

# Unrestricted Document Pack

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HEAD OF PAID SERVICE'S OFFICE  
HEAD OF PAID SERVICE  
Richard Holmes

27 February 2019

Dear Councillor

You are summoned to attend the meeting of the;

## **PLANNING AND LICENSING COMMITTEE**

on **THURSDAY 7 MARCH 2019 at 7.30 pm.**

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully



Head of Paid Service

### COMMITTEE MEMBERSHIP

#### CHAIRMAN

Councillor Mrs P A Channer, CC

#### VICE-CHAIRMAN

Councillor A K M St. Joseph

#### COUNCILLORS

B S Beale MBE  
R G Boyce MBE  
M F L Durham, CC  
A S Fluker  
M R Pearlman  
R Pratt, CC  
S J Savage  
Mrs M E Thompson

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**AGENDA**  
**PLANNING AND LICENSING COMMITTEE**  
**THURSDAY 7 MARCH 2019**

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1. **Chairman's notices (please see overleaf)**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 12)

To confirm the Minutes of the meeting of the Committee held on 24 January 2019, (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Public Participation**

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set aside.
2. An individual may speak for no more than two minutes and will not be allowed to distribute or display papers, plans, photographs or other materials.
3. Anyone wishing to speak must notify the Committee Clerk between 7.00pm and 7.20pm prior to the start of the meeting.

6. **Section 106 Agreements - Six Monthly Update** (Pages 13 - 44)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

7. **Local Development Scheme 2019 - 2011** (Pages 45 - 62)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

8. **Economic Development Update** (Pages 63 - 70)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

9. **Maldon District Skills Strategy** (Pages 71 - 90)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

10. **Local Development Plan Implementation - Maldon and Heybridge Central Area Masterplan** (Pages 91 - 98)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

11. **Update on Planning Enforcement** (Pages 99 - 104)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

12. **Any other items of business that the Chairman of the Committee decides are urgent**

**NOTICES**

**Sound Recording of Meeting**

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

**Fire**

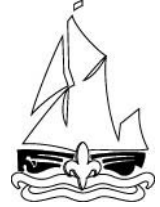
In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

**Health and Safety**

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

**Closed-Circuit Television (CCTV)**

This meeting is being monitored and recorded by CCTV.



**MINUTES of  
PLANNING AND LICENSING COMMITTEE  
24 JANUARY 2019**

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**PRESENT**

Chairman	Councillor Mrs P A Channer, CC
Vice-Chairman	Councillor A K M St. Joseph
Councillors	B S Beale MBE, R G Boyce MBE, A S Fluker, R Pratt, CC, S J Savage and Mrs M E Thompson
Substitute Councillor(s)	Councillor Miss S White

**770. CHAIRMAN'S NOTICES**

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

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

Apologies for absence were received from Councillors M F L Durham and M R Pearlman. In accordance with notice duly given Councillor Miss S White was attending as a substitute for Councillor Durham.

**772. MINUTES OF THE LAST MEETING**

**RESOLVED**

- (i) that the Minutes of the meeting of the Committee held on 15 November 2018 be received.

**Minute 606 – Approval of the Maldon District Heritage at Risk Register**

In response to a question querying the accuracy of the bullet point in relation to Timber Trestle Viaduct at Wickham Place, the Director of Strategy, Performance and Governance advised that he would check this information and clarify with Members outside of the meeting.

**RESOLVED**

- (ii) that subject to the above clarification the Minutes of the meeting of the Committee held on 15 November 2018 be confirmed.

#### **773. DISCLOSURE OF INTEREST**

Councillor R G Boyce declared a non-pecuniary interest in Agenda Item 9 – Approval to Consult on the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries as reference was made to the Guilder Drake Almshouses which he was chairman of.

Councillor R Pratt declared a non-pecuniary interest as a Member of Essex County Council and in any item of business that was pertinent to that Authority. He also declared that he was a Trustee of the Henry Guilder Trust.

Councillor Mrs P A Channer declared a non-pecuniary interest as a Member of Essex County Council and any item of business that was pertinent to that Authority. She declared a non-pecuniary interest in Agenda Item 9 – Approval to Consult on the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries as a Trustee of the Henry Guilder Drake Almshouse Trust and a pecuniary interest in the same item of business as her house was immediately opposite the premise.

#### **774. PUBLIC PARTICIPATION**

No requests had been received.

#### **775. HALF YEARLY REVIEW OF PERFORMANCE**

The Committee received the report of the Director of Resources supplying Members with details of performance against targets set for 2018 / 19. The report also outlined progress being achieved towards the corporate goals and the outcomes detailed in the Corporate Plan 2015 – 19 adopted by the Council in February 2015.

It was noted that the Corporate Leadership Team had held quarterly performance and risk clinics to review and challenge performance, financial and risk information, where necessary. This report had also been considered by the Overview and Scrutiny Committee.

The position for each corporate goal was set out in Appendix 1 to the report and detailed key corporate activities and service priorities assessed as being “behind schedule” or “at risk of not being achieved”. The appendix also showed those indicators which were at risk of not achieving the end of year target.

Councillor Mrs M E Thompson joined the meeting during this item of business and abstained from any voting in relation to this item of business.

Following a discussion and in response to questions raised, the Director of Strategy, Performance and Governance provided Members with the following information:

- Delivery of the Strategic Sites as set out in the adopted Local Development Plan for the Maldon District: The five year housing land supply calculation had been undertaken and the Council was on track with this and bringing sites forward within the required period.

The Director of Strategy, Performance and Governance agreed to provide clarification as to whether Site 52g Park Drive was complete including enforcement matters.

- Influence and co-ordinate partners to prioritise and deliver flood relief projects for identified surface and coastal flooding risk areas in District - In relation to the Brickhouse Farm Scheme it was noted that the Council at its last meeting had agreed the principle of the flood alleviation scheme.
- Work with local businesses and agencies to prepare for / implement projects for the following Central Area Masterplan sites – a) Lower High Street – Reference was made to a recent meeting with local developers and concerns local residents had regarding a large scale development in this location. The Chairman advised that she was not aware of the meeting and would look into this matter outside of the meeting.

The Director of Strategy, Performance and Governance reported that businesses would be engaged as part of the engagement strategy on the lower high street which would be going out in the next few weeks.

Councillor A S Fluker declared in the interest of openness and transparency that he was a Harbour Commissioner.

In response to a question regarding encouraging small local businesses and new start-up businesses the Director of Strategy, Performance and Governance advised that there were things that could be done to encourage them and this would be consistent with micro economy.

Performance indicators had been introduced in 2016 / 17 regarding the time taken to acknowledge planning applications. Since then there had been a significant improvement in performance, however performance for minor and other application was still below the Council's target of 95%. The report set out Government guidance in relation to validation targets and the report suggested that the Council consider revising its performance indicators to align with these.

## **RESOLVED**

- (i) that Members comments and the contents of the report be noted;
- (ii) that current performance measures relating to acknowledging planning applications be replaced and aligned with Government guidance.

## **776. DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS (DEFRA) NET GAIN CONSULTATION PROPOSALS**

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of a draft response (attached at Appendix 1 to the report) to the DEFRA consultation on its proposal to mandate biodiversity net gain for development requiring planning permission.

The report provided detail regarding the proposal from DEFRA to introduce legislation to mandate net biodiversity gain in new development. The Net Gain Consultation sought local authority and development industry input into setting out the parameters for a future scheme.

Members discussed the consultation response and the following amendments were agreed to the consultation response:

Consultation Question	Amendment
8. For what species is it plausible to use district level of strategic approaches to improve conservation outcomes and streamline planning processes? Please provide evidence.	Response to be amended from ‘no comment’ to include an update regarding the introduction of species through district level or strategic approach along with Natural England’s suggestion for Great Crested Newt Licensing to be done at a District level.
27. What safeguards might be needed in the implementation of conservation covenants?	Response to be amended from ‘no comment’ to include a comment following clarification from Officers on the meaning of ‘conservation covenants’.
31. How should the tariff revenue be collected? a) Locally (e.g. through a Local Authority) b) Nationally (e.g. through Natural England or another national body) c) Other, please specify.	Councillor A S Fluker proposed that the Council should try and deal with tariff revenue locally which would allow the Council to shape the District.  It was agreed that this response would be amended to include these comments.
Exemptions	It was agreed that a comment regarding mitigating any charge on affordable housing as the costs of new build affordable housing was becoming a problem.

During the debate, Councillor Mrs P A Channer repeated her non-pecuniary interest in this item of business as a Trustee of the Henry Guilder Drake Trust. Councillor S J Savage also declared a non-pecuniary interest in this item of business as he was a trustee of two trust houses.

**RESOLVED** that subject to the above amendments the consultation the proposed response to the Department for Environment, Food and Rural Affairs consultation on Net Gain proposals be revised to take into account the views of the Committee and approved by Officers in consultation with the Chairman and Vice-Chairman of this Committee and submitted as the Council’s formal response to the consultation.

## 777. UPDATE ON APPEAL DECISIONS (JULY - SEPTEMBER 2018)

The Committee received the report of the Director of Strategy, Performance and Governance informing Members of performance on planning appeal decisions from July to September 2018.



In respect of costs awarded to the Council, the Director of Strategy, Performance and Governance advised that the appeal was granted on the last day of the quarter and therefore these costs would be reported in the next quarter.

In response to questions, the Director of Strategy, Performance and Governance agreed to circulate to Members outside of the meeting cost information relating to appeal costs including a specific site referred to at Stoney Hills, Burnham-on-Crouch.

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

At this point, Councillor Mrs P A Channer reminded Members of her earlier declaration of interest in the following item of business and left the meeting.

IN THE CHAIR : COUNCILLOR A K M ST. JOSEPH

**778. APPROVAL TO CONSULT ON THE DRAFT LISTS OF LOCAL HERITAGE ASSETS FOR THE PARISHES OF ALTHORNE, COLD NORTON, NORTH FAMBRIDGE, PURLEIGH AND STOW MARIES**

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval to consult on the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries (attached as Appendix 1 to the report).

Members were advised that Planning Practice Guidance encouraged Local Planning Authorities to identify 'non-designated heritage assets' against consistent criteria and noted that adding them to a 'local list' was a positive way of improving the 'predictability of the potential for sustainable development'. The Council's Conservation Officer was drafting lists for each Parish and Appendix 2 to the report set out a timetable for the development of the register of local heritage assets.

Members expressed their thanks to the Conservation Officer for the work he had done in relation to the Draft Lists and conservation in the District.

Councillor Miss S White declared a non-pecuniary interest in this item of business and in particular the farm buildings at Stow Maries which she had been inside and knew the owners of.

Members considered the report and its related appendices and in response to the debate and questions raised the following information was provided:

- It was noted that according to the timetable Southminster was listed as Phase 3. Some Members requested that Southminster Police Station be looked at as a matter of urgency to preserve its current heritage as it was felt the building was at risk. Councillor A S Fluker reported that he would be meeting with residents regarding this over the coming weeks.
- The Conservation Officer explained that the Draft Lists sought to recognise locations with historic interest and manage change relating to them in a way which did not compromise on what was special about a location. Being on the

list would not impose any additional controls and properties on the list could be removed.

- It was agreed that owners of land included within the Draft Lists would be written to by the Conservation Officer as a matter of priority and be provided with a clear understanding of what the listing means and how it was not the same as being a 'listed building'.
- It was agreed that Southminster be moved from Phase 3 into Phase 2 with Maldon and Heybridge.

Councillor A S Fluker proposed that Southminster Police Station be added to the list and taken forward immediately, subject to the availability of the Conservation Officer. This proposal was not seconded.

The Chairman then put the recommendation set out in the report, subject to land owners being written first and the additional recommendation that Southminster be moved from Phase 3 into Phase 2 with Maldon and Heybridge. This was duly agreed and Councillor Miss White requested that her vote against the proposal be recorded.

## **RESOLVED**

- (i) that subject to notifying the land owners the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries are approved for public consultation;
- (ii) that Southminster be moved from Phase 3 into Phase 2 with Maldon and Heybridge.

Councillor Mrs Channer returned to the chamber.

IN THE CHAIR : COUNCILLOR MRS P A CHANNER

## **779. RECREATIONAL AVOIDANCE MITIGATION STRATEGY SUPPLEMENTARY PLANNING DOCUMENT**

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of the draft Essex Coast Recreational disturbance Avoidance Mitigation Strategy (RAMS) (attached as Appendix A to the report) for public consultation. Members were also asked to consider approving use of the RAMS as an evidence base for securing financial contributions from new housing development in the interim period prior to the draft RAMS Supplementary Planning Document (SPD) being adopted.

The draft Essex Coastal RAMS was a joint initiative between 11 Essex authorities to identify the recreational impacts new homes would have on the Habitat sites along the Essex Coast. The report provided detailed information regarding the RAMS and Members noted that it comprised of two sections, the Technical report and Mitigation report. A draft governance chart was attached as Appendix B to the report.

The Acting Planning Policy Team Leader reported that once the draft RAMS had gone out for consultation the Council had been advised that it would carry weight in the planning application process. The report provided detail of the RAMS tariff which could be used by Officers as the basis for securing financial contributions from any housing development that came forward in the Zone of Influence for the habitat sites.

The Chairman thanked the Acting Planning Policy Team Leader for her work on the RAMS document and referred to Councillor A K M St. Joseph whose expertise had proved very useful to the RAMS forum.

Councillor R G Boyce referred to recommendation (ii) and proposed that social housing should be excluded from this. He made reference to how any social landlord building houses for rent needed to be able to fund the build costs. This proposal was duly seconded and agreed.

At this point Councillor Mr P A Channer declared a non-pecuniary interest in this item of business.

A debate ensued during which the following information was provided and concerns raised:

- Affordable housing was currently included by the Council in the RAMS tariff but as part of the consultation process the Council was able to raise concerns regarding this. It was noted that any changes proposed by the Committee would be reported to the RAMS steering group.
- Concern was raised regarding the management of the system defined and whether the knowledge would be available to focus on the disturbance points.
- The report made reference to a scheme in the Solent but a Member raised concern regarding the beneficial effect and that more detailed knowledge was required in respect of Essex.
- Enforcement of the current rules was commented upon and how there were a number of things which could be implemented at little cost.

Members requested that as part of the transformation process any costs, even when coming from existing budgets, should be drawn to Members' attention.

#### **RESOLVED**

- (i) That the draft Essex Coast Recreational disturbance Avoidance Mitigation Strategy (RAMS) be approved for stakeholder and public consultation.

#### **RECOMMENDED**

- (ii) That the tariff in the draft Essex Coast RAMS be used for securing financial contributions from new housing development, excluding social housing, in the interim period prior to the draft Essex Coast RAMS Supplementary Planning Document being adopted.

## **780. PLANNING POLICY UPDATE**

The Committee considered the report of the Director of Strategy, Performance and Governance providing an update on local, sub-regional and national planning policy matters including Duty to Cooperate, Essex Local Plans and legislative changes as they affect planning policy.

The report provided Members with an update on a number of areas including:

- Duty to cooperate and other plans and strategies;
- M25 junction 28 improvement scheme – consultation;
- Supplementary Planning Documents (SPD) and other policy documents;
- Community Infrastructure Levy (CIL);
- Reducing complexity and increasing certainty;
- Increasing market responsiveness;
- Improving transparency and increasing accountability;
- Introducing a Strategy Infrastructure Tariff;
- National Planning Policy Framework (NPPF);
- Reforming developer contributions: Technical consultation on draft regulations;
- Neighbourhood Planning;
- Maldon and Heybridge Central Area Masterplan;

In response to a number of questions the following information was provided by Officers:

- In response to a question, the Acting Planning Policy Team Leader advised that the economic growth relating to the M25 junction improvement scheme would be addressed by the Economic Development Team. The Chairman advised that this would be picked up outside of the meeting.
- Members were advised that alongside the NPPF consultation there was a consultation on CIL which was required to bring out the changes as a result of this new legislation. It was noted that response to this would be delegated to the Director of Strategy, Performance and Governance in consultation with the Chairman and Vice-Chairman of this Committee..
- The Council had considered reports and respond to the consultation relating to the mayoral plan for London. The Chief Executive's and Leaders group had sent a letter to the Mayor raising concern and requesting further dialogue in respect of other housing needs such as families coming out of London because of cheaper rental.

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

There being no further items of business the Chairman closed the meeting at 9.27 pm.

MRS P A CHANNER, CC  
CHAIRMAN



## **REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
PLANNING AND LICENSING COMMITTEE  
7 MARCH 2019**

### **SECTION 106 AGREEMENTS – SIX MONTHLY UPDATE**

#### **1. PURPOSE OF THE REPORT**

- 1.1 This report provides an update on Section 106 Agreements (S106). It will primarily discuss the report submitted to the Overview and Scrutiny Committee on 27 February 2019.

#### **2. RECOMMENDATION**

Members are asked to give their views and comments on the information in this report.

#### **3. SUMMARY OF KEY ISSUES**

##### **3.1 Community Infrastructure Levy (CIL) and S106 Policy Development**

- 3.1.1 In 2015, the Government conducted an independent review into the CIL and its relationship with planning obligations (S106). The Review (A new approach to developer contributions) was published in February 2017. It concluded that developer contributions were not as fast, simple, certain or transparent as originally intended. The Government consulted on changes to CIL alongside the recent National Planning Policy Framework (NPPF) consultation (Minute No. 1011 (2018) refers).
- 3.1.2 In response to the review the Government proposed changes to make the system of developer contributions more transparent and accountable. The Government carried out consultation in March 2018 on reducing complexity and increasing certainty for local authorities, developers and communities; supporting swifter development; making CIL market responsive and introducing a strategic infrastructure tariff.
- 3.1.3 The Government is now consulting on draft regulations which will amend the CIL Regulations 2010 (as amended). The regulatory changes relate to:
- **Ensuring that consultations is proportionate** - To address the time it takes to introduce CIL or revise a charging schedule the Government propose to keep the consultation for a draft charging schedule but remove preliminary draft charging schedule consultation. This would mean that the Council may only have to undertake one round of consultation in the future. The

Government also removing the requirement to publish a statutory newspaper notice for a charging schedule.

- **Lifting Section 106 pooling restriction** - The Government proposes to remove pooling restriction in all areas and the regulation will allow the Council to use both CIL and Section 106 to fund the same item of infrastructure, consequently removing CIL Regulation 123 restrictions. However, the three planning obligation tests would still apply to Section 106 agreements meaning that contributions would need to be spent in the locality of the development. CIL could therefore be used to address District-wide infrastructure matters and/or help 'top-up' the pot for larger pieces of infrastructure where developer contributions are insufficient to deliver the project. Infrastructure Funding Statements for CIL and section 106 planning obligation are proposed (please see 3 October 2014 Overview and Scrutiny Committee report and related Appendix).
- **A more proportionate approach to administering exemptions** - The government proposes to introduce a small penalty for failure to submit a commencement notice. The Government will also clarify that a commencement notice is not required for an exemption for a residential extension which makes the process more straightforward for householder planning applications.
- **Extending abatement provisions to phased planning permission planning permission secured before the introduction of the Community Infrastructure Levy ('balancing')** - Negative CIL charges in one phase of transitional cases can act as a potential future credit against liability created in another phase of the development rather than reverting to zero.
- **Applying indexation where a planning permission is amended** - Current regulations charge more indexation to an amended planning permission even though the developer has already paid the charge on the original permission. The Government proposes that indexation should only be charged on additional floor-space.
- **Indexing Community Infrastructure Levy rates to more closely track the value of development** - The Government proposes to use House Price Index (HPI) for residential development and Consumer Price Index for non-residential. HPI would be based on the three years average house prices to avoid the volatility of House Price Index data whilst retaining close link with changes over time.
- **Section 106 Monitoring fee** - Planning authorities can seek a sum as part of a section 106 planning obligation for monitoring planning obligations. Any monitoring fee should be proportionate and reasonable, reflects the actual cost of monitoring.
- **Delivering Starter Homes** - Starter Homes will be exempt from the charge where the dwelling is sold to individuals whose total annual income is no more than £80,000 (£90,000 in Greater London). This may make delivering Starter Homes more attractive to develop in the District.
- **A Strategic Infrastructure Tariff** – The Government proposes to take forward Strategic Infrastructure Tariff similar to the Mayor of London CIL. It will allow combined authorities and joint planning committees to introduce a

Tariff under the existing powers through the Local Democracy, Economic Development and Construction Act 2009. This will support charging authorities to fund large-scale infrastructure projects that cross administrative boundaries. The Council can keep 4% of Tariff receipts as administration cost of collection.

- 3.1.4 The Government has already introduced changes to viability through the revised NPPF and associated national planning guidance (Minute No. 1011 (2018) refers). In future, the Local Plan will need to set out the contributions developers are expected to make for infrastructure and affordable housing, based on a standard approach to land value. This will ensure that infrastructure identified as necessary to deliver a Local Plan can be secured through viable development. It will also minimise the time spent negotiating viability issues through the development management process.

### **3.2 Overview and Scrutiny Report 27 February 2019**

- 3.2.1 Attached at **APPENDIX 1** is the Section 106 update report for the Overview and Scrutiny Committee to consider at its meeting on 27 February 2019. This report contains details on the delivery of Maldon District Council's S106 projects, the NHS England's health care projects and the Plume School academy expansion by Essex County Council.
- 3.2.2 The Overview and Scrutiny Committee report provides an update on Maldon District Council's potential allotment, youth facilities, LEAP (Locally Equipped Areas of Play) and NEAP (Neighbourhood Equipped Areas of Play) projects, the ecology project for Blue House Farm and the use of commuted sums for affordable housing. It also identifies forthcoming NHS England's S106 projects and also projects from its business plan for the District.
- 3.2.3 Officers are working with the NHS England and Essex County Council to co-ordinate and share information on all S106 projects within the District. Regular meetings are taking place to keep all partners up-to-date with the S106 income, anticipated payments and the purpose of the contribution. Officers are providing information to include all health care projects within the District through NHS Sustainability Transformation Partnership.
- 3.2.4 Maldon District Council has released sums for the Trinity Medical Practice in Mayland through the established process. The Council has received the Project Initiation Document from NHS and completed S106 Funding Form to obtain the fund for the project. This includes the breakdown cost of the project, how it's going to improve the practice, how it's delivered and what improvements it will make for the Southminster GP Catchment area.

## **4. CONCLUSION**

- 4.1 Maldon District Council (MDC) is well prepared in terms of a monitoring S106 system, forecasting S106 income and preparing PID (Project Initiation Document) for all of its projects. Regular meetings and communication are in place with all MDC service managers to share the latest information on S106 income and discuss possible funding for identified projects. The Council has set up a communication channel to

the NHS England and Essex County Council to ensure that all relevant information on S106 income is provided as soon as possible.

- 4.2 Officers are also insisting that Essex County Council (ECC) set up an infrastructure delivery programme for education and highways for the District. It is important that the Council keeps encouraging and participating in regular meetings with external stakeholders to make sure that the District's key infrastructure are included and programmed for delivery as soon as the funds become available.

## 5. IMPACT ON CORPORATE GOALS

- 5.1 The use of section 106 agreements to prescribe, compensate and mitigate the impacts of development enables the Council to enhance services to meet new local demands.

## 6. IMPLICATIONS

- (i) **Impact on Customers** – Plans to work in partnership with ECC and NHS England to ensure the delivery of key infrastructure within the Maldon District Council for the benefit of residents.
- (ii) **Impact on Equalities** – S106 projects are delivered to all sectors of the community in the District. All projects will go through the consultation of the local community and will be subject to an Equality Impact Assessment.
- (iii) **Impact on Risk** – The Maldon District Council needs to ensure that all contributions from S106 agreements are spent as per the specification in the legal agreement. It is important that the Council delivers key infrastructure to sustain the level of growth within the District. It should be clear that the project risks have been minimised and delivered professionally.

Most S106 agreements are time limited by the developer in terms of allocating and spending the contribution. If a developer pays a contribution and the Council fails to provide the facilities within the time period specified, the Council runs the risk that the developer might seek to clawback the contribution. The nearest clawback periods run until 2021 and programming has started to ensure that the risk of clawback is minimised.

Delays in getting projects underway as soon as possible after the contributions are received lead to additional risks. Once the S106 contributions have been received they are not protected against cost inflation which can result in to insufficient funding to provide facilities in full. Therefore, the programme of works needs to be closely aligned to the receipt of the contributions. All Maldon District Council's projects need to be delivered on time to minimise the Council's potential financial exposure.

- (iv) **Impact on Resources (financial and human)** – The negotiations of Section 106 agreements is part of the planning services core budget. The developer pays for the Council's costs in drafting and completing the agreements.



Regular monitoring of S106 is essential to enable the delivery of infrastructures.

- (v) **Impact on the Environment** – Agreements can seek to compensate and mitigate for the impacts of development on the local environment. Infrastructure design and concept should respect the future social, environment and economic aspects of sustainable development. Infrastructure Delivery Programme will enable the Council to endorse sustainable development and safeguard the local environment.

Background Papers:

3 October 2014 Overview and Scrutiny Committee report and related Appendix  
(**APPENDIX 1** to this report)

Enquiries to: Naz Chowdhury, Section 106 Monitoring Officer, (Tel: 01621 875862).

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## **REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
OVERVIEW AND SCRUTINY COMMITTEE  
27 FEBRUARY 2019**

### **SECTION 106 AGREEMENTS**

#### **1. PURPOSE OF THE REPORT**

- 1.1 This is the six monthly report to provide Members with an update on Section 106 infrastructure projects. It sets out the progress on section 106 projects delivery by Maldon District Council, NHS England and Essex County Council.

#### **2. RECOMMENDATION**

- (i) Members are asked to give their views and comments on the information in this report.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 Overview and Scrutiny Committee on 3 October 2018, suggested an update on all projects for Section 106 funding. This report will cover the following issues;

- Update on section 106 Infrastructure Delivery Programme;
- Section 106 Policy Development.

#### **3.2 The Maldon District Council's S106 Projects**

##### **3.2.1 Allotment** (*see APPENDIX A, project A1-A6 and APPENDIX B(i) Forecasted Allotment Contributions*)

- 3.2.1.1 The Council has secured 0.46 hectare of onsite allotment in South Maldon for the local community. The Council has also secured £14,520 for allotments in South Maldon and it is estimated to be received in 2022/23. It is not feasible to create an independent allotment land for the local residents due to the small amount of contributions secured. The current proposal is to create allotment areas for school children within the school site, so they can utilise it to provide valuable education. Thorough consultation is to be carried out in 2021/22 to ensure that the local community has an input into the spending of the allotment contributions.

- 3.2.1.2 The Council has secured 0.5 hectare of onsite allotment land for the local residents in Heybridge. Monetary contribution of £11,647 is expected to be received around 2021/22 and consultations are to be conducted in 2020/21. The current proposal is similar to South Maldon; create allotment areas within school sites in Heybridge for

the children. Ultimately the consultation would indicate whether the local community and schools are interested in allotment projects in Heybridge.

3.2.1.3 There is provision of 0.5 Hectare of onsite allotment in Burnham on Crouch. The Council has secured £8000 through S106 agreement and proposes to secure approximately £4000 from site S2k North of Burnham on Crouch. The monetary contribution of £12000 will be passed to Burnham Town Council for maintenance of allotments in Burnham on Crouch. It will be transferred through the formal process of releasing the funds. The Town Council will be informed as soon as the funds become available.

**3.2.2 Youth Facilities** (*see APPENDIX A project YF1-YF5 and APPENDIX B(ii) Forecasted Youth Facilities' Contributions*)

3.2.2.1 The monetary contribution of £541,667 from site S2a Land South of Wycke Hill and Limebrook Way which is estimated to be received in 2021/22. The Council's Leisure and Liveability team have carried out consultation to identify the possible youth projects that are in demand by the local community.

3.2.2.2 The current proposal is to build a Community Hall onsite for activities such as yoga, fitness, youth club, judo, dance, training youth etc. as well as an onsite Adi zone – outdoor fitness and boot camp equipment for all ages, MUGA -650 sqm ball court area for 5 a side football, tennis, basketball, netball and hockey and onsite outdoor Table Tennis for all ages. A Youth shelter for poor weather conditions and to encourage social gatherings will also be provided and is very common practice in new developments. The resurfacing of tennis courts in Promenade Park will use up the remaining contributions.

3.2.2.3 The Council has also secured £203,125 in South Maldon for youth facilities from sites S2b Wycke Hill North and S2c Land East of Wycke Hill. The idea is to improve the West Maldon Community Centre but a consultation is to be carried out in 2023 to establish the local community demand and the feasibility of the project.

3.2.2.4 The Countryside Properties (developer) will be providing an onsite youth facility in Heybridge costing around £560,625. The specification will be drafted by the developer and the Council will have to approve the plan. In due course, there will be further discussion and consultation on the kind of youth facility. Contributions from site S2e North of Holloway and S2f Broad Street Green will be spent on Plantation Hall but consultation will be carried out to establish the needs of the community.

3.2.2.5 In Burnham-on-Crouch the Council has received £79,099 for youth facility which is to be utilised in improving the BMX bike circuit and improvements to tennis courts. There is approximately £166,000 to be received in around 2021/22 for youth facilities in Burnham-on-Crouch. Consultation is to be carried out immediately to obtain the relevant information to support the project.

**3.2.3 LEAPs (Locally Equipped Areas of Play) & NEAPs (Neighbourhood Equipped Areas of Play)** (*See APPENDIX A, project L&N1-L&N7 and APPENDIX B(iii) Forecasted LEAPs & NEAPs contributions*)

3.2.3.1 The Council has secured 3 Locally Equipped Areas of Play (LEAPs) and 1 Neighbourhood Equipped Play Area (NEAP) in south Maldon for the local residents.

There is also a monetary contribution of £34,560 from site S2b Wycke Hill North which is estimated to be received by 2022/23. The Council will carry out consultation in 2021/22 to identify the kind of improvements proposed by the community on play areas in West Maldon.

3.2.3.2 Consultation is being carried out on improvements to Promenade Park: a contribution of £52,830 has been allocated for the project. The project will upgrade the northwest of the park to form a modern LEAP. This project will also be funded by the Council's Capital Programme. This project will be implemented in 2019 and all preparation works are taking place.

3.2.3.3 Officers are still negotiating with the Countryside Properties site S2d North of Heybridge for the onsite provision of 3 LEAPs and 2 NEAPs instead of 5 LEAPs and a NEAP. Play areas will be used by the local residents in Heybridge. There are additional monetary contributions of £28,224 from site S2e North of Holloway and S2f Broad Street Green, which is estimated to be received in 2021/22. The Council aims to improve the Oak Tree Meadows play areas with the contribution. Consultation is scheduled for 2021/22 to obtain information on local communities demand for the play area.

3.2.3.4 Site S2i Chandlers and Creeksea will be providing 3 LEAPs onsite for the local residents. Site S2j Land south of Green Lane will provide a LEAP onsite in 2019. There are no monetary contributions for play areas in Burnham-on-Crouch.

#### 3.2.4 **Ecology** (*See APPENDIX A, Project E1*)

3.2.4.1 A contribution of £44,025 from Land West of Fambridge Road, North Fambridge will be provided to the Essex Wildlife Trust to maintain the Blue House Farm. The contribution is estimated to be received around 2021/22. Officers are discussing with the Trust the need for an action plan for the maintenance of Blue House Farm.

#### 3.2.5 **Affordable Housing Commuted Sum** (*See APPENDIX A, project AF1*)

3.2.5.1 The Council have received £406,425 as commuted sum for affordable housing. The Housing team is in discussion with a potential seller about acquiring land to provide social housing for the District. Officers will be reporting the progress of negotiations but it will be kept confidential until the Council has reached a meaningful agreement.

#### 3.2.6 **The Essex County Council – Plume School Expansion**

3.2.6.1 The Maldon District Council has provided details of the anticipated income (**see APPENDIX B(iv) Forecasted Education Contributions**) for the Plume School expansion to Essex County Council and the Plume Academy to support discussions on commencing the expansion work at a meeting between the partners. The cumulative anticipated \$106 income demonstrates (**see APPENDIX B (iv) Forecasted Education Contributions**) that most of the funds will be available in 2022/23 and 2024/25.

3.2.6.2 Essex County Council and the Plume Academy had forecasted that the peak time for student numbers will be around 2022/23 for lower school and 2024/25 for upper school. Based on this information it is provisionally agreed that by 2022/23 the lower

school expansion work will be undertaken and the aim is to start upper school expansion by 2024/25.

### 3.2.7 **The NHS England – Health Care Projects** (*See APPENDIX A, project H1-H9 and APPENDIX B(v) Forecasted Health Care Contributions*)

3.2.7.1 Trinity Medical Practice improvements project is for digitalisation of records to increase the clinical capacity. The storage of clinical notes at the practice is currently having a detrimental impact on the ability to deliver adequate clinical services from already extremely constrained premises. The majority of notes were being stored off site at a cost to the practice. This project will carry out the scanning of all records; it will increase clinical capacity by means of the digitalisation of records which will enable greater utilisation of available space within the current practice premises. If the practice was to host all patients notes within the current practice premises it would take two clinical rooms out of use to utilise as a secure storage area.

3.2.7.2 The Maldon District Council has considered the project and approved the release of £30,001.44 to fund the improvement project. The Council has acquired all relevant information from NHS England as per S106 agreement and also completed S106 Funding Form to indemnify the Council for any breach that the party causes.

3.2.7.3 The funds are coming from Scotts Hill development, Southminster. This project meets the criteria sets out in the S106 agreement dated 11 June 2013. There is also an additional project being prepared by NHS England to increase the clinical space in the Trinity Medical Practice.

3.2.7.4 Officers are in regular communication with NHS England on sharing updated information such as S106 income received, due to receive and the purpose of these contributions (**see APPENDIX A Project H1-H9**). Maldon District Council is making sure that NHS England has all our S106 projects in their overall project plan for Essex.

3.2.7.5 Currently the following projects have been included for the District –

<b>Locality</b>	<b>Project Type</b>	<b>Brief Description</b>	<b>Strategic Objective</b>	<b>Priority</b>	<b>Delivery Year</b>
<i>Maldon St Peters</i>	<i>New Build</i>	<i>Replacement of community hospital which is now in critical state of repair. Co-location of primary care.</i>	<i>Provision of community services improvement of Primary care services.</i>	<i>Essential</i>	<i>2023</i>
<i>Maldon Heybridge</i>	<i>New Build</i>	<i>Relocation of 4 GP practices.</i>	<i>Population growth, community not currently catered for.</i>	<i>Essential</i>	<i>2020/21</i>

<b>Locality</b>	<b>Project Type</b>	<b>Brief Description</b>	<b>Strategic Objective</b>	<b>Priority</b>	<b>Delivery Year</b>
<i>Southminster Surgery (William Fisher)</i>	<i>New build</i>	<i>Replacement for undersized premises on expiry of lease</i>	<i>Lease running out site not capable of redevelopment.</i>	<i>Critical</i>	<i>2019/20 (dependent on fundability - single handed GP)</i>
<i>The Trinity Medical Practice Mayland</i>	<i>Records storage</i>	<i>Need to relocate records to accommodate additional GP.</i>	<i>Safety of records.</i>	<i>Critical</i>	<i>2018</i>

### 3.3 S106 Policy Development

- 3.3.1 The Government has carried out Technical Consultation on draft Community Infrastructure Levy (CIL) Regulation which proposes significant changes to reporting Section 106 obligation and the use of S106 & CIL contributions. The Government has decided to lift pooling restriction in all areas. Once enacted, the local authority will be able to secure contributions towards an item of infrastructure, regardless of how many planning obligations have already contributed to it.
- 3.3.2 The Regulations will allow the local authority to use both the CIL and section 106 to fund the same item of infrastructure. The Government proposes to remove CIL Regulation 123 which will give local authorities greater flexibility for funding infrastructure. Regulation 122 will allow the Local authority to apply a S106 monitoring fee, provided the sum paid fairly and reasonably relates in scale in kind to the development. However, the three planning obligation tests would still apply to Section 106 agreements meaning that contributions would need to be spent in the locality of the development. CIL could therefore be used to address District-wide infrastructure matters and/or help ‘top-up’ the pot for larger pieces of infrastructure where developer contributions are insufficient to deliver the project.
- 3.3.3 The Government propose that the Council publish an annual Infrastructure Funding Statement by 31 December each year. The report should state what has happened with the contributions received and how these contributions have been applied. The report should state the amount of contributions due to be received and how they are going to be applied in the following years. The Infrastructure Funding Statement will make the S106 and CIL process more transparent for residents and developers and will be available on the Council’s website.
- 3.3.4 **The matters to be included in the Infrastructure Funding Statement for each reported year are –**
- The total monies received for section 106 agreements
  - Details of non-monetary contributions secured under section 106 agreements
  - Total number of affordable housing units will be provided
  - The number of school places for pupils which will be provided and the category of school at which they will be provided

- Provisions of infrastructure to be provided through highways agreement under section 278 of the Highways Act 1980
- Total monies which were spent during the reported year
- Summary of the items of infrastructure to which monies have been applied
- The amount of such monies spent on each item
- The amount of such monies applied to repay money borrowed, any interest, with details of the infrastructure items which that money was used to provide
- Monies applied in respect of monitoring in relation to the delivery of planning obligation
- Total monies received during any year and retained at the end of the reported year
- Estimated contributions to be received for the next 2 years

### **3.4 APPENDIX A - Project and S106 Information**

- 3.4.1 Contains information such as project reference, where the contribution is coming from, what the contribution is for, current project in relation to the contribution (categorised as financial and non -financial contribution), contribution triggers for payment, amount of contribution due and received. It provides the background information for project planning and the location of the project. It provides the project leaders with the purpose of the contribution as stated in the legal agreement to ensure that the contribution is spent locally and for the correct infrastructure type.

### **3.5 APPENDIX B – S106 Income Forecast**

- 3.5.1 Housing trajectory and section 106 triggers for each site have helped to plot the estimated time of receiving future payments. It is a live document and needs updating regularly to ensure accurate information is shared amongst officers in Maldon District Council, NHS England and Essex County Council. This document is likely to change depending on how quickly or slowly developers are building houses. It provides a platform to plan ahead and inspire NHS England and ECC to schedule the delivery of projects. This document also reflects the change with the housing numbers as it impacts on the education contribution.

## **4. CONCLUSION**

- 4.1 The majority of the S106 projects due to start in 2021/22 are being planned so that the consultation is undertaken prior to receiving the monetary contributions and to ensure that officers are prepared with all background works to implement a project. Liaising with NHS England and Essex County Council with updated information on the money received, anticipated income and the purpose of these contributions is an essential part of this process.
- 4.2 There will be a dedicated officer in the NHS to monitor all S106 contributions in Essex and it is in our interest to ensure that the officer has all relevant information to plan for Health Care projects within the District. It is paramount that the Council



keeps up to date information to encourage NHS England and Essex County Council to initiate projects such as highways, education and health care within the District.

## 5. IMPACT ON CORPORATE GOALS

- 5.1 The Work of the Overview and Scrutiny Committee supports the corporate goal of “Delivering good quality, cost effective and valued service”.

## 6. IMPLICATIONS

- (i) **Impact on Customers** – Scrutiny work may aid in improvements to service to the public by the Council and external authorities.
- (ii) **Impact on Equalities** – On and off site infrastructures will be provided through Section 106 to meet known national standard and will be available to all communities.
- (iii) **Impact on Risk** – **Most S106 agreements are** time limited by the developer in terms of allocating and spending the contribution. If a developer pays a contribution and the Council fails to provide the facilities within the time period specified the Council runs the risk that the developer might seek to clawback the contribution. The nearest clawback periods run until 2021 and programming has started to ensure that the risk of clawback is minimised.

Delays in getting projects underway as soon as possible after the contributions are received also lead to risks. Once the S106 contributions have been received they are not protected against cost inflation which can lead to insufficient funding to provide facilities in full. Therefore, the programme of works needs to be closely aligned to the receipt of the contributions and all the Maldon District Council’s projects need to be delivered on time to minimise the Council’s potential financial exposure.

- (iv) **Impact on Resources (financial and Human)** – The negotiation of Section 106 agreements is part of the planning services core budget. The developer pays the Council’s costs in drafting and completing the agreement. Where the Council delivers a project it needs to fully reflect the use of S106 and other funds for the on-going maintenance. For larger schemes the Council requires a local management organisation to be set up by the developer to avoid additional burden on the Council.
- (v) **Impact on the Environment** – Section 106 agreements are our current method for securing developer contributions to compensate and mitigate the impact of development on the local environment

Background Papers: None

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**APPENDIX 1**  
**APPENDIX A**

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
<b>A1</b>	<b>(S2a)</b> Land South Of Wycke Hill And Limebrook Way <b>14/01103/OUT</b>	Provision of onsite Allotment (0.46 Hectare) specification as per Appendix 6	Taylor Wimpey and Crest Nicholson to provide allotment onsite	No monetary contribution	Completion of adjacent phase	£0.00	£0.00
<b>A2</b>	<b>(S2b)</b> Wycke Hill North <b>15/01327/out</b>	Towards the provision of allotments in the vicinity of the Development	Under consultation - to be spent on South Maldon School sites for allotment provision	sum of £14,520 Indexed from May 2014	50% contribution prior to first occupation of a Residential Unit Remaining 50% prior to first occupation of the 80th Residential Unit	£14,520	£0.00
<b>A3</b>	<b>(S2d)</b> Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex <b>15/00419/out</b>	Provision of onsite allotment (0.5 Hectares) specification as per Appendix 3 - To cover any construction, surfacing, fencing, equipment, litter bins and costs associated with designing, surveying, setting out and installation of allotment and associated facilities at the Allotment	Countryside Properties to provide allotment onsite	Allotment site Cost Cap - £49,460 sum of forty nine thousand four hundred and sixty pounds	Will be spent by CP for onsite allotment  The Owners shall provide the Allotment Site in accordance with the triggers set out in the Phasing Plan	£49,560	£0.00
<b>A4</b>	<b>(S2e)</b> Land North of Holloway Road <b>14/00990/OUT &amp;</b>  <b>(S2f)</b> Land West Of Broad Street Green	<b>(S2e)</b> - Allotments Contribution towards the provision of allotment gardens within the area of the North Heybridge Garden Suburbs.	Under consultation -to be spent on Heybridge School sites for allotment	<b>S2e</b> -sum of (£4,720.00) Index linked  <b>S2f</b> - the sum of £6,926.65	<b>S2e</b> - Prior to occupation of 65th market dwelling  <b>S2f</b> - 33% contribution to be paid prior to first occupation of any	£11,647	<b>S2f - £2,735.90</b>

**APPENDIX 1**  
**APPENDIX A**

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
	Road <b>15/00885/FUL</b>	<b>(S2f)</b> Provision /maintenance of the North Heybridge allotments	provision		dwellings, prior to occupation of 50% of the dwellings further 33% will be paid and remaining balance will be paid prior to occupation of 80% dwellings		
<b>A5</b>	<b>(S2i)</b> Land Between Chandlers And Creeksea Lane Maldon Road Burnham-On-Crouch Essex <b>14/00356/ful</b>	Provision of onsite allotment (0.5 Hectares)	Barratt David Wilson Homes to provide onsite allotment	No monetary contribution	No trigger	£0.00	£0.00
<b>A6</b>	<b>(S2j)</b> Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch <b>16/00093/FUL</b> & <b>(S2k)</b> North of Burnham on Crouch	<b>(S2j)</b> - Provision/maintenance of allotments in Burnham-on-Crouch <b>(S2k)</b> – To be agreed	Pass to Burnham Town Council for maintenance of allotment	<b>(S2j)</b> the sum of £8,000.00 <b>(S2k)</b> –to be agreed in the region of £4000	S2j - No to occupy more than 35% of the dwellings until the Allotment Contribution has been paid to the District Council  S2k – to be agreed	£12,000	£0.00
<b>YF1</b>	<b>(S2a)</b> Land South Of Wycke Hill And Limebrook Way <b>14/01103/OUT</b>	Provision of Youth facilities- can include skateboarding park and teen shelter, to be provided within and/or in the vicinity of the development	Onsite construction of Community Hall, Adi zone, MUGA (Multi use Gaming Area) and remaining funds will be	Sum of £541,667 indexed	50% Prior to first occupation of a residential unit, remaining 50% prior to first occupation of the 250th residential unit	£541,667	£0.00

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
			spent to improve Tennis Court in promenade park				
<b>YF2</b>	<b>(S2b)</b> Wycke Hill North <b>15/01327/out</b> & <b>(S2c)</b> Land East Of Wycke Hill <b>13/00763/OUT</b>	<b>(S2b)</b> - Provision of Youth facilities- can include skateboarding park and teen shelter, to be provided within and/or in the vicinity of the development <b>(S2c)</b> - Provision of teen shelters and skateboard facilities and access to shared community facilities to serve the South Maldon Garden Suburb Masterplan Area	Under consultation - Invest in West Maldon Community Centre	<b>(S2b)</b> – Sum of £162,500 & <b>(S2c)</b> –sum of £40,625	<b>(S2b)</b> - 50% contribution prior to first occupation of a Residential Unit Remaining 50% prior to first occupation of the 80th Residential Unit <b>(S2c)</b> - 50% Contribution prior to First Occupation, remaining 50% prior to occupation of more than 50% of the total number of residential dwelling units	£203,125	<b>(S2c)</b> £21,937.50
<b>YF3</b>	<b>(S2d)</b> Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex <b>15/00419/out</b>	Submit Youth Facilities Specification to the Council	Provision of Youth Facility by Countryside Properties Consultation to be carried out to identify the needs of the community	Youth Facilities Cost Cap - £560,625	Will be spent by CP for onsite Youth Facilities	£0.00	
<b>YF4</b>	<b>(S2e)</b> Land North of Holloway Road <b>14/00990/OUT</b> &	<b>(S2e)</b> Provision of a shelter for use by local teenagers; a skateboard facility and access to shared	Under consultation – could be spent in Plantation Hall	<b>(S2e)</b> sum of £54,167 & <b>(S2f)</b> sum of	<b>(S2e)</b> - Prior to occupation of 65th market dwelling <b>(S2f)</b> - sum of £522.62 per	£129,947	

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
	<b>(S2f)</b> Land West Of Broad Street Green Road <b>15/00885/FUL</b>	community facilities provided within the area of the parish heybridge <b>(S2f)</b> Provision of teen shelters and skateboard facilities and access to shared community facilities provided within the area of the Heybridge Parish Council		£75,779.90	dwelling indexed (£75,779.90)		<b>S2f</b> £29,931.60
<b>YF5</b>	<b>(S2i)</b> Land Between Chandlers And Creeksea Lane Maldon Road <b>14/00356/ful,</b> <b>(S2j)</b> Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch <b>16/00093/FUL,</b> <b>&amp;</b> <b>(S2k)</b> North of Burnham on Crouch	<b>(S2i)</b> - Provision of recreational shelters and/or skateboarding facilities and/or towards access to other community facilities within the Parish of Burnham on crouch <b>(S2j)</b> Contribution towards teen shelters skateboard facilities and access to shared community facilities within the Parish of Burnham-On-Crouch <b>(S2k)</b> –to be agreed	Under consultation – Could be spent on BMX bike circuit and Improvement to Tennis Court in Burnham	<b>(S2i)</b> sum of £97,500  <b>(S2j)</b> sum of £97,408.80  <b>(S2k)</b> - to be agreed, assumed £50,000	<b>(S2i)</b> Prior to occupation of 100th dwelling  <b>(S2j)</b> Prior to the commencement of Development in any relevant Phase to pay the Youth Facilities Contribution for the Dwellings in that Phase to the District Council  <b>(S2k)</b> - to be agreed	£244,908	<b>S2j</b> £79,099.20
<b>AF1</b>	Various sites within the District	Provision of affordable housing and/or the provision of social rented housing	Purchase of a land for affordable housing	From 7 sites – sum £469,025		£469,025	£406,425
<b>L&amp;N1</b>	<b>(S2a)</b> Land South Of	<b>(S2a)</b> Provision of 2 LEAPs	Taylor Wimpey	Worth		£0.00	£0.00

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
	Wycke Hill And Limebrook Way <b>14/01103/OUT &amp;</b>	and 1 NEAPs	and Crest Nicholson to provide onsite 2LEAPs and 1 NEAPs	£160,000  No monetary contributions			
<b>L&amp;N2</b>	<b>(S2b)</b> Wycke Hill North <b>15/01327/out</b>	Provision of a LEAP	DPE to provide a LEAP	Worth £40,000 No monetary contributions		£0.00	£0.00
<b>L&amp;N3</b>	<b>(S2b)</b> Wycke Hill North <b>15/01327/out</b>	provision of a Neighbourhood Equipped Area of Play (NEAP) in the vicinity of the Development;	Under consultation – could be spent on improvement to existing play area in West Maldon	Sum of £34,560 indexed	50% contribution prior to first occupation of a Residential Unit. Remaining 50% prior to first occupation of the 80th Residential Unit	£34,560	£0.00
<b>L&amp;N4</b>	<b>(S2g)</b> Park Drive 14/00581/ful	Improvement and enhancement of local equipped area (LEAP) in Promenade Park in Maldon	Imminent consultation– will be spent on Improvement to Promenade Park play area	Sum of £52,830	Prior to occupation of 50% of the dwellings	£52,830	£52,830
<b>L&amp;N5</b>	<b>(S2d)</b> Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex <b>15/00419/out</b>	Provision of 2 NEAPs and 3 LEAPs	Countryside to provide onsite LEAPs and NEAPs	Will re-evaluate the cost,  No monetary contributions	With the relevant phase	£0.00	£0.00
<b>L&amp;N6</b>	<b>(S2e)</b> Land North of Holloway Road	<b>(S2e)</b> NEAPS and LEAPS contribution towards the	Under Consultation	<b>(S2e)</b> sum of £11,520	<b>(S2e)</b> Prior to occupation of 65th market dwelling	£28,224	

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
	<b>14/00990/OUT &amp; (S2f)</b> Land West Of Broad Street Green Road <b>15/00885/FUL</b>	provision of NEAPS and LEAPS within the area of the North Heybridge Garden Suburbs  <b>(S2f)</b> Provision of NEAPs and LEAPs in accordance of the IDP within the North Heybridge Garden Suburb	needs to be carried out – could be spent on improvement to Play Area in Oak Tree Meadows	<b>(S2f)</b> -£16,704	<b>(S2f)</b> 33% to be paid prior to occupation of any dwellings on site, prior to 50% occupation further 33% contribution to be paid, remaining balance to be paid prior to occupation of 80% of the dwellings,		<b>S2e</b> £6,597.70
<b>L&amp;N7</b>	<b>(S2i)</b> Land Between Chandlers And Creeksea Lane Maldon Road Burnham-On-Crouch Essex <b>14/00356/FUL &amp;</b>  <b>(S2j)</b> Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch <b>16/00093/FUL</b>	<b>(S2i)</b> Provision of 2 LEAPs - onsite  <b>(S2j)</b> Provision of a LEAP- onsite	Barratt David Wilson Homes to provide 2 LEAPs  Persimmon to provide a LEAP	<b>(S2i)</b> worth £80,000  Worth £40,000  No monetary contributions	With the relevant phase	£0.00	£0.00
<b>E1</b>	Land west of Fambridge Road, North Fambridge <b>14/01016/OUT</b>	a) The production of an information leaflet relating to the blue house farm nature reserve, the production and installation of interpretation boards and information signs within the Blue House	Maintenance of Blue House Farm	Sum of £44,025	Prior to commencement	£44,025	£0.00

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
		Farm reserve. C) improvements to the existing parish field/playground at Fambridge road to include additional seating in consultation with North Fambridge Parish Council d) construction of a fence adjacent to public footpath 13 within the blue house farm nature reserve to contain walkers within the public footpath. e) monthly monitoring (for a 5year period) of bird numbers and species within the blue house farm nature reserve and the adjacent special protection area and monitoring of the recreational usage of the additional recreation footpaths throughout and on land adjacent to the site					
<b>H1</b>	<b>(S2c) Land East Of Wyche Hill Maldon 13/00763/OUT</b>	Provision of additional health care facilities within 3 miles of the development	Under consultation	Sum of £22550	50% Prior to Commencement, remaining 50% to be paid prior to first occupation	£22,550	£24,222.64
<b>H2</b>	<b>(S2g) Land off Park</b>	To expand existing or	Under	Sum of	Prior to occupation of the	£43,080	£43,080



**APPENDIX 1**  
**APPENDIX A**

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
	Drive Maldon Essex <b>14/00581/full</b>	provide new general practitioner medical surgeries that serve or will serve the resident within the development	Consultation	£43,080	first dwelling		
<b>H3</b>	Southminster West Business Park Scots Hill Southminster Essex <b>12/00437/out</b>	Provision of healthcare projects within the GP catchment area of Southminster	Digitalisation of records for the Trinity medical Practice	Sum of £33,600	Prior to occupation	£33,600	£33,600
<b>H4</b>	<b>(S2j)</b> Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch <b>16/00093/FUL &amp;</b>  Land South of Marsh Road, Bloc <b>14/00108/out</b>	<b>(S2j)</b> To be used by NHS England towards improvements at GP Practices within Burnham-on-Crouch  <b>Pippins</b> -the enhancement of healthcare facilities and services at Burnham Surgery Foundry Lane Burnham on Crouch which serves the development	Under Consultation	<b>(S2j)</b> Sum of £59,040  <b>(Pippins)</b> sum of £24,000	<b>(S2j)</b> Prior to commencement of the development in any phases to pay the Health Care Facilities Contribution for the dwellings in that phase to the District Council  <b>(Pippins)</b> -Upon commencement of development	£83,040	<b>S2j</b> £43,416.42  £25,461.27
<b>H5</b>	<b>(S2a)</b> Land South Of Wycke Hill And Limebrook Way - <b>14/01103/OUT</b>	Improvements to health care facilities within the vicinity of the site including the improvements of Longfield Medical Centre and Blackwater Medical Centre or such other facilities	Under Consultation	Sum of £329,160	Prior to first occupation of 150th residential unit	£329,160	£0.00

<b>Project No</b>	<b>Site/Planning Ref</b>	<b>Purpose</b>	<b>Projects</b>	<b>Financial</b>	<b>Trigger</b>	<b>Amount</b>	<b>Amount Received</b>
<b>H6</b>	<b>(S2b)</b> Land North Wycke Hill Maldon <b>15/01327/Out</b>	Improvements to health care facilities within the vicinity of the Site including the improvement of Longfield Medical Centre and Blackwater Medical Centre or such other facilities as shall be agreed between the parties (Land to be reserved and made available to NHS)	Under Consultation	Sum of £99,290	Prior to first occupation of the 50th Residential Unit	£99,290	0.00
<b>H7</b>	Land west of Fambridge Road, North Fambridge <b>14/01016/out</b>	Enhancement of healthcare facilities and services at Anson Close Bring Surgery, South woodham Ferrers (including the main Practice at Kingsway Surgery, South Woodham Ferrers) which serves the development	Under Consultation	Sum of £17,900	Upon commencement of development	£17,900	£0.00
<b>H8</b>	<b>(S2d)</b> Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex	<b>(S2d)</b> Improvements to health care facilities within the vicinity of the Site or such other facilities or purposes as shall be agreed between the Parties	Under Consultation	<b>(S2d)</b> sum of £340,200	<b>(S2d)</b> within 30 Working Days of receipt of a written notice PROVIDED THAT the Healthcare Facility Option Period has not expired; or within 30 Working Days of expiry of the Healthcare Facility Option Period	£420,320	

Project No	Site/Planning Ref	Purpose	Projects	Financial	Trigger	Amount	Amount Received
	<p><b>15/00419/out</b> <b>(S2e)</b> Land North of Holloway Road, Heybridge, Essex <b>14/00990/OUT</b></p> <p><b>(S2f)</b> Land West Of Broad Street Green Road Heybridge Essex <b>15/00885/FUL</b></p>	<p><b>(S2e)</b> Capital expenditure to provide new medical healthcare facilities or improve and/or increase the provision (or capacity) of existing medical health care facilities to serve the</p> <p><b>(S2f)</b> Use of the Health Care Facilities Contribution towards improvement at the Blackwater Medical Centre and/or other NHS primary care health facilities which serves the North Heybridge Garden suburb</p>		<p><b>(S2e)</b> sum of £32,400</p> <p><b>(S2f)</b> sum of £47,720</p>	<p>PROVIDED THAT a leasehold interest for up to 20 years in the Healthcare Facility or within 30 Working Days of the grant of a leasehold interest for up to 20 years in the Healthcare Facility Site to NHS England (or its nominee).</p> <p><b>(S2e)</b> - Prior to occupation of 65th market dwelling</p> <p><b>(S2f)</b> 37% prior to occupation of any dwellings, 21% prior to occupation of 50% dwellings, remaining balance prior to occupation of 75% dwellings</p>		<b>S2e</b> £19,138.10
<b>H9</b>	<p><b>(S2i)</b> Land Between Chandlers And Creeksea Lane Maldon Road <b>14/00356/ful,</b></p> <p>Land at Southminster</p>	<p><b>(S2i)</b> Provision of additional capacity at the health centre within the Parish of Burnham on Crouch</p> <p><b>(Gladman)</b> Health care services to serve the</p>	Under Consultation	<b>(S2i)</b> sum of £67,480	<b>(S2i)</b> £40,480 ( forty thousand and four hundred and eighty pounds) to be paid prior to 18th occupation, remaining £27,000 (Twenty seven Thousand pounds) to be	£148,620	£0.00

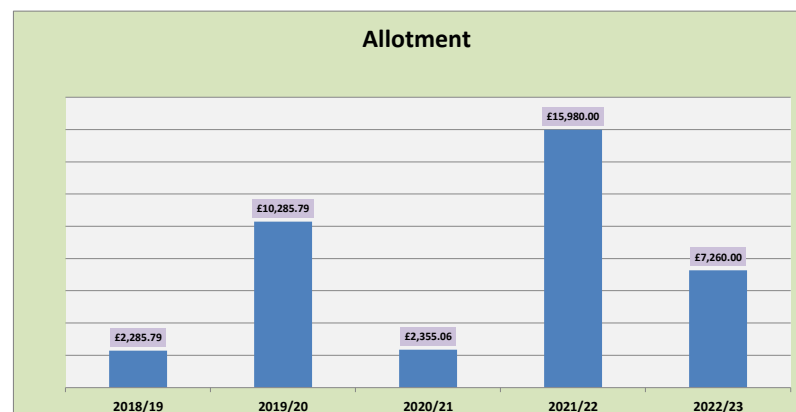
Project No	Site/Planning Ref	Purpose	Projects	Financial	Trigger	Amount	Amount Received
	Road BoC <b>14/00108/OUT</b>  Theedhams Farm, Steeple Road Southminster <b>14/00613/out</b>  Land West Of Bridgemans Green Latchingdon Essex <b>15/00396/out</b>  & Land At Junction Of Steeple Road And Mill Road Mayland Essex <b>12/00452/out</b>	development within Burnham on Crouch <b>(Theedhams)</b> Provision of health care projects within the GP catchment area of southminster  <b>(Latchingdon)</b> Provision of resources to enhance healthcare at the Trinity medical Centre in Mayland  <b>(Mayland)</b> Provision of additional healthcare services arising directly from the development to be used within General Practitioner catchment areas of Mayland and Southminster		   <b>(Gladman)</b> sum of £26,340   <b>(Theedhams)</b> sum of £31,000  <b>(Latchingdon)</b> sum of £16,800   <b>(Mayland)</b> sum of £7,000	paid prior to occupation of 100th dwelling  <b>(Gladman)</b> Prior to Occupation  <b>(Theedhams)</b> Deposit prior to occupation  <b>(Latchingdon)</b> Prior to occupation  <b>(Mayland)</b> Prior to occupation		

# APPENDIX 1

## APPENDIX B (i)

Onsite Provision of allotment		Forecasted Allotment Contributions Per Year				2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Site/Planning Ref	Purpose	Financial Contribution	Trigger	Total Amount Due	Amount	Amount	Amount	Amount	Amount	Amount	Amount
(S2a) South of Limebrookway	Provision of onsite Allotment (0.46 Hectare) specification as per Appendix 6			£46,000.00							
(S2b) Wycke Hill North 15/01327/out	Provision of allotments in the vicinity of the development	sum of £14,520 indexed from May 2014	50% contribution prior to first occupation of a Residential Unit Remaining 50% prior to first occupation of the 80th Residential Unit	£14,520.00						£7,260.00	£7,260.00
(S2d) Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex 15/00419/out	To cover any construction, surfacing, fencing, equipment, litter bins and costs associated with designing, surveying, setting out and installation of allotment and associated facilities at the Allotment	Allotment site Cost Cap - £49,460 sum of forty nine thousand four hundred and sixty pounds	Will be spent by CP for onsite allotment The Owners shall provide the Allotment Site in accordance with the triggers set out in the Phasing Plan	£49,560.00							
(S2e) Land North of Holloway Road, Heybridge, Essex 14/00990/OUT	Allotments Contribution towards the provision of allotment gardens within the area of the North Heybridge Garden Suburbs	sum of four thousand seven hundred and twenty pounds (£4,720.00) Index linked	Prior to occupation of 65th market dwelling	£4,720.00						£4,720.00	
(S2f) Land West Of Broad Street Green Road Heybridge Essex 15/00885/FUL	Provision /maintenance of the North Heybridge allotments	the sum of £6,926.65 (six thousand, nine hundred and twenty six pounds and sixty five pence) Indexed to be used	33% contribution to be paid prior to first occupation of any dwellings, prior to occupation of 50% of the dwellings further 33% will be paid and remaining balance will be paid prior to occupation of 80% dwellings	£6,926.65		£2,285.79	£2,285.79	£2,355.06			
(S2i) Land Between Chandlers And Creeksea Lane Maldon Road Burnham-On-Crouch Essex 14/00356/ful	Provision of allotment on site			£50,000.00							
(S2j) Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch 16/00093/FUL	Provision/maintenance of allotments in Burnham-on-Crouch	the sum of £8,000.00 (Eight Thousand Pounds) Indexed to be used	PP condition 7,8 and 12 as part of the open space details, No to occupy more than 35% of the dwellings until the Allotment Contribution has been paid to the District Council	£8,000.00			£8,000.00				
(S2k) North of Burnham on Crouch	Requires maintenance provisions			£4,000.00						£4,000.00	
<b>Total</b>				<b>£183,726.65</b>	<b>£0.00</b>	<b>£2,285.79</b>	<b>£10,285.79</b>	<b>£2,355.06</b>	<b>£15,980.00</b>	<b>£7,260.00</b>	

Year	Contributions (£)
2018/19	£2,285.79
2019/20	£10,285.79
2020/21	£2,355.06
2021/22	£15,980.00
2022/23	£7,260.00
<b>Total</b>	<b>£38,166.65</b>



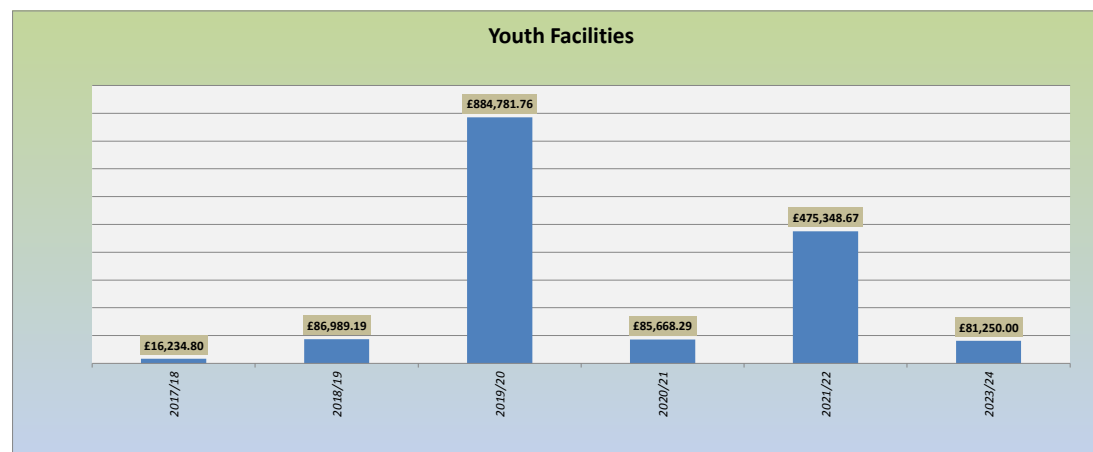
# APPENDIX 1

## APPENDIX B (ii)

### Forecasted Youth Facilities Contributions Per Year

					2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Site/Planning Ref	Purpose	Financial Contribution	Trigger	Total Amount of Contribution	Amount	Amount	Amount	Amount	Amount	Amount	Amount
(S2a) Land South Of Wycke Hill And Limebrook Way 14/01103/OUT	Provision of the youth facilities within and/or in the vicinity of the development	no more than Five Hundred and Forty One Thousand Six Hundred and Sixty Seven Pounds (£541,667) Indexed	50% Prior to first occupation of a residential unit, remaining 50% prior to first occupation of the 250th residential unit	£541,667.00			£270,833.50		£270,833.50		
(S2b) Land North And West Of Knowles Farm Wycke Hill Maldon Essex 15/01327/Out	Provision of the youth Facilities within and/or in the vicinity of the development	One hundred and sixty two thousand and six hundred and sixty seven pounds (£162,500) indexed	50% contribution prior to first occupation of a Residential Unit Remaining 50% prior to first occupation of the 80th Residential Unit	£162,500.00					£81,250.00		£81,250.00
(S2c) Land East Of Wycke Hill Maldon 13/00763/OUT & App/X1545/A/14/2213988	Provision of teen shelters and skateboard facilities and access to shared community facilities to serve the South Maldon Garden Suburb Masterplan Area	Sum of Forty Thousand Six Hundred and Twenty Five Pounds (£40,625)	50% Contribution prior to First Occupation, remaining 50% prior to occupation of more than 50% of the total number of residential dwelling units	£40,625.00		£20,312.50	£20,312.50				
(S2d) Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex 15/00419/out	To cover any construction, surfacing, fencing, equipment, litter bins and costs associated with design, surveying, setting out and installation of any youth facilities	Youth Facilities Cost Cap - £560,625 sum of five hundred and sixty thousand six hundred and twenty five pounds	Will be spent by CP for onsite Youth Facilities	£560,625.00			£560,625.00				
(S2e) Land North of Holloway Road, Heybridge, Essex 14/00990/OUT	Provision of a shelter for use by local teenagers; a skateboard facility and access to shared community facilities provided within the area of the parish heybridge	sum of fifty four thousand one hundred and sixty seven pounds (£54,167.00) index linked	Prior to occupation of 65th market dwelling	£54,167.00				£54,167.00			
(S2f) Land West Of Broad Street Green Road Heybridge Essex 15/00885/FUL	Provision of teen shelters and skateboard facilities and access to shared community facilities provided within the area of the Heybridge Parish Council	Heybridge Youth/Teen Facilities contribution - sum of £522.62 per dwelling indexed	33% contribution to be paid prior to first occupation of any dwellings, prior to occupation of 50% of the dwellings further 33% will be paid and remaining balance will be paid prior to occupation of 80% dwellings	£75,779.90		£25,007.37		£25,007.37	£25,765.17		
(S2i) Land Between Chandlers And Creeksea Lane Maldon Road Burnham-On-Crouch Essex 14/00356/ful	Provision of recreational shelters and/or skateboarding facilities and/or towards access to other community facilities within the Parish of Burnham on crouch	Financial contribution of £97,500 (ninety seven thousand five hundred pounds)	Prior to occupation of 100th dwelling	£97,500.00					£97,500.00		
(S2j) Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch 16/00093/FUL	Contribution towards teen shelters skateboard facilities and access to shared community facilities within the Parish of Burnham-On-Crouch	the sum of £541.16 (Five Hundred and Forty One Pounds and Sixteen Pence) indexed for each Dwelling to be used by the District Council	Prior to the commencement of Development in any relevant Phase to pay the Youth Facilities Contribution for the Dwellings in that Phase to the District Council	£97,408.80	£16,234.80	£41,669.32	£33,010.76	£6,493.92			
<b>Total</b>				<b>£1,630,272.70</b>	<b>£16,234.80</b>	<b>£86,989.19</b>	<b>£884,781.76</b>	<b>£85,668.29</b>	<b>£475,348.67</b>	<b>£0.00</b>	<b>£81,250.00</b>

Year	Contributions (£)
2017/18	£16,234.80
2018/19	£86,989.19
2019/20	£884,781.76
2020/21	£85,668.29
2021/22	£475,348.67
2023/24	£81,250.00
<b>Total</b>	<b>£1,630,272.70</b>



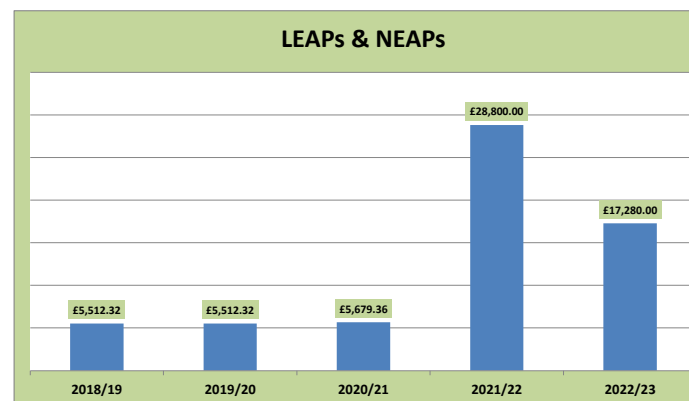
# APPENDIX 1

## APPENDIX B (iii)

Forecasted LEAPs & NEAPs Contributions Per Year

Site/Planning Ref	Purpose	Financial Contribution	Trigger	Total Amount Due	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
					Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
(S2b) Wycke Hill North 15/01327/out	Provision of offsite NEAP	sum of £34,560 thirty four thousand five hundred and sixty pounds	50% contribution prior to first occupation of a Residential Unit. Remaining 50% prior to first occupation of the 80th Residential Unit	£34,560.00					£17,280.00	£17,280.00			
(S2e) Land North of Holloway Road, Heybridge, Essex 14/00990/OUT	NEAPS and LEAPS contribution to wards the provision of NEAPS and LEAPS within the area of the North Heybridge Garden Suburbs	the sum of Eleven Thousand Five Hundred and Twenty Pounds (£11,520) Index Linked	Prior to occupation of 65th market dwelling	£11,520.00					£11,520.00				
(S2f) Land West Of Broad Street Green Road Heybridge Essex 15/00885/FUL	Provision of NEAPs and LEAPs in accordance of the IDP within the North Heybridge Garden Suburb	Heybridge Neaps/Leaps contribution - the sum of £16,704.0 (sixteen thousand seven hundred and four pounds) Indexed to be used	33% to be paid prior to occupation of any dwellings on site, prior to 50% occupation further 33% contribution to be paid, remaining balance to be paid prior to occupation of 80% of the dwellings,	£16,704.00		£5,512.32	£5,512.32	£5,679.36					
(S2g) Park Drive 14/00581/ful	Improvement and enhancement of local equipped area (LEAP) in Promenade Park in Maldon	the sum of £52,000 (fifty two thousand pounds) Indexed	Prior to occupation of 50% of the dwellings	£52,830.00	£52,830.00								
<b>Total</b>				£115,614.00	£52,830.00	£5,512.32	£5,512.32	£5,679.36	£28,800.00	£17,280.00	£0.00	£0.00	£0.00

Year	Contributions (£)
2017/18	£52,830.00
2018/19	£5,512.32
2019/20	£5,512.32
2020/21	£5,679.36
2021/22	£28,800.00
2022/23	£17,280.00
<b>Total</b>	<b>£115,614.00</b>

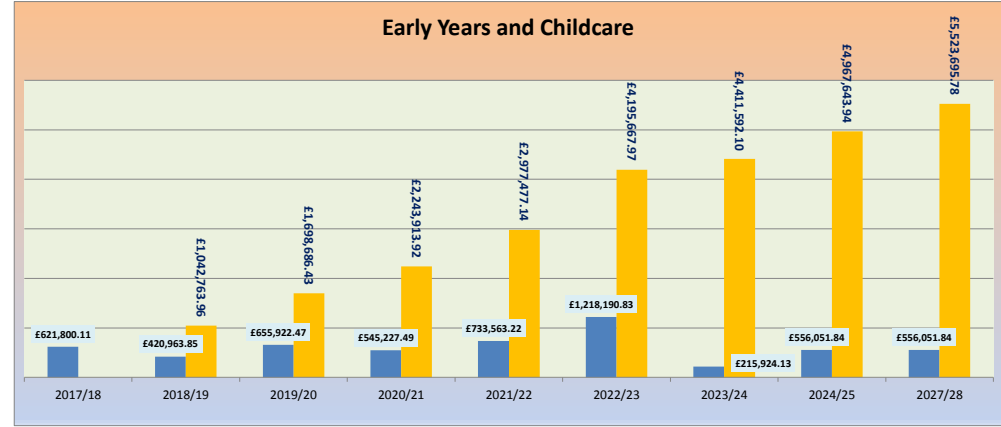


Forecasted Education Contributions per Year					2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Site/Planning Ref	Purpose	Financial Contribution	Trigger	Total Amount of Contributions	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
(S2a) Land South Of Wycke Hill And Limebrook Way 14/01103/OUT	Early Years and child care contribution Eastern Site	Early years and childcare pupil product multiplied by the cost generator of Eighteen Thousand Eight Hundred and Ninety one Pounds (£18,891)	5% Prior to commencement, 10% prior to Occupation of 5% Residential dwellings (34th unit), 40% prior to Occupation of 15% of residential dwellings (100th unit) , 40% Prior to occupation of 23.5% of residential dwellings (157th unit), 5% prior to Occupation of 32% Residential dwellings (214th unit)	£938,504.88		£46,925.24		£93,850.49	£375,401.95	£375,401.95	£46,925.24				
	Primary School contribution Eastern Site	Primary Pupil Product multiplied by cost generator of Fifteen Thousand Six Hundred and Sixty One Pounds (£15,661)		£2,593,461.60		£129,673.08		£259,346.16	£1,037,384.64	£1,037,384.64	£129,673.08				
	Secondary School contributions Eastern Site	Secondary Pupil Product multiplied by cost generator of Twenty Thousand Five Hundred and Eighty Two Pounds (£20,582)		£2,272,252.80		£113,612.64		£227,225.28	£908,901.12	£908,901.12	£113,612.64				
	Early Years and childcare contribution Western Site	Early years and childcare pupil product multiplied by the cost generator of Eighteen Thousand Eight Hundred and Ninety one Pounds (£18,891)	15% contributions on or prior to Commencement, 30% contribution prior to occupation of 5% of residential dwellings (17th unit), 30% contribution prior to occupation of 15% of the residential dwellings (50th unit), remaining 25% of contribution prior to occupation of 23.5% of residential units (79th unit)	£470,952.63		£70,642.89		£141,285.79	£141,285.79	£117,738.16					
	Primary School contribution Western Site	Primary Pupil Product multiplied by cost generator of Fifteen Thousand Six Hundred and Sixty One Pounds (£15,661)		£1,301,429.10		£195,214.37		£390,428.73	£390,428.73	£325,357.28					
	Secondary School contribution Western Site	Secondary Pupil Product multiplied by cost generator of Twenty Thousand Five Hundred and Eighty Two Pounds (£20,582)		£1,346,062.80		£201,909.42		£403,818.84	£403,818.84	£336,515.70					
(S2b) Land North And West Of Knowles Farm Wycke Hill Maldon Essex 15/01327/Out	Early Years Child care	Early years and childcare pupil product multiplied by the cost generator of Eighteen Thousand Eight Hundred and Ninety one Pounds (£18,891)	Twenty percent (20%) of the education contribution on prior to commencement Forty percent (40%) of the education contribution prior to occupation of 100th residential unit Forty percent (40%) of the education contribution prior to occupation of 200th residential unit	£422,497.22				£84,499.44		£168,998.89	£168,998.89				
	Primary School	Primary Pupil Product multiplied by cost generator of Fifteen Thousand Six Hundred and Sixty One Pounds (£15,661)		£1,167,527.55				£233,505.51		£467,011.02	£467,011.02				
	Secondary School	Secondary Pupil Product multiplied by cost generator of Twenty Thousand Five Hundred and Eighty Two Pounds (£20,582)		£1,022,925.40				£204,585.08		£409,170.16	£409,170.16				
(S2c) Land East Of Wycke Hill Maldon 13/00763/OUT & App/X1545/A/14/2213988	Early Years and Child care within South Maldon	the Net Early years and Childcare Pupil Product multiplied by the cost generator of Seventeen Thousand four hundred and seventy eight pounds (£17,478) adjusted by the percentage change by the Education Index	50% of the Education Contribution prior to First Occupation and the remaining 50% of the Education Contribution prior to first occupation of more than 50% of the total number of residential dwelling units	£127,414.62		£63,707.31	£63,707.31								
	Primary School Contributions within South Maldon	the Net Primary Pupil Product multiplied by the cost generator of Fifteen Thousand Six Hundred and Sixty One pounds sterling (£15,661) adjusted by the percentage change in Education Index		£380,562.30		£190,281.15	£190,281.15								
	Secondary School Contributions within South Maldon	the Net Secondary Pupil Product multiplied by the cost generator of Sixteen Thousand Four Hundred and Fifty Seven Pounds sterling (£16,457) adjusted by the education indexation		£266,603.40		£133,301.70	£133,301.70								
(S2d) Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex 15/00419/out	Early Years Child care	the Net Early years and Childcare Pupil Product multiplied by the cost generator of Seventeen Thousand six hundred and eight pounds (£17,608) adjusted by the percentage change by the Education Index	Paid in 3 instalments - 1st: prior to occupation of 250th Residential units, 2nd: Prior to occupation of the 500th Residential Units, 3rd: prior occupation of the 750th Residential Units	£1,668,155.51						£556,051.84		£556,051.84			£556,051.84
	Primary School	the Net Primary Pupil Product multiplied by the cost generator of Nine Thousand Six Hundred and Ninety Five pounds sterling (£9,695) adjusted by the percentage change in Education Index		£3,062,650.50						£1,020,883.50		£1,020,883.50			£1,020,883.50
	Secondary School	the Net Secondary Pupil Product multiplied by the cost generator of Twenty Thousand Five Hundred and Eighty Two Pounds sterling (£20,582) adjusted by the education indexation		£4,334,569.20						£1,444,856.40		£1,444,856.40			£1,444,856.40
(S2e) Land North of Holloway Road, Heybridge, Essex 14/00990/OUT	Early Years and Childcare contributions	Early years and childcare pupil product multiplied by the cost generator of Eighteen Thousand Nine Hundred and Fifty Six Pounds (£18,956)	10% deposit prior to occupation, 10% payment prior to 1st occupation, 40% deposit prior to occupation of 10% of the dwellings, 40% payment prior to 1st occupation of 10% of the dwellings. 50% deposit prior to occupation of 50% of the dwellings, 50% payment prior to first occupation of 50% of the dwellings	£126,246.96		£12,624.70	£50,498.78		£63,123.48						
	Primary School Contributions	Primary Pupil Product multiplied by cost generator of Nine Thousand Six Hundred and Ninety Five Pounds (£9,695)		£215,229.00		£21,522.90	£86,091.60		£107,614.50						
	Secondary School Contributions	Secondary Pupil Product multiplied by cost generator of Twenty Thousand Five Hundred and Eighty Two Pounds (£20,582)		£304,613.60		£30,461.36	£121,845.44		£152,306.80						
(S2f) Land West Of Broad Street Green Road Heybridge Essex 15/00885/FUL	Early Years Childcare Contributions	the sum of Two Hundred and Eleven Thousand Two Hundred and Ninety Three pounds and Forth Three Pence (£211,293.43) education indexation	Not later than 6 months after the commencement of development in any phase to pay 33% of the education contribution for the dwellings in that phase to the County Council, Not to occupy more than 33% of the dwellings in any phase until a further 33% of the education contribution for the dwellings in that phase has been paid to the county council, Not to occupy more than 66% of the dwellings in any phase until the whole of the education contribution for the dwellings in that phase has been paid to the County Council	£211,293.43	£69,726.83	£69,726.83		£71,839.77							
	Primary School Contributions	the sum of Four Hundred and Twenty One thousand seven hundred and twenty eight pounds and sixty two pence sterling (£421,728.62)		£421,728.62	£139,170.44	£139,170.44		£143,387.73							
	Secondary School Contributions	the sum of One Hundred and Fifty thousand pounds sterling (£150,000) education indexation		£150,000.00	£49,500.00	£49,500.00		£51,000.00							

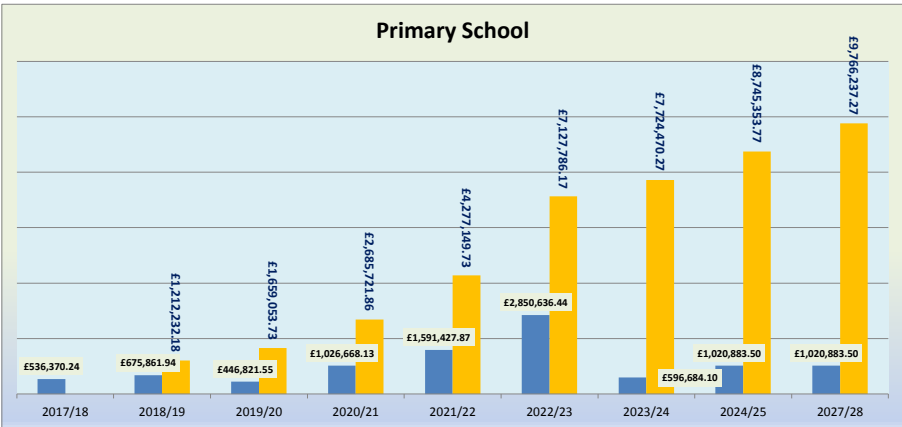


(S2g) Park Drive 14/00581	Early Years Childcare Contributions	the sum of £168,525 (one hundred sixty and eight thousand pound) for Early years childcare contribution - to meet pupil place demand arising from the development	£168,508 prior to commencement, £164,508 prior to occupation of first dwelling, £164,509 prior to occupation of 50% of the dwellings	£168,525.00	£168,525.00										
	Primary school contributions	£325,000( Three hundred and twenty five thousand pounds) for Primary Education contribution - to meet pupil place demand arising from the development	£168,508 prior to commencement, £164,508 prior to occupation of first dwelling, £164,509 prior to occupation of 50% of the dwellings	£325,000.00	£325,000.00										
(S2i) Land Between Chandlers And Creekssea Lane Maldon Road Burnham-On-Crouch Essex 14/00356/ful	Early Childcare Contribution	First financial contribution of £61,256 (Sixty One Thousand Two Hundred and Fifty Six Pounds), Second Early Contribution of £200,000 (Two Hundred Thousand Pounds, Third Financial Contribution of £200,000 (Two Hundred Thousand Pounds)	First Contribution prior to occupation of 18th dwelling, Second Contribution prior to occupation of 75th dwelling, Third Contribution prior to occupation of 140th dwelling	£461,256.00		£153,752.00	£153,752.00	£153,752.00							
	Primary School Contributions	sum of One Hundred and Twelve Thousand Pounds (£112,000) indexed	£56,000 to be paid prior to occupation of 18 dwellings, remaining £56,000 prior to occupation of 100 dwellings	£112,000.00		£56,000.00	£56,000.00								
(S2j) Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch 16/00093/FUL	Early Years Childcare Contributions	the early years and Childcare Pupil product multiplied by the cost generator of Twelve Thousand Three Hundred and Fifty Two Pounds sterling (£12,352.00)	50% Education Contribution will be paid prior to commencing first phase, remaining balance will be paid prior to commencing final phase to the County Council	£461,255.00	£230,627.50		£230,627.50								
	Primary School Contributions	the Primary Pupil Product Multiplied by the cost generator of Ten Thousand Eight Hundred and Thirty Three Pounds sterling (10,833.00)		£144,399.60	£72,199.80		£72,199.80								
Land South of Marsh Road 14/00108/OUT	Early Years Contributions	the Primary Pupil Product Multiplied by the cost generator of Eleven Thousand Eight Hundred and Sixty Five Pounds sterling (11,865)	50% on first occupation and remaining balance on occupation of 50% dwellings	£80,088.75		£40,044.38	£40,044.38								
	Primary/Early Years School Contributions	Primary Pupil Product multiplied by cost generator of Ten Thousand Four Hundred and Twenty Six Pounds (£10,426)		£234,585.00		£117,292.50	£117,292.50								
Land to East of 53 Burnham Road, Latchingdon 14/01227/OUT	Early Years Childcare Contributions	the early years and Childcare Pupil product multiplied by the cost generator of Fourteen Thousand Five Hundred and Nineteen Pounds sterling (£14,519)	Prior to commencement	£49,654.98	£49,654.98										
Land Opposite Beech Green, Tiptree Road, Wickham Bishops, Essex 13/01151/ful	Primary School	Provision of facilities for the education and/or care of children between the ages of 4 to 19 (both inclusive) within 3 miles of the development or such other education and/or childcare facility that in the opinion of the County Council best serves the Development including the reimbursement of capital funding for such provision made by the County Council in anticipation of the Education Contribution	Prior to commencement	£42,249.00			£42,249.00								
	Secondary School	Provision of facilities for the education and/or care of children between the ages of 4 to 19 (both inclusive) within 3 miles of the development or such other education and/or childcare facility that in the opinion of the County Council best serves the Development including the reimbursement of capital funding for such provision made by the County Council in anticipation of the Education Contribution	Prior to commencement	£42,788.00			£42,788.00								
Land At Junction Of Maldon Road Church Street Goldhanger Essex 13/00839/ful	Secondary School	Towards the provision of secondary school places	Pay within 14 days of commencement	£38,014.00	£38,014.00										
Former Cefas Laboratory Remembrance Avenue Burnham-On-Crouch Essex CM0 8HA 12/01062/ful	Early Years/Primary School	Provision of facilities for the education and/or care of children between the ages of 2 and 12 (both inclusive) within 3 miles of the development or such other education and/or childcare facility that in the opinion of the County Council best serves the Development including the reimbursement of capital funding for such provision made by the County Council in anticipation of the Education Contribution	Prior to commencement	£45,637.00	£45,637.00										
Land North of 48 Woodrolfe Road, Tollesbury 14/01202/OUT	Early Years	Early Years and childcare - Provision of facilities for education and/or care of children between the ages of 0 to 4 (both inclusive) in the Tolesbury Ward or such other education and/or childcare facility that in the opinion of the County Council best serves the Development including the reimbursement of capital funding for such provision made by the County Council in anticipation of the Early Years and Childcare Contribution	Prior to commencement	£57,628.80	£57,628.80										
Total				£25,067,762.25	£1,245,684.36	£1,625,610.91	£1,400,679.16	£2,458,524.82	£3,790,017.85	£7,168,270.65	£1,335,391.03	£3,021,791.74	£0.00	£0.00	£3,021,791.74

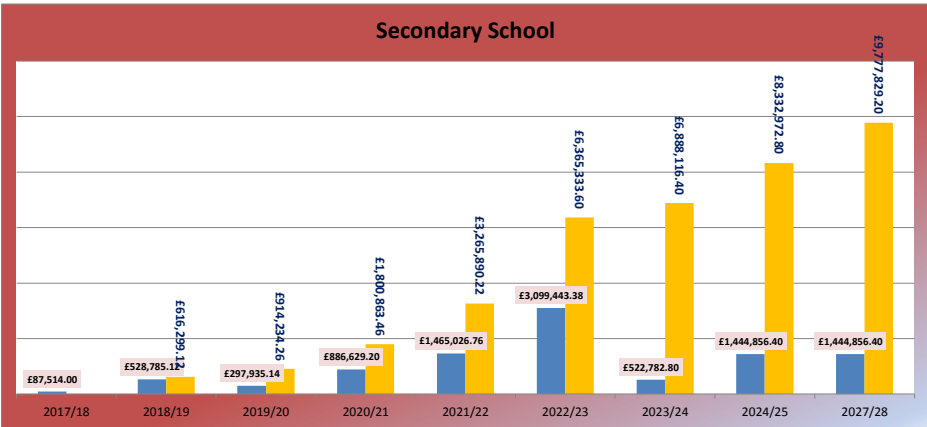
Early Years		
Year	Contributions (£)	Cumulative
2017/18	£621,800.11	
2018/19	£420,963.85	£1,042,763.96
2019/20	£655,922.47	£1,698,686.43
2020/21	£545,227.49	£2,243,913.92
2021/22	£733,563.22	£2,977,477.14
2022/23	£1,218,190.83	£4,195,667.97
2023/24	£215,924.13	£4,411,592.10
2024/25	£556,051.84	£4,967,643.94
2027/28	£556,051.84	£5,523,695.78
Total	£5,523,695.78	



Primary School		
Year	Contributions (£)	Cumulative
2017/18	£536,370.24	
2018/19	£675,861.94	£1,212,232.18
2019/20	£446,821.55	£1,659,053.73
2020/21	£1,026,668.13	£2,685,721.86
2021/22	£1,591,427.87	£4,277,149.73
2022/23	£2,850,636.44	£7,127,786.17
2023/24	£596,684.10	£7,724,470.27
2024/25	£1,020,883.50	£8,745,353.77
2027/28	£1,020,883.50	£9,766,237.27
Total	£9,766,237.27	



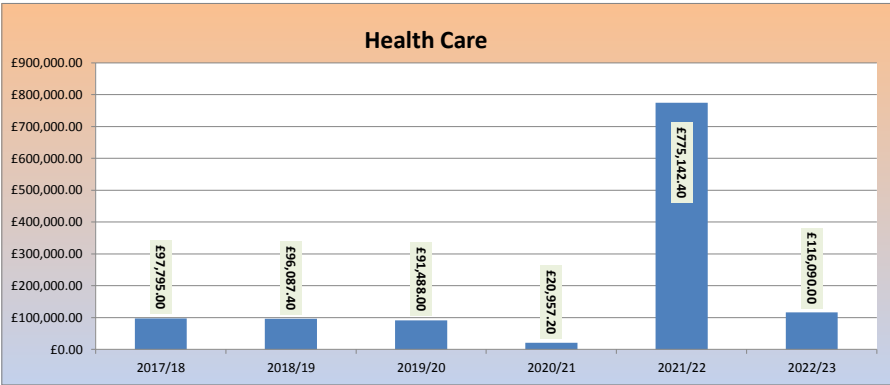
Secondary School		
Year	Contributions (£)	Cumulative
2017/18	£87,514.00	
2018/19	£528,785.12	£616,299.12
2019/20	£297,935.14	£914,234.26
2020/21	£886,629.20	£1,800,863.46
2021/22	£1,465,026.76	£3,265,890.22
2022/23	£3,099,443.38	£6,365,333.60
2023/24	£522,782.80	£6,888,116.40
2024/25	£1,444,856.40	£8,332,972.80
2027/28	£1,444,856.40	£9,777,829.20
Total	£9,777,829.20	



Forecasted Health Care Contributions Per Year

					2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Site/Planning Ref	Purpose	Financial Contribution	Trigger	Total Amount Due	Amount	Amount	Amount	Amount	Amount	Amount	Amount
(S2a) Land South Of Wycke Hill And Limebrook Way - 14/01103/OUT	Health Care Facilities Contribution - improvements to health care facilities within the vicinity of the site including the improvements of Longfield Medical Centre and Blackwater Medical Centre or such other facilities	Maximum of Three Hundred and Twenty Nine Thousand One Hundred and Sixty Pounds (£329,160), adjusted by RPI indexation	Prior to first occupation of 150th residential unit	£329,160.00					£329,160.00		
(S2b) Land North And West Of Knowles Farm Wycke Hill Maldon Essex 15/01327/Out	Improvements to health care facilities within the vicinity of the Site including the improvement of Longfield Medical Centre and Blackwater Medical Centre or such other facilities as shall be agreed between the parties (Land to be reserved and made available to NHS)	maximum of ninety nine thousand two hundred and twenty pounds £99,220	Prior to first occupation of the 50th Residential Unit	£99,290.00						£99,290.00	
(S2c) Land East Of Wycke Hill Maldon 13/00763/OUT & App/X1545/A/14/2213988	Provision of additional health care facilities within 3 miles of the development	Sum of Twenty Two Thousand Five Hundred and Fifty Pounds (22,550)	50% Prior to Commencement, remaining 50% to be paid prior to first occupation	£22,550.00	£11,275.00	£11,275.00					
(S2d) Land At Broad Street Green Road, Maypole Road And Langford Road Great Totham/Heybridge Essex 15/00419/out	Improvements to health care facilities within the vicinity of the site or such other facilities or purpose as shall be agreed between the parties - Healthcare Facility Option (see schedule4 for details)	£340,200 sum of three hundred forty thousand and two hundred pounds	of a written notice from the District Council or NHS England requesting payment of the Healthcare Contribution PROVIDED THAT the Healthcare Facility Option Period has not expired; or	£340,200.00					£340,200.00		
(S2e) Land North of Holloway Road, Heybridge, Essex 14/00990/OUT	Capital expenditure to provide new medical healthcare facilities or improve and/or increase the provision (or capacity) of existing medical health care facilities to serve the	sum of thirty two thousand four hundred pounds (£32,400) Index linked	Prior to occupation of 65th market dwelling	£32,400.00					£32,400.00		
(S2f) Land West Of Broad Street Green Road Heybridge Essex 15/00885/FUL	Use of the Health Care Facilities Contribution towards improvement at the Blackwater Medical Centre and/or other NHS primary care health facilities which serves the North Heybridge Garden suburb	the sum of £47,720.00 (forty seven thousand seven hundred and twenty pounds) indexed from the date of this agreement	37% prior to occupation of any dwellings, 21% prior to occupation of 50% dwellings, remaining balance prior to occupation of 75% dwellings	£47,720.00		£17,656.40		£10,021.20	£20,042.40		
(S2g) Land off Park Drive Maldon Essex 14/00581/ful	Health Care Contribution - To expand existing or provide new general practitioner medical surgeries that serve or will serve the resident within the development	the sum of £43,080 (forty three thousand and eighty pounds	Prior to occupation of the first dwelling	£43,080.00	£43,080.00						
(S2i) Land Between Chandlers And Creeksea Lane Maldon Road Burnham-On-Crouch Essex 14/00356/ful	Provision of additional capacity at the health centre within Parish of Burnham on Crouch	financial contribution of £67,480 (sixty seven thousand four hundred and eighty pounds) indexed	£40,480 ( forty thousand and four hundred and eighty pounds) to be paid prior to 18th occupation, remaining £27,000 (Twenty seven Thousand pounds) to be paid prior to occupation of 100th dwelling	£67,480.00			£40,480.00		£27,000.00		
(S2j) Land south of Green Lane and north of Maldon Road, Burnham-on-Crouch 16/00093/FUL	To be used by NHS England towards improvements at GP Practices within Burnham-on-Crouch	the sum of £328 (Three Hundred and twenty eight pounds) indexed from the date of This agreement for each dwelling	Prior to commencement of the development in any phases to pay the Health Care Facilities Contribution for the dwellings in that phase to the District Council	£59,040.00	£9,840.00	£25,256.00	£20,008.00	£3,936.00			
Land west of Fambridge Road, North Fambridge 14/01016/out	Enhancement of healthcare facilities and services at Anson Close Bring Surgery, South woodham Ferrers (including the main Practice at Kingsway Surgery, South Woodham Ferrers) which serves the development	sum of seventeen thousand nine hundred pounds (£17,900.00) adjusted by indexation	Upon commencement of development	£17,900.00		£17,900.00					
Land South of Marsh Road, BoC 14/00108/out	The enhancement of healthcare facilities and services at Burnham Surgery Foundry Lane Burnham on Crouch which serves the development	the sum of Twenty Four Thousand Pound (£24,000) based on the RPI indexation	Upon commencement of development	£24,000.00		£24,000.00					
Land at Southminster Road BoC 14/00108/OUT	Health care services to serve the development within Burnham on Crouch	the sum of £26,340 (twenty six thousand three hundred and forty pounds	Prior to Occupation	£26,340.00					£26,340.00		
Theedhams Farm, Steeple Road Southminster 14/00613/out	Provision of health care projects within the GP catchment area of southminster	the sum of £31,000 (thirty one thousand pounds	Deposit prior to occupation	£31,000.00			£31,000.00				
Land West Of Bridgeman's Green Latching don Essex 15/00396/out	Provision of resources to enhance healthcare at the Trinity medical Centre in Maryland	sum of sixteen thousand eight hundred pounds (£16,800.00) Indexed	Prior to occupation	£16,800.00						£16,800.00	
Land At Junction Of Steeple Road And Mill Road Maryland Essex 12/00452/out	Provision of additional healthcare services arising directly from the development to be used within General Practitioner catchment areas of Maryland and Southminster	sum of seven thousand and two hundred pounds (£7,000)	Prior to occupation	£7,000.00				£7,000.00			
Southminster West Business Park Scots Hill Southminster Essex 12/00437/out	Provision of healthcare projects within the GP catchment area of Southminster	the sum of thirty three thousand six hundred pounds (£33,600) indexed	Prior to occupation	£33,600.00	£33,600.00						
Total				£1,197,560.00	£97,795.00	£96,087.40	£91,488.00	£20,957.20	£775,142.40	£116,090.00	£0.00

Year	Contributions (£)
2017/18	£97,795.00
2018/19	£96,087.40
2019/20	£91,488.00
2020/21	£20,957.20
2021/22	£775,142.40
2022/23	£116,090.00
Total	£1,197,560.00



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## **REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
PLANNING AND LICENSING COMMITTEE  
7 MARCH 2019**

### **LOCAL DEVELOPMENT SCHEME 2019-2021**

#### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to seek endorsement for an update to the Council's Local Development Scheme (LDS) attached as **APPENDIX 1**. The new LDS will replace the document approved by the Council on 8 February 2018 (Minute No.804 / 2018 refers). The LDS will take into account the timetable for the progression of supplementary planning documents and other planning policy documents required to help deliver the LDP until 2021.

#### **2. RECOMMENDATIONS**

- i) That the content of the Local Development Scheme be approved

To the Council:

- ii) That the Local Development Scheme (**APPENDIX 1**) be approved as the project plan for key planning policy documents until February 2021.

#### **3. SUMMARY OF KEY ISSUES**

##### **3.1 Local Development Scheme**

- 3.1.1 The Planning and Compulsory Purchase Act 2004 (as amended) requires every planning authority to prepare and maintain a LDS. A LDS sets out the programme for the preparation of Local Development Documents (LDDs), including Supplementary Planning Documents (SPDs), as well as development briefs, evidence base documents and the Community Infrastructure Levy (CIL).
- 3.1.2 Effectively, it is a project plan setting out the timetable for work to be undertaken until February 2021. It identifies which documents will be produced, in what order and when, as well as the likely contents, resources needed for their preparation and the likely risks associated with preparing them. The scheme includes milestones to inform the community and stakeholders when consultation and other stages of plan preparation will take place. It will also serve as a project management tool for budgeting and resource planning for the Council.

- 3.1.3 The existing LDS (2018) included the timetables for two new supplementary planning documents, both of which are being prepared – i.e. for Green Infrastructure and the Essex Coast Recreation disturbance Avoidance and Mitigation Strategy. These have been carried forward to the new LDS (2019) which include dates for consultation and adoption.
- 3.1.4 Officers also recommend reviewing five SPDs adopted between 2005-2007 to establish whether their content remains relevant and fit for purpose – these are the Developer Contributions Guide, Children’s Play Spaces, Accessibility to Buildings, Sadd’s Wharf and Heybridge Basin Timber Yard. A formal decision whether to revoke, retain or update these documents will need to be made by the Council.
- 3.1.5 The Maldon and Heybridge Central Area Masterplan sets out a spatial framework for the development and regeneration of the Central Area. A key project focuses on North Quay: promoting employment led mixed use development and regeneration to enhance the local economy. To guide the location, mix, scale and design of new development and the treatment of the public realm and landscape within this area a development brief is proposed. This would also include Sadd’s Wharf and Heybridge Creek. The LDS identifies dates for stakeholder and public consultation.
- 3.1.6 The District’s heritage makes a significant contribution to the character and distinctiveness of Maldon District. The majority of the District’s Conservation Areas have a character appraisal or statement which summarises the area’s special character and appearance and makes recommendations for its appropriate preservation and enhancement. Currently the Chelmer and Blackwater Navigation does not have an appraisal (other documents inform its sensitive management) but for consistency, and to provide an up to date basis from which to assess planning applications an appraisal will be undertaken with the Council’s Conservation Officer.
- 3.1.7 Although the Local Development Plan (LDP) was approved in 2017, and a review is not required until 2022, it is essential that LDP evidence base documents are reviewed regularly to ensure they are kept up-to-date and reflect changing local circumstances. In the next two years the Council intends to review the Strategic Housing Market Assessment and the Economic Development Needs Assessment. It is intended that consultants will aid the production of these documents. Funding will come from existing budgets. The Accessibility of Settlements assessment will be undertaken by officers.

## 3.2 **Why is a LDS necessary?**

- 3.2.1 Without an up-to-date LDS, the Council will not be meeting its statutory requirements. It may also mean that the Council’s ability to deliver the LDP, secure quality, sustainable development in the District and co-ordinate development and infrastructure may be difficult to achieve. It may also put at risk the Council’s ability to defend planning decisions at appeals.
- 3.2.2 The LDS not being in place also deprives the local community and other stakeholders of the necessary information about the documents that the Council will be preparing, when they are to be prepared and when consultations on such documents will take place.

#### 4. CONCLUSION

- 4.1 Preparing and putting in place the LDS is a statutory requirement relating to the preparation of Local Development Documents which the Council must comply with. Ensuring the LDS is kept up-to-date will ensure that the community and other stakeholders are kept informed about the documents that the Council intends to prepare and when.
- 4.2 Approving the LDS will provide the Council with a programme for the preparation of planning policy documents and it will form the basis for resource planning and Committee agenda planning.
- 4.3 Having a suite of up-to-date and sound planning documents in place will provide the Council with the means to defend against inappropriate development and secure the best appropriate development to the highest standards.

#### 5. IMPACT ON CORPORATE GOALS

- 5.1 Publishing an up-to-date Local Development Scheme supports corporate goals which underpin the Council's vision for the District, in particular delivering sustainable growth and development in line with the Local Development Plan and national guidance, protecting and enhancing the District's distinctive character, natural environment and heritage assets, meeting housing needs and supporting an ageing population. Additionally, it helps promote a cost effective service.

#### 6. IMPLICATIONS

- (i) **Impact on Customers** – The Local Development Scheme provides customers with a project plan for the preparation of planning policy documents. As the LDS forms the basis for resource planning, it will provide assurances that the Council does have the resources in place to provide a robust policy and guidance framework to protect the district from inappropriate development.
- (ii) **Impact on Equalities** – Planning policy documents, at District and local area level, have the potential to identify and manage local equalities issues and must be prepared taking into account relevant equalities legislation. They should also be subject to an Equalities Impact Assessment.
- (iii) **Impact on Risk** – The LDS sets out the risks for the preparation of planning policy documents. This includes an assessment of impact and contingencies that are in place or can be put in place to minimise the risk. The risk of not having an LDS is that the Council cannot properly plan its resources for the delivery of robust planning policy and guidance.
- (iv) **Impact on Resources (financial)** – The LDS is being used to provide a comprehensive resource plan for the delivery of planning policy documents. It will inform the Council's financial strategy and annual budget setting. By reviewing the LDS on a regular basis, the Council can foresee any changes in expenditure and its impact on the Council's overall financial position.

- (v) **Impact on Resources (human)** – The LDS enables the Council to ensure that it has the most appropriate level of staff resources to deliver planning policy documents. This enables resources to be better managed and focussed on key areas and corporate priorities and ensures that staff are used in a flexible way to support the wider Planning Service as well as other key services, such as housing.
- (vi) **Impact on the Environment** – It is important that the Council adopts its Local Development Scheme to add greater certainty to planning decisions and to enable neighbourhood plans to be prepared positively and with local community involvement.

Background Papers: Local Development Scheme 2018.

Enquiries to:

Paul Dodson, Director of Strategy, Performance and Governance, (Tel: 01621 875756).



**MALDON DISTRICT COUNCIL  
LOCAL DEVELOPMENT SCHEME  
February 2019 – February 2021**



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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) as well as other planning policy documents such as development briefs, Conservation Area character appraisals and LDP evidence base documents.
2. In essence, it is a project plan setting out the timetable for work to be undertaken from February 2019 until February 2021. 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) 2018, 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, other planning policy documents and Evidence Base documents that the Council intends to produce and a timetable for their preparation up to February 2021;
  - Outline the 'Milestones' to be achieved as part of the process leading to the adoption of the various documents;
  - 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 District Development Plan

7. The Maldon District Local Development Plan (LDP) together with the Essex Minerals and Waste Local Plans and any 'made' neighbourhood plans are part of the Development Plan for the District. All planning applications should be in accordance with the Development Plan unless material considerations indicate otherwise.

## Maldon District Local Development Plan

8. 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.
9. 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.
  10. 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 LDP policies are listed in **Appendix 2**.
  11. The LDP will be monitored annually and by July 2022 the Council will complete an assessment of the LDP to identify whether a full or partial review is required. This will ensure that the policies remain relevant and and are effective.

### **Essex Minerals and Waste Local Plans**

12. It should be noted that Essex County Council is the Minerals and Waste Planning Authority for Essex. The Essex Replacement Minerals Local Plan was adopted on the 8 July 2014 and the Replacement Waste Local Plan was adopted on the 11 July 2017.

### **Neighbourhood Plans**

13. Although not produced by the Council, the Burnham-on-Crouch Neighbourhood Plan was 'made' by the Council on the 7 September 2017. Several other Neighbourhood Plans are in the pipeline. Further information on their progress can be found on the Council's website [www.maldon.gov.uk](http://www.maldon.gov.uk)
14. The LDP is supplemented by the following documents:
  - a) Community Infrastructure Levy
  - b) Supplementary Planning Documents
  - c) Masterplans, Development Briefs and Design Codes
  - d) Conservation Area Appraisals
  - e) Statement of Community Involvement
  - f) Authority Monitoring Report
  - g) Evidence base

These are discussed in more detail below.

### **Community Infrastructure Levy**

15. The Community Infrastructure Levy (CIL) was introduced by 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.
16. CIL must be informed by an Infrastructure Delivery Plan and a Whole Plan Viability Assessment. Both were published in 2014 and were subject to scrutiny at the LDP examination, although neither forms part of the LDP.
17. CIL rates are published within a Draft Charging Schedule. The CIL Regulations 2010 (as amended) currently require two stages of consultation to be undertaken before the Draft Charging Schedule can be submitted to government.

18. Consultation for the first stage - the Preliminary Draft Charging Schedule - was undertaken in January - March 2014. Consultation on the second stage - the Draft Charging Schedule - presented the CIL rates which the Council intended to submit for Examination in June - July 2014.
19. It is important that CIL is based on up-to-date evidence. As a result of the delay in the Local Development Plan being approved, the Council decided to review the evidence base to ensure they provide a sound foundation for a Levy. In the meantime the Government have proposed changes to the CIL Regulations. Therefore work on the Maldon CIL is not expected to re-commence until the new legislation is published. However, another consultation will be required before the Draft Charging Schedule is submitted, expected to be Summer/Autumn 2019.
20. 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 Autumn 2019/Winter 2020.

Document Title	Community Infrastructure Levy Charging Schedule
<b>Role and Content</b>	To establish a charging schedule for the application of a community infrastructure levy on new development
<b>Coverage</b>	Maldon District
<b>Timetable</b>	Consultation: Summer/Autumn 2019 Examination: Autumn 2019/Winter 2020 Adoption: Spring 2020
<b>Chain of Conformity</b>	<ul style="list-style-type: none"> <li>• Relevant Planning Acts and Regulations</li> <li>• National Planning Policy Framework and Planning Practice Guidance</li> <li>• Maldon District Corporate Plan (2019 - 2023)</li> <li>• Local Development Plan</li> <li>• Infrastructure Delivery Plan</li> <li>• Whole Plan Viability assessment</li> </ul>
<b>Resource</b>	<ul style="list-style-type: none"> <li>• Local Plans team;</li> <li>• Other Council Officers;</li> <li>• Co-operation with neighbouring local planning authorities;</li> <li>• Co-operation with relevant stakeholders including infrastructure providers;</li> <li>• Use of technology and web-based communication to assist with consultation; and</li> <li>• Consultancy support to develop, review and update the evidence base and aid with the examination.</li> </ul>

Table 1: Community Infrastructure Levy Charging Schedule - Summary

### Supplementary Planning Documents

21. 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 6 weeks. On adoption, SPDs will have material weight in decision-making on planning applications.
22. The Council adopted two Supplementary Planning Guidance documents and five SPDs between 2005 – 2007 (in Table 2). Over the last 10 or so years national and local policy has changed significantly. In the last year the Affordable Housing Guide and the Vehicle Parking Standards SPD have been formally revoked and replaced by new SPD's. The five

outstanding documents will be reviewed in 2019 to establish whether their content remains relevant. A formal decision whether to revoke, retain or update these documents will be made by Council in September 2019.

Title	Year of Adoption
Developer Contributions Guide	2006
Children's Play Spaces	2006
Accessibility to Buildings	2006
Sadd's Wharf	2007
Heybridge Basin Timber Yard	2007

Table 2: Existing Supplementary Planning Guidance/Documents

23. Seven SPD's were adopted in 2017-2018.

Title	Year of Adoption
Maldon and Heybridge Central Area Masterplan	2017
Maldon District Design Guide	2017
South Maldon Garden Suburb Masterplan	2018
Renewable and Low Carbon Technologies	2018
Specialist Needs Housing	2018
Vehicle Parking Standards	2018
Affordable Housing and Viability	2018

Table 3: Existing Supplementary Planning Documents

24. The Council proposes to introduce two new Supplementary Planning Documents (see Table 4 overleaf).

Maldon District Green Infrastructure Strategy	
<b>Role and Content</b>	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.
<b>Coverage</b>	Maldon District
<b>Timetable</b>	<ul style="list-style-type: none"> <li>December 2018 – January 2019 Consultation Draft</li> <li>March 2019 – Approval of Final SPD</li> </ul>
Essex Coast Recreational disturbance Avoidance Mitigation Strategy	
<b>Role and Content</b>	<ul style="list-style-type: none"> <li>To set out the approach to securing mitigation necessary to protect the Habitats sites of the Essex Coast from increased recreation pressure associated with new housing in accordance with LDP Policies N1 and N2</li> <li>To identify the level of financial contribution to be sought from residential development;</li> <li>To set out how and when the Council expects financial contributions to be delivered.</li> </ul>

<b>Coverage</b>	Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Maldon, Rochford, Southend, Tendring and Thurrock local authority areas
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• June 2019 – Consultation Draft</li> <li>• November 2019 – Approval of Final SPD</li> </ul>
<b>Chain of Conformity for both SPDs</b>	<ul style="list-style-type: none"> <li>• Relevant Planning Acts and Regulations</li> <li>• National Planning Policy Framework and Planning Practice Guidance</li> <li>• Maldon District Corporate Plan (2019 - 2023)</li> <li>• Local Development Plan</li> <li>• Evidence Base</li> </ul>
<b>Resource for both SPDs</b>	<ul style="list-style-type: none"> <li>• Consultants to develop the SPDs;</li> <li>• Local Plans team;</li> <li>• Other Council Officers;</li> <li>• Co-operation with neighbouring local planning authorities;</li> <li>• Co-operation with relevant stakeholders; and</li> <li>• Use of technology and web-based communication to assist with consultation.</li> </ul>

Table 4: Proposed Supplementary Planning Documents

### Masterplans, Development Briefs and Design Codes

25. Table 5 shows the masterplans and design codes that have been endorsed by the Council for use in the consideration of planning applications.

Title	Status
North Heybridge Garden Suburb Strategic Masterplan Framework	Endorsed by Council – October 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

26. The Maldon and Central Area Masterplan SPD identifies several projects to deliver the objectives for the Masterplan area. A key project is to produce the North Quay Development Brief to guide the design and development of land in this part of The Causeway, Heybridge.

Title	North Quay Development Brief
<b>Role and Content</b>	To guide the development and regeneration proposals of employment generating mixed-use development within the North Quay area.
<b>Coverage</b>	North Quay, The Causeway and Heybridge Creek
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• September 2019 – Consultation Draft</li> <li>• December 2019 – Approval of Final Brief</li> </ul>
<b>Chain of Conformity</b>	<ul style="list-style-type: none"> <li>• Relevant Planning Acts and Regulations</li> <li>• National Planning Policy Framework and Planning Practice Guidance</li> <li>• Maldon District Council Corporate Plan (2019 - 2023)</li> <li>• Local Development Plan</li> <li>• Maldon and Heybridge Central Area Masterplan SPD</li> <li>• Evidence Base</li> </ul>
<b>Resource</b>	<ul style="list-style-type: none"> <li>• Local Plans team;</li> <li>• Other Council Officers;</li> <li>• Co-operation with relevant stakeholders including landowners, developers, infrastructure providers; and</li> <li>• Use of technology and web-based communication to assist with consultation;</li> </ul>

### Conservation Area Character Appraisals

27. There are 14 conservation areas in the District. Twelve have a character appraisal or statement, which summarises the area's special character and appearance and makes recommendations for its appropriate preservation and enhancement.
28. Two conservation areas at Stow Maries Aerodrome and the Chelmer and Blackwater Navigation do not have a review and appraisal - other documents are available which inform their sensitive management. To reflect availability of resources the Council intends to produce a character appraisal for the Chelmer and Blackwater Navigation over this LDS period.

Title	Chelmer and Blackwater Navigation Character Appraisal
<b>Role and Content</b>	To define the 'special architectural or historic interest' of the Conservation Area and identify what it is about the character and appearance of the area that should be preserved or enhanced. It may also identify any features that detract from the character of the area.
<b>Coverage</b>	Chelmer and Blackwater Navigation Conservation Area
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• November 2019 – Consultation Draft</li> <li>• March 2020 – Approval of Final Appraisal</li> </ul>
<b>Chain of Conformity</b>	<ul style="list-style-type: none"> <li>• Relevant Planning Acts and Regulations</li> <li>• National Planning Policy Framework and Planning Practice Guidance</li> <li>• Maldon District Council Corporate Plan (2019 - 2023)</li> <li>• Local Development Plan</li> <li>• Navigation Landscape Character Assessment</li> <li>• Evidence Base</li> </ul>
<b>Resource</b>	<ul style="list-style-type: none"> <li>• Specialist – Conservation &amp; Heritage</li> <li>• Local Plans team;</li> <li>• Other Council Officers;</li> <li>• Co-operation with neighbouring local planning authorities;</li> <li>• Co-operation with relevant stakeholders including Parish Councils; and</li> <li>• Use of technology and web-based communication to assist with consultation</li> </ul>

### Statement of Community Involvement

29. 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 2018.
30. The Council will complete an assessment by October 2023 to assess whether a full or partial review of the SCI is required.

### Authority Monitoring Report

31. The Authority Monitoring Report (AMR) monitors the implementation and performance of policies and proposals in the LDP and will inform whether a LDP review is necessary. The AMR provides further details on the delivery of key LDP targets, including an Annual Position Statement relating to the Council's annual Five Year Housing Land Supply and an Infrastructure Position Statement relating to infrastructure delivery associated with development identified in the LDP.
32. The AMR is produced as a series of factsheets. The Council will update and publish the following aspects of the AMR annually in September each year:
  - 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 and the Five Year



- Housing Land Supply figure;
- Details of statutory returns such as the number of applicants on the self build register;
- Details relating to any neighbourhood plans that have been made in the last monitoring year;
- Progress on the Community Infrastructure Levy;
- Progress on infrastructure delivery.

33. The Council aims to will ensure that the monitoring of all other LDP indicators is kept as up to date as possible. But to effectively manage resources, the Council intends to update other elements of the AMR every two years, starting in September 2020.

### **LDP Evidence Base**

34. 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. These documents will also provide the evidence for supporting the Council's position through the planning application process. The current evidence base is available to view and download from the Council's website [www.maldon.gov.uk/LDP](http://www.maldon.gov.uk/LDP).

35. Over the next two years the Council intends reviewing the Strategic Housing Market Assessment (SHMA) and the Economic Development Needs Assessment (EDNA). Production of these documents is resource intensive therefore it is intended that consultants will aid the production of these documents. The SHMA and an EDNA will be produced in 2019. The precise timetable will reflect the availability of consultants and the ability of the Council to fulfil its Duty to Cooperate requirements on these projects. The Accessibility of Settlements assessment is likely to be completed in 2020 by officers. Other evidence may be reviewed as resources permit.

### **Resources**

36. The Local Plans 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 officers within the Council. Other documents such as, the Recreational disturbance Avoidance and Mitigation Strategy SPD, the Green Infrastructure Strategy SPD and several evidence base documents will be produced by consultants within allocated budgets.
37. 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.
38. The Council will also continue to work closely with neighbouring authorities in joint working arrangements, such as for the Recreational disturbance Avoidance and Mitigation Strategy SPD, and for evidence base documents and research.

### **Risk Assessment**

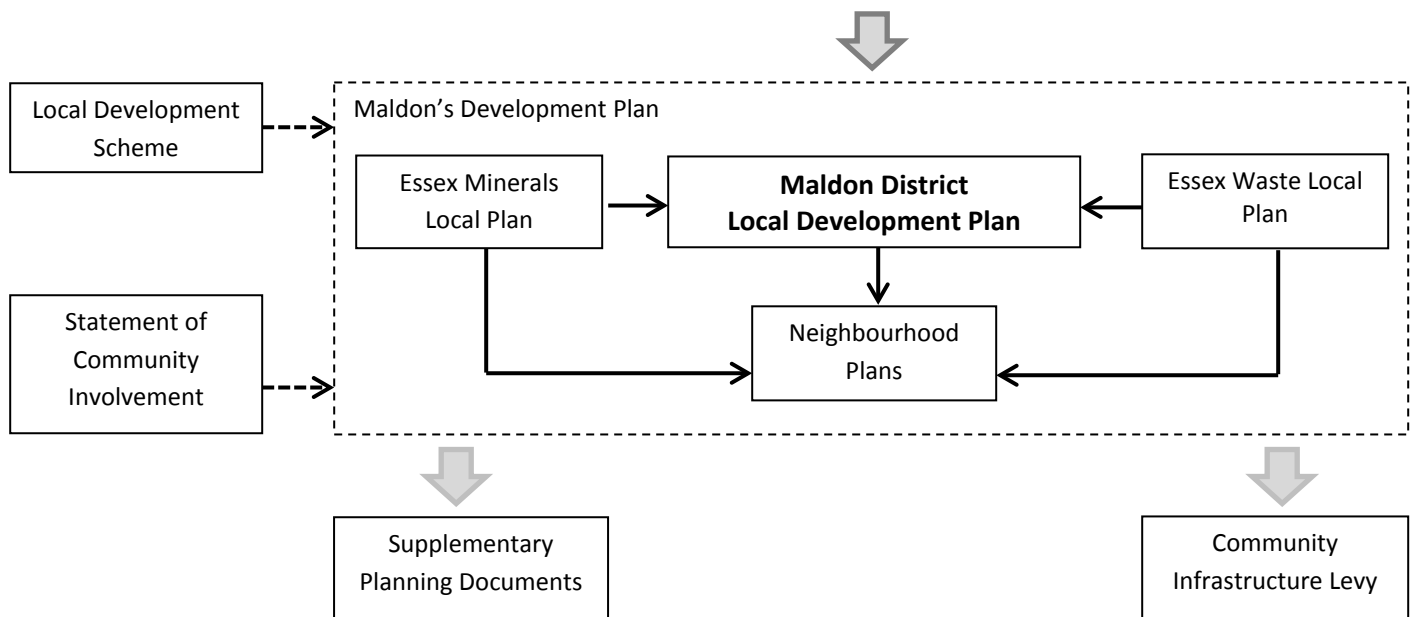
39. In preparing the LDS, the following risks have been identified that may affect or delay the process of delivering the Local Development Plan and the production of other planning policy documents. Contingency measures are suggested accordingly. The list is not exhaustive and does not include unlikely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

Risk	Impact	Contingency	Responsibility
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Risk	Impact	Contingency	Responsibility
Revisions to national legislation and planning policy guidance – i.e. PPG	<ul style="list-style-type: none"> <li>Out of date LDP and/or evidence base, lack of guidance available</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of national planning policy revisions</li> <li>Quick turnaround of updates to evidence base</li> <li>Provision of guidance notes and/or SPDs to provide clarification on specific issues</li> </ul>	<p>Strategy, Policy and Communications Manager</p> <p>Senior Specialist Local Plans</p>
Delays in political agreement	<ul style="list-style-type: none"> <li>Delays in agreeing plans and documents</li> </ul>	<ul style="list-style-type: none"> <li>Use of progress briefings to retain political awareness</li> <li>Use of delegated powers wherever appropriate</li> </ul>	<p>Director of Strategy, Policy and Governance</p> <p>Strategy, Policy and Communications Manager</p>
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"> <li>Poor response to consultations</li> </ul>	<ul style="list-style-type: none"> <li>Minimise by arranging a coordinated programme and possibly integrating individual engagement activities with other agencies</li> </ul>	<p>Strategy, Policy and Communications Manager</p> <p>Senior Specialist Local Plans</p> <p>Senior Specialist – Communications, Marketing &amp; Engagement</p>
Staff changes or staff loss (staff leaving post/time delays in recruitment)	<ul style="list-style-type: none"> <li>Loss of institutional capacity</li> <li>Inconsistency</li> <li>Knowledge gaps</li> </ul>	<ul style="list-style-type: none"> <li>On-going training and development to improve expertise and encourage staff retention;</li> <li>Loss of staff will be countered by recruiting permanent and where necessary temporary staff</li> </ul>	<p>Director of Strategy, Policy and Governance</p> <p>Strategy, Policy and Communications Manager</p>
Additional unforeseen evidence base requirements	<ul style="list-style-type: none"> <li>Poor evidence base which could lead to applications being challenged</li> </ul>	<ul style="list-style-type: none"> <li>Use of specialist consultants to cover particular gaps in expertise</li> </ul>	<p>Strategy, Policy and Communications Manager</p> <p>Senior Specialist Local Plans</p>
Budget Constraints	<ul style="list-style-type: none"> <li>Insufficient budget to cover costs</li> </ul>	<ul style="list-style-type: none"> <li>Annual budget review to identify budget needs based on LDS</li> <li>Council reserve of a contingency amount to fund additional financial needs.</li> </ul>	<p>Director of Resources</p> <p>Director of Strategy, Policy and Governance</p> <p>Strategy, Policy and Communications Manager</p>

Table 7: Risks

**Appendix 1: Local Development Plan Diagram**



## Appendix 2: Maldon District Local Development Plan: Policy List

Policy	Policy Title
S1	Sustainable Development

Policy	Policy Title
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 (PPG)**

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.

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## **REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
PLANNING AND LICENSING COMMITTEE  
7 MARCH 2019**

### **ECONOMIC DEVELOPMENT UPDATE**

#### **1. PURPOSE OF THE REPORT**

- 1.1 Economic Development works towards strengthening and encouraging development of the local economy. It was agreed that a regular report would be submitted to this Committee to update Members on key issues and provide an opportunity for feedback and input.

#### **2. RECOMMENDATION**

That Members receive and comment on the contents of the report.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 **APPENDIX 1** to the report provides an update on activity on various economic development workstreams as follows:

- Coastal Development
- Maldon District Enterprise Centre
- Business Support
- Business Engagement
- Skills
- Sense of Place

#### **4. IMPACT ON CORPORATE GOALS**

- 4.1 The work of the Economic Development Team in partnership with key stakeholders will help to create opportunities for economic growth and prosperity.

#### **5. IMPLICATIONS**

- (i) **Impact on Customers** – Engagement with businesses and organisations across the district as well as supporting the District at sub-region level.

- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – Work of the Economic Development Team helps to mitigate against Corporate Risk 12 – Failure of the Council to influence regional partners to support and encourage economic prosperity and inward investment to the Maldon District and Corporate Risk 13 - Failure to have a co-ordinated approach to supporting new and existing businesses
- (iv) **Impact on Resources (financial)** – The Team are being proactive in seeking funding to create opportunities for economic prosperity in our District.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

Enquiries to:

Paul Dodson, Director of Strategy, Performance and Governance, (Tel: 01621 875756).



## Economic Development Team Update

## Creating opportunities for economic growth and prosperity

	Objective	Expected Outcome	Achievements to Date	Current Status
<b>1. A VIBRANT LOCAL ECONOMY</b>				
1.1 Causeway Business Forum	Support the institutionalisation and growth of the Causeway Business Forum (CBF) to represent businesses located on the Causeway	Support business growth on the Causeway, Maldon District's most important employment area. Engage with local businesses to take forward issues of local concern and work with Maldon District Council (MDC) to deliver improvements. Encourage business retention and growth, delivering increased jobs and business rate income.	The CBF holds regular bi-monthly meetings, attracting active participation from some of the most important businesses located on the Causeway.	The last Causeway business Forum meeting was held on 31 January 2019. Speakers included Christine Bellamy - Internships Officer, Employability and Careers Centre, University of Essex providing information on the University of Essex employment offer to businesses including the job site, the interns, and jobs/recruitment fairs. Sarah Bell – Partnership Development Manager, Faculty of Science and Engineering Research and Innovation Development Office, Anglia Ruskin University (ARU) provided an overview of ARU. Lucy Dickinson - Lucy Dickinson, Superfast Essex Programme Communications Manager, Essex County Council, provided information regarding the government funded Gigabit Broadband Voucher Scheme to enable businesses to increase their connectivity to Ultrafast Broadband. Emma Foy - Director of Resources, Maldon District Council provided a summary of business rates changes

Creating opportunities for economic growth and prosperity	Objective	Expected Outcome	Achievements to Date	Current Status
1.2 Burnham-on-Crouch Chamber of Commerce	Engage businesses in Burnham-on-Crouch and across the Dengie on economic development projects of interest to MDC, e.g. skills, apprenticeships and business growth.	Implement the agreed business engagement framework including development of Local Business Forum and Chambers	The Burnham-on-Crouch Chamber of Commerce regularly holds meeting that attract a full house of mostly SME local businesses that enthusiastically participate in the debate on diverse topics including funding, skills, GDPR etc.	The first meeting of the Burnham-on-Crouch Chamber of Commerce for 2019 took place between 7pm and 9pm at the Royal Corinthian Yacht Club on Wednesday 30th January. The agenda included Lucy Dickinson, Superfast Essex Communications Manager, to provide information to businesses regarding the Gigabit Broadband Voucher Scheme, and an update from MDC on Business

## 2. FOSTER A POSITIVE ENVIRONMENT FOR BUSINESSES

2.1 Delivery of a Maldon District Enterprise Centre	Provision of a Maldon District Enterprise Centre, to provide a suitable and cost effective location for local start-ups, and encourage the development of local skills in the engineering and advanced manufacturing sectors, especially electrical, electronic, mechanical, maritime, civil and nuclear engineering.	An Enterprise Centre for Maldon District, supporting establishment of new businesses and supporting development of local skills. Greater economic development and growth will create local jobs and increase business rate income.	On 26 October we submitted a full Strategic Outline Business Case prepared by Nautilus Associates, based on the information contained in the final Maldon District Enterprise Centre Feasibility Study Report completed in September 2018.	At the request of the Essex Business Board the bid was further updated and re-submitted at the end of January. The SELEP Accountability Board will meet on 15/02 and the Investment Panel on 08/03 to determine funding. We will review the position following the outcome and look at options for progressing the centre.
2.2 Chairman's visits	The Chairman of MDC, Councillor Henry Bass has an ongoing programme of visits to local businesses to gather their views and provide advice on what initiatives and funding could be put in place to support the growth and sustainability of local businesses. The Economic Development team is working with the Chairman and accompanies him on many of his visits to local businesses.	Business engagement that shows the Council's commitment to help local companies grow and expand. Visits to local companies offer an opportunity for early intelligence on potential problems or expansions that may affect business rate income.	The Economic Development (ED) team assisted with the arrangements for the North Maldon Business Breakfast event held at the Five Lakes Hotel on 18/01. This follows the first North Maldon Business Breakfast event on 05/10/2018 that was so successful that it was decided to hold regular events for businesses in North Maldon.	The ED team has assisted with the arrangements for the Chairman's Business Awards event to be held at the Five Lakes Hotel on 22/02.

Creating opportunities for economic growth and prosperity	Objective	Expected Outcome	Achievements to Date	Current Status
2.3 Business Newsletter	Distribute a periodic Maldon District Council Business Newsletter as part of our Business Plan objective for Creating Opportunities for Economic Growth and prosperity	Maintain good communication with local businesses and an opportunity to alert them to upcoming events and other opportunities.	The newsletter is regularly distributed to a diverse selection of local businesses and now includes a funding newsletter to alert businesses to funding opportunities.	The latest business and funding newsletters for January 2019 were distributed on 31/01.
2.4 Available Land / Premises Directory	Provide access to a suitable employment land register and vacant unit search function	Ensure that information on vacant units and available land is on hand to assist local start-ups and businesses looking for suitable expansion space. This will also enable the ED team to work pro-actively with Invest Essex to provide good early information to prospective businesses looking to move to Essex	Available Land / Premises Directory set up on 21/03/2018. Public property search link added 03/08/2018.	Directory is kept up to date and used in keeping Invest Essex up to date on the latest land availability.

### 3. PROMOTE THE MALDON DISTRICT AS A DESTINATION OF CHOICE FOR BUSINESSES AND VISITORS

3.1 Attracting New Businesses to the District	Work with companies outside Maldon District to set up businesses in our district. Invest Essex responds to requests from DIT from companies outside the UK and ED is able to monitor these enquiries via our access to the Evolutive CRM system used by Invest Essex. We also respond to enquiries from companies in the UK, but outside our district who require information on available	Some employment land and properties in Maldon District are too large for the local market to absorb. These sites need to be marketed to organisations outside Maldon District and outside the UK, to increase the likelihood of finding suitable new occupiers. This would have a significant positive impact on business rates.	The ED team is liaising with Invest Essex in order to promote Maldon District to companies that are referred to Invest Essex by DIT. We hold bimonthly meetings with Invest Essex to follow up on opportunities identified. The new available Land / Premises directory referred to in item 2.3 above is being utilized to assist with enquiries from Invest Essex.	The ED team is working with the North Essex Energy Group to provide input on managed workspace and business support for a brochure to be published in Q1 2019.
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Creating opportunities for economic growth and prosperity	Objective	Expected Outcome	Achievements to Date	Current Status
3.2 Sense of Place Board	The ED team is supporting the work of the Sense of Place Board, represented by influential local businesses who can promote the adoption of the Sense of Place ethos across the District.	The Sense of Place (SOP) Board promotes a strong local branding and sense of pride amongst local businesses, with the objective of increasing tourism to the district and attracting other businesses to invest and set up operations based on the success of local businesses that confirm that Maldon is a great place to live, work and enjoy.	The Sense of Place Branding is now becoming better known, especially through the hoardings that were erected outside the construction site for the new Blackwater Retail Park and visitor information signage installed by the TIC team. The SOP Board is applying for a Magnox grant to fund a full time resource to manage SOP projects.	The Sense of Place Board, through Charlie Fillinghams leadership is taking a more engaged and pro-active position in terms of economic growth, and its role in supporting business. They have clarified their priorities around Tourism, Town Centres - (Maldon and Burnham), Business , Supporting the Elderly. There is very good synergy with the new MDC Corporate Plan. They are also bidding for funding for a co-ordinator who will enable them to act as the catalyst for businesses to come together and speak to MDC with a single voice.

#### 4. RAISE ASPIRATIONS AND IMPROVE SKILLS TRAINING PROVISION

4.1 Maldon District Skills Strategy	The purpose of the Maldon District Skills Strategy is to enable local people to be supported in accessing the appropriate skills to enable them to access the potential jobs that Maldon District can offer, enabling Maldon District employers to attract and recruit suitably skilled and qualified local people. A highly skilled workforce will also be a key issue in attracting new businesses to locate within Maldon District.	The supply of a suitably qualified local workforce will enable existing companies to grow, start-ups to flourish and attract additional businesses to Maldon District. This will provide suitable employment opportunities for local residents, especially young people, encouraging people to live and work in Maldon District, reducing out commuting and promoting skills retention.	The Maldon District Skills Strategy was presented to the Planning and Licensing (P&L) Committee on 6 September and approved for stakeholder and public consultation.	A period of 6 weeks of consultation was launched on 25 October and closed on Thursday 06 December 2018. The updated Maldon District Skills Strategy will now be presented to P&L Committee on 7 March.
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Creating opportunities for economic growth and prosperity	Objective	Expected Outcome	Achievements to Date	Current Status
4.2i Support the development of apprenticeship schemes	Establishment of a Historic Vessels Apprenticeship programme to train 12 apprentices per year	Supporting and preserving local heritage marine activity, regenerating coastal areas, promoting tourism and skills development. Heritage marine skills are also transferable to other engineering sectors.	A substantial Heritage Lottery Fund (HLF) application was submitted with MDC support to fund a Historic Vessels apprenticeship scheme. While this application was not successful, HLF have invited resubmission with changes. ED is supporting.	ED supported Heritage Marine to submit a fast track CCF round 5 bid to fund a Development Officer post to manage the admin supporting the apprentices and volunteers working on the scheme for 2019-20 and 2020-2021. The Expression of Interest was accepted but unfortunately the bid was ultimately not successful. A new round of CCF funding is expected to open in May 2019.
4.2ii Support the development of apprenticeship schemes	The ED team works with Plume School to promote Science, Technology, Engineering and Mathematics (STEM) education and apprenticeships in Maldon District	In order to provide sufficient suitable skills for businesses in Maldon District to grow, the number of local young people involved in STEM education and apprenticeships needs to increase. Apprenticeship events held in partnership with local schools help to achieve these outcomes	Several events have been held in partnership with Plume School and the turnout from businesses and young people has been encouraging. Further work is in progress to encourage local high tech businesses to participate more actively.	

## 5. IMPROVE CONNECTIVITY

5.1 Superfast Broadband	Supporting the BDUK scheme to deliver improved high speed broadband connectivity across the District	Ensure adequate provision of Broadband across Maldon District. Implementation of Phase 2a of the Superfast Essex Broadband Programme in Maldon District utilizing a contribution of £45,000 by MDC as agreed with Essex County Council in May 2016 (over three years)	A meeting was held at MDC on 08/06/2018. Superfast Essex provided a draft bilateral funding agreement to cover the delivery of Phase 2a in Maldon District. Suitable milestones are being developed to be written into the agreement and payment split accordingly.	Lucy Dickinson, Superfast Essex Communications Manager, provided information to businesses regarding the Gigabit Broadband Voucher Scheme at meetings of the Causeway Business Forum and Burnham-on-Crouch Chamber of Commerce in January 2019
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Creating opportunities for economic growth and prosperity  
**6. IMPROVE INFRASTRUCTURE TO MEET THE NEEDS OF THE  
 BUSINESS COMMUNITY**

	Objective	Expected Outcome	Achievements to Date	Current Status
6.1 Risks and Opportunities in respect of Business Rates	Provide suitable business support to assist local businesses to set up and grow, as well as retain existing businesses in the area. Create a register of employment land that provides information on currently available properties and flags up additional employment land to become available in future	Maximise business rate income by identifying empty sites and helping to fill them as soon as possible. Identify alternative delivery mechanisms or land uses that compensate for possible loss in business rates, e.g. mixed use developments	Specific sites that are receiving attention include the Wyndham Heron Site in Heybridge as well as empty commercial units on the high street. Wyndham Heron site has now been occupied and a workshop was held on 30 July to discuss the future of the High street and propose a working group to consider setting up a Town Centre Commission.	Regular monthly meetings are being held between the ED team and Revs & Bens to discuss current issues. The Maldon Business Hub group was established in late 2018 and is growing rapidly to represent businesses in Maldon town centre, including businesses on Maldon High Street. Work is currently underway on an expression of interest for the Future High Street Fund to look at potential for improving the viability of the High Street in Maldon.



## **REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
PLANNING AND LICENSING COMMITTEE  
7 MARCH 2019**

### **MALDON DISTRICT SKILLS STRATEGY**

#### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to seek the Committee's approval for the Maldon District Skills Strategy, updated following a period of public consultation that commenced on Thursday 25 October and closed at 5pm on Thursday 6 December 2018 (**APPENDIX A**). A summary of consultation responses and amendments made to the Maldon District Skills Strategy is provided in **APPENDIX B**.

#### **2. RECOMMENDATIONS**

- (i) That the Maldon District Skills Strategy, as updated following stakeholder and public consultation, be approved.

To the Council:

- (ii) That the Maldon District Skills Strategy 2018 - 2023 (**APPENDIX A**) be adopted.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 The development and implementation of a Skills Strategy for the District is one of the Key Corporate Actions (KCA's) within the Maldon District Council Corporate Plan 2015-19.
- 3.2 The Maldon District Skills Strategy sets out the skills challenges and the proposed actions to meet the skills needs of businesses, alongside maximising the opportunities for young people (including those in primary, secondary and higher education) and those already in the labour market in the District, between 2018 and 2023.
- 3.3 The objectives of producing a Maldon District Skills Strategy were to:
- provide a clear evidence base of the current issues and needs regarding skills in the district;
  - identify key economic sectors to concentrate limited resources in areas of greatest potential return;
  - identify key areas for attention as well as constraints and barriers to growth;

- and subsequently, to develop an action plan to address the issues identified
- 3.4 Priorities were identified and categorised as activities focused on people and activities aimed at supporting local business:
- Activities focused on people centre around key themes such as developing our future workforce, raising attainment and skill levels and thereby helping people become employed and raising the level of their jobs
  - Activities focused on supporting local business include key themes such as developing a robust supply of skilled ambitious talent for our priority growth sectors, thereby encouraging greater investment and more jobs
- 3.5 The expected outcomes by 2023 have been defined as the following:
- Maintain a vibrant and competitive economy, balancing the needs of industry and prosperity whilst sustaining a high quality of life, increasing incomes and promoting the Maldon District as a great place to live, play, work and do business.
  - Reduce the rate of out-commuting by supporting the provision of rewarding, well paid jobs locally and assisting businesses to reach people who are not aware of these opportunities.
  - Deliver a Maldon District Enterprise Centre to provide suitable accommodation and support for start-up businesses, fast growing Small or Medium-sized Enterprises (SMEs) and new inward investors arriving in the area, as well as a hub for training and other business support activities that enhance local skills.
  - Facilitate the development of intelligent solutions to the question of accessibility to training facilities and businesses in rural areas by those who do not have access to a car.
  - Work with businesses and further education providers to provide tailored and flexible training solutions for staff by encouraging businesses to provide modules for courses in areas that they have specialised expertise, e.g. electric motor winding or manufacture of wiring harnesses for motor vehicles.
  - Support businesses to grow more rapidly through increased investment in technology, improved business processes and efficiency and improved skill levels.

## 4. CONCLUSION

- 4.1 The Council's Economic Prosperity Strategy under Strategic Intervention 3 - Improve Skills and Training Provision, commits the council to "Increasing the availability of training provision in the District, expanding links between schools and employers, and developing opportunities for adult re-skilling" which "will create a foundation for long-term improvements to skills levels". The Maldon District Skills Strategy elaborates in more detail our objectives and expected outcomes and the Maldon District Skills Action Plan will provide guidance on how this will be delivered.



## 5. IMPACT ON CORPORATE GOALS

- 5.1 “Identify and work with partners to implement the strategy to meet the skills need within the District” is identified as a key corporate activity (KCA) under the goal, “Creating opportunities for economic growth and prosperity” which contains a specific objective to “raise aspirations and improved skills and training provision”.
- 5.2 Supports the Economic Prosperity Strategy 2013-2029, especially strategic intervention 3, “Improve skills and training provision”.

## 6. IMPLICATIONS

- (i) **Impact on Customers** – The Maldon District Skills Strategy and the Maldon District Skills Action Plan will provide guidance for the implementation of activities that are focused on people and activities aimed at supporting local business. Activities focused on people centre around key themes such as developing our future workforce, raising attainment and skill levels and thereby helping people become employed and raising the level of their jobs. Activities focused on supporting local business include key themes such as developing a robust supply of skilled ambitious talent for our priority growth sectors, thereby encouraging greater investment and creating more jobs.
- (ii) **Impact on Equalities** – Disabled people and other disadvantaged sectors of our community are targeted for actions that will increase their skills levels and improve their access to employment. Actions are also identified to encourage more women to participate in STEM related education and take up careers in sectors that have traditionally been male dominated.
- (iii) **Impact on Risk** – Failure to deliver a Maldon District Skills Strategy could impact negatively on the Council’s ability to deliver the skills required by business to grow and therefore provide suitable employment opportunities for local residents. The impact would be migration of business and skilled employees to other areas with a knock-on effect for local suppliers and the community, impacting on sustainability of the economy and quality of life.
- (iv) **Impact on Resources (financial)** – The Maldon District Skills Strategy and Maldon District Skills Action Plan are being produced internally and in consultation with external partners, at no cost.
- (v) **Impact on Resources (human)** – The successful implementation of the Maldon District Skills Strategy and Maldon District Skills Action Plan will require significant time and interaction with skills providers, businesses, and the local community. This is one of the core functions of the Economic Development Service and will be managed with existing resources and leveraging new and existing partnerships.
- (vi) **Impact on the Environment** – Not applicable.
- (vii) **Impact on Strengthening Communities** – The Maldon District Skills Strategy and Maldon District Skills Action Plan are aimed at helping people

become employed and raising the level of their jobs through improving local skills training, thereby impacting positively on community activities.

Background Papers:

The Maldon District Skills Strategy (**APPENDIX A**),  
Summary of consultation responses and amendments made to the Maldon District Skills Strategy (**APPENDIX B**)

Enquiries to: Heidi Turnbull, Economic Development Officer, (Tel: 01621 876215).



## Executive Summary

This strategy sets out the skills challenges and the proposed actions to meet the skills needs of businesses, alongside maximising the opportunities for young people and those already in the labour market in the District, between 2018 and 2023. The Maldon District Council Corporate Plan 2015/19 includes a Key Corporate Activity (KCA) to “Identify and work with partners to implement the Strategy to meet the skills need within the District” and an action plan will be developed from this strategy to deliver this KCA, as well as the objective to “raise aspirations and improved skills and training provision”.

The District has a strong economy but also faces a number of challenges in meeting the needs of businesses. Local businesses consistently inform us that lack of suitable skills is their number one barrier to growth. A skilled workforce contributes towards sustainable economic growth by increasing employability and enabling individuals to work more effectively and undertake more complex tasks. This raises the productivity and profitability of business and increases quality of life.

An effective Skills Strategy will also enhance opportunities for inward investment (working with Invest Essex and Essex County Council to attract more business to Essex) if we can demonstrate that we have a good supply of labour with the right skills sets. The Strategy will focus on meeting the needs of core sectors within the Maldon Economy, which research shows are:

- Manufacturing & Engineering
- Construction
- Health and Care
- IT, Digital & Creative
- Tourism, incorporating food and drink

It is essential to use dynamic and informed labour market intelligence to inform a responsive and effective skills strategy, and leverage existing delivery infrastructure of Essex’s Employment and Skills Board. Much of the data used in this strategy is via the Employment and Skills Boards intelligence bulletins and evidence base and it is envisaged that the Strategy will be delivered in partnership with the Board.

A number of key themes have been identified based on the current evidence base. These may be summarised as activities focused on people and activities aimed at supporting local business:

1. Activities focused on people centre around key themes such as developing our future workforce, raising attainment & skill levels and thereby helping people become employed and raising the level of their jobs
2. Activities focused on supporting local business include key themes such as developing a robust supply of skilled ambitious talent for our priority growth sectors, thereby encouraging greater investment and more jobs

Outcomes:

By 2023 we will:

- Maintain a vibrant and competitive economy, balancing the needs of industry and prosperity whilst sustaining a high quality of life, increasing incomes and promoting the Maldon District as a great place to live, play, work and do business.
- Reduce the rate of out-commuting by supporting the provision of rewarding, well paid jobs locally and assisting businesses to reach people who are not aware of these opportunities.
- Deliver a Maldon District Enterprise Centre to provide suitable accommodation and support for start-up businesses, fast growing SMEs and new inward investors arriving in the area, as well as a hub for training and other business support activities that enhance local skills.
- Facilitate the development of intelligent solutions to the question of accessibility to training facilities and businesses in rural areas by those who do not have access to a car.
- Work with businesses and further education providers to provide tailored and flexible training solutions for staff by encouraging businesses to provide modules for courses in areas that they have specialised expertise, e.g. electric motor winding or manufacture of wiring harnesses for motor vehicles.
- Support businesses to grow more rapidly through increased investment in technology, improved business processes and efficiency and improved skill levels.

## Introduction

Maldon is a rural district situated along the Essex Coast, with a strong history of innovation and strengths in knowledge based production, as well as internationally recognized brands such as Maldon Salt and a continuing focus on marine heritage, especially the iconic Thames sailing barges, that help sustain a thriving visitor economy. Developments that could have a significant impact on the economic growth of the Maldon District in the near future include the current construction of two Garden Suburbs, the potential for a new nuclear power station at Bradwell on Sea and the delivery of an Enterprise Centre. The Causeway area is also experiencing regeneration, with the construction of the Blackwater Retail Park development, and the expansion of the District's leisure sector offer, including food and drink.

Following the analysis of various reports (listed at the end of this document) together with the feedback from a skills survey that was completed by a number of businesses across the District, we have been able to identify the sectors and skills shortages that this strategy seeks to assist.

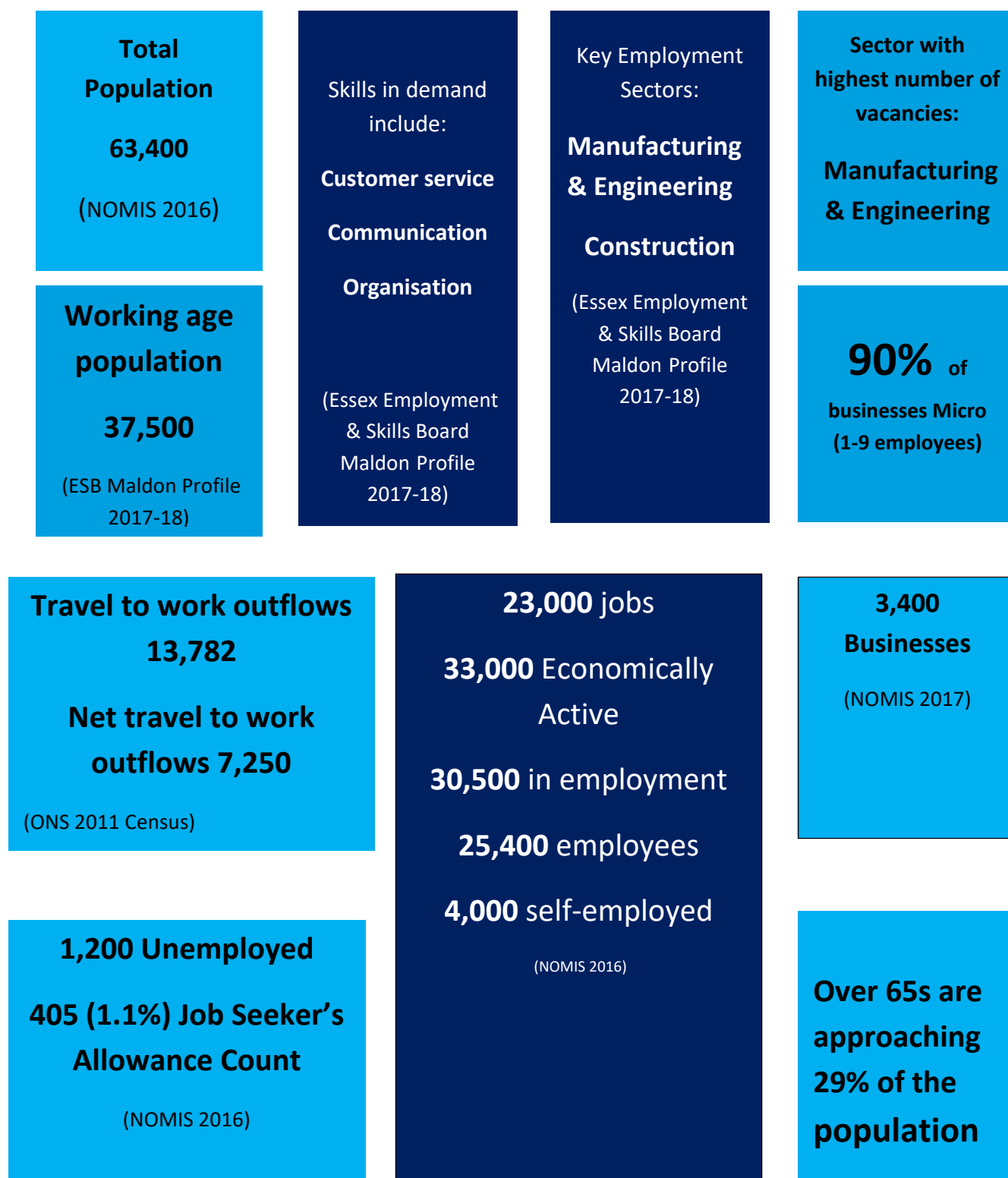
Local businesses consistently inform us that lack of suitable skills is their number one barrier to growth. A skilled workforce contributes towards sustainable economic growth by increasing employability and

enabling individuals to work more effectively and undertake more complex tasks. This raises the productivity and profitability of business and increases quality of life.

An effective Skills Strategy will also enhance opportunities for inward investment (working with Invest Essex and Essex County Council to attract more business to Essex) if we can demonstrate that we have a good supply of labour with the right skills sets.

## Section 1 - Maldon Skills & Economy Headlines

### At a Glance



## The Key Sectors being prioritised by this strategy (due to their high levels of employment and growth opportunities and their levels of skills shortages) are as follows:

**Manufacturing & Engineering and Construction** – Both these sectors create significant employment for the District with **2,500** employees each. Both sectors have already reported their current skills shortages which will be further exacerbated with the potential for a new nuclear energy plant at Bradwell-on-Sea (within the next 10 years). However, coupled with demand for skills from significant local housing growth, this will also provide opportunities for upskilling of the existing workforce and provision of apprenticeships and work placements for new entrants.

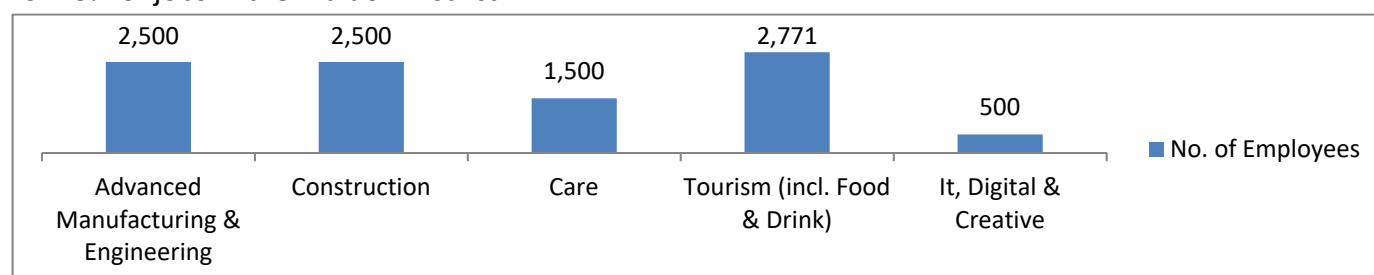
Maldon District is recognised for its high propensity of innovation in mechanical, electrical and electronic engineering in a range of industries including automotive, energy, marine, health, construction and aerospace. The council is also committed to the safeguarding of marine heritage skills and jobs in the District and to the development of this vibrant sector specific to our locality.

**Health and Care** which currently employs **1,500** in care and another **350** in health and will need to increase its recruitment because Maldon District has

- one of the highest projected population changes across Essex for the 70-74 age year group
- one of the highest predicted increases of people living with dementia
- and one of the highest predicted increases in older people by 2025

**IT, Digital & Creative** – The current **500** employed will need to increase as every industry will have a requirement for digital expertise in the future regardless of whether the business is directly related to this sector or not. Business needs will range from cyber security, digital media through to technological advancements (e.g. Artificial Intelligence and Robotics, 3D printing, CAD etc.)

**Tourism incorporating food and drink** – According to the most recent Economic Impact of Tourism Report 2016 there are **2,771** jobs in this industry in the District. Maldon District is a visitor destination due to its distinctive character, natural environment and heritage assets. It also has a growing niche food and drink market in particular with regards to the Crouch Valley wine region. A budget hotel is to be constructed on the Causeway which will also help to increase Tourism and the sector itself accounts for 15% of jobs in the Maldon District.



Please note that while employment figures for wholesale and retail in the Maldon District are also high at 4,000, this sector is receiving attention through provision of business support for cross-cutting digital

skills to assist employers embrace e-commerce to support their bricks and mortar businesses. The local logistics sector with 1,000 employees, is in decline and agriculture, while a very important and visible sector in the district, employs low numbers. All the employment figures above are based on the Essex Employment & Skills Board Maldon Profile 2017-18 apart from Tourism which is taken from the Economic Impact of Tourism Report (2016)

## Alignment with the Industrial Strategy

The government's Industrial Strategy White paper was published in November 2017 and sets out the government's plans for growth. Objectives include helping businesses create better, higher-paying jobs, with investment in the skills, industries and infrastructure of the future.

The white paper focuses on five foundations of productivity:

- Ideas – the world's most innovative economy (Supporting greater R&D through increased tax credits and investing £725 million in new Industrial Strategy Challenge Fund programmes to capture the value of innovation)
- People – good jobs and greater earning power for all (Focus on STEM education and technical qualifications, such as T levels, as well as creating a new National Retraining Scheme that supports people to re-skill, beginning with a £64 million investment for digital and construction training.)
- Infrastructure – a major upgrade to the UK's infrastructure (considering transport, housing and digital infrastructure)
- Business environment – the best place to start and grow a business (with a focus on improving productivity of SMEs, including how to address the 'long tail' of less productive businesses)
- Places – prosperous communities across the UK (Agree Local Industrial Strategies that build on local strengths and deliver on economic opportunities)

Maldon District will align its skills strategy to national policy and local partners, such as the Essex Employment and Skills Board, South East Local Enterprise Partnership (SELEP) and the Haven Gateway Partnership, amongst others, but with a focus on local priorities. Where benefits can be captured for local people and businesses, we will interact with these institutions in order to tap into these opportunities, adopting, where possible, a common approach, such as over T-Level reform, the Apprenticeship Levy, and engaging employers on opening up more opportunities for work experience.

## The skills gap and the impact of Brexit

Brexit is expected to have an impact on the skills gap in Maldon District as many businesses already recruit and employ European citizens at all levels, due to a shortage of domestic UK applicants. As evidence is mounting from recruiters that the UK is no longer attracting the same level of job applications from European citizens, this requires a greater focus on local UK labour and skills, such as upskilling existing employees.

Another factor impacting on local skills availability is out-commuting, with over half the economically active local employees travelling to work outside the area, somewhat compensated for by a smaller number travelling in. We therefore need to identify ways to encourage local people to take up local jobs, encouraging them to avoid a tiring and costly daily commute and enjoy the benefits of a high quality of life.

## Skills Survey Results

As part of the research for this strategy we conducted an online skills survey (October - January 2018) with employers to identify their skills needs and to obtain further evidence of the specific skills requirements of Maldon District.

The number of local companies that participated in the survey were **33**. While this represents a very small percentage of total businesses in Maldon District, it includes several key businesses and provides us with a baseline to gather additional data in future analyses.

**51%** of these were micro sized companies (1-10 employees) and **39%** from the Advanced Manufacturing and Engineering sector. **71%** confirmed that they thought a skills training centre was required and **39%** employ apprentices.

## The main trends identified by these survey results and the Essex Employment and Skills Board Report were

- The number of small and micro enterprises are on the increase
- Medium sized enterprises have the highest growth
- And most skills shortages and vacancies were within the Advanced Manufacturing and Engineering

## Maldon District Enterprises & Employees

All enterprises and employee data is sourced from ONS datasets; Business Register and Employment Survey 2015 and UK Business Counts 2016.

### Size of Enterprises by Employment Size Band

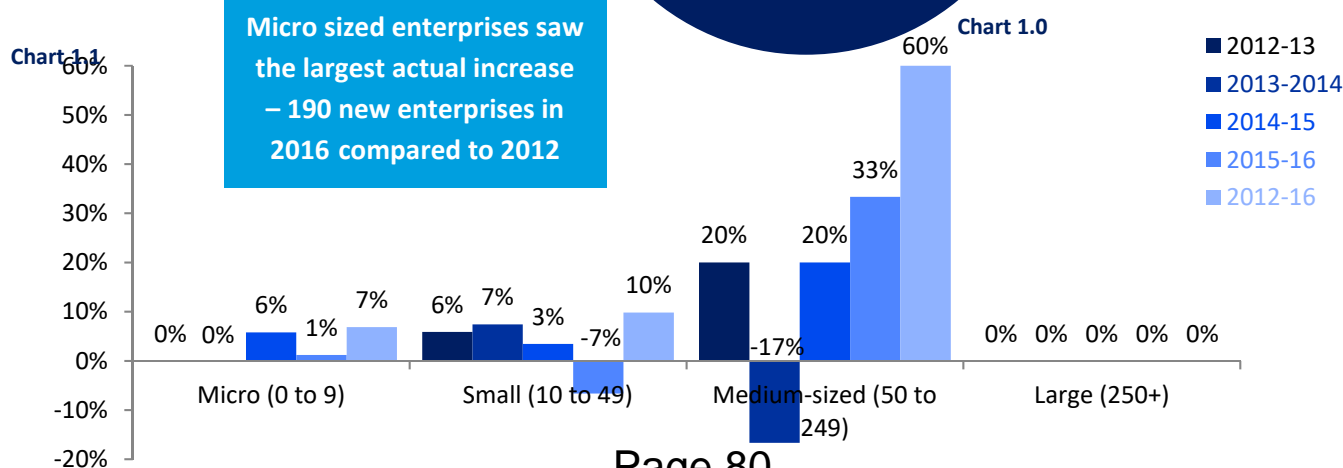
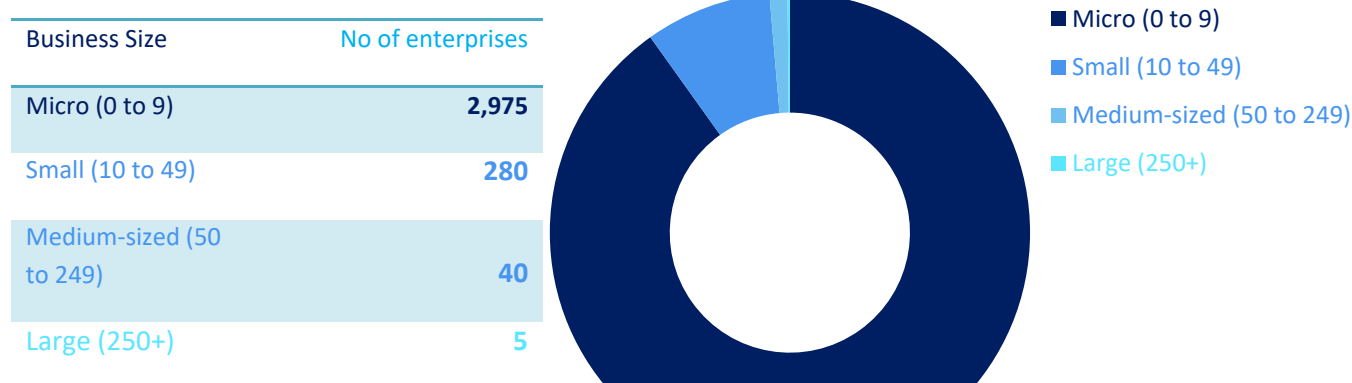




Chart 1.1 shows the annual percentage change of the size of enterprises in Maldon. Since 2012 all, except Large sized enterprises, experienced growth. The largest percentage increase between 2012 and 2016 was Medium sized enterprises, which saw a 60% increase over the 5 year period.

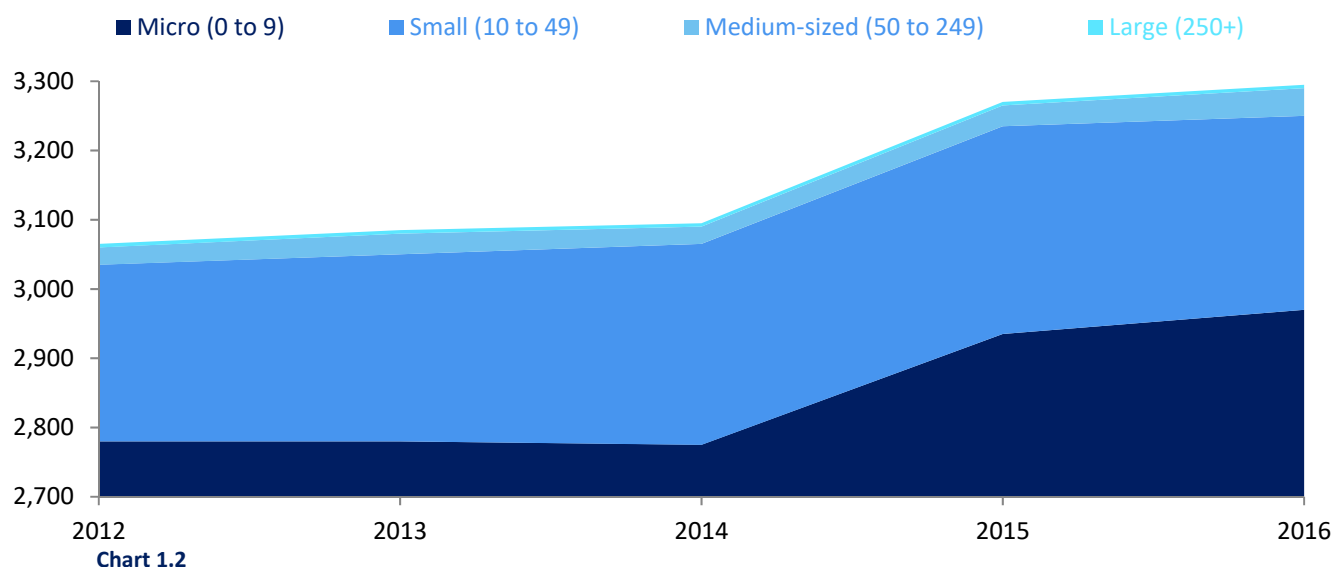


Chart 1.2 represents the combined total of all enterprises in Maldon between 2012 and 2016. The graph also divides the enterprises into their respective size, showing how the number within each category has changed over the last five years. (note the y axis scale)

As the chart illustrates the highest proportion of Maldon enterprises are in Construction and Professional, Scientific and Technical sectors. Maldon also has a strong presence of Advanced Manufacturing & Engineering and IT, Digital and Creative sectors.

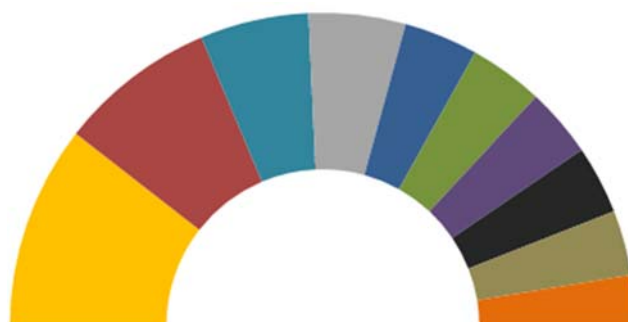
Please note that the number of enterprises identified in priority sectors is calculated using a specific set of SIC codes (defined in the relevant sector profile) therefore these figures may differ to industries identified using SIC sections.

## Analysis of Vacancies

There were 2,087 job vacancies advertised in Maldon during 2016. Outlined below is data showing the distribution of salaries on offer, and the skills in demand. Vacancy data is sourced from [www.labourinsights.com](http://www.labourinsights.com) and is for the period Jan 1st 2016 and Dec 31<sup>st</sup> 2016

### Skills in Greatest Demand – Top 10 Baseline Skills

Skills	Job Postings
Communication Skills	330
Organisational Skills	255
Customer Service	176
Microsoft Excel	157
Sales	120
Detail-Orientated	120
Team Work/ Collaboration	112
Mathematics	111
Planning	105
English	82
<b>Postings with unspecified skill:</b>	<b>1,015</b>



## Skills in Greatest Demand – Top 10 Specialised Skills



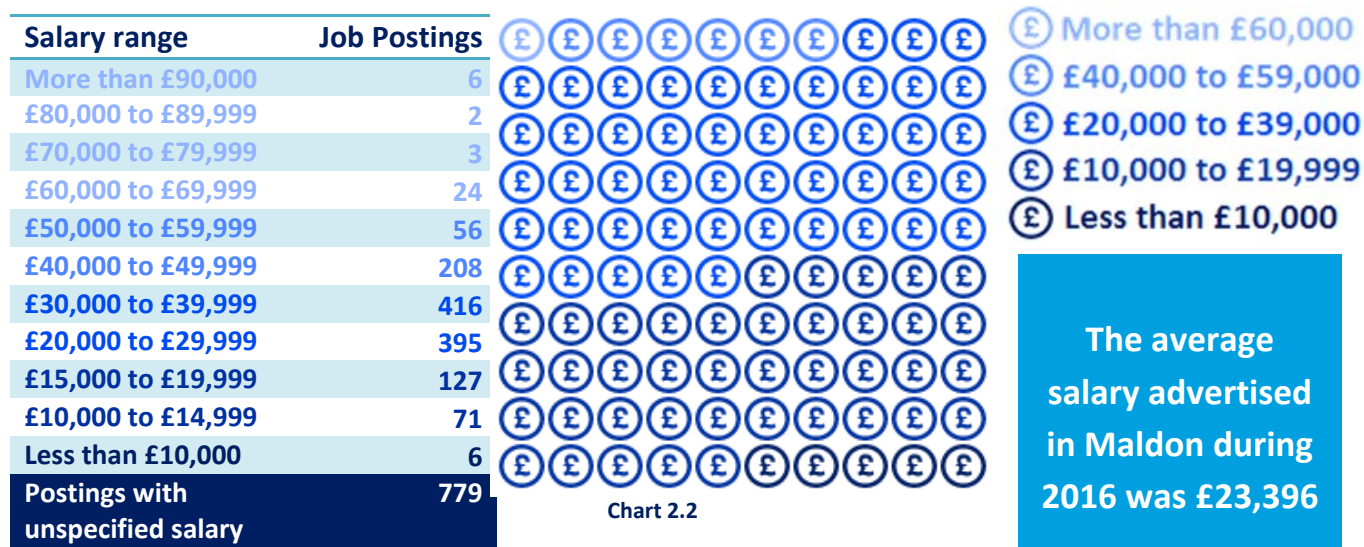
Skills	Job Postings
Teaching	136
Order and Invoice Processing	83
Product Sales	78
Sales Recruiting	63
Quality Assurance and	57
Administrative Functions	56
Sales Engineering	54
Accountancy	51
Machinery	50
Contract Management	45
<b>Postings with unspecified skill:</b>	<b>1,015</b>

Table 1.3

## Other Skills in Demand



## Distribution of Advertised Salary



## Vacancies in ESB Priority Sectors

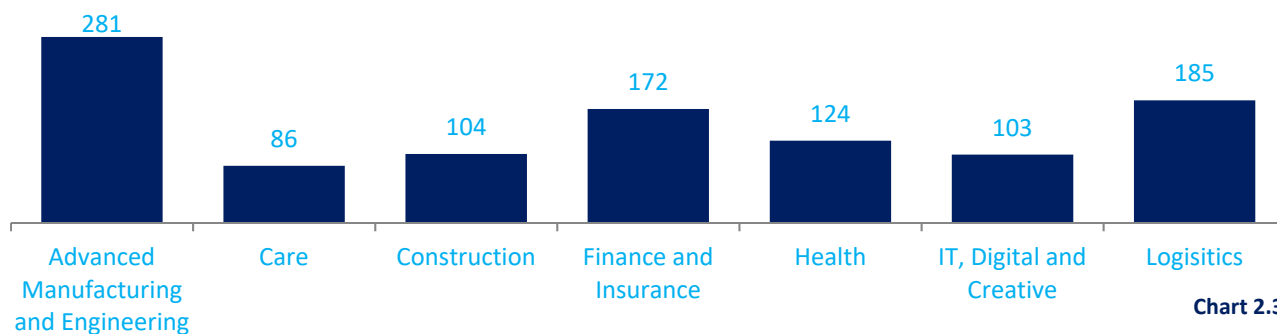


Chart 2.3 vacancy data shows that amongst the ESB priority sectors there were more than 200 vacancies advertised in 2016 for occupations in the Advanced Manufacturing and Engineering sector.

## Education and Training

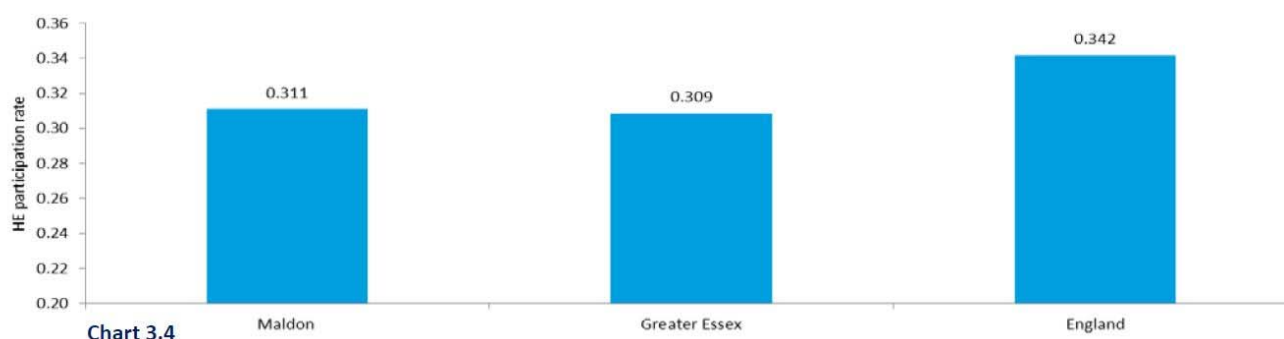
### Education Providers

#### Secondary Schools in Maldon

School/College	Institution type (age range)	Ofsted inspection result	Ofsted inspection date
Ormiston Rivers Academy	11-18	2	Good
Plume School	11-18	2	Good

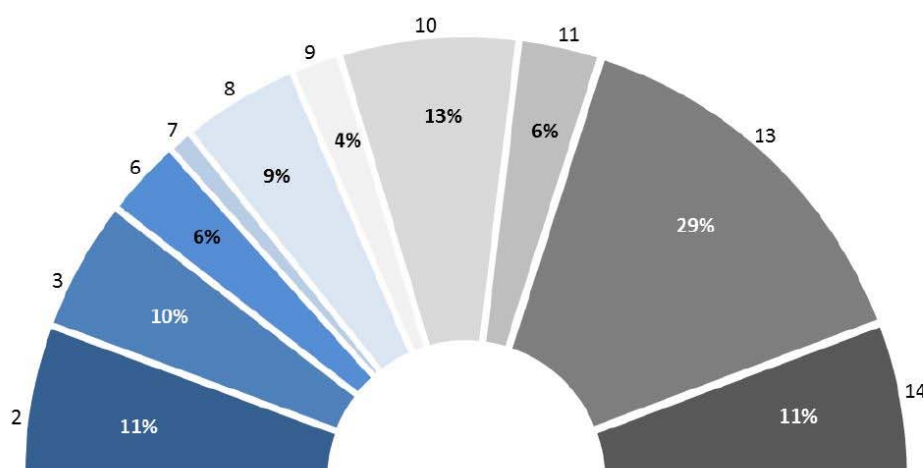
### Participation in Higher Education

Analysis published by the Higher Education Funding Council for England shows the proportion of young people who participate in Higher Education. This is based on the combined participation rates of those aged 18 between 2005 and 2009 who entered HE between 2005-06 and 2010-11 academic years. Further information can be found at <http://www.hefce.ac.uk/analysis/yp/POLAR/>



## School Sixth Forms

In 2015/16, 780 16-18 year old Maldon residents attended School Sixth Form provision. School Sixth Form enrolments were split into the following sector subject areas<sup>5</sup> and by qualification level as follows:



- 1 - Agriculture, Horticulture and Animal Care
- 2 - Arts, Media and Publishing
- 3 - Business, Administration and Law
- 4 - Construction, Planning and the Built Environment
- 5 - Education and Training
- 6 - Engineering and Manufacturing Technologies
- 7 - Health, Public Services and Care
- 8 - History, Philosophy and Theology
- 9 - Information and Communication Technology
- 10 - Languages, Literature and Culture
- 11 - Leisure, Travel and Tourism
- 12 - Retail and Commercial Enterprise
- 13 - Science and Mathematics
- 14 - Social Sciences

Chart 3.2

## SKILLS Priorities

The skills priorities that affect all the growth sectors in the Maldon District and their potential for future success together with some examples of how these can be tackled, have been identified as follows:

1. Activities focused on people, centre around key themes such as developing our future workforce, raising attainment & skill levels and thereby helping people become employed and raise the level of their jobs, such as:
  - Improve work preparedness of our young people and ensure they are able to make informed career choices, especially young women.
  - There should also be initiatives aimed at encouraging women to consider STEM qualifications through female case studies, female role models working in these sectors coming into the schools to talk about their experiences and examples of job roles and career pathways for women and thereby encouraging more women to work in those sectors traditionally considered 'masculine' roles
  - Working with the Department of Work & Pensions in respect of initiatives such as Work Skills Academies and recruitment drives, careers and apprenticeship fairs etc. This should include

opportunities for support aimed at disadvantaged groups, such as those with a disability, ex offenders etc.

- Raising greater awareness of the variety of roles and career progression paths
  - Engaging the schools on sector related projects, talks, taster sessions, work experience, careers and apprenticeship fairs as well as projects aimed at boosting the numbers of young people from disadvantaged backgrounds going into higher education.
  - Support for digital upskilling / inclusion, utilising all available technologies, such as virtual reality.
  - Together with partners exploring innovative approaches to overcoming the challenges posed by rural travel barriers.
2. Activities focused on supporting local business include key themes such as developing a robust supply of skilled ambitious talent for our priority growth sectors, thereby encouraging greater investment and more jobs, such as:
- Encouraging increased take up of apprenticeships by existing staff (upskilling) and new entrants.
  - encouraging succession planning to counteract an ageing workforce in some sectors
  - Intelligently targeting additional skills sources, such as those leaving the military, those with a disability and ex offenders etc.
  - Encouraging businesses to work with schools (including primary schools and the 11-14 year age group), local training providers, parents and students to raise aspirations in those sectors requiring these skills, particularly Manufacturing and Engineering, Construction, & Creative & Digital.
  - Guiding businesses to anticipate how demand for technology driven skills are likely to develop in the future and investing in training to meet those demands.
  - Encouraging increased take up of digital skills and other higher level technical qualifications in STEM subjects at further and higher education level.
  - Creating greater links between the businesses, education providers and Careers Advisers
  - Encouraging business involvement with the employer led Essex Employment and Skills Board Sector Action Groups and their initiatives to build a productive, responsive and inclusive Essex skills and training system that delivers growth and opportunities for local people and employers.
  - Working with businesses to influence future vocational curriculum to better match the requirements of business including employability skills.

The above priorities have all been identified through feedback from businesses via a Skills survey and other sources as listed below. Please note that a fully comprehensive Action Plan will follow this Strategy once it has been approved, which will also include skills issues specific to the individual sectors and further examples of how these issues can be tackled. We also need to be particularly mindful of the significant skills impact that the future construction of Bradwell 'B' power station is likely to have on the District.

## **Principal Data Sources**

Maldon District Council Economic Development Team Business Skills Survey conducted October 17-January 18

Maldon District Council Economic Prosperity Strategy Evidence Base 2013-2029

<https://www.maldon.gov.uk/publications/LDP/pre-submission/3%20Economic%20Prosperity/EB068b%20Maldon%20District%20Economic%20Prosperity%20Strategy%20Evidence%20Base.pdf>

Maldon District Council Prosperity Strategy 2013-2029

<https://www.maldon.gov.uk/publications/LDP/pre-submission/3%20Economic%20Prosperity/EB068a%20Maldon%20District%20Economic%20Prosperity%20Strategy.pdf>

Economic Impact of Tourism for Maldon District Report produced by Destination Research - 2016

Essex Employment & Skills Board Maldon District Profile 2017-2018 <https://www.essexesb.co.uk/our-research/search/location/maldon>

Essex Employment & Skills Board IT, Creative & Digital Profile 2017

[https://www.essexesb.co.uk/files/0ce1f-IT\\_Sector%20Profiles\\_2016\\_17\\_Final.pdf](https://www.essexesb.co.uk/files/0ce1f-IT_Sector%20Profiles_2016_17_Final.pdf)

Essex Employment & Skills Board IT, Digital & Creative Fact Sheet

<https://www.essexesb.co.uk/files/36a2f-ITDigitalCareersFactSheet.pdf>

Essex Employment & Skills Board Care Fact Sheet <https://www.essexesb.co.uk/priority-sectors/care>

Essex Employment & Skills Board Care Profile 2017 <https://www.essexesb.co.uk/our-research/care-sector-skills-profile-2017>

Essex Employment & Skills Board Construction Fact Sheet 2016-17

Essex Employment & Skills Board Construction Profile 2017 <https://www.essexesb.co.uk/our-research/construction-sector-skills-profile-2017>

Essex Employment & Skills Board ESB/CITB – Construction Labour & Skills 17.02.16 Research Sandra Lilley, Doug Forbes and Karen Hazelden

<https://www.essexesb.co.uk/files/04545-Essex%20v23%20finalsblog.pdf>

Essex Employment & Skills Board Advanced Manufacturing & Engineering Profile 17/18

<https://www.essexesb.co.uk/our-research/advanced-man-engineering-sector-skills-profile-2017-18>

Essex Employment & Skills Board advanced Manufacturing & Engineering Fact Sheet 2016-17

[https://www.essexesb.co.uk/files/50993-Ad\\_Man\\_Eng..pdf](https://www.essexesb.co.uk/files/50993-Ad_Man_Eng..pdf)





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## Summary of consultation responses and amendments made to the Maldon District Skills Strategy

Reference	Name	Organisation	Maldon District Skills Strategy Section	Summary of Comments	Officer Response	Change to Maldon District Skills Strategy
SS001	Michael Atkins	Port of London Authority (PLA)	Strategy as a whole	After reviewing the draft document, they confirmed that the PLA have no comments to make as part of this consultation.	None required	No change
SS002	Jacqui Salt	Natural England	Strategy as a whole	Natural England confirmed they had no comments to make on the Draft Maldon District Skills Strategy	None required	No change
SS003	Sally Harper	Historic England	Strategy as a whole	As a result of the number of consultations they are currently receiving, they regret that they are unable to comment specifically at this time.	None required	No change
SS004	Christine Wakeling	North Fambridge Parish Council	Strategy as a whole	They approve of the suggestions made in the consultation document but hope that adequate funding will be in place for such changes. It was also mentioned that there are currently no standalone courses for CAD training. It was also noted that parking is limited in Maldon and there are poor bus route links connecting it to other areas.		

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**REPORT of  
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
PLANNING AND LICENSING COMMITTEE  
7 MARCH 2019**

**LOCAL DEVELOPMENT PLAN IMPLEMENTATION - MALDON AND  
HEYBRIDGE CENTRAL AREA MASTERPLAN**

**1. PURPOSE OF THE REPORT**

- 1.1 This report provides an update to the Committee on the work of the Maldon and Heybridge Central Area Masterplan Delivery Group (Masterplan Delivery Group).
- 1.2 This report provides an update to the Committee on progress taking forward the objectives and identified projects set out in Maldon and Heybridge Central Area Masterplan Supplementary Planning Document (SPD) and current project activity.

**2. RECOMMENDATIONS**

- (i) That the Committee receives the updates.
- (ii) That the Committee agrees future report dates.

**3. SUMMARY OF KEY ISSUES**

- 3.1 The Local Development Plan (LDP) sets out key projects and objectives to ensure the Maldon and Heybridge Central Area continues to act as the focal point within the District for retail, commercial, industrial, community and tourism activities. Policy S5 of the LDP sets out the requirement for a Masterplan to guide development and regeneration and achieve the policy objectives and identified key projects.
- 3.2 The Masterplan's Action Plan sets out 18 Projects that are '*Short (1 - 5 years)*', '*Medium (5 - 10 years)*' and '*Long (10+ years)*' term and are aligned with delivery of the LDP. Each project is prioritised as either: '*High - A project considered fundamental to the future of Maldon and which underpin the town's economic, social and environmental sustainability*'; '*Medium - A project which is important to supporting other higher priority projects and which will multiply the benefits of these if implemented*' and '*Low- A project which will enhance the attraction of the town or the ease with which it works, but is perhaps more peripheral to the headline projects or which if not implemented, would not undermine the overall objectives of the Masterplan*' and are set out in Section 5 of the Masterplan SPD and in the 'Action Plan' on pages 77-79 of the Masterplan SPD document.

- 3.3 Following adoption of the Masterplan by the Council on 2 November 2017, an internal Masterplan Implementation Workshop was held on 30 November 2017 to prioritise projects within the first five years. The workshop considered dependencies and interdependencies between projects and establishing project teams and project leads against the current circumstances including policy objectives, funding opportunities, development commencements and staff resources. The workshop established service and officer representation on the Masterplan Delivery Group and a timetable of meetings.
- 3.4 The Masterplan Delivery Group has met 6-weekly since 2 February 2018 to discuss inception and progress of projects. A 'Central Area Masterplan' shared drive was set up in April 2018 accessed by the Masterplan Delivery Group that keeps all administrative, project data and specific detailed GIS (Geographical Information Systems) layers. This enables each project to consider its site or area context in terms of statutory protection, land use, land ownership, the LDP and SPDs; stakeholder and partnership strategies and policies and extant or undetermined planning applications. For example, layers include: Land Registry, Heritage Assets, Environment Agency Flood Data, Cadent Utility Pipeline, Uniform, Essex County Council (ECC) Cycling Strategy etc. The GIS layers are continually kept up to date and added to.
- 3.5 The May 2018 Masterplan Delivery Group meeting agreed a 'Project Management Approach' and Project Initiation Documents (PIDs) were prepared for each of the 18 projects within the Masterplan and a Masterplan Programme was created. The Masterplan Programme has specific timelines against project activities and priorities and critical path maps where key decisions must be taken and where Member Briefings or Committee reports are required to make those decisions. The Masterplan Programme informs the TEN (Performance and Risk Management System) reporting on the Key Corporate Activities (KCAs). The Masterplan Programme is attached (**APPENDIX 1**).
- 3.6 Project priority actions were established for the first year from March 2018 to April 2019 and the projects were divided into three 'tranches' taking the opportunities that presented themselves including current planning applications, funding opportunities including S106 and strategic planning. 'Tranche 1' took priority actions and activity forward for:
- Project 2 Lower High Street;
  - Project 6 North Quay Regeneration;
  - Project 10 Enterprise Centre;
  - Project 12 The Causeway Strategic Flood Risk Review;
  - Project 13 Wyndham Heron and the Roothings;
  - Project 15 Destination Hub.
- 3.7 The progress of Tranche 1 projects that have started are monitored as part of the Council's performance management framework with full quarterly updates for each project recorded on the TEN (Performance and Risk Management System) to which all Members have access (via the intranet). In addition, progress is included in the quarterly performance reports to the Overview and Scrutiny Committee and the half

yearly reports to the Planning and Licensing Committee (on an exception basis i.e. only those activities that are behind schedule or at risk are included).

- 3.8 Tranche 2 and Tranche 3 project priority, actions and activity are reviewed at the six weekly Masterplan Delivery Group meetings or when opportunity, a change of emphasis or funding presents itself. For example, an Air Quality Management Area was declared on Market Hill, Maldon in December 2018 that emphasises traffic management issues into and out of the town centre over and above the traffic management and car parking capacity issues in the 'Car Parking Strategy' set out in the Masterplan. In addition, the Government has launched the 'Future High Streets Fund' in January 2019 with funding for 'physical change' to meet the challenges and aspirations for sustainable high streets in the future. An Expression of Interest will be submitted to meet the deadline of 22 March 2019. As detailed above all such considerations are recorded on the TEN (Performance and Risk Management System).
- 3.9 The project activity for Tranche 1 is as set out in the report to the Planning and Licensing Committee dated 24 January 2019. To expand further on 'Project 2 Lower High Street' and as part of the Pre-Engagement Plan for Project 2, a dedicated Masterplan landing page is on the home page of [www.maldon.gov.uk](http://www.maldon.gov.uk). The Masterplan web pages inform businesses, the public and the community on the progress of the Masterplan Projects and Action Plan and where required, engage and consult with the business community, stakeholders, landowners, organisations and partnerships on specific projects and tasks within the Masterplan Programme.
- 3.10 The Project 2 Engagement Plan requires engagement with the High Street as a whole and the Maldon business community. An Expression of Interest form is linked to Project 2 on the website for businesses to become involved with how the project objective is achieved i.e. to improve the retail offer, enhance the public realm and increase footfall at the Lower High Street. Engagement commenced at the end of January and meetings with High Street businesses, the Maldon Business Hub, the Maldon Business Group and the Car Parking Liaison Group have taken place. A meeting is planned with Essex County Council Highways on 19 February 2019 to discuss and understand the current traffic management issues in the town centre and the car parking strategy set out in the Masterplan. A workshop is planned for 27 February 2019 to include all relevant stakeholders, businesses and landowners to input their ideas, commitment and investment (time resource) to realise an 'area strategy' for the Lower High Street and achieve LDP Policy S5 objectives, consider wider town centre challenges and explore current funding opportunities including business and stakeholder investment. A Gateway Review on 1 April 2019 will consider the scope of Project 2 in consideration of wider town centre issues, challenges and opportunities referenced in Paragraph 3.8 above.
- 3.11 Tranche 1 priorities are on track and meeting the work plan and timelines as set out in **APPENDIX 1**. Since the 24 January 2019 Planning and Licensing Committee Report, two projects are under review; Priority 2 Enterprise Centre (Project 10) and Priority 4 Wyndham Heron and the Roothings (Project 13). The Enterprise Centre is awaiting the outcome of an external funding decision that has been delayed and the Wyndham Heron site has recently been re-occupied and is no longer redundant. A decision on whether to keep these two projects in Tranche 1 will be made at the 12 March 2019 Masterplan Delivery Group meeting.

- 3.12 Priority 3 The Causeway Strategic Flood Risk Review (Project 12) commenced November 2018 and is due to complete on 30 October 2019. The study will bring together all up to date fluvial, tidal and surface water flood risk data in the Causeway Regeneration Area. The document will inform future development proposals within the Causeway Regeneration Area (see ‘Development Framework’ on pages 24 and 25 of the Masterplan) needing flood risk assessments and identify ‘hot spots’ where future development proposals can deliver required flood infrastructure through developer contributions or external funding opportunities.
- 3.13 Priority 6 North Quay Regeneration (Project 6) has a wider area than that defined in the Masterplan considering development opportunities, landowner interest and existing business operations. The scope of the project has been extended to include Project 7 Heybridge Creek Connection and Project 9 Heybridge Creek Improvements that are currently in Tranche 3. A Development Brief will be forthcoming for the North Quay as set out in the statutory Local Development Scheme (LDS) Draft February 2019 – February 2021, Paragraph 26.
- 3.14 Tranche 2 and Tranche 3 priorities will be considered further at Year 2 commencement in April 2019 and when Tranche 1 priorities and actions for Year 1 are assessed. When Tranche 2 and 3 projects start or are potentially clustered for funding opportunities or a dependency is triggered, these will be shown as ‘started’ on the TEN (Performance and Risk Management System). For example, the Government launched the ‘Future High Streets Fund’ in January 2019 that can fund towards ‘physical change’ to meet the challenges set out in 3.8 above. This may well trigger or be dependent on commencement of other Masterplan projects. For example, Project 1 Upper High Street Improvements and projects that achieve the ‘Car Parking Strategy’ set out in the Masterplan at pages 19 - 21 i.e. Project 16 Promenade Park Management Plan.
- 3.15 This will be reported to Members in the first instance via the TEN (Performance and Risk Management System) and through pre project commencement via Member Briefings as requested by Members.

#### **4. CONCLUSIONS**

- 4.1 The Masterplan Delivery Group meets regularly and is guided by project programming timetables, milestones, gateway reviews and performance management through the TEN (Performance and Risk System).
- 4.2 Good progress has been made on project priority and activity in the first year since adoption of the Maldon and Heybridge Central Area Masterplan SPD. As the Masterplan was publicly consulted upon, the Council’s website now informs the local community, interested groups and the business community and is an effective platform to become involved in the progress of Masterplan projects where required.
- 4.3 Masterplan project priority, programming and progression of specific projects have made a contribution to achieving the Council’s corporate goals and objectives.

## 5. IMPACT ON CORPORATE GOALS

- 5.1 The adopted LDP including supplementary planning documents support corporate goals which underpin the Council's vision for the District, in particular protecting and shaping the District and creating opportunities for economic growth and prosperity.
- 5.2 The Council stated its corporate goals and objectives in the Corporate Plan for 2015-19.

## 6. IMPLICATIONS

- (i) **Impact on Customers** – Communication through the Council's website provides up to date progress on the Masterplan projects and an effective platform for community, business and stakeholder information and engagement providing certainty for residents and businesses.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – Progression of the Masterplan projects is managed and identified risk is reported to relevant Committees.
- (iv) **Impact on Resources (financial and human)** – Delivery of the Masterplan projects is programmed to internal work streams and work plans. The Masterplan SPD underpins adopted strategic policy direction and consequent opportunities for funding opportunities.
- (v) **Impact on the Environment** – The Masterplan projects promote sustainable development and environmental enhancement.

### Background Papers:

Maldon District Local Development Plan (2014-2029) [www.maldon.gov.uk/ldp](http://www.maldon.gov.uk/ldp)

Maldon and Heybridge Central Area Masterplan SPD 2017 [www.maldon.gov.uk/SPD](http://www.maldon.gov.uk/SPD)

Draft Local Development Scheme (February 2019 – February 2021)

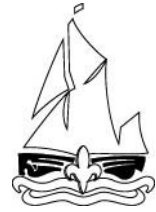
Enquiries to: Jackie Longman, Urban Design Officer, (Tel: 01621 875731).

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			2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018</
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## **REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
PLANNING AND LICENSING COMMITTEE  
7 MARCH 2019**

### **UPDATE ON PLANNING ENFORCEMENT**

#### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to inform the Committee of the recent performance in relation to planning enforcement matters. The statistical analysis relates to a three month period (September, October and November 2018) after the team was fully staffed.
- 1.2 The purpose of this report is to provide a high-level overview of the performance of the team. Queries regarding specific enforcement cases will be covered in the through the relevant Area Planning Committee Enforcement meetings. These are scheduled to take place on a six monthly cycle and are the current round of meetings is currently being confirmed.

#### **2. RECOMMENDATION**

That the content of this report be noted and comments provided on the performance of the Local Planning Authority in relation to planning enforcement.

#### **3. SUMMARY OF KEY ISSUES**

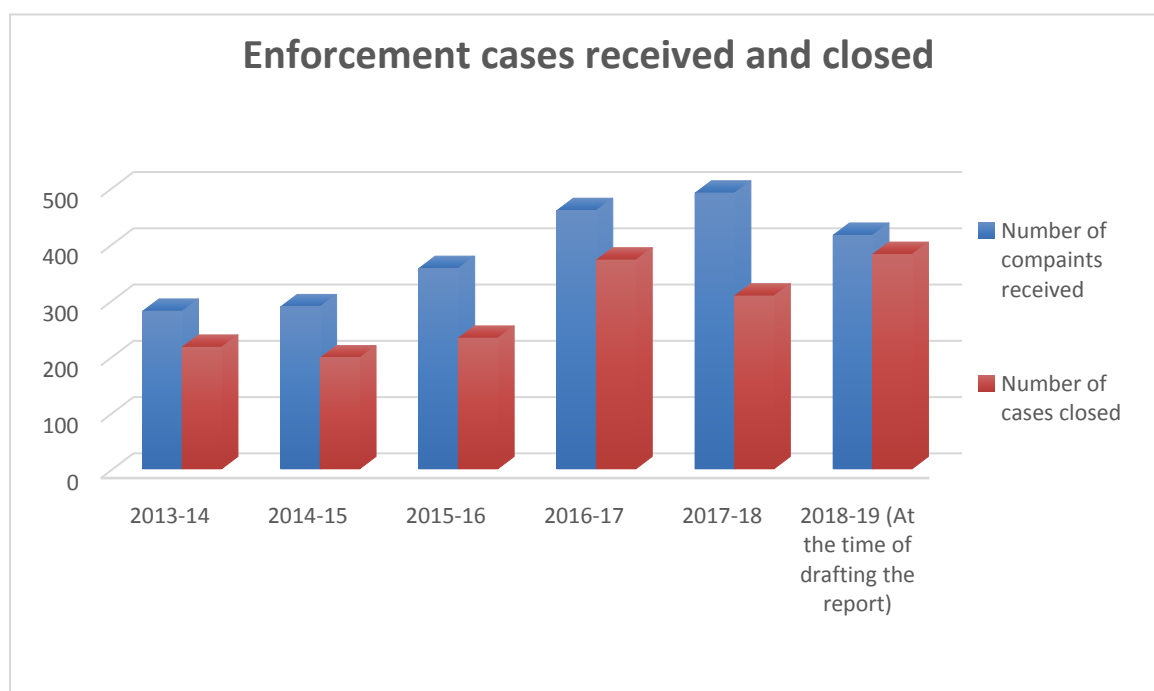
- 3.1 This report is for Members' information only, but particular attention is drawn to the Council's current performance in dealing with planning enforcement cases.
- 3.2 This report provides information in relation to case numbers by the relevant Committee / area, overall performance at appeal and some recent more detailed information regarding specific cases already within the public domain.
- 3.3 **Background**
  - 3.3.1 Enforcement action can only be taken when there is a breach of planning control. This is defined the "carrying out of development without the required planning permission" or "failing to comply with any condition or limitation subject to which planning permission has been granted".
  - 3.3.2 Enforcement powers are discretionary. When deciding whether or not to take enforcement action the Council has to decide whether it is expedient to do so (section 172(1)(b) of the Town and Country Planning Act 1990). The key test is whether

the breach of planning control has, or, if left unabated in the future could, unacceptably affect public amenity, safety etc. To help decide this, it is necessary to consider if planning permission would have been granted for the development had it been the subject of a planning application. However, it is important to note that the task of investigating an alleged breach of planning control and coming to an informed decision on the expediency of taking action is not discretionary in nature.

- 3.3.3 A Corporate Fraud and Enforcement Team was formed in October 2015. This new team was designed to provide a more holistic approach to enforcement matters for Maldon District Council; one of the primary roles that this team provides is dealing with complaint regarding and breaches of planning control.
- 3.3.4 The original team contained individuals of limited planning experience and it took some time for the team to bed in. Over the last three years the skills, knowledge and understanding of the legislation has grown exponentially. Unfortunately, the team has been unable to work at full capacity due to sick leave and carrying a number of vacancies. Since July 2018 the team has been fully staffed. Although a temporary decision has been made to replace the Team Leader post with a Principle Planning Officer in an attempt to add additional planning expertise to the team.

### 3.4 Performance

- 3.4.1 Historically, the volume of complaints in relation to alleged breaches of planning control had been relatively consistent. However, in the last five years there has been a demonstrable increase in the complaints with a percentage increase of some 27% between the 2014 / 15 and 2015 / 16 as well as a 70% increase between 2014 / 15 and 2017 / 18. The number of enforcement cases closed has also increased (56% increase between 2014 / 15 and 2017 / 18). This resulted in the number of open enforcement cases continuing to grow.
- 3.4.2 It is also worth noting that there has been a continued increase in cases received this financial year, as of 7 February 2019, compared to the same stage last year.



- 3.4.3 As highlighted above the team has been fully staffed since July of last year and there had been a conscious effort to upskill the planning aspect of the team. It was therefore considered appropriate to review these changes and to see if this resulted in a real and demonstrable impact on performance of the team. The review looked at a quarter of the year after the new officers would have had an opportunity to undertake a review of the backlog and prioritise caseloads.

	<b>Total for District</b>	<b>Central</b>	<b>North West</b>	<b>South East</b>
Number of active enforcement complaints on 18 December 2018	568	103	173	291
Number of new cases received between 1 September 2018 and 1 December 2018	110	26	37	46
Number of closed complaints between 1 September 2018 and 1 December 2018	222	67	72	83
Number of new cases received in November 2018	35	7	11	17
Number of closed complaints in November 2018	83	34	26	24
Number of prosecutions instigated between 1 September 2018 and 1 December 2018	10	3	1	6
Number of Enforcement Notices between 1 September 2018 and 1 December 2018	9	1	4	4
Number of Breach of Condition Notices (BCN) served between 1 September 2018 and 1 December 2018	2	0	1	1
Number of Planning Contravention Notices (PCN) served between 1 September 2018 and 1 December 2018	16	5	6	5

- 3.4.4 As can be seen from the table above between September and December 2018 the team were able to close 222 cases, this was considerably larger, over double, the number of cases that the Council received in that time.

- 3.4.5 It should also be noted that in this same period eighteen planning applications were received in an attempt to regularise breaches of planning control due to ongoing discussions and negotiations between the team and the Applicants.

### 3.5 Method

- 3.5.1 It is considered that the increase in performance has been for two reasons. Firstly, and most obviously the team has been fully staffed which has increased the capacity of the team. Secondly though, the structure of the team has been slightly amended to

allow for a more specific skillset that allows for easier prioritisation of planning enforcement cases and also a more varied level of skills.

- 3.5.2 The structure of the team is now 1 Enforcement Assistant, 2.5 Full Time Equivalent (FTE) Corporate Fraud and Enforcement Officers, 1 Planning Officer and 1 Principle Planning Officer. The new structure allows the Enforcement Assistant to prioritise initial site visits and to deal with the most basic cases; an early site visit also allows the Council to more accurately assess the complexity of the alleged breach of planning control. The provision of the Principle Planning Officer within the team allows for an individual with a greater degree of development management experience to sit within the team and to be readily available to provide guidance and assistance to the more junior team members; they also pick up the most complex cases which they are able to deal with more quickly due to their experience. The Planning Officer offers a similar, but more basic, role to that of the Principle Planning Officer; they also shoulder the main burden regarding the drafting of enforcement notices and the report seeking authorisation to take enforcement action that is also required. This allows for the Corporate Fraud and Enforcement Officers to deal with the majority of cases without having to deal with either the most basic or most complex cases to improve productivity with the team.
- 3.5.3 appear that the system weighs in favour of the individual being investigated due to the length of time that can be required to lead to a successful resolution. However, there has been a conscious effort to deal with individuals that attempt to frustrate or undermine the planning process. It is hoped that such an approach will lead to smoother process due to people being aware that there are significant repercussions for undertaking a tactic such as this. This can be seen through two recent prosecutions; the first related to a successful prosecution following a false statement being made as part of a recent planning application submitted to prove that an unauthorised development was immune from enforcement action at Lords Acre Nursery in North Farnham. Whilst more recently Maldon District Council successfully prosecuted a person for failing to respond to a Planning Contravention Notice (PCN) that was sent to them regarding a suspected breach of planning control at Bridgemark Marina, Althorne.

#### **4. CONCLUSION**

- 4.1 The Corporate Fraud and Enforcement Team has now bedded in and the officer have demonstrated a real increase in knowledge and experience. The team being at full capacity, alongside the additional planning expertise, has resulted in a marked improvement in the number of planning enforcement cases resolved.

#### **5. IMPACT ON CORPORATE GOALS**

- 5.1 Having an effective and planning service contributes to two Corporate Goals i.e. 'Protecting and shaping the district' and, 'Delivering good quality, cost effective and valued services'.

## 6. IMPLICATIONS

- (i) **Impacts on Customers** – The ability to ensure that enforcement process, including enforcement action where appropriate, is taken in a timely, open and transparent way.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – Additional Staff resources.
- (v) **Impact on Resources (human)** – To continue to be identified through the management of the service.
- (vi) **Impact on the Environment** – Failure to have an effective enforcement policy or service could result in an increase in unauthorised developments and delays in investigating breaches in planning control could lead to adverse impacts on the environment resulting in long term harm which might be difficult to mitigate.

Background Papers: None.

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