side window and re-lay flat roof.
114 Fambridge Road Maldon Essex CM9 6BG. Mr & Mrs Humphris
RESOLVED: that the Town Council recommends approval of this application.

2. HOUSE/MAL/19/00576  Maldon West
House Application


First floor side/rear extension and external alterations including to roof and materials.
56 Viking Road Maldon Essex CM9 6JR. Mr Jalal Uddin

**RESOLVED:** that the Town Council recommends approval of this application.

Cllr D Ogg declared a non-pecuniary interest in Minute item 20.a.3, as he is acquainted with the applicant.

3. **FUL/MAL/19/00492**  
**Maldon North**  
**Full Application**  
Replacement shopfront and change of use from class A1 to use class A3  
102B - 102C High Street Maldon Essex CM9 5ET  
Mr Robert Muca - Venice Gelato Coffee Ltd

**RESOLVED:** that, although the Town Council is disappointed to note that this is retrospective, it recommends approval of the application.

4. **ADV/MAL/19/00562**  
**Maldon North**  
**Advertisement Application**  
Advertisement consent for the installation of 5x internally illuminated signs , one illuminated totem sign and 19 uplights  
Land Adjacent Blackwater Retail Park The Causeway Maldon. Mr Castlake

**RESOLVED:** that the Town Council recommends refusal of this application as the proposal would result in excessive lighting, would create light pollution in the area and have an unreasonable detrimental effect on the neighbouring properties.

5. **HOUSE/MAL/19/00566**  
**Maldon North**  
**House Application**  
Proposed single storey rear extension and external alterations including new windows.  
106 Spital Road Maldon Essex CM9 6EE. Mr Adam Ribbits

**RESOLVED:** that the Town Council recommends approval of this application.

6. **NMA/MAL/19/00443**  
**Maldon North**  
Application for non-material amendment following grant of Planning Permission  
HOUSE/MAL/19/00020 (Loft conversion with rear dormer, raising part of the party wall, proposed side window, internal alterations, refurbishment of ground floor front windows, and replacement of all other windows. Alterations to the fenestration apertures to the rear elevation.) Amendment sought: Moving new first floor side window towards the front elevation.  
50 Victoria Road Maldon Essex CM9 5HF. Mr Timothy Lloyd

**RESOLVED:** that this information be noted.

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b. **Planning Applications for week ending 31st May 2019**

Cllr D Ogg declared a non-pecuniary interest in Minute item 20.b.7 as he is acquainted with the applicant.
7. **FUL/MAL/19/00599**

Maldon East

Full Application

Demolish existing single storey (No 132a) Build two storey attached dwelling.
Maldon Second Hand And Antiques Centre 132 Mill Road Maldon Essex

Mr & Mrs G A Bird

**RESOLVED:** That the Town Council recommends refusal of this application as the proposal would result in the loss of a commercial premises in the town, would result in overdevelopment of the area and due to the proposed increase in vehicle numbers.

21. **Maldon District Council Planning Decisions**

Members received the list of Planning Decisions for the weeks ending 24th & 31st May 2019.

**RESOLVED:** That this information be noted.

22. **Planning Appeals**

Members received notification that an appeal has been made to the Secretary of State against the District Council’s refusal of the following planning application:

**Site Address:** Land South Of Wycke Hill And Limebrook Way Maldon Essex **Proposal:** Approval of reserved matters (layout, scale, appearance and landscaping) for Phase 2 of the Eastern Parcel of the wider Land South of Wycke Hill and Limebrook Way site (LPA Application Ref. FUL/MAL/18/00071), comprising the construction of 406 residential dwellings (Use Class C3) and associated work **Application Ref:** 18/01440/RES **Appellants Name:** Taylor Wimpey (East London)

**RESOLVED:** That this information be noted.

23. **Questions From The Press And Public**

There were no Members of Public in attendance at the end of the meeting.

The Chairman closed the meeting at 7.58pm.

Cllr D. Ogg
Chairman
24. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Mayes (family occasion) and Cllr M Pearlman (out of the country).

25. **DECLARATIONS OF INTEREST**

Members were reminded that they were required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they knew they might have in items of business on the agenda. They were reminded that they would need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

(Cllrs Heard, Lagan, Shaughnessy and Swain reserve their right of view at this meeting as Town Councillors and reserve their right to a different view as District Councillors and at other meetings.)

Cllrs Heard, Lagan, Shaughnessy and Swain declared a non-pecuniary interest in Minute item 27.b.6 as the applicant is Maldon District Council.

Cllrs Heard and Stilts declared a non-pecuniary interest in Minute item 27.b.9 as they are acquainted with the applicant through the Royal British Legion.

26. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 10TH June 2019**

Following amendment of the time the Chairman closed the meeting to 7.58pm, it was **RESOLVED** that the Minutes of the meeting held on 10th June, 2019, be signed as a true record.

27. **PLANNING APPLICATIONS**

a. **Planning Applications for week ending 7TH June 2019**

1. **LBC/MAL/19/00585**

Maldon North

**Listed Building Consent**

Works associated with proposed change of use of 21 and 21C from Class A1 Retail use to a mixed use of Class A1 Retail and Class D4 Drinking Establishment including the re-instatement of an internal wall between 21 and 23 High Street, Maldon.

21 High Street Maldon Essex CM9 5PE. Mr Giles Ford - Edwards Walk Limited

**RESOLVED:** that the Town Council recommends approval of this application subject to the relevant conditions being imposed in order to protect the amenities of nearby
residents and the wider locality in accordance with policy BE1 of the adopted Maldon District Replacement Local Plan and the submission of a Noise Impact Assessment.

2. **FUL/MAL/19/00591**  
   Maldon North  
   **Full Application**  
   Change of use from Class A1 Retail to a mixed use of Class A1 Retail and Class D4 Drinking Establishment.  
   21 High Street Maldon Essex CM9 5PE  
   Mr Robert MacLean  

   **RESOLVED**: that the Town Council recommends approval of this application subject to the relevant conditions being imposed in order to protect the amenities of nearby residents and the wider locality in accordance with policy BE1 of the adopted Maldon District Replacement Local Plan and the submission of a Noise Impact Assessment.  

   *Cllr C Swain was asked to call in the above two applications.*

3. **FUL/MAL/19/00606**  
   Maldon North  
   **Full Application**  
   Removal of conditions 7 (Flood Warning and Evacuation Plan) and 8 (flood resistance/resilience measures) on approved planning application FUL/MAL/18/01326 (Proposed conversion from office to residential 2No. bed dwelling, balcony, alterations to fenestration, brickwall, re-surfacing and parking bays)  
   Harbour House 23 Chandlers Quay Maldon Essex  
   Mr Peter Adamson - Grove Homes (Essex) Limited  

   **RESOLVED**: that the Town Council recommends approval of the proposal to remove Conditions 7 & 8 subject to the condition that the lower ground floor is not to be used for habitation.

**For Information Only**

4. **PDE/MAL/19/00635**  
   Maldon North  
   **Permitted Development Extension**  
   Single storey rear extension with a flat roof which would extend beyond the rear wall of the original house by 3.3m, maximum height of 3.0m and the maximum height to the eaves of 2.95m.  
   54 Fambridge Road Maldon Essex CM9 6AF  
   Mr & Mrs Stretch  

   **RESOLVED**: that this information be noted.

b. **Planning Applications for week ending 14TH June 2019**

5. **TCA/MAL/19/00620**  
   Maldon East  
   **Works to Trees**  
   T1 - Sycamore - Fell  
   60 Wantz Road Maldon Essex CM9 5DE.  
   Mr Thomas Burton  

   **RESOLVED**: that the Town Council recommends that the advice of the District Tree Officer is followed.  
   Cllrs Heard, Lagan, Shaughnessy and Swain declared a non-pecuniary interest in Minute item 27.b.6 as the applicant is Maldon District Council.

6. **TCA/MAL/19/00672**  
   Maldon East  
   **Works to Trees**
T1.Ash – reduce back 8 limbs by 5 metres to the trunk of the tree. T2.Sycamore – reduce crown by 7 metres

The Promenade Park Park Drive Maldon Essex. Peter Clarke – Maldon District Council

RESOLVED: that the Town Council recommends that the advice of the District Tree Officer is followed.

7. FUL/MAL/19/00386 Maldon North
   Full Application
   New dwelling and new vehicle accesses.
   Land Adjacent 32 St Giles Crescent Maldon Essex
   Mr Graham Wollington

RESOLVED: that the Town Council recommends approval of this application.

8. HOUSE/MAL/19/00541 Maldon North
   House Application
   Removal of existing single glazed timber windows and entrance door. Installation of new timber double glazed sliding sash windows and new timber front entrance door to the front elevation.
   13 Victoria Road Maldon Essex CM9 5HE. Mr & Mrs Moore

RESOLVED: that the Town Council recommends approval of this application.

Cllrs Heard and Stilts declared a non-pecuniary interest in Minute item 27.b.9 as they are acquainted with the applicant through the Royal British Legion.

9. FUL/MAL/19/00593 Maldon North
   Full Application
   Re-build a part collapsed boundary/retaining wall with a reinforced concrete retaining wall clad with brickwork, with piers and brick on edge coping, and associated works.
   Remove Sycamore tree and replace within The Limes Guest House site.
   Hill House Mews Hill House Park Maldon Essex
   Mr Colin Rawley – Hill House Park Freehold Ltd

RESOLVED: that the Town Council recommends approval of this application.

10. FUL/MAL/19/00641 Maldon North
    Full Application
    Variation of condition 2 on approved planning permission FUL/MAL/18/00668 (Demolition of the existing dwelling and associated outbuilding and erection of 6 two bedroom and 2 one bedroom residential flats) to allow addition of two balconies on rear elevation
    25C Spital Road Maldon Essex CM9 6DZ. Hadley Homes

RESOLVED: that the Town Council recommends refusal of this application to vary Condition 2 of the approved application as the proposal to allow the addition of two balconies would result in an unreasonable degree of overlooking and loss of privacy to the occupiers of the neighbouring property.

11. HOUSE/MAL/19/00658 Maldon North
    House Application
    Erection of first floor extension, balcony and alterations to existing dwelling.
    67 Spital Road Maldon Essex CM9 6EA
    Mr & Mrs Shaun McCafferty

RESOLVED: that the Town Council recommends approval of this application.
c. **Amended Applications**

12. **Application No:** 19/00529/HOUSE
   **Proposal:** Section 73A application for the removal of a polycarbonate roof and replacement with a flat roof and lantern light, replacement windows like for like and the installation of an obscure glazed window
   **Location:** Darcy Upper House Bull Lane Maldon Essex

   Members noted that the above application has been amended by the submission of an amended description, revised plans and additional plans.

   **RESOLVED:** that the Town Council continues to recommend approval of this application.

28. **MALDON DISTRICT COUNCIL PLANNING DECISIONS**
   Members received the list of Planning Decisions for the weeks ending 7th & 14th June, 2019.

   **RESOLVED:** that this information be noted.

29. **PLANNING APPEALS**
   Members received the list of Planning Appeals received in the weeks ending 7th & 14th June, 2019.

   **RESOLVED:** that this information be noted.

30. **QUESTIONS FROM THE PRESS AND PUBLIC**
   There were no Members of Public in attendance at the end of the meeting.

   The Chairman closed the meeting at 8.13pm.

   Cllr D. Ogg
   Dated
   Chairman
MALDON TOWN COUNCIL

MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON
17th June 2019 IN THE CONFERENCE ROOM, TOWN HALL, MALDON
COMMENCING AT 7.30 P.M

PRESENT:
Chairman: Cllr. J Stilts
Councillors: M. Harvey, C. Swain, L. Dowling, M. Heard (Deputy Town Mayor ex officio), F. Shaughnessy (Town Mayor, ex officio), A. Lay, P. Stilts.
In attendance: Kate Mackshea (Environment Officer ‘EO’), Barry Clements Brickhouse Farm allotment rep., one member of the public present.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN
The Town Mayor called for nominations for the chairman of the Environment Committee for the coming civic year.

RESOLVED: That Cllr J Stilts be elected as Chairman of the Environment Committee. Cllr J Stilts assumed the chair.

2. ELECTION OF VICE CHAIRMAN
The Chairman called for nominations for the Vice Chairman of the Environment Committee for the coming civic year.

RESOLVED: That Cllr A Lay be elected as Vice Chairman of the Environment Committee.

3. APOLOGIES FOR ABSENCE
No apologies were given.

4. DECLARATIONS OF INTEREST
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

Cllr M Harvey declared a non-pecuniary interest in item 9 as he is acquainted with the supplier.

Cllr M Heard, J Stilts, M Harvey, & F Shaughnessy declared a non-pecuniary interest in item 9.2 as they are acquainted with the applicant.

Cllr C Swain declared a non-pecuniary interest in item 13.1 as he is acquainted with the applicant through the District Council.

Cllr M Harvey declared a non-pecuniary interest in Item 13.2 as he is acquainted with the applicant.

5. MINUTES OF THE MEETING HELD 8th April 2019
Members received the minutes of the meeting held on 8th April 2019.

RESOLVED: that the minutes of the meeting held on 8th April 2019 be approved and signed by the Chairman as a true record.

6. SITE UPDATE FROM THE COMMUNITY PROTECTION OFFICERS (CPOs)
Reports for April and May were received from the Community Protection team. Cllr M Heard enquired when the Community Protection Officers last attended an Environment committee meeting, EO advised that they had last attended in January and that due to staff shortages they had been unable to attend since then. Cllr C Swain asked what happens to the TruCam information, Cllr J Stilts explained that the information collected would be passed onto the police who process it and issue the fines. Cllr F Shaughnessy asked the EO to pass on the committees thanks to the Community Protection team for their ongoing commitment.

7. FINANCIAL REPORT
Members received and noted a copy of the Environment Committee Financial Report to 31st May 2019. Cllr C Swain questioned the sum of £6000 in the budget allocated to Community Safety, it was later clarified that this amount is for the engagement of the Community Protection team.

RESOLVED: that the Financial Report to 31st May 2019 be received and noted.

8. ENVIRONMENTAL ACTION PLAN
The committee reviewed the Environmental Action plan with the following points noted:

24. Plot Markers – Cllr M Harvey produced a prototype and advised the price is around £3 per plot marker. EO to get a quote which is to go to the Finance Committee before the plot markers are purchased.

29. Cllr C Swain asked for a progress report on the removal of estate agents boards. EO advised that she had reported this to the Enforcement Team at Maldon District Council.

9. ALLOTMENTS REPORT
The EO gave a verbal update. She advised the committee that Brickhouse Farm and Warwick Crescent allotment sites are both full and that there is one vacant plot at Maldon Hall allotments which the EO is in the process of letting. The EO asked the committee to consider producing a best practice note for keeping chickens which would form part of the tenancy agreement and set a standard which the EO can use to ensure compliance when carrying out routine inspections.

RESOLVED: That the EO produces a best practice note on keeping chickens for the committee to approve.

9.1 Horse Chestnut Tree
The EO advised that a horse chestnut tree has been planted by a tenant at Maldon Hall allotment site in breach of the Town Councils allotment tenancy agreement. Cllr M Heard and Cllr C Swain proposed that the tree should be removed. It was proposed that the EO write to the tenant informing them that...
the tree is not permitted in accordance with Section 10 of their tenancy agreement.

**RESOLVED:** It was agreed that the EO will write to the plot holder to inform them that the tree is not permitted and needs to be removed.

### 9.2 Permission to erect a shed and keep chickens
A request has been received from the tenants of plot 18B Maldon Hall allotment site, for permission to erect a 5 foot by 3 foot shed along with a chicken coop to keep chickens. The committee had no objections to the proposal.

**RESOLVED:** that the request be approved.

### 9.3 Erection of a greenhouse made from plastic bottles.
A request has been received for the erection of a wood and recycled plastic bottle greenhouse on plot 1C Warwick Crescent allotment site. Cllr F Shaughnessy informed the committee that she had seen two greenhouses made from recycled plastic bottles and was very impressed. The committee raised concerns regarding the labels on the bottles and it was agreed that these should be removed from the bottles before they are used in the greenhouse structure.

**RESOLVED:** That the recycled greenhouse be approved with the condition that all labels are removed from the bottles before they are used in the greenhouse structure.

**Tenants Questions**
Barry Clements, a representative from Brickhouse Farm allotment asked if the path was going to be re-surfaced. The EO advised that having looked into the costings, there is insufficient money in the budget to resurface the path, which had been proposed for cosmetic purposes only (Anglia in Bloom).

### 10. CLOSED CHURCHYARDS
The EO gave a verbal update and advised that Skippers had a small accident whilst mowing the grassed slope at St Mary’s closed churchyard. Bollards are now in place to prevent this happening again. The tall bush in the churchyard that has been used as a hide-out by a group of youths which had encouraged antisocial behaviour, has now been reduced in height to prevent any further issues.

### 11. GARDENS
**LEECH MEMORIAL GARDEN (LMG)**
Cllr F Shaughnessy, Chairman of the Friends of Leech Memorial Garden, reported that working parties are now being organised.

**MARKET HILL GARDENS**
The EO informed the committee that a small amount of graffiti had been reported on a section of the wall in the gardens. The EO had arranged for the graffiti to be removed and there are no further issues.

**RESOLVED:** that this information be noted.

### 12. PONDS
Ware Pond
No issues to be reported.

Wycke Hill Pond
No issues to be reported.

RESOLVED: that the information within Ponds Report be noted.

13. AMENITY AREAS

13.1 Tree Survey
Members received three quotes for tree surveys. The EO advised that the quotes provided range from comprehensive including advice on third party trees to basic. Cllr J Stilts and Cllr M Heard felt it would be prudent to have an in-depth survey carried out on the proposed sites. Cllr M Heard proposed to accept the quote received from Andy Day Arboricultural Consultancy, Cllr P Stilts seconded this proposal.

RESOLVED: that the quote from Andy Day Arboricultural Consultancy be accepted and approved.

13.2 Funding for the installation of the bench by Rotary
Members received a report providing an email response from Kerry Seward regarding the siting of the Rotary club bench in response to the EOs email querying paragraphs 2 and 3 of the original ELS agreement received from Essex County Council.

1. The bench should be installed facing towards the carriageway.
2. The front of the bench should be approx. 0.700 metres from the kerb face, this would leave approximately a 1.7 metre footway.

The report also included two quotes for the installation of the bench from S.P Bardwell Ltd and Boswell Builders Ltd.

The committee agreed to accept the positioning of the bench as set out in the ELS agreement from Essex County Council and to accept the quote from S. P Bardwell for the installation of the bench.

RESOLVED: That the funding for the installation of the bench is approved and the quote From S P Bardwell be accepted and approved.

13.3 Response from Maldon District Council regarding trees at Downs Road.

Members received a copy of a letter from Maldon District Council in response to Maldon Town Councils letter regarding the removal of trees at Downs road Maldon. The EO asked the committee if this item can now be closed on the environment action plan.

RESOLVED: That item 1 is closed and removed from the environment action plan.

13.4 Overgrown Footpath at Cromwell Lane Maldon
Members received a report raising the issue of an overgrown footpath leading to Beeleigh from Cromwell Lane. Cllr F Shaughnessy advised the committee that she and the EO had walked the footpath and found it to be in a good condition, although they did note several of the stiles had been broken. Cllr F Shaughnessy advised that she had since
spoken to the member of the public who had raised this issue and their concern was more with the state of the land that the footpath runs through. Cllr P Stilts raised concerns that in the photographs attached with the report the nettles appeared to encroach on the footpath and suggested that a letter should be sent to Essex County Council asking them to cut back the vegetation from the footpath and mend the broken stiles. The EO advised members that the footpath crosses through three different parcels of land, all in separate ownership.

**RESOLVED:** That a letter regarding the maintenance of the land be sent to all the land owners along with a letter to Essex County Council asked them to cut back the vegetation from the footpath and mend the broken stiles. Cllr F Shaughnessy agreed to assist in drafting the letter with the EO.

### 14. EYESORES

Cllr C Swain reported that rubbish had been left behind the Maeldune Centre sign in St Peters church yard.

**RESOLVED:** That the EO investigates and arranges for the removal of the rubbish.

Cllr C Swain reported that the bus shelter at Rydal Drive has glass panels missing.

**RESOLVED:** The EO will check that the bush shelter is owned and maintained by the Town Council.

Cllr Harvey raised concerns about the state of the old police station. He suggested that prints could be made of the original windows and doors and used to cover the existing metal grills that are an eyesore. Cllr M Heard suggested that the Town Council writes to the Police and Crime Commissioner requesting a further update on the status of the building.

**RESOLVED:** That Cllr M Heard works with the EO to write a letter to the Police and Crime Commissioner requesting an update on the status of the building, including Cllr M Harveys suggestion of covering the metal grills with prints of the original windows and door.

Cllr M Heard raised concerns over the fenced off area by Morrisons supermarket. Cllr M Harvey informed the committee that the fence was erected for health and safety reasons.

**RESOLVED:** That the EO establishes who owns the land and writes to them requesting an update on the fence.

Cllr L Dowling reported that there had been several black bags full of green waste dumped in various areas of the town. Cllr L Dowling reported that Maldon District Council no longer sell green bags for the collection of green waste and although she has sent several emails to the Waste and Street Scene Manager asking for an update as to when this service will be resumed, to date she has not received a reply. Cllr C Swain advised that the green waste service has been restricted due to over demand.

**RESOLVED:** That the EO writes to the Street Scene Manager at Maldon District Council for an update on the position regarding green bags.

Cllr J Stilts raised concerns regarding household rubbish being dumped in a general rubbish bin which is located between Cross road and Poets estate. There is also scrap metal being left by the bin.
RESOLVED: That the EO reports this to the Community Protection team.

Cllr P Stilts reported that there are several overgrown footpaths on the estates, and he was asked to forward photos on to the EO.

RESOLVED: That the EO reports the overgrown footpaths to Essex County Council.

15. MALDON IN BLOOM

Jane Hudson, the new chairman of Maldon In Bloom, reported that working parties had been out on the Promenade Park and has been working with Peter Clarke at the District Council to help improve the appearance of the flowerbeds in the Park. Maldon in Bloom has withdrawn from Anglia in Bloom this year due to the workload. Judging for the annual Maldon in Bloom competition has now been completed and the presentation evening will take place on Tuesday 18th June 2019. There had been a good response to invitations with around 80 people expected to attend

RESOLVED: that the verbal update be noted.

16. GROUNDS MAINTENANCE REPORT

It was noted in in the report submitted by Skippers that the heavy-duty mangers that are used on the Town Hall and the Friendly Fryer are rotten and need replacing. At present the monk sculpture that was in St Peters church yard is being stored in Skippers yard. The committee agreed that this can now be disposed of as it is in a poor state of repair.

RESOLVED: EO liaises with Skippers to get new quotes for replacement of the mangers. EO to ask skippers to dispose of the monk sculpture.

17. QUESTIONS FROM THE PRESS AND PUBLIC ON OTHER ISSUES

17.1 The issue of cars parking on green verges was raised by a member of the public. Areas of concern are the cars parking on the grass areas at St Giles Crescent, Dorset Road and Essex Road. It was requested that the Town Council send a letter to Essex County Council regarding this matter.

Cllr M Heard noted that he has met with ECC Councillor P Channer to discuss solutions to these issues for the problem roads in West Ward. He suggested that the other district councillors should do the same for roads in their wards.

17.2 Various issues of concern were raised with the Wycke Hill pond site, including a damaged post on the footpath running along the side of the pond adjacent to the road, the quality of water within the pond and the impact this could have on the wildlife. A request was also made for the siting of a bench for the public to use.

The EO advised that a proposal had been explored with the Maldon Salt Company to provide a seating area within the site. A letter was written to Maldon Salt in March 2019 asking them if they were still interested in participating in the scheme but no reply was received. Cllr J Stilts advised the committee that the damaged post was the base of a broken streetlight and had been reported to Essex County Council. The EO will contact Skippers regarding the water quality in the pond and add the siting of a bench to the next Environment Committee agenda.
17.3 Concerns were raised about the poor condition of the old police station and that if it is left in its current condition it could be damaging for tourism in the town.

Cllr M Heard had already agreed to take this matter forward.

There being no further business, the meeting closed at 21.35

Signed: ........................................ Date: ...........................................

Cllr J Stilts
Chairman
PRESENT:
Chairman: Cllr M Heard (Deputy Town Mayor)
Councillors: L Dowling (Deputy Chairman), A Hafiz (substitute for Cllr S Nunn), M Harvey (substitute for Cllr M Pearlman), F Shaughnessy (Town Mayor), T Shrimpton, J Stilts and C Swain

In Attendance: Cllr P Stilts (left at 7.50pm) Jane Coleman Town Clerk

22 WELCOME AND APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllrs S Nunn (family illness) and M Pearlman (away).

23 DECLARATIONS OF INTEREST
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they would need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

Cllr J Stilts declared a non-pecuniary interest in item 11 as the previous mayor, and item 14 as she met the resident. Cllr M Harvey declared a non-pecuniary interest in item 14 as he was contacted by the resident. Cllr A Hafiz declared a non-pecuniary interest in item 14 as he knows the resident. Cllr F Shaughnessy declared a non-pecuniary interest in item 11 as the current mayor.

24 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 20th MAY 2019
The Minutes of the Finance and General Purposes Committee meeting held on 20th May 2019 were received and approved.

RESOLVED: that the Minutes of the Finance and General Purposes Committee meeting held on 20th May 2019 be confirmed as a true record and signed by the Chairman.

25 TOWN CLERK’S REPORT
The Town Clerk had no additional issues to report, beyond those presented within the agenda.
26 FINANCIAL REPORTS

26.1 Payments for approval 1st May - 20th June 2019
The lists of payments for approval between 1st May – 20th June 2019 were scrutinised and approved. Cllr C Swain questioned the value of the council’s NALC subscription, and clarified that the payment to Siemens was for the installation of the replacement photocopier. He also questioned how the business rates for the Town Hall were calculated, and whether it should be re-valued. It was agreed not to take any action at the present time.

Cllr J Stilts proposed that when the Fire appliance contract is renewed, other quotations are also obtained, as she considered it expensive. The Clerk confirmed that the Fire Risk Assessment is reviewed annually.

RESOLVED: that the list of payments for 1st May – 20th June 2019 be noted and approved.

26.2 Budget Comparison Report at 31st May 2019
The Budget Comparison Report as at 31st May 2019 was scrutinised and approved. The Clerk noted that the insurance is due for renewal towards the end of March annually, which it appears that the budget for the current financial year is unused. She further noted that the budget was set in November 2017 in the expectation that premiums would rise on renewal of the contract in March 2018. In fact, premiums were reduced and this is reflected in the current budget.

RESOLVED: that the Budget Comparison Report dated 31st May 2019 be received and approved.

7.3 Bank Reconciliation Summary to 20th June 2019
The Bank Reconciliation Summary to 20th June 2019 was scrutinised and approved. The list of Earmarked Reserves was also reviewed and Cllr C Swain enquired as to the purpose of the Neighbourhood Plan Reserve. This reserve was earmarked when Neighbourhood Planning was new, as a precaution against the potential housing allocations in the Local Development Plan. However, these did not prove controversial.

The Clerk explained that a proposal will be made to the next Town Council meeting that the Council should undertake a Town Plan, using this reserve. Cllr J Stilts noted that this would involve extensive community consultation, which will be helpful when the Council applies for Gold Award status. The Clerk noted that an application had recently been made for Quality status.

RESOLVED: that the summary of the bank reconciliations of all accounts, to 31st May 2019 be noted and approved.

8. PREMISES
8.1 ST GILES RUINS
The Town Clerk advised that the provisional start date for works to the ruins is 26th July, and that it will take 13 weeks.

RESOLVED: that the information be received and noted
8.2 PLUME BUILDING
Members received a quotation for all the identified works to the Plume Building, excluding the removal and storage of the books. It is hoped that grant funding can be secured towards this.

Members agreed that there should be a meeting with the Plume Trustees and the architect, David Whymark to take this forward. Cllrs M Heard, C Swain, T Shrimpton and F Shaughnessy volunteered to be involved.

RESOLVED: to seek a meeting with the Plume Library Trustees to discuss how the repairs can be funded.

8.3 MOOT HALL
Councillors noted that the repainting the two first floor windows onto the balcony and also the railings had been undertaken.

Councillors received a quotation for netting on the balcony to deter the pigeons, and also one for cleaning and re-sealing the decking on the balcony.

Cllr F Shaughnessy was concerned in case the birds should get caught in the mesh and be injured. Clarification will be sought as to the likelihood of this happening. Cllr M Harvey noted a local pest controller who could offer advice on pigeon deterrents.

It was agreed that further quotations for cleaning and re-sealing the balcony decking be sought.

RESOLVED: that the quotation for netting on balcony be accepted and the likelihood of entanglement be checked.

9 MAELDUNE TRUST
The Clerk noted that she had sought simple five to ten year financial projections from the Maeldune Trust, but that the Trustees were confused by this request. Cllr C Swain agreed to find out at the forthcoming Trust meeting which he attends if any progress has been made.

10. GRANT APPLICATIONS
Members received a letter from the Maldon Drama Group thanking the Council for their support.

RESOLVED: that the information be noted.

11. REGALIA
Cllrs F Shaughnessy and J Stilts had declared a non-pecuniary interest.

Members considered a proposal for repairs and improvements to the Mayoral Chain. Cllr J Stilts felt that some names which are faint may be lost if the chain is gilded and that with such a heavy chain, a retaining chain would be uncomfortable on the back of the neck. There would be additional fitting costs every time a new Mayor is elected. She agreed that the silver fixing pins, needed to be replaced with steel ones.
Members agreed with this view.

RESOLVED:- that the shoulder fixing pins are replaced with steel ones, and the engraving is bought up to date when the new links are received.

RESOLVED:- that an additional retaining chain is not fitted and the chain is not cleaned or guilded.

12. PROCUREMENT OF A MACE CABINET
Members received quotations for the purchase of a lockable cabinet to store the mace in the town hall. The Clerk was asked to ensure that the rack is removable and that the measurements are correct. A custom-made rack can be fitted to hold the mace. Members agreed to purchase JFC 5 Gun Shotgun Cabinet at a cost of £174.00.

RESOLVED:- that following the proposed checks the above Cabinet is purchased and installed.

13. QUESTIONS FROM THE PRESS AND PUBLIC
There were no members of the public present.

14. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1860, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

15. STAFF REPORT
The Town Clerk updated members on proposed minor changes to the allocation of office workloads arising as a result of changes to the Maldon in Bloom committee.

16. Land at Tennyson Road
Cllrs A Hafiz, M Harvey and J Stilts had declared a non-pecuniary interest.

Members received an update on the sale of land at Tennyson Road and approved the proposed way forward.

RESOLVED: that the update be noted.

17. PUBLIC DOMAIN

RESOLVED: that no item be moved into the Public Domain at the present time.

There being no further business, the Chairman closed the meeting at 8.31 pm.

Signed:………………………………………. Date: …………………
Cllr M Heard
Chairman
75th Anniversary of VE Day – May 2020

Background Information
Recent Government press announcement

Summary
The government has recently announced that the early May Bank Holiday in 2020 will move from Monday 4 May to Friday 8 May, to mark the 75th anniversary of VE Day.

Commemorative events will be taking place over the three-day weekend across the country, including:
- The Nation’s Toast (where over 20,000 public houses will encourage patrons to raise a glass to the Heroes of WWII
- Bag pipers playing the traditional Battle’s O’er on four of the UK’s highest peaks
- Bells in churches and cathedrals across the country joining forces in a special Ringing Out for Peace, and
- Local street parties and celebrations

In 2018, the Town Council made a significant contribution to WW1 Centenary Commemorations in Maldon, including:
- Poppy Drape on the Moot Hall
- Supporting the Hope Flowers production
- Facilitating the Danger Tree Exhibition
- 2 WW1 commemorative benches
- Tommy Silhouette
- Service to commemorate the Centenary of the Armistice, followed by a full peal of bells
- Decorating 2 Soldier silhouettes at Plume Academy

Now is an appropriate time to start thinking about 2020, taking into account celebrations being planned by MDC. It is suggested that a small working group is formed to take this forward, to include appropriate partners, such as RBL, the churches and MDC.

Cllr S Nunn has been involved in initial discussions at MDC.

Advice
To receive and consider the way forward
A TOWN PLAN FOR MALDON

Background Information

Summary
At the start of a new administration, now is the ideal time to consider whether the Town Council should set out a vision for the town in 20 years’ time together with the steps needed to deliver it. In early 2018, the Town Council published its Forward Business Plan covering 2018-2022.

A vehicle for doing this could be to develop a Town Plan for Maldon which would set out the local community’s aspirations for Maldon over the period to 2040. The focus of the plan could be the town centre, although it could extend to include all residential areas within Maldon Town Parish boundary.

A Town Plan would not cover the land use policies and planning in the District Council’s Local Plan, but instead is concerned with what is needed in every other area.

In order to ensure that the Town Plan reflects the views of local residents, extensive consultation will be vital. The initial public consultations will guide the focus of the review, which may include the following areas:-

- Health
- Environment
- Housing
- Town Centre
- Business Development and Economic Prosperity
- Traffic, Transport and Parking
- Wellbeing of Residents
  - Community Safety and Crime
  - Education and skills
  - Entertainment and the Arts
  - Sport and recreation
  - Youth

Each section will cover:-
- Maldon today
- The Twenty-Year vision – what should Maldon be like?
• The Issues – *what do we have to do?*
• The Outcomes – *what do we want to happen?*
• Actions and projects – *how will we get there?*

**Next Steps**
It is suggested that a representative from the RCCE (Rural Community Council of Essex) is invited to a future Council meeting to outline the benefits of developing a Town Plan, the likely resource commitment and costs, the potential benefits, and to answer members’ questions.

The Town Council already holds a reserve of £25,000 for Neighbourhood Planning.

**Advice**
To receive and note and determine a way forward
AGENDA
Town Council Meeting 15th July 2019

MALDON TOWN COUNCIL

APPOINTMENTS TO COMMITTEES AND REPRESENTATIVES OF THE TOWN COUNCIL ON OTHER ORGANISATIONS FOR 2019-2020

Agenda Item 10

Background Information
Annual Town Council meeting held 13th May 2019
Minutes 36 Town Council meeting held 3rd June 2019

Summary
At the previous Town Council meeting, Cllr P Stilts noted that in accordance with Standing Order 8, (which states that nominees for appointments by the Town Council must be present at the meeting) as Cllr A Hafiz was not present at the Annual Council Meeting, he could not be appointed and there are vacant positions on the F&GP Committee, Maldon in Bloom Working Group, Moot Hall Working Group, Premises Working Group, Tourist Information Centre Working Group, the Maldon Community Safety Partnership, and the Joseph Henry Unwin Trust.

Cllr A Hafiz has indicated his willingness to serve on the above positions for this Civic Year.

Gepp Charity:
Currently Cllr R Ford and S Savage, Ken Russell and Michael Bentley (appointment expired 01 05 2019).

extract from the will of Arthur Gepp who died on 6th November 1949 regarding the appointment of trustees which clarifies the situation:

'The bank shall request in writing the Town Council of the said Borough to nominate at least four trustees of the said Charity, and such Trustees shall not necessarily be, but may be, members of the said Council, and if the said Council shall not nominate the same or shall nominate less than four trustees within three calendar months after being so requested by the Bank, the Bank shall nominate such trustees or any trustee or trustees necessary to make the number of trustees up to four, but the power of appointing any new trustee or trustees of the said Charity from time to time shall be vested in the said Council, who may from time to time (notwithstanding that no case for appointing a new trustee may exist) appoint any person persons or corporation to be a trustee or trustees of the said Charity jointly with the continuing trustees.'

All the current Trustees have indicated their willingness to serve for another four year term.
Price Charity – currently Cllr S Savage (appointment expires 15 05 21) and R Ford (appointment expires April 2022)

According to the Charity Commission Trust Deed, sealed 7th October 1958:

6 "Trustees - The body of Trustees shall consist when complete of four competent persons residing within a radius of ten miles of the Moot Hall in the Borough of Maldon being (except as hereinafter provided for the first Trustees) Two Nominative Trustees and Two Co-optative Trustees."

7 First Trustees .................. Four trustees named....................

8 "Nominative Trustees - The Nominative Trustees shall be appointed by the Council of the Borough of Maldon. Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the council. The chairman of the meeting shall cause the name of each appointed to be notified forthwith to the Trustees or their clerk. The person appointed may be but need not be a member of the Council.

9 Co-optative Trustees - Every Co-optative Trustee shall be appointed for a term of four years by a resolution of the Trustees passed at a special meeting."

Both representatives have indicated their willingness to continue to serve on the Price Charity for a further period of 4 years to 2023.

Advice
To receive and note, and confirm the appointments as proposed
Buckingham Palace
Garden Party
and the
EALC Chairman Service Award

Please see enclosed letter from Chairman and the Nomination form. The Nomination form should take no longer than 5 minutes and can be submitted either electronically or by hand. Please send it to the EALC to arrive no later than the 12th July 2019 marked for the attention of Rebecca Sheppard. Rebecca.sheppard@ealc.gov.uk
Dear Local Council Clerk

**Buckingham Palace Garden Party and the EALC Chairman Service Award.**

There are some remarkable Chairman and Mayors currently holding the position or have done so in the past throughout Essex. They deserve to be truly recognised for the service provided to their community. The EALC recognises the excellent work undertaken by many Essex Councillors and to acknowledge this nationally the Lord Chamberlain has asked for assistance in selecting those individuals who have made a significant impact within the communities they represent. To receive a Buckingham Palace Garden Party invitation the nominee must be a past or present Mayor or Chairman, not have attended a garden party previously and be fit enough to attend a full day event.

If your Council has a qualifying Nominee that they wish to nominate for this prestigious award please complete the simple award application process. You need not tell the nominee of your intention to submit their nomination and in our experience it may best not to do so to complete the surprise if they are successful.

The questions asked on the nomination form will measure the contribution they have made within their community and take into account any external community activities in which the Chairman or Mayor has been involved. Each question has a simple weighted score designed to help identify those who have excelled within Essex. You are also asked to write a simple citation about the nominee to show how they have made a significant difference to their community.

Please note that if you have nominated an individual in the past and they were not successful you are encouraged to nominate them again this year.

**The Nomination Form**

There is a nomination form enclosed for you to complete electronically or by hand. Please send it in to the EALC to arrive no later than the **12th July 2019 marked for the attention of Rebecca Sheppard** (rebecca.sheppard@ealc.gov.uk) or by post to the EALC at 42B High Street, Great Dunmow, CM6 1AH

Please note Buckingham Palace Garden Party invitations are not guaranteed and are subject to the EALC being allocated invitations by the Lord Chamberlain.

The Presentation to the Winner of the Buckingham Palace Garden Party Nominations will be made during the Awards Ceremony along with the Service Award at the EALC AGM on 19th September 2019. We look forward to receiving your nominations.
Summary
Invitation for Maldon District Conservation Design Awards Nominations 2019

Nominations are sought for the Maldon District Conservation & Design Awards Scheme which is one of the longest running and most successful schemes of its type. Its aim is to acknowledge and encourage good design and sympathetic conservation of the special elements of our built and natural environment.

The annual awards rely on architects, landscape architects, professional bodies, charitable trusts, community groups, parish councils and the public to nominate projects for these worthwhile awards.

There are four categories for which awards are available:

- Building Conservation
- Design
- Nature Conservation / Landscape
- Sustainability

Details of the building and project and photographs are needed for an application.

In 2018 the following buildings were nominated:- Building Conservation category number 44 Wantz Road and the former Middleton Manor (48 Wantz Road); Design category the Shrimp Brand Brewery flats in Fullbridge (now called Old Moorings); Nature Conservation category St Peter’s Churchyard; and Sustainability category The Star Guest House.
Date: 2 July 2019

Dear Maldon Town Council:

Draft List of Local Heritage Assets in Maldon

It is my pleasure to consult you on the attached Draft List of Local Heritage Assets for the parish of Maldon. A copy of this Draft Local List is enclosed for your information and interest. Draft Local Lists for the parishes of Maldon, Heybridge and Southminster were approved for public consultation by Maldon District Council's Planning and Licensing Committee on the 8th of June 2019.

The Maldon District contains over a thousand nationally listed buildings, which are protected by law. It has also been recognised that there are many historic buildings which, although they may not meet the criteria for national listing, possess local value because of their architectural and historic interest. The District Council is developing Lists of Local Heritage Assets to identify and celebrate these locally important buildings in each parish. Unlike nationally listed buildings, inclusion on a Local List does not itself bring any additional consent requirements over and above the existing requirement for planning permission. However, it does mean that a building’s heritage significance will become a material consideration in the planning process. The approved selection criteria are reproduced on the inside cover of the Local List.

We would be very grateful if you could submit any comments you have on the Draft Local List to the above email address, by the 14th of August 2019. In particular, we are interested to hear whether or not you agree that the buildings included meet the selection criteria. If you have any additional historical information relating to any of the buildings, we would be interested to receive this. If you feel that there are other buildings in the Maldon District which have not already been identified which satisfy the selection criteria, we would be pleased to consider further nominations (bearing in mind that we cannot consider buildings which are already on the national list). All consultation responses will be taken into account and will be collated and presented to a future meeting of Maldon District Council's Planning and Licensing Committee, which will decide whether to adopt the Local Lists for Maldon, Heybridge and Southminster.

Yours faithfully

Tim Howson
Conservation Officer
IMPROVING TRAFFIC FLOW IN THE TOWN CENTRE

Minutes from the Working Party held on Friday 28th June 2019 at 2pm in the Conference Room, Maldon Town Council.

Councillors in attendance:
- D Ogg (Chairman)
- C Mayes
- A Lay

1. Nominations for the chairman
Cllr C Mayes proposed Cllr D Ogg as Chairman. Cllr A Lay seconded the proposal.

2. Apologies for absence
Cllr S Nunn & Cllr M Pearlman

3. Actions already undertaken.
- Cllr C Mayes asked what Heybridge Parish Council required.
- Town Clerk to Chase responses from Prezzo and Faulkes.
- Cllr D Ogg will contact South Essex Partnership.

4. Identification of potential solutions
One solution put forward as follows:
- One-way system put in place to start at Market Hill and terminate at the Prom Park.
  (To include buses and taxis – to be consulted).
- Restrict delivery times for large deliveries.
- Free half hour parking for cars to be kept on the left-hand side – between the hours of 8am to 6pm.
- Free parking in the High Street between 6pm and 8am.
- Zebra Crossing at the top of Market Hill be replaced with pelican crossing.
- Small deliveries in transit allowed throughout the day using the parking bays.
- Yellow line at Mill Road to be changed to parking spaces for residence only.
- Reduce the taxi rank outside the Prom Park to provide residence parking.
- Open the parking at Prom Park for residents parking between 6pm and 8am.

6. Date to be arranged after Full Council (15.7.19) and after the next Air Quality meeting at MDC. Cllr. C Mayes to advise Town Clerk.

Meeting closed at 2.58pm