



**MINUTES of
PLANNING AND LICENSING COMMITTEE
25 JANUARY 2018**

PRESENT

Chairman	Councillor Mrs P A Channer, CC
Vice-Chairman	Councillor A K M St. Joseph
Councillors	R G Boyce MBE, M F L Durham, CC, A S Fluker, S J Savage, Mrs M E Thompson, Mrs B D Harker and B E Harker

754. CHAIRMAN'S NOTICES

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

755. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H M Bass and M R Pearlman. In accordance with notice duly given, Councillors B E Harker and Mrs B D Harker respectively were substituting for Councillors Bass and Pearlman.

756. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 16 November 2017 be received.

Minute No. 593 – Planning Policy Update

The final bullet point of the second paragraph on page 469 should read:

“The London Plan – it was likely that some of the housing need would impact on Essex and consultation on the plan is due to start in early December 2017.”

RESOLVED

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 16 November 2017 be confirmed.

757. DISCLOSURE OF INTEREST

Councillor M F L Durham CC disclosed that he was also a Member of Essex County Council and declared a non-pecuniary interest on any Agenda item pertaining to that organisation.

Councillor Mrs P A Channer CC disclosed that she was also a Member of Essex County Council and declared a non-pecuniary interest on any matters relating or referring to Essex County Council.

758. PUBLIC PARTICIPATION

No requests had been received.

759. FULMAL1701192 AND LBCMAL1701193- VAULTY MANOR, GOLDHANGER ROAD, HEYBRIDGE

The Committee received the report of the Director of Planning and Regulatory Services and determined the following planning application, having taken into account all representations and consultation replies received, including those listed on the Members' Update circulated at the meeting.

Application Number	FUL/MAL/17/01192
Location	Vaulty Manor Goldhanger Road Heybridge Essex
Proposal	Alterations to openings and internal partitioning of stable ranges to provide new reception/WC areas in place of existing ancillary guest/staff accommodation.
Applicant	Mr Christopher Powdrill
Agent	Mr Robert Pomery - Pomery Planning Consultants Ltd
Target Decision Date	26 January 2018
Case Officer	Kathryn Mathews, TEL: 01621 875805
Parish	GOLDHANGER AND HEYBRIDGE
Reason for Referral to the Committee / Council	Major Application

Application Number	LBC/MAL/17/01193
Location	Vaulty Manor Goldhanger Road Heybridge Essex
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Agent	Mr Robert Pomery - Pomery Planning Consultants Ltd
Target Decision Date	26 January 2018
Case Officer	Kathryn Mathews, TEL: 01621 875805
Parish	GOLDHANGER AND HEYBRIDGE
Reason for Referral to the Committee / Council	Major Application

RESOLVED that application FUL/MAL/17/01192 be **APPROVED** subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
- 2 The development hereby permitted shall be carried out in complete accordance with the approved drawings specifically referenced on this decision notice.
- 3 No development shall take place until details of the foul drainage scheme to serve the development shall be submitted to and agreed in writing by the local planning authority. The agreed scheme shall be implemented prior to the first occupation of the development.

And

RESOLVED that application LBC/MAL/17/01193 be **GRANTED** subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
- 2 The development hereby permitted shall be carried out in complete accordance with the approved drawings specifically referenced on this decision notice.
- 3 Prior to the commencement of the development hereby approved, details or samples of the materials to be used shall be submitted to and approved in writing by the Local Planning Authority.
- 4 No development shall take place until large scale drawings (1:20) of all new window frames, external doors and door frames and section details at 1:2 of the head, jamb, cill and glazing bars have been submitted to and approved in writing by the local planning authority. The drawings are to show typical section profiles and materials to be used. The development shall then be carried out in accordance with the approved details.

760. ECONOMIC DEVELOPMENT UPDATE

The Committee received the report of the Chief Executive, the purpose of which was to update Members on key issues and provide an opportunity for feedback and input.

The Director of Planning and Regulatory Services presented the report to the Committee drawing attention to The Maldon District Enterprise Centre feasibility study (para 2 of the Appendix to the report) and the successful bid for £60k funding which was matching funded by £10k from Essex County Council (ECC).

The National Transport Strategy (para 8 of the Appendix to the report) was also highlighted and Members were advised that Officers had informed ECC that the Council did not intend to take action on possible re-opening of closed railway lines.

Councillor S J Savage spoke on this and was of the opinion that Officers should not have made this decision and should consulted Members within whose remit it was to make such a decision.

The Leader of the Council advised that although the idea was a good one in principle, in practical terms it would be almost impossible to implement.

In response to a question about the Burnham-on-Crouch Chamber of Commerce (para 4.2 of the Appendix to the report), the Chairman advised that it had been the bus tour's final event and not the last event for the Burnham-on-Crouch Chamber of Commerce. Furthermore, there was to be an event at the end of January regarding Apprenticeships.

The Director of Planning and Regulatory Services confirmed that this was the case.

Questions were raised about the speed of superfast broadband in the Purleigh and Heybridge areas and the difficulties of going paperless at meetings if downloads were slow.

A request was made that as Economic Development was a discretionary service it would be useful for the Committee to see projected outcomes for projects, so that it would be possible to track what this service area was providing both to the Council and the District.

The Chairman highlighted that economic prosperity, including tourism, was very important to the District and that a report on this would be welcomed. It was agreed that corporate goals should have outcomes. However, all Committees that reflected on corporate goals should have reports presented to them in the same way. If changes to reports were to be made, then this should go across all Committees and the Council. It should perhaps be the Council that looked at this and made any decision.

The Leader of the Council advised that the Economic Development Manager had been visiting various places throughout the District and had received very good feedback. However, it was necessary to get some idea of a positive outcome in terms of a return to the Council. In future a more targeted report to include outcomes would be welcomed.

The Director of Planning and Regulatory Services confirmed that he would review the structure of these reports.

The Committee was advised that the Causeway Business Forum Meetings were very successful and that an Apprenticeship Event was planned for 7 March 2018.

RESOLVED:

- (i) That the structure of Economic Development reports be reviewed;
- (ii) That future Economic Development reports would include projected outcomes.

761. PLANNING POLICY UPDATE

The Committee received the report of the Director of Planning and Regulatory Services which provided an update on local, sub-regional and national planning policy matters including Duty to Cooperate and Essex Local Plans, Strategic Transport update, London Plan and legislative changes as they affected planning policy.

The Director of Planning and Regulatory Services advised the Committee of updates that had occurred since the report was drafted:

Duty to Cooperate:

- Chelmsford City Council - had a draft pre-submission plan approved on 18 January 2018 and it would be published for 6 weeks consultation on 31 January 2018. There were plans for 7k new homes at South Woodham Ferrers and a report on this would be presented to the next Planning and Licensing Committee.
- North Essex Joint Local Plan examination was due to close on 25 January 2018
- Basildon Borough Council - had sent the Council duty to cooperate meeting request for 15 February 2018 for both Members and Officers.
- Brentwood Borough Council - a further round of preferred options consultation was to commence at the end of January 2018.
- Rochford District Council – has commenced an issues and options consultation for their Local Plan with a closing date of early March 2018.
- Tiptree Parish Council – there was an exhibition of their neighbourhood plan due on 7 February 2018. This could have an impact on the north of the District.

A120 Route Options

- A12 - there was a Community Forum on 30 January 2018.
- A12 – forum at Witham on 22 January 2018 had been cancelled.
- A120 – policy forum was taking place on Friday 26 January 2018.

Essex Planning Policy Portfolio Holder and Chairman meeting had taken place on 17 January 2018 and notes of that meeting would be forwarded to the Chairman of this Committee. Key issues covered were integrating health into planning policy, Essex Highways taking account of the cumulative impact of development; a standardised approach to Section 106; issues around retaining and attracting planning workforce and the launch of the Essex Design Guide. Finally, there would be a county-wide response to The London Plan.

The Chairman highlighted that it was important that matters from meetings held at County level were fed back to this Committee.

The Chairman advised Members:

- That there would be a separate report on the Local Development Scheme (LDS) later in the meeting.
- There would be a report to the Committee on the response on consultation to The London Plan.
- There was a new legislative requirement for a review of the Local Development Plan (LDP) and Statement of Community Involvement every five years.
- Through new legislation, the Secretary of State now has powers to direct local planning authorities to prepare a strategic plan for their area, as this would provide a local alternative to the Secretary of State's intervention.

The Leader of the Council advised that Basildon Council was one of 14 authorities that had been put on notice by the Secretary of State to produce a plan by 31 March 2018.

There was concern about The London Plan and Members were advised that a consultation response was required by 1 March 2018 and that Officers would be providing a robust response on its contents. The plan would have an impact on districts

outside London. There would be a report to the Planning and Licensing Committee in March 2018 on this.

Concern was raised about the impact the London Plan would have upon the District and the availability of affordable homes.

By way of clarification the Leader of the Council advised that there was a South East of England Assembly in London on Friday 26 January 2018 where the Mayor of London was to provide more detail on the London Plan.

“A Green Future: our 25 Year Plan to Improve the Environment” – Members requested a report on the Government’s long term environmental strategy in due course.

RESOLVED:

- (i) That the Committee receive the Planning Policy Update outlined in the report and that any matters for decision be brought back to the Committee as required;
- (ii) That a report on “A Green Future: our 25 Year Plan to Improve the Environment” be brought to this Committee at a future date;
- (iii) That a report on the London Plan be brought to this Committee at a later date.

762. LOCAL DEVELOPMENT SCHEME 2018

The Committee received the report of the Director of Planning and Regulatory Services, the purpose of which was to seek endorsement for an update to the Council’s Local Development Scheme (LDS) following the approval of the Maldon District Local Development Plan (LDP) in July 2017.

The Principal Planning Policy Officer advised that there was a statutory requirement for the Council to have an LDS which is a project plan for the Council’s planning policy documents for the next year.

She advised that a consultation on the Renewable Energy and Low Carbon Technologies Supplementary Planning Document (SPD) was about to commence and that it was intended that consultations on the Affordable Housing and Vehicle Parking Standards SPD’s would be consulted on this year.

Officers also recommended a Specialist Housing SPD. The Council was receiving more enquiries about older peoples’ housing, therefore, it made sense for the Council to have detailed guidance on this subject.

There was also to be a Recreational Avoidance Mitigation Strategy (RAMS) SPD setting out how the Council could secure financial contributions from new developments to mitigate recreational impacts upon international and nationally protected wildlife sites in the District.

Officers were currently undertaking a review of the Statement of Community Involvement (SCI) which would be brought to this Committee over the summer of 2018.

The work on the Community Infrastructure Levy (CIL) was ongoing and it was hoped that there would be an examination before the end of the year.

A question was asked as to when the Specialist Housing SPD (outlined in 3.1.4 of the report) would be coming forward and the Officer advised that this was detailed on page 51 of Appendix 1 to the report. It was requested that this be brought forward and the Chairman advised that March 2018 may be a realistic date. The Group Manager – Planning Services confirmed that currently each application would be dealt with in accordance with the LDP, particularly Policy H3 and its evidence base including the Strategic Housing Market Assessment (SHMA) which would protect the District from speculative developers in the interim. However, supporting detailed documents would also be beneficial in the longer term.

In response to a request to bring the September 2018 deadline forward the Officer advised that before then it was necessary to have a 6 week consultation, assess comments and revisit the SPD if necessary. The deadline of September was for the SPD to go to the Council, although the consultation draft and final draft (following consultation) would be brought to this Committee prior to consideration by the Council in September 2018.

Councillor A K M St. Joseph raised concerns regarding Reasonable Avoidance Measures (RAMS) and was of the opinion that whereas there had been a lot of discussion on this at previous meetings, it was unlikely that this would provide any benefit to this Council, despite a contribution towards it.

Members were reminded that there was a seminar on 7 February 2018 at which Natural England would be making a presentation on RAMS.

The Officer confirmed that Natural England was aware of Councillor St. Joseph's concerns around the timing of surveys in relation to and the breeding season of birds. It was hoped that Natural England would be able to provide an update at the meeting on 7 February.

The Chairman requested that Maldon District Council be referred to in paragraph 26 of the Appendix to the report because the Council was involved.

It was requested that Members/Officers refer to page numbers of reports so assist those Members that were using electronic copies of the Agenda.

RECOMMENDED to the Council:

- (i) That paragraph 26 of the Local Development Scheme (attached as **APPENDIX 1** to these Minutes) be amended to include reference to the Maldon District Council;
- (ii) That subject to (i) above, the Local Development Scheme be approved as the project plan for key planning policy documents over the next 12 months.

763. UPDATE ON APPEAL DECISIONS (APRIL-SEPTEMBER 2017)

The Committee received the report of the Director of Planning and Regulatory Services informing Members of planning appeal performance on appeal decisions from April to September 2017.

The Chairman drew attention to paragraph 3.8 of the report highlighting the Council's performance against the government target.

The Group Manager – Planning Services advised that six monthly updates were reported to this Committee which now included information on costs awarded. The Council's performance had significantly improved compared to the historical position and that there was roughly consistency of around 65% for the last 18 months.

During this quarter the Council's performance against the government target was 10%. The Council had lost no major appeals during this period. The Group Manager – Planning Services advised that the report only covered the period to September 2018.

The Committee requested that future reports include the section on costs awarded even if there had been none awarded against the Council. If the figure was zero it should still be included.

RESOLVED that Members' comments on the contents of the report and the performance of the Local Planning Authority at appeal be recorded.

764. HALF YEARLY REVIEW OF PERFORMANCE

The Committee considered the report of the Chief Executive providing details of performance against targets set for 2017 / 18 and to ensure that progress was being achieved towards the corporate goals and objectives detailed in the Corporate Plan 2015 – 19. Members were reminded that this report went to all programme Committees and reporting was on an exception basis.

Members considered items in the Appendix to the report relating to this Committee in particular:

- Co-ordinate work with housing associations and developers to provide affordable housing and meet the identified requirements for older persons' independent living within the District – the wording in the comments box should read "Officers have been working with developers to understand the proposed schemes *that* have come forward ...". This was noted.
- Work with partners to deliver the new Maldon Health Hub – the second paragraph stated that "*The Board has recently agreed to progress the development of the business case on the basis of no beds and including a midwifery-led birthing unit and this work is progressing*". It was requested that this comment be checked with the Performance and Risk Officer.

It was requested that a precis of complaints be received, particularly in relation to the planning department. It was also requested that the table show whether the complaints were stage 1 or stage 2 complaints. Furthermore, it was requested that a record of all

complaints be placed in the Members' Room and also Members signposted to where complaints could be located.

RESOLVED

- (i) that subject to the typographical change detailed above the information and comments provided in the report be received
- (ii) That a precis of complaints, particularly in relation to the planning department be received by the Committee;
- (iii) That a record of all complaints received be placed in the Members' Room and Members' advised of where complaint information is located.

765. UPDATE TO THE CRIMINAL CONVICTIONS POLICY AND LICENSING CONDITIONS

The Committee considered the report of the Director of Planning and Regulatory Services, seeking Members' agreement of an amendment to the licensing conditions for taxi and private hire drivers, following concerns raised at the last meeting of this Committee around the arrangements in place for property left in vehicles.

The Chairman advised that following consideration of the Criminal Convictions Policy and Licensing Conditions by this Committee she had been charged with discussing it with Officers. Since then the Criminal Convictions Policy had been agreed by the Council and did not require further discussion. However, an amendment to the licensing conditions was sought and section 3.1.3 of the report set out the intended amended condition:

“The driver shall search the vehicle immediately after completion of a hiring for any property left by a passenger. If any such property is found, it shall be returned to the owner or reported on the Essex Police website within 48 hours. Records of lost property (including description of property; date returned to owner or reported on the Essex Police website; and date of disposal) to be maintained for twelve months.”

Section 3.1.2 of the report referred to Essex Police Policy and that policy had been considered when drafting the conditions.

RESOLVED that the amended licensing condition, as detailed above, be agreed.

766. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

767. PLANNING ENFORCEMENT

The Committee considered the report of the Chief Executive, the purpose of which was to provide the Council with an update on the current position of the Corporate Fraud and Enforcement Service, in respect of planning matters.

The Group Manager – Planning Services highlighted parts of the report which gave Members an update on the current position of the Corporate Fraud and Enforcement service in respect of planning matters and invited questions from Members.

Various issues were discussed in some detail, including the amount of cases open and those that had been closed, particular enforcement actions and prosecutions and also staffing and recruitment of the department.

There was a lengthy discussion about the Government's 20% increase in planning charges and Members were advised that it was a requirement that these be utilised within and for improving the planning service. Some concern was raised regarding whether these monies had been included in the Council's Fees and Charges.

Councillor A S Fluker proposed that an urgent item of business be raised at the next meeting of the Finance and Corporate Services Committee to ensure that the 20% increase in planning fees was incorporated into the 2018 / 19 Fees and Charges and the concerns of this Committee highlighted. This proposal was duly seconded and agreed.

The implications of the Proceeds of Crime Act 2002 (POCA) were also discussed.

RESOLVED

- (i) that an urgent item of business be raised at the next meeting of the Finance and Corporate Services Committee to ensure that the 20% increase in planning fees was incorporated into the 2018 / 19 Fees and Charges and the concerns of this Committee highlighted;
- (i) That Members review and comments on the current position of planning enforcement be recorded.

768. BUILDING CONTROL

The Committee received the report of the Chief Executive, the purpose of which was to update Members on the current position and future options for the delivery of Building Control within the Maldon District.

The Group Manager – Planning Services outlined the report and reminded Members that the requirement for building control was a statutory one.

A request was made that the Minutes recorded how helpful the building control team had been relation to a very complicated building project in Southminster.

Following a lengthy debate, Councillor M F L Durham CC proposed that the Council ascertains what new legislation was likely and then more detail could be obtained regarding all of the options outlined in the report (to include the hybrid suggested).

The proposal was duly seconded and upon a vote it was:

RESOLVED

- (i) that the contents of the report be noted and provided comment on the various options going forward;
- (ii) that further information on the available options outlined in the report be provided to this Committee, to include the suggestion of creating a company employing one full time member of staff and having a nucleus of AIs to call on as and when necessary.

Councillor A S Fluker wished Councillor S J Savage a Happy Birthday.

There being no further items of business the Chairman closed the meeting at 9.26 pm.

MRS P A CHANNER, CC
CHAIRMAN

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**MALDON DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME
February 2018**



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Introduction

1. The Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011, requires local planning authorities to prepare and maintain a Local Development Scheme (LDS). The purpose of the LDS is to set out the subject matter, area to be covered and timetable for the preparation and revision of local development documents, including Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI).
2. In essence, it is a project plan setting out the timetable for work to be undertaken from February 2018 until January 2019. It sets out details of the documents that will be given priority during this period.
3. This LDS has been prepared having regard to the Localism Act 2011, the Government's National Planning Policy Framework (NPPF), 2012, and the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017.
4. Unlike previous related regulations, the Local Planning Regulations 2012 do not contain any specific provisions relating to the preparation of the LDS, giving councils the freedom to report the information that they think most relevant to local people, while maintaining the requirement to keep the public informed about the status of planning documents. In particular, local planning authorities are no longer required to submit the LDS to the Secretary of State.
5. This LDS document will:
 - Provide details on Supplementary Planning Documents and other planning policy documents that the Council intends to produce and a timetable for their preparation up to January 2019;
 - Outline the 'Milestones' to be achieved as part of the process leading to the adoption of the various documents;
 - Provide details on the supporting documents which will form part of the Evidence Base;
 - Provide information on the Authority Monitoring Report;
 - Set out details on the approved Local Development Plan policies that are used to assess planning applications; and
 - Set out the resources available and any constraints.
6. It is important that plans for the future development of the District are produced in a timely and efficient manner. If not, development which is crucial to the social, economic and environmental well-being of the district and its residents may be delayed, the co-ordination of development and infrastructure provision may be difficult to achieve and it puts at risk the Council's ability to defend planning decisions at appeals.

Maldon Local Development Plan

7. On the 21 July 2017, the Secretary of State Approved the Maldon District Local Development Plan (LDP). The LDP includes the following components:
 - The spatial strategy for future growth within the District over the next 15 years;
 - Strategic development policies;
 - Development management policies; and
 - Land use allocations.
8. The diagram at **Appendix 1** sets out how the LDP sits within the hierarchy of planning policy

and supporting documents. The Policies Map supports the LDP, but does not form part of it.

9. On approval, the LDP replaced the 'Saved Policies' in the Replacement Local Plan (2005) and became the development plan document for the District. The approved policies are listed in **Appendix 2**.
10. The plan will be monitored annually and a review completed 5 years after adoption (2022).
11. The LDP is supplemented by the following:
 - a) **Statement of Community Involvement:** Sets out how the community will be engaged in the preparation of the planning policy documents and in determining planning applications in the District.
 - b) **Authority Monitoring Report:** Monitors the implementation and performance of policies and proposals in the LDP and will inform whether a LDP review is necessary.
 - c) **Evidence base:** These documents should be reliable and up-to-date and help inform the production of the LDP and other planning policy documents.
12. It should be noted that Essex County Council is the Minerals and Waste Planning Authority for Essex. The Essex Replacement Minerals Local Plan (RMLP) was adopted on the 8 July 2014 and the Replacement Waste Local Plan (RWLP) was adopted on the 11 July 2017. Although not produced by the Council, the Burnham-on-Crouch Neighbourhood Plan was 'made' by the Council on the 7 September 2017. These documents, together with the LDP form the Development Plan for the District. When any other neighbourhood plans become 'made' they will also become part of the Development Plan for the District.

Community Infrastructure Levy

13. The Community Infrastructure Levy (CIL) was introduced in the Planning Act 2008 and defined in the CIL Regulations 2010 (as amended). CIL is a locally set charge on new development that the Council will implement across the District. It is based on the size and type of development and once set in an area is mandatory to be paid and non-negotiable. The funds raised must be used to provide infrastructure which is required to support new development across the area.
14. National Planning Practice Guidance on CIL, paragraph 016 states that 'information on the charging authority area's infrastructure needs should be drawn from the infrastructure assessment that was undertaken as part of preparing the relevant Plan [i.e. local plan]. This is because the plan identifies the scale and type of infrastructure needed to deliver the area's local development and growth needs.'
15. The Council prepared an Infrastructure Delivery Plan in 2014, which was subject to scrutiny at the LDP examination, although it does not form part of the LDP. Many of the projects have been delivered, funding for some projects has been secured through S106 legal agreements and/or other initiatives are no longer required.
16. CIL rates are published within a Draft Charging Schedule. The CIL Regulations 2010 (as amended) require two stages of consultation to be undertaken before the Draft Charging Schedule can be submitted to government.
17. The first stage of CIL consultation (the Preliminary Draft Charging Schedule) was undertaken in

January - March 2014. The second stage, (the Draft Charging Schedule), presented the CIL rates which the Council intended to submit for Examination-in-Public. Consultation on the Draft Charging Schedule was undertaken, June - July 2014.

18. It is important that CIL is based on up-to-date evidence. With the delay in the approval of the Local Development Plan, the Council has decided to review its 2014 Infrastructure Delivery Plan and the Draft Charging Schedule to ensure they provide a sound foundation for a Levy. This will require another consultation before the Draft Charging Schedule is submitted, expected to be June-July 2018.
19. An examination into the Council's Draft Charging Schedule will then need to take place. This is largely reliant on the availability of a Planning Inspector, but a realistic timeframe is September-October 2018.

Document Title	Community Infrastructure Levy Charging Schedule
Role and Content	To establish a charging schedule for the application of a community infrastructure levy on new development
Coverage	Maldon District
Chain of Conformity	<ul style="list-style-type: none"> • Relevant Planning Acts and Regulations • National Planning Policy Framework and National Planning Practice Guidance • Maldon District Council Corporate Plan (2015 - 2019) • Local Development Plan • Infrastructure Delivery Plan • Evidence Base
Resource	<ul style="list-style-type: none"> • Planning Policy Team; • Other Council Officers; • Co-operation with neighbouring local planning authorities; • Co-operation with relevant stakeholders including infrastructure providers; • Use of technology and web-based communication to assist with consultation; and • Consultancy support to develop, review and update the evidence base.

Table 1: Community Infrastructure Levy Charging Schedule - Summary

Supplementary Planning Documents

20. Supplementary planning documents (SPDs) can be produced to build upon and provide more detailed guidance on the policies in the Local Development Plan. SPDs are not subject to independent examination, but are subject to public consultation lasting between 4 and 6 weeks. On adoption, SPDs will have material weight in decision-making on planning applications.
21. The Council produced and published five SPDs between 2006 - 2007. A further two SPD's were adopted in 2017: Maldon and Heybridge Central Area Masterplan (November 2017) and the Maldon Design Guide SPD (December 2017). These are illustrated in Table 2.

Supplementary Planning Document	Year of Adoption
Vehicle Parking Standards	2006
Children's Play Spaces	2006
Accessibility to Buildings	2006
Sadd's Wharf	2007
Heybridge Basin Timber Yard	2007
Maldon and Heybridge Central Area Masterplan	2017
Maldon Design Guide	2017

Table 2: Existing Supplementary Planning Documents

22. Prior to the preparation of Supplementary Planning Documents, the Council produced Supplementary Planning Guidance.

Supplementary Planning Guidance	Year of Adoption
Affordable Housing Guide	2005
Developer Contributions Guide	2006

Table 3: Existing Supplementary Planning Guidance

23. Since the adoption of these SPDs and SPGs, some of the policies which they supplemented have been updated, withdrawn or revoked. The Council will, where appropriate update, or withdraw these SPDs and SPGs in due course.
24. The Council proposes five new supplementary planning documents, as set out in Table 4. Unless specified, all will apply to the District only. The chain of conformity is similar for all the SPDs:
- Relevant Planning Acts and Regulations
 - National Planning Policy Framework and National Planning Policy Guidance
 - Maldon District Council Corporate Plan (2015 - 2019)
 - Local Development Plan
 - Evidence Base
25. The following resources will be used for each SPD, although the involvement of different officers and stakeholders may differ slightly to reflect the content and approach taken to each SPD:
- Planning Policy Team;
 - Other Council Officers;
 - Co-operation with neighbouring local planning authorities;
 - Co-operation with relevant stakeholders including infrastructure providers;
 - Use of technology and web-based communication to assist with consultation; and
 - Consultancy support to develop, review and update the evidence base.

Supplementary Planning Document	Purpose	Timetable
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Supplementary Planning Document	Purpose	Timetable
Affordable Housing and Viability	<ul style="list-style-type: none"> To provide detailed guidance on the Council's approach to affordable housing provision set out in LDP policies H1, H2 and H5, including: <ul style="list-style-type: none"> What affordable housing mix and tenure the Council expects as part of residential development; Greater clarity about off-site provision and financial contributions; The approach to be taken to Rural Exception Site applications; How the Council expects affordable housing to be delivered. To provide further details on when a viability assessment will be required, including: <ul style="list-style-type: none"> How the Council will take viability into account when considering planning applications; and What supporting information will be required. 	<p>March 2018 – Consultation Draft</p> <p>September 2018 – Approval of Final SPD</p>
Essex Coastal Recreation Avoidance and Mitigation Strategy (see paragraph 26)	<ul style="list-style-type: none"> To set out how each Council will secure financial contributions and other mitigation from new development that has an adverse recreational impact upon Natura 2000 sites in their District, in accordance with LDP policies N1 and N2. 	<p>December 2018 – Consultation Draft</p> <p>May 2019 – Approval of Final SPD</p>
Green Infrastructure Study	<ul style="list-style-type: none"> To provide a vision statement, concept plan, core principles and priority action plan to enhance the District's green infrastructure network, in accordance with LDP Policies N1-N3. 	<p>July 2018 - Consultation Draft</p> <p>December 2018 – Approval of Final SPD</p>
Renewable Energy and Low Carbon Technologies	<ul style="list-style-type: none"> To provide guidance on how to interpret LDP Policies D2 and D4 relating to the provision of renewable energy and to meeting sustainable building standards; To aid the understanding of building regulations by identifying techniques to improve the sustainability performance of buildings through their design, construction and use; To set out the Council expects renewable energy to be delivered and the information required to support a planning application. 	<p>January 2018 – Consultation Draft</p> <p>June 2018 – Approval of Final SPD</p>
Specialist Housing	<ul style="list-style-type: none"> To provide detailed guidance on the Council's approach to providing for older peoples housing in accordance with LDP policies H1, H2 and H3, including: <ul style="list-style-type: none"> What housing mix and tenure the Council expects as part of residential development; Greater clarity about location, accessibility 	<p>March 2018 – Consultation Draft</p> <p>September 2018 – Approval of Final SPD</p>

Supplementary Planning Document	Purpose	Timetable
	and design considerations; <ul style="list-style-type: none"> • Setting out how the Council expects specialist housing to be delivered. • To provide details on the type of information the Council will expect to be submitted with a planning application. 	
Vehicle Parking Standards	<ul style="list-style-type: none"> • To provide guidance on the amount and type of parking required in a range of new development in the District in accordance with LDP policies D1 and T2, including for motor vehicles, cycles and electric vehicles; • To provide details on the design and space requirements for parking provision. 	June 2018 – Consultation Draft December 2018 - Approval of Final SPD

Table 4: Proposed Supplementary Planning Documents

26. The Essex Coastal Recreation Avoidance and Mitigation Strategy SPD will cover the following authority areas: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Rochford, Southend, Tendring and Thurrock. It is being prepared by Essex Place Services (Essex County Council) in partnership with the 11 authorities. The SPD will be designed to conform with each Council’s approved or emerging Local Plan.

Masterplans and Design Codes

27. The following masterplans and design codes were approved by the Council prior to the adoption of the LDP. See Table 5 below.

Supplementary Planning Document	Timetable to Approval
North Heybridge Garden Suburb Strategic Masterplan Framework	Endorsed by Council – October 2014
South Maldon Garden Suburb Strategic Masterplan Framework	Endorsed by Council – September 2014
North Heybridge Garden Suburb Strategic Design Code	Endorsed by Council - February 2017
South Maldon Garden Suburb Strategic Design Code	Endorsed by Council – March 2016

Table 5: Master Plans and Design Codes

Statement of Community Involvement

28. The Statement of Community Involvement sets out how the community will be engaged in the preparation of planning policy documents and in determining planning applications in the District. The Council adopted its Statement of Community Involvement (SCI) in 2007. An addendum was approved in 2012.
29. The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 will come into force in Spring 2018. A requirement will be that local authorities update their Statement of Community Involvement (SCI) every five years. This means that the SCI should be updated in the next year to take into account the adopted LDP, neighbourhood planning and new forms of consultation and engagement.

Supplementary Planning Document	Timetable to Approval
Statement of Community Involvement (SCI)	<p>June 2018 - Draft SCI for public consultation</p> <p>November 2018 - Approval of Final document</p>

Table 6: Statement of Community Involvement Timetable

Evidence Base

30. The LDP and other policy documents will be supported by evidence-based documents. These documents do not form part of the Development Plan but provide robust and reliable evidence to inform production of new documents.
31. Evidence base documents are reviewed regularly to ensure they are kept up-to-date and reflect changing local circumstances. These are available to view and download from the Council's website www.maldon.gov.uk/LDP.

Authority Monitoring Report

32. The policies within the LDP will be monitored and reviewed through the Authority Monitoring Report (AMR). This document is publicly available and reports on the delivery of key targets, including a statement relating to the Council's annual Five Year Housing Land Supply. The Council aims to publish the Authority Monitoring Report in September each year.
33. The AMR will include:
 - A statement on the progress of each document in the LDS project plan;
 - An analysis of how or whether the policies of the LDP are delivering their objectives, including key targets, such as the number of net additional dwellings, the number of net additional affordable dwellings for the last monitoring year, and since 21 July 2017 (the date the LDP was approved);
 - Details relating to any neighbourhood plans that have been made in the last monitoring year; and
 - Progress on the Community Infrastructure Levy.

Resources

34. The Planning Policy and Major Projects Team will be responsible for the delivery of the LDP, the production of Supplementary Planning Documents, CIL, the SCI and the AMR. In addition to these resources, there will also be contributions from other teams and departments within the Council. The Recreation Avoidance and Mitigation Strategy SPD will be produced by Essex Place Services in partnership with 10 other Essex authorities.
35. As far as possible, projects will be jointly undertaken by officers to ensure smooth work flow in case of any staff absence. The Council will consider employing consultants if the need arises within allocated budgets.
36. The Council will also continue to work closely with neighbouring authorities in joint working arrangements, such as for the Recreation Avoidance and Mitigation Strategy SPD, as well as for evidence base documents and research.

Risk Assessment

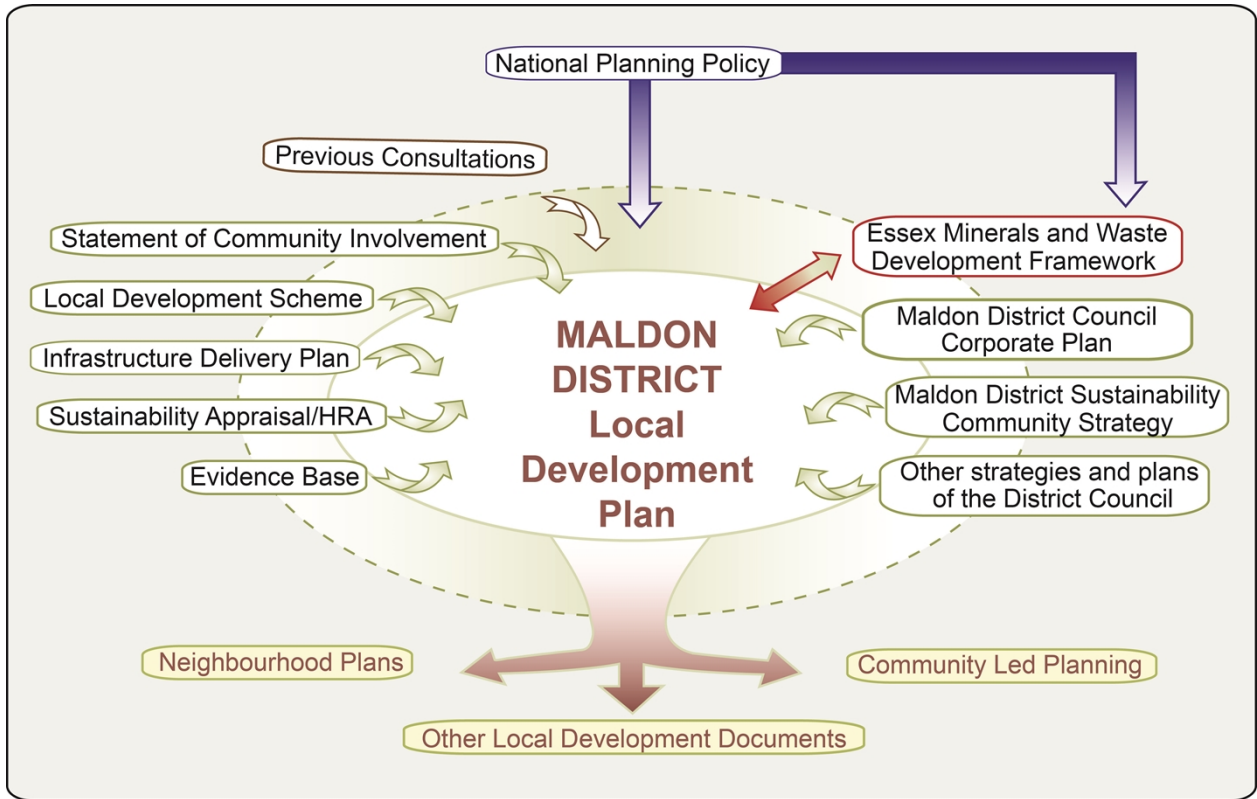
37. In preparing the LDS, the following risks have been identified that may affect or delay the process of delivering the Local Development Plan and the production of other planning policy documents. Contingency measures are suggested accordingly. The list is not exhaustive and does not include unlikely events which are difficult to foresee that temporarily cause a halt to normal Local Government.

Risk	Impact	Contingency	Responsibility
Revisions to national legislation and planning policy guidance – i.e. NPPF and Homelessness Reduction Act	<ul style="list-style-type: none"> Out of date LDP and/or evidence base, lack of guidance available 	<ul style="list-style-type: none"> Monitoring of national planning policy revisions Quick turnaround of updates to evidence base Provision of guidance notes and/or SPDs to provide clarification on specific issues 	Planning Policy Manager Principal Planning Policy Officer
Delays in political agreement	<ul style="list-style-type: none"> Delays in agreeing plans and documents 	<ul style="list-style-type: none"> Use of progress briefings to retain political awareness Use of delegated powers wherever appropriate 	Director of Planning & Regulatory Services Planning Policy Manager
Consultation fatigue (community being consulted too often on planning documents and by other agencies over a range of issues)	<ul style="list-style-type: none"> Poor response to consultations 	<ul style="list-style-type: none"> Minimise by arranging a coordinated programme and possibly integrating individual engagement activities with other agencies Update SCI to understand how people want to be consulted – i.e. effective use of website and social media 	Director of Planning & Regulatory Services Planning Policy Manager Communications Manager
Staff changes or staff loss (staff leaving post/time delays in recruitment)	<ul style="list-style-type: none"> Loss of institutional capacity Inconsistency 	<ul style="list-style-type: none"> On-going training and development to improve expertise and encourage staff retention; Loss of staff will be countered by recruiting permanent and where necessary temporary staff 	Director of Planning & Regulatory Services Planning Policy Manager
Additional unforeseen evidence base requirements	<ul style="list-style-type: none"> Poor evidence base which could lead to applications being challenged 	<ul style="list-style-type: none"> Use of specialist consultants to cover particular gaps in expertise 	Director of Planning & Regulatory Services Planning Policy Manager
Budget Constraints	<ul style="list-style-type: none"> Insufficient 	<ul style="list-style-type: none"> Annual budget review to 	Chief Executive

Risk	Impact	Contingency	Responsibility
	budget to cover costs	identify budget needs based on LDS <ul style="list-style-type: none"> • Council reserve of a contingency amount to fund additional financial needs. 	Director of Resources Director of Planning & Regulatory Services Planning Policy Manager

Table 7: Risks

Appendix 1: Local Development Plan Diagram



Appendix 2: Maldon District Local Development Plan: Policy List

Policy	Policy Title
S1	Sustainable Development
S2	Strategic Growth
S3	Place Shaping
S4	Maldon and Heybridge Strategic Growth
S5	Maldon and Heybridge Central Area
S6	Burnham-on-Crouch Strategic Growth
S7	Prosperous Rural Communities
S8	Settlement Boundaries and the Countryside
D1	Design Quality and the Built Environment
D2	Climate Change & Environmental Impact of New Development
D3	Conservation and Heritage Assets
D4	Renewable and Low Carbon Energy Generation
D5	Flood Risk and Coastal Management
D6	Advertisements
E1	Employment
E2	Retail Provision
E3	Community Services and Facilities
E4	Agricultural and Rural Diversification
E5	Tourism
E6	Skills, Training and Education
H1	Affordable Housing
H2	Housing Mix
H3	Accommodation for 'Specialist' Needs
H4	Effective Use of Land
H5	Rural Exception Schemes
H6	Provision for Travellers
H7	Agricultural and Essential Workers Accommodation
H8	Provision for Houseboats
N1	Green Infrastructure Network
N2	Natural Environment and Biodiversity
N3	Open Space, Sport and Leisure
T1	Sustainable Transport
T2	Accessibility
I1	Infrastructure and Services
I2	Health and Wellbeing

Appendix 3: Glossary

Authority Monitoring Report

Assesses the implementation of the Local Development Scheme and the extent to which policies in the Local Development Plan are being successfully implemented.

Development Plan Documents (DPDs)

The plan which identifies the future development of the District, drawn up by the Council in consultation with the community.

Development Management Policies

A suite of policies in the LDP that provide detailed technical guidance relating to the delivery of specific types of new development or address specific detailed planning issues.

Evidence Base

The evidence that any development plan document is based on. Includes documents relating to housing, the economy, the environment, infrastructure and transport.

Local Development Plan (LDP)

Sets out the planning strategy for future growth of the District over the next 15 years. It provides a spatial strategy for the delivery of the required future employment, homes, retail, community facilities and infrastructure. It identifies sites for new development and protects land for a variety of uses such as open space.

Local Development Scheme

A project plan which sets out the timetable for delivery of planning policy documents, the resources and risk involved.

National Planning Policy Framework (NPPF)

Sets out the government's planning policies for England and how these are expected to be applied.

National Planning Practice Guidance (NPPG)

A web based resource which provides more detailed guidance on the planning policies set out in the NPPF.

Policies Map

A visual representation of the policies in the LDP.

Statement of Community Involvement (SCI)

Sets out how the community will be engaged in the preparation of planning policy documents and in determining planning applications in the District.

Supplementary Planning Documents (SPD)

Adds further detail to the policies in the LDP. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Can be a material consideration in planning decisions but are not part of the development plan.