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DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE'S OFFICE
DIRECTOR OF STRATEGY, PERFORMANCE
AND GOVERNANCE
Paul Dodson

12 February 2020

Dear Councillor

You are summoned to attend the meeting of the;

STRATEGY AND RESOURCES COMMITTEE

on **THURSDAY 20 FEBRUARY 2020** at 7.30 pm.

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

A copy of the agenda is attached.

Yours faithfully



Director of Strategy, Performance and Governance

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor B E Harker

VICE-CHAIRMAN

Councillor Miss S White

COUNCILLORS

R G Boyce MBE
Mrs P A Channer, CC
M R Edwards
Mrs J L Fleming
A S Fluker
A L Hull
K M H Lagan
C Mayes
N G F Shaughnessy
R H Siddall
N J Skeens
Mrs J C Stilts
C Swain
Mrs M E Thompson

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AGENDA
STRATEGY AND RESOURCES COMMITTEE
THURSDAY 20 FEBRUARY 2020

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

2. **Apologies for Absence**

3. **Minutes of the Last Meeting** (Pages 5 - 102)

To confirm the Minutes of the Strategy and Resources Committee held on 29 January 2020 (copy enclosed).

4. **Disclosure of Interest**

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

(Members are reminded that they are also required to disclose any such interest as soon as they become aware should the need arise through 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.
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. **Adoption of Air Quality Action Plan for Market Hill and High Street Maldon: 2020 - 2025** (Pages 103 - 154)

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

7. **Amendments to the Local Information Requirements for the Validation of Planning Applications (Local List)** (Pages 155 - 208)

To consider the report of the Director of Service Delivery, (copy enclosed).

8. **Approval to Consult on the Draft Lists of Local Heritage Assets for the Parishes of Bradwell-on-Sea and Tillingham** (Pages 209 - 258)

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

9. **Review of Penalty Charges for Environmental Offences** (Pages 259 - 264)

To consider the report of the Director of Service Delivery, (copy enclosed).

10. **Pay Policy Statement 2020 / 21** (Pages 265 - 272)

To consider the report of the Head of Paid Service, (copy enclosed).

11. **Human Resources Statistics - Quarter Three 2019 / 20** (Pages 273 - 282)

To receive and note 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. 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

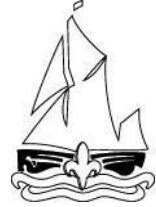
In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

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.

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**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
29 JANUARY 2020**

PRESENT

Chairman	Councillor B E Harker
Vice-Chairman	Councillor Miss S White
Councillors	R G Boyce MBE, Mrs P A Channer, CC, M R Edwards, Mrs J L Fleming, A S Fluker, A L Hull, K M H Lagan, C Mayes, R H Siddall, Mrs J C Stilts, C Swain and Mrs M E Thompson
In attendance	Councillors E L Bamford and C Morris

683. CHAIRMAN'S NOTICES

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

684. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICES

Apologies for absence were received from Councillors N Skeens and N G F Shaughnessy. In accordance with notice duly given Councillor M S Heard was attending as a substitute for Councillor Shaughnessy and Councillor W Stamp as a substitute for Councillor Skeens.

685. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the Strategy and Resources Committee meeting held on 5 December 2019, be agreed.

686. DISCLOSURE OF INTEREST

Councillor Mrs P A Channer disclosed a non-pecuniary interest as a Member of Essex County Council relating to most items of business, save for some of those relating to financial matters. She also declared a pecuniary interest in relation to Agenda Item 11 – Community Infrastructure Levy (CIL) Grant Offer advising that the report referred to a grant that Essex County Council had agreed to give to this Council regarding CIL. Councillor Mrs Channer explained that due to the wording of the report, the criteria of the grant detailed in the report and not having been able to clarify matters with the Monitoring Officer that she would remove herself from the Chamber for this item of business.

The following declarations were made in relation to Agenda Item 17 – Discretionary Fees and Charges 2020 / 21:

- Councillor K M W Lagan declared in relation to paragraph 3.6 of the report he was an ex-barge owner, aware of the barge owners present at the meeting and had had conversations with many people regarding this subject, including member of the yacht club.
- Councillor C Mayes declared a non-pecuniary interest as a member of the Heritage Harbour Group and was known to some of the barge owners.
- Councillor J Stilts declared a non-pecuniary interest as a member of the Heritage Harbour Group and was known to some of the barge owners.
- Councillor M R Edwards declared that he was a member of the Thames Barge Trust.

Councillor A S Fluker declared in the interest of openness and transparency that he represented the Council on the Maldon Harbour Commission. In response to a question regarding this declaration, Councillor Fluker advised that Section 25 of the Localism Act was clear that a Member may declare an interest of openness and transparency.

687. PUBLIC PARTICIPATION

In accordance with the Council's public participation scheme the following Members of the public addressed the Committee:

- Mr Paul Jefferies spoke in relation to Agenda Item 17 – Discretionary Fees and Charges 2020 / 21, specifically paragraph 3.6 which referred to Wharfage fees at the Hythe Quay, Maldon.
- Mr John Rayment spoke on behalf of the Thames Barge Trust and in relation to Agenda Item 17 – Discretionary Fees and Charges 2020 / 21, specifically paragraph 3.7 which discussed car parking on the Hythe Quay.
- Mr Andy Ambrose of Arrow Taxis spoken in relation to Agenda Item 7 – Air Quality Action Plan – Improving Taxi Emissions.

At this point, Councillor M S Heard declared a non-pecuniary interest in Agenda Item 17 – Discretionary Fees and Charges 2020 / 21 as he was a Trustee of the Steam Tug Brent, but advised he had no financial involvement in the Tug.

688. DRAFT NORTH QUAY REGENERATION DEVELOPMENT BRIEF - APPROVAL FOR PUBLIC CONSULTATION

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of the Draft North Quay Development Brief (attached as Appendix 1 to the report) for public consultation for six weeks from Monday 3 February. It was noted that the Development Brief was a requirement of the Local Development Scheme 2019 / 21.

The report provided background information regarding the adoption of the Maldon and Heybridge Central Area Masterplan as a Supplementary Planning Document by the Council in December 2017.

The Draft North Quay Development Brief set out the national and local planning and policy framework for development and regeneration in the North Quay defined area. The draft Brief had been prepared with business and stakeholder engagement in addition to specialist input from external agencies and organisations. Public consultation was now required for a minimum of six weeks to progress the Brief through to adoption by the Council.

In response to questions raised by Members, the Strategic Theme Lead – Place, provided the following information:

- The related Flood Risk Assessment was due to be completed in Spring 2020. The flood resilience document from the Environment Agency had referred to some of the tidal defences requiring attention but these would be captured through Section 106 agreement.
- There was permission for further car parking on a site adjacent to Tescos.
- There was no bridge included and connectivity was via Sadds Wharf and Station Road.
- Planning Policy D1 and the supplementary Maldon Design Guide were recommended to be referenced in any design proposals. In addition the Maldon Conservation Area, listed buildings and locally listed building had been highlighted in the design principles.

In response to a comment, it was agreed that the highlighting in Figure 11 of the brief ‘existing residential houseboats’ would be amended to more accurately reflect the location of these houseboats.

RESOLVED that subject to the above amendment, the Draft North Quay Development Brief (attached as Appendix 1 to the report) be approved for public consultation.

689. AIR QUALITY ACTION PLAN - IMPROVING TAXI EMISSIONS

The Committee considered the report of the Director of Service Delivery seeking Members’ consideration of an action plan to improve emissions from taxis by:

- introducing an age limit for hackney carriage and private hire vehicles to meet air quality objectives in the soonest possible time;
- installing electric vehicle charging points in Maldon for taxi drivers

The report provided background information regarding the Air Quality Management Area (AQMA) declared on Market Hill by the Council in December 2018. Members were advised that Section 84 of the Environment Act 1995 required local authorities to develop Air Quality Action Plans within 12 months of declaring an AQMA and detail measures to tackle the problems causing exceedances.

The report set out how the Air Quality Action Plan (AQAP) would set out the measures that the Council would take to improve air quality in the District between 2020 and 2025. The actions were detailed in the report and it was noted that if approved they would be included in the AQAP which would be brought forward for public consultation during 2020.

A debate ensued and in response to questions raised further information on the proposals was provided by Officers.

There was some concern raised regarding the wording of the recommendations and the Director of Service Delivery clarified that if agreed the actions detailed in the recommendations would form part of the AQAP which would then be subject to public consultation.

Following further discussion Councillor W Stamp proposed that consideration of this report be deferred until the recommendation was appropriately worded. This proposal was not seconded.

Councillor A S Fluker, Leader of the Council, referred to paragraph 3.5.4 of the report and proposed that an additional recommendation be added to state that the bullet points detailed in recommendation (i) and recommendation (ii) form part of the public consultation. This proposal was duly seconded and subsequently agreed.

RESOLVED

- (i) That, in relation to the age restriction, the Council introduces an age limit for hackney carriage and private hire vehicles:
 - From 1 January 2021, licensed vehicles can continue to be licensed until they reach 12 years of age or 15 years for a purpose built taxi.
 - From 1 January 2021, all newly licensed vehicles will be of a Euro 6 standard for both petrol and diesel vehicles.
 - From 1 January 2026, all newly licensed vehicles will be of an electric hybrid or ultra-low emission standard.
- (i) That, in relation to Electric Vehicle (EV) charge points, that EV charge points to support taxi drivers are approved and a further options report be brought to a future meeting of the Strategy and Resources Committee to consider locations and tariffs.
- (ii) That the points set out in recommendations (i) and (ii) above are subject to public consultation as part of the Air Quality Action Plan.

690. THE CROUCH VALLEY FESTIVAL OF FOOD AND DRINK

The Council considered the report of the Director of Service Delivery providing an update on the Crouch Valley Festival of Food and Drink 2019 and seeking Members' support for continuation of this event.

Members noted the success of the Crouch Valley Festival of Food and Drink in 2019. In response to a number of questions raised, the Commercial Manager, provided the Committee with the following information:

- In addition to staff costs, costs relating to social media, installation of toilets and waste, security, first aid, marquees, staging etc. made up the other costs of £12,800 detailed in the report.

- Officers would be looking to identify sponsorship at the same level as 2019 ensuring the event would break even or generate a surplus and at this point Members were also reminded of the risks identified with running such an event.
- Any capital costs such as website etc. for 2019 would, where possible be reused from 2019 and therefore reduce costs further.
- The figures in terms of risk to the Council related to holding one event, if two events were to be agreed Officers would hope, for example, to reduce costs through negotiations with vendors etc.

Officers were requested to ensure that when bringing forward any future such events that along with accurate figures they were supported by a cost benefit analysis.

Councillor A S Fluker commented on the success of the recent Festival of Food and drink. In response to comments regarding a second festival in Maldon he proposed that recommendation (iv) be amended to request that Officers bring back to this Committee, as a matter of urgency, a business plan that clearly presented the fully costed figures proposed. This was duly seconded and agreed.

RESOLVED

- (i) That the post event summary report attached as Appendix A to the report be noted;
- (ii) That the total risk exposure to Maldon District Council for a future event of £16,201 (made up staff costs £3,399 + Other costs £12,802), this is subject to supplementary funding request (growth bid), be noted;
- (iii) That subject to (ii) above the continuation of the Crouch Valley Festival in 2020 be supported;
- (iv) That Members agree to officers exploring a similar food and drink event to be hosted in Maldon's Promenade Park and that Officers bring back to this Committee, as a matter of urgency, a business plan that clearly presents the fully costed figures proposed.

691. BRADWELL B GOVERNANCE

The Committee received the report of the Director of Strategy, Performance and Governance reporting the Council's governance of decision making in relation to the proposed Bradwell B Nuclear Power Station.

Members' were reminded at the Council meeting on 19 December 2019 the decision-making routes in relation to proposed Bradwell B Nuclear Power Station were endorsed by the Council. These were set out in table 1 of the report. Further background information regarding the Government announcement of Bradwell being one of eight sites considered suitable for the siting of a new nuclear power station was detailed along with the process required.

The report set out a number of detailed examples of how the Council's governance was anticipated to apply in relation to the decision-making framework and Nationally Significant Infrastructure Projects Development Consent Order.

RESOLVED that the Council's governance arrangements for the proposed Bradwell B Nuclear Power Station be noted.

692. LOCAL DEVELOPMENT SCHEME 2020 - 2022

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' endorsement of an update to the Council's Local Development Scheme (LDS) (attached as Appendix 1 to the report). It was noted that the new LDS would replace the existing document approved by the Council on 28 March 2019. The revised LDS took into account the timetable for the progression of supplementary planning documents and other planning policy documents required to help deliver the Local Development Plan (LDP) until 2022. Members were reminded that the LDS was a statutory requirement relating to the preparation of Local Development Documents.

Background information regarding the requirements for an LDS was set out in the report. It was noted that the LDS had been updated to provide for the preparation of the Bradwell B Development Plan Document (DPS), to take account of work undertaken and updated the project timetables.

Officers were requested when making such changes to similar documents in the future that tracked changes were provided to aid identification of where changes had been made.

In response to questions raised the Director of Strategy, Performance and Governance highlighted specific points within the LDS and provided further information.

RECOMMENDED that the Local Development Scheme (**APPENDIX 1**) be approved as the project plan for key planning policy documents until 2022.

Further to her earlier declaration, Councillor Mrs P A Channer left the meeting at this point.

693. COMMUNITY INFRASTRUCTURE LEVY GRANT OFFER

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of an offer of a grant from Essex County Council (ECC) towards the cost of introducing a Community Infrastructure Levy (CIL) within the Maldon District. Members were also requested to note associated grant conditions.

The report provided background information regarding the CIL and the Council's agreement in September 2019 to commence work to introduce a CIL in Maldon.

ECC was offering to support the preparation and adoption of a CIL with capacity funding of up to £180,000 for up to two authorities within the County. As a condition of this grant, ECC would wish to influence the spend of CIL income, if a CIL was adopted, on infrastructure priorities up to the value of the grant, with terms agreed through a Memorandum of Understanding (MoU).

The Director of Strategy, Performance and Governance clarified that any reference to Maldon throughout the report should refer to the Maldon *District*.

Following a brief discussion Councillor A S Fluker proposed that the Committee accept the recommendation as set out in the report. This was duly seconded and agreed.

RECOMMENDED that the Community Infrastructure Levy grant offer from Essex County Council and its related conditions be accepted.

Councillor Mrs Channer returned the Chamber at this point.

694. COUNCIL TAX SUPPORT SCHEME

The Committee considered the report of the Director of Service Delivery seeking Members' approval of a cost neutral Local Council Tax Support Scheme (LCTS) for 2020 / 21 with minor changes to improve the scheme for the customer, whilst satisfying the administration of the scheme of the Council.

The report set out two changes being proposed to the LCTS:

- A minimum income change threshold – Where the change to a claimant's income was below a threshold of £10 the award of LCTS would remain unchanged.
- Period reviews of Universal Credit claims – Universal Credit customers would receive an award for LCTS for a fixed period of up to six months, at the end of the six months award would be based upon a average of the previous six months income, unless there had been a significant change in circumstances.

It was noted that the changes would help support delivery of a cost neutral LCTS within the budget proposed for 2020 / 21. An Equality Impact Assessment had been undertaken and was attached at Appendix 1 to the report.

RECOMMENDED that following Members' careful reading of and regard to the Equality Impact Assessment (attached as **APPENDIX 2** to these Minutes) the following changes to the existing scheme are approved:

- (i) a cost of living increase in line with the Department for Work and Pensions schemes be included in the Local Council Tax Support Scheme for 2020 / 21 for Pensioners only;
- (ii) any legislative changes being introduced to the Housing Benefit Scheme for 2020 / 21 are mirrored in the Councils LCTS scheme to ensure consistency;

- (iii) the introduction of a minimum income change threshold of up to £10 per week, and periodic reviews of Universal claims with a fixed period of award.

695. SUPPLEMENTARY ESTIMATE - FIXED TERM FINANCIAL RESOURCE

The Council considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of a supplementary estimate to support the Council's finance function to ensure a robust financial service was in place.

The report outlined the transformation programme recently implemented by the Council to improve services to customers and the high level risks a recent internal finance audit had highlighted. It was noted that a review of the model and the way it was working within the Directorate was being undertaken. There was requirement for a short-term additional resource to support the finance team in ensuring financial stability and to continue the process improvement work required as part of the transformation model.

A number of related risks and options were set out in the report. It was noted that to minimise risks and have the highest likelihood for delivery of the improvements to provide financial stability Officers were proposing that Option C – recruitment of a one-year fixed term finance specialist be agreed

In response to a number of questions raised, the Interim Section 151 Officer provided Members with the following additional information:

- There had been difficulties recruiting into posts and it was noted that recruitment into financial positions was a national issue at the moment.
- A supplementary estimate was being requested as it was hoped that someone could be recruited prior to 31 March 2020, however whatever budget costs were not used would be carried forward into the following years' budget.
- The results of the recent internal finance audit along with explanation of them would be presented to a future meeting of the Performance, Governance and Audit Committee.
- The costs detailed was for all costs, including on-costs and the estimated maximum costs that the Council would incur.

RESOLVED that a budget requirement of £49,280 be agreed to fund and recruit a qualified fixed term finance specialist to support the finance function to ensure a robust financial service is in place and continue the handover of finance processes to caseworkers in accordance with the transformation model.

696. CAPITAL PROJECT BIDS 2020 / 21

The Committee considered the report of the Interim Section 151 Officer seeking Members' consideration of the Capital Projects put forward by Officers prior to the approval of the 2020 / 21 budget and updated Medium Term Financial Strategy.

This Committee at its meeting on 5 December 2019 Officers had received a report on Capital projects and Officers had been requested to submit further information on Service Improvement and Services Failure projects and this report sought to provide

that information. It was noted that projects had been reviewed and recategorized where required. One project had been added, some projects had also been removed from the project list and the report provided further details of these.

Detailed project sheets for each project were set out in Appendix A to the report and it was noted that the projects had been categorised into Essential and Service Failure. The Chairman advised Members that the headers on pages 199 – 208 of the agenda pack should refer to 2020 / 21 Budget Process.

A debate ensued during which questions were raised in relation to specific capital projects and in response the following information was provided:

- Rigid Inflatable Boat - Members were advised of the work being done to reduce Anti-Social Behaviour and improve enforcement on the river. It was noted that the Council's current workboat did not fulfil the functions required of it and therefore this Capital Project had been put forward for consideration. The Director of Service Delivery advised that a Rigid Inflatable Boat was the best solution for the Council and assured Members that there was budget which would be utilised to maintain the new boat, if approved. It was clarified that the new boat would be stored out of the river and launched as and when required. The Commercial Officer clarified that the River Baliff would train other suitable Officers on use of the boat.

In response to a question regarding enforcement income, the Director of Service Delivery advised that he did not have that information but would provide Members with it outside of the meeting.

- 2 Ride on John Deere mowers and Wood Chipper- In response to a question regarding using contractors, the Director of Service Delivery explained the multi-faceted work of the Parks Team. He explained that the equipment that formed these capital project bids related to day to day activities carried out by the team.

In response to a further question, Members were advised that the Council did carry out mowing etc. for Parish Councils for which they were charged.

The Interim Section 151 Officer provided some clarification to the Committee in respect of leasing equipment and changes to accounting standards which had resulted it leasing equipment being less favourable.

Members were informed that any procurement in respect of the Capital Programme would follow the Council's procurement policy and procedures.

RECOMMENDED that the Capital Project bids set out in **APPENDIX 3** to these Minutes be considered and the items for inclusion in the 2020 / 21 Capital Programme be identified.

697. CAPITAL AND INVESTMENT STRATEGIES FOR 2020 / 21 AND MINIMUM REVENUE STATEMENT 2020 / 21

The Committee considered the report of the Interim Section 151 Officer seeking Members' approval of an annual Capital Strategy (attached as Appendix 1 to the report)

and Investment Strategy (attached as Appendix 2 to the report) for 2020 / 21. The minimum Revenue Provision was attached as Appendix 3 to the report.

It was reported that the Capital Strategy had been prepared considering the future plans of the Council, ensuring that they were affordable and prudent. The Annual Investment Strategy had been updated in line with statutory requirements and good practice, having regard to the Council's financial position, links to wider strategies, plans and aims and the advice of the Council's external treasury advisor. There were no changes to the Council's treasury management practices or processes, as previously reported to the Committee.

The Chairman reported that on pages 215 and 221 of the agenda pack there were references to the Finance and Corporate Services Committee and that these should refer to the *Strategy and Resources Committee*. These amendments were noted.

In response to a question, the Interim Section 151 Officer provided clarification on the reserve held for potential appeals.

RECOMMENDED

- (i) that the Capital Strategy for 2020 / 21, attached as **APPENDIX 4** to these Minutes, be approved;
- (ii) that the Investment Strategy for 2020 / 21, attached as **APPENDIX 5** to these Minutes, be approved;
- (iii) that the Minimum Revenue Provision Statement for 2020 / 21, attached as **APPENDIX 6** to these Minutes, be approved

698. TREASURY MANAGEMENT STRATEGY 2020 / 21

The Committee considered the report of the Interim Section 151 Officer presenting the Treasury Management Strategy 2020 / 21 (attached as Appendix 1 to the report) for approval by the Council. The supporting Treasury Management Practices were attached as Appendix 2 the report.

It was noted that the Treasury Management Strategy had been updated in line with statutory requirements and good practice, having regard to the Council's financial position, links to wider strategies, plans & aims and the advice of the Council's external treasury advisor.

The Chairman advised that there was an amendment to Treasury Management Practices 6 – Reporting requirements and management information arrangements. He proposed that the recommendation be amended as follows:

That the Treasury Management Strategy 202 / 21 at Appendix 1 and the accompanying Treasury Management Practices (TMP) be approved but that TMP6 at Appendix 2 be amended as necessary to align with the Council's new Committee structure and the roles and responsibilities therein.

This proposal was duly agreed.

RECOMMENDED that subject to amendment of the Treasury Management Practices (TMP), specifically TMP6 to align it with the Council's new Committee structure and the roles and responsibilities therein, the Treasury Management Strategy 2020 / 21, attached as **APPENDIX 6** to these Minutes, be approved.

699. DISCRETIONARY FEES AND CHARGES 2020 / 21

The Committee considered the report of the Director of Resources, seeking Members' consideration of the proposed Fees and Charges for 2020 / 21 that generate greater than £2,000 (set out in Appendix A to the report). It was noted that Fees and Charges which generated less than £2,000 were reviewed and set by the interim Section 151 Officer under delegated powers.

Members were reminded that the proposed fees and charges for 2020 / 21 had been based on the policy decisions recently updated and agreed by this Committee at its last meeting. The report detailed the budgets for income generated from fees and charges and provided an update in respect of the following areas:

- Car parking
- Green waste bin services direct debit payments discount
- Event land hire
- Bootcamp licences
- Wharfage fees at the Hythe Quay
- Car parking on the Hythe Quay

A debate ensued. In response to a number of questions Officers provided Members with further information. In respect of Wharfage fees at the Hythe Quay, the Interim Section 151 Officer clarified that the proposed increase was on the current discounted Wharfage fees.

There was a lengthy discussion in relation to the proposed changes to Wharfage and car parking fees on the Hythe Quay. Several Members expressed concern particularly regarding the impact the fees would have on the barge owners.

Councillor A S Fluker referred to the investment made by the Council on the Hythe Quay and the need to speak to barge owners prior to the proposed 20% increase in 2021 / 22. He proposed that in relation to Wharfage and car parking fees on the Hythe Quay that the Council meet with the barge owners twice before this Committee met in 12 months' time.

Councillor C Swain referred to the Hythe Quay and the proposed related fee increases. He proposed that no changes to the fees be made until the Council had reviewed the position of the Hythe Quay in relation to the Central Area Master Plan which enabled the Council to take into account all other aspects of heritage and environment and use of the Blackwater etc.

The Interim Section 151 Officer advised Members that the proposed phased increase over three years was to fit into the Council's Medium-Term Financial Strategy (MTFS)

and this formed part of the £1.8m saving identified through the transformation programme. To meet this savings target it was necessary for the Council to look at income. He then provided Members' with additional information regarding the reasoning behind the changes proposed.

In accordance with Procedure Rule No. 13 (3) Councillor K M H Lagan requested a recorded vote. This was duly seconded.

Further debate ensued. The Chairman put the recommendation as set out in the report with a caveat that the Council entered into negotiations with the barge owners for future years. At this point the Director of Service Delivery sought further clarification from the Committee in respect of car parking at the Hythe Quay.

Following further discussion Councillor Fluker clarified his earlier proposition proposing that the Council increase Hythe Quay Wharfage Fees by 10% for 2020 / 21, with no increases for future years but met with barge owners to discuss the views of both sides. In respect of Car Parking Fees at Hythe Quay he proposed that for 2020 / 21 the fees be increased, and the Council then enter into negotiations with the Hythe Quay users. He proposed that all other detailed fees and charges be agreed as set out in the report. This was duly seconded.

The Chairman put the proposal in the name of Councillor Fluker to the Committee and the voting was as follows:

For the recommendation:

Councillors R G Boyce, Mrs P A Channer, M R Edwards, Mrs J L Fleming, A S Fluker, B E Harker, A L Hull, R H Siddall, W Stamp, Mrs M E Thompson and Miss S White.

Against the recommendation:

Councillors M S Heard, K M H Lagan, C Mayes, J Stilts and C Swain

RECOMMENDED that subject to the following amendments, the detailed Fees and Charges for 2020 / 21 as set out in **APPENDIX 7** to these Minutes, be agreed:

- **Wharfage fees at the Hythe Quay** – For 2020 / 21 a 10% increase on the currently 50% discounted fee of £3,250 (2019 / 20) with a full review to be undertaken in consultation with the boat operators during 2020 / 21 to determine the policy on the Hythe Quay Wharfage Fees in time for the 2021 / 22 budget cycle. The recommended fee for 2020 / 21 is £3,575 for the year.
- **Car parking on the Hythe Quay** - the cost of parking permits at Hythe Quay be set at £116 for 2020 / 21 and a full review be undertaken in consultation with the Hythe Quay car parking permit users in respect of the future level of parking permit fees.

700. REVISED 2019 / 20 ESTIMATES, ORIGINAL 2020 / 21 BUDGET ESTIMATES AND COUNCIL TAX 2020 / 21

Councillor Mrs P A Channer disclosed an interest in this item of business as it made reference to the Community Infrastructure Levy and advised that she did not need to leave the chamber as the decision on this topic had already been made.

The Committee considered the report of the Interim Section 151 Officer presenting:

- for noting, the Provisional Local Government Finance Settlement announced by the Government on 20 December 2019;
- the revised 2019 / 20 and original 2020 / 21 General Fund Revenue Budget estimate;
- the proposed council tax increase for 2020 / 21;
- the policy for the use of Reserves.

The report and associated appendices to the report outlined the following:

- the latest information on the provisional Local Government finance settlement 2020 / 21;
- revised General Fund revenue budget estimates 2019 / 20;
- General Fund revenue budget estimates 2020 / 21;
- budget growth, savings and income generation in 2020 / 21;
- New Homes Bonus (NHB);
- Future Council model;
- Pension Fund deficit recovery;
- funding for work on Bradwell B Power Station and Community Infrastructure Levy;
- Essex region business rates pool;
- an update on interest on investments;
- the Council Tax requirement for 2020 / 21;
- Council Tax £5 increase on 2019 / 20 Band D Basic amount;
- General Fund balance and revenue reserves;
- Medium Term Financial Strategy (MTFS);
- risks to the Council's financial position.

The Interim Section 151 Officer reported that the Local Government Finance Settlement for 2020 / 21 was still provisional and final figures were awaited. It was noted that once received an adjustment to general balances may be required. There were some further figures awaiting final confirmation and should the final figures received result in any changes these would be reported to the Council at its meeting on 13 February 2020.

It was noted that the recommended increase of £5 on Council Tax was based on the flexibility given by the Government to allow increases of either 1.99% or £5 whichever was the greater.

Councillor R G Boyce thanked the Interim Section 151 Officer for his detailed report and proposed that the recommendations as set out in the report be agreed.

In response to several questions raised by Members, the Interim Section 151 Officer provided the following additional information:

- the process undertaken in setting the proposed budget was unchanged from that used in previous years;
- staffing was accounted for within three cost centres and areas supporting front line services were accounted for as a recharge for those areas.
- In respect of transformation savings agreed £1m came from staff and £800,00 from service areas in terms of additional income and reduction in expenditure.
- At the beginning of 2019 / 20 the Council's General Fund Balance was £4.769m

During the discussion Councillor C Morris left the meeting and did not return.

Reference was made to the budget presentations given by the Interim Section 151 Officer to Members and it was requested that in the future consideration be given to recording these so Members unable to attend could review them. This request was noted by Officers.

The Chairman then put the proposal in the name of Councillor Boyce and upon a vote being taken this was agreed.

RESOLVED

- (i) that the main details of the Provisional Local Government Finance Settlement 2020 / 21 described in section 3.4 of the report be noted;

RECOMMENDED

- (ii) that the following be approved:
 - (a) the Revised 2019/20 and Original 2020/21 General Fund Revenue Budget Estimates (Appendices 1, 2 and 3 to the report);
 - (b) an average Band D council tax of £202.40 (excluding parish precepts) (£5 increase) for 2020/21 (Appendix 1 to the report);
 - (c) policies on the designated use of financial reserves (Appendix 4 to the report);
 - (d) maintain the current policy of a minimum general fund balance of £2,600,000;
- (iii) that the Council gives due regard to the Interim Section 151 Officer's statement on the robustness of budgets and adequacy of reserves in **APPENDIX 5**.

701. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN OF THE COMMITTEE DECIDES ARE URGENT

Prior to closing the meeting the Chairman thanked the Director of Service Delivery, Director of Strategy, Performance and Governance and Interim Section 151 Officer for their hard work.

The meeting closed at 10.28 pm.

**B E HARKER
CHAIRMAN**

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**MALDON DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME
2020 –2022**



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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 January 2020 until January 2022. 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 January 2022;
 - 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.
- Bradwell B Development Plan Document (DPD)**
12. The Council proposes to prepare a Development Plan Document to provide an adopted planning policy framework and to provide clarity on the Council’s vision and development strategy in relation to the wider development impacts and opportunities arising from the Bradwell B proposal.

Document Title	Bradwell B Development Plan Document
Role and Content	To provide an adopted planning policy framework and development strategy in relation to the wider development impacts and opportunities arising from the Bradwell B proposal.
Coverage	Maldon District
Timetable	Consultation: Spring 2021 and Autumn 2021 Examination: Spring/Summer 2022 Adoption: Autumn 2022
Chain of Conformity	<ul style="list-style-type: none"> • Relevant Planning Acts and Regulations • National Planning Policy Framework and Planning Practice Guidance • Maldon District Corporate Plan (2019 - 2023) • Local Development Plan • Evidence base
Resource	<ul style="list-style-type: none"> • Local Plans team; • Other Council Officers; • Co-operation with neighbouring local planning authorities; • Co-operation with relevant stakeholders including infrastructure providers; • Use of technology and web-based communication to assist with consultation; and • Consultancy support to develop, review and update the evidence base and aid with the examination.

Table 1: Bradwell B Development Plan Document - Summary

Essex Minerals and Waste Local Plans

13. 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

14. 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

15. 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

16. 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.
17. CIL must be informed by an Infrastructure Delivery Plan and a CIL Viability Assessment. Both were previously published in 2014.
18. Proposed CIL rates are published within a Draft Charging Schedule. The CIL Regulations 2010 (as amended) currently require consultation to be undertaken before the Draft Charging Schedule can be submitted to government.
19. Initial consultations were undertaken in 2014 on the Preliminary Draft Charging Schedule and the Draft Charging Schedule, which presented proposed CIL rates.
20. 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. Work on the Maldon CIL is now due to recommence, starting with an update of the evidence base, and another consultation will be undertaken before the Draft Charging Schedule is submitted.
21. 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 Summer 2021.

Document Title	Community Infrastructure Levy Charging Schedule
Role and Content	To establish a charging schedule for the application of a community infrastructure levy on new development
Coverage	Maldon District
Timetable	Consultation: Autumn 2020 Examination: Summer 2021 Adoption: Summer/Autumn 2021
Chain of Conformity	<ul style="list-style-type: none"> • Relevant Planning Acts and Regulations • National Planning Policy Framework and Planning Practice Guidance • Maldon District Corporate Plan (2019 - 2023) • Local Development Plan • Infrastructure Delivery Plan • Viability assessment
Resource	<ul style="list-style-type: none"> • Local Plans team; • Other Council Officers; • Co-operation with neighbouring local planning authorities; • Co-operation with relevant stakeholders including infrastructure providers; • Use of technology and web-based communication to assist with consultation; and • Consultancy support to develop, review and update the evidence base and aid with the examination.

Table 2: Community Infrastructure Levy Charging Schedule - Summary

Supplementary Planning Documents

- 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.
- The Council adopted two Supplementary Planning Guidance documents and five SPDs between 2005 – 2007. 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 were reviewed in 2019 to establish whether their content remains relevant. A formal decision whether to revoke, retain or update these documents was made by Council in September 2019. The following SPDs were revoked in 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 3: Revoked Supplementary Planning Guidance/Documents

- Eight SPD's have been adopted.

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
Green Infrastructure Strategy	2019

Table 4: Existing Supplementary Planning Documents

25. The Council proposes to introduce three new Supplementary Planning Documents (see Table 5).

Title	North Quay Development Brief
Role and Content	To guide the development and regeneration proposals of employment generating mixed-use development within the North Quay area.
Coverage	North Quay, The Causeway and Heybridge Creek
Timetable	<ul style="list-style-type: none"> January/February 2020 – Consultation April 2020 – Approval of Final Brief
Chain of Conformity	<ul style="list-style-type: none"> Relevant Planning Acts and Regulations National Planning Policy Framework and Planning Practice Guidance Maldon District Council Corporate Plan (2019 - 2023) Local Development Plan Maldon and Heybridge Central Area Masterplan SPD Evidence Base
Resource	<ul style="list-style-type: none"> Local Plans team; Other Council Officers; Co-operation with relevant stakeholders including landowners, developers, infrastructure providers; and Use of technology and web-based communication to assist with consultation;
Essex Coast Recreational disturbance Avoidance Mitigation Strategy	
Role and Content	<ul style="list-style-type: none"> 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 To identify the level of financial contribution to be sought from residential development; To set out how and when the Council expects financial contributions to be delivered.
Coverage	Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Maldon, Rochford, Southend, Tendring, Thurrock and Uttlesford local authority areas
Timetable	<ul style="list-style-type: none"> January 2020 – Consultation Draft Summer 2020 – Approval of Final SPD

Chain of Conformity for both SPDs	<ul style="list-style-type: none"> • Relevant Planning Acts and Regulations • National Planning Policy Framework and Planning Practice Guidance • Maldon District Corporate Plan (2019 - 2023) • Local Development Plan • Evidence Base
Resource for both SPDs	<ul style="list-style-type: none"> • Consultants to develop the SPDs; • Local Plans team; • Other Council Officers; • Co-operation with neighbouring local planning authorities; • Co-operation with relevant stakeholders; and • Use of technology and web-based communication to assist with consultation.
Title	Planning Obligations SPD
Role and Content	To set out Maldon District Council's approach to seeking Section 106 planning obligations.
Coverage	District wide
Timetable	<ul style="list-style-type: none"> • To be prepared prior to the adoption of CIL
Chain of Conformity	<ul style="list-style-type: none"> • Relevant Planning Acts and Regulations • National Planning Policy Framework and Planning Practice Guidance • Maldon District Council Corporate Plan (2019 - 2023) • Local Development Plan • Maldon and Heybridge Central Area Masterplan SPD • Evidence Base
Resource	<ul style="list-style-type: none"> • Local Plans team; • Other Council Officers; • Co-operation with relevant stakeholders including landowners, developers, infrastructure providers; and • Use of technology and web-based communication to assist with consultation;

Table 5: Proposed Supplementary Planning Documents

Masterplans, Development Briefs and Design Codes

26. Table 6 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 6: Master Plans and Design Codes

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
Role and Content	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.
Coverage	Chelmer and Blackwater Navigation Conservation Area
Timetable	<ul style="list-style-type: none"> • May 2020 – Consultation Draft • October 2020 – Approval of Final Appraisal
Chain of Conformity	<ul style="list-style-type: none"> • Relevant Planning Acts and Regulations • National Planning Policy Framework and Planning Practice Guidance • Maldon District Council Corporate Plan (2019 - 2023) • Local Development Plan • Navigation Landscape Character Assessment • Evidence Base
Resource	<ul style="list-style-type: none"> • Specialist – Conservation & Heritage • Local Plans team; • Other Council Officers; • Co-operation with neighbouring local planning authorities; • Co-operation with relevant stakeholders including Parish Councils; and • Use of technology and web-based communication to assist with consultation

Table 7: Conservation Area Character Appraisals

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 the Statement of Community Involvement (SCI) in 2018.
- 30. The Council will complete an assessment by October 2023 to assess whether a full or partial update 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.
- 32. The AMR is produced as a series of factsheets. The Council will update and publish the following aspects of the AMR annually:
 - 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 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.

35. In 2020, the Council intends to review the local housing needs evidence. The Strategic Housing Needs Assessment (SHMA) was last updated in 2014, and requires updating. National policy has now changed and SHMAs have been replaced by Local Housing Needs Assessments (LHNA). Production of evidence base documents is resource intensive therefore it is intended that consultants will aid the production of these documents. The LHNA will be produced in 2020. The precise timetable will reflect the availability of consultants and the ability of the Council to fulfil its Duty to Cooperate requirements. 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 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

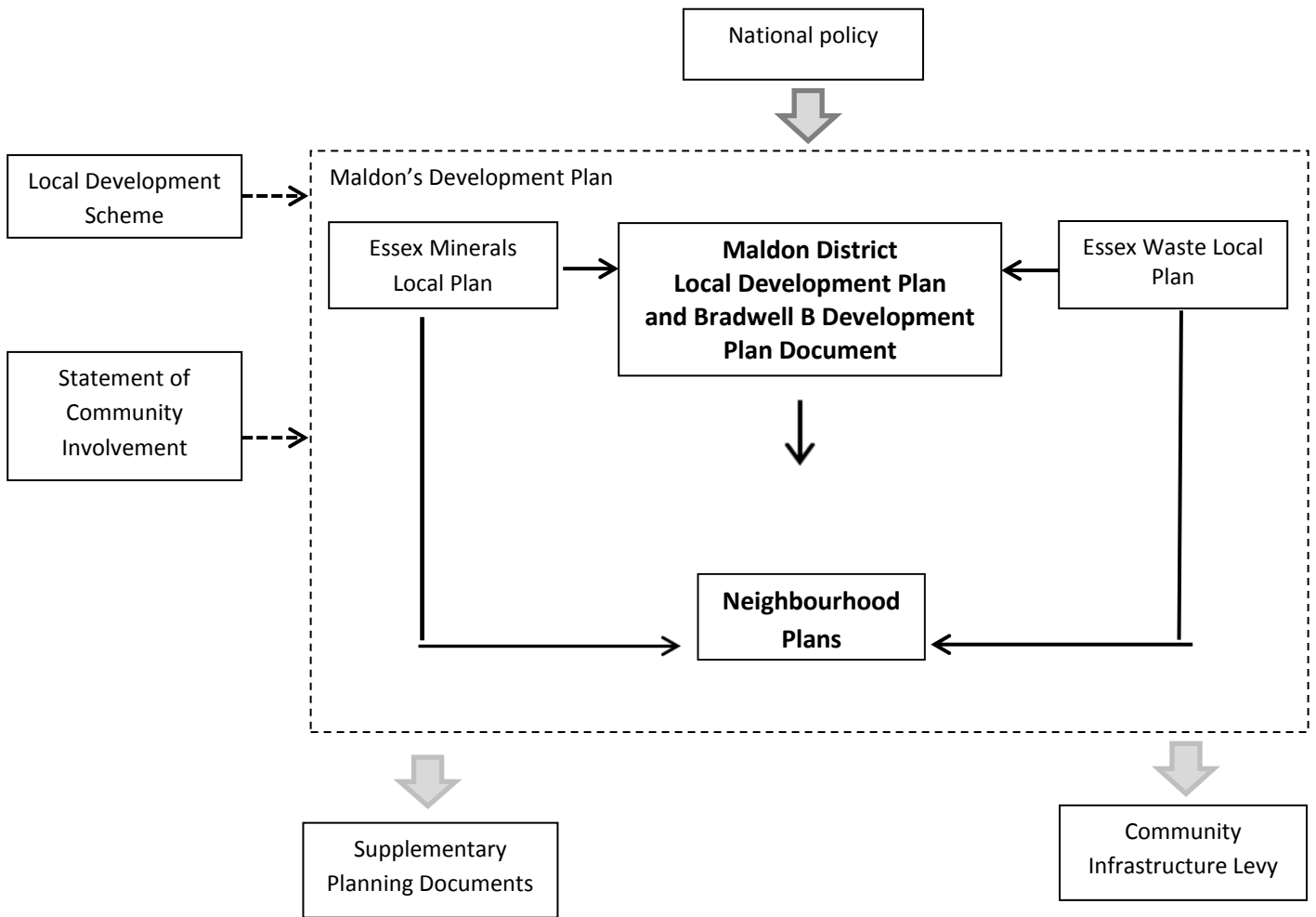
39. In preparing the LDS, the following risks have been identified that may affect or delay the process of delivering the Local Development Plan and the production of other planning policy documents. Contingency measures are suggested accordingly. The list is not exhaustive and does not include unlikely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

Risk	Impact	Contingency	Responsibility
Revisions to national legislation and planning policy guidance – i.e. PPG	<ul style="list-style-type: none"> Out of date LDP and/or evidence base, lack of guidance available 	<ul style="list-style-type: none"> Monitoring of national planning policy revisions Quick turnaround of updates to evidence base Provision of guidance notes and/or SPDs to provide clarification on specific issues 	<p>Strategy, Policy and Communications Manager</p> <p>Senior Specialist Local Plans</p>

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

Table 8: Risks

Appendix 1: Local Development Plan Diagram



Appendix 2: Maldon District Local Development Plan: Policy List

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

Appendix 3: Glossary

Authority Monitoring Report

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

Development Plan Documents (DPDs)

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

Development Management Policies

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

Evidence Base

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

Local Development Plan (LDP)

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

Local Development Scheme

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

National Planning Policy Framework (NPPF)

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

National Planning Practice Guidance (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.

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Title	Date	Officer Preparing
Council Tax Support scheme for 2020-21	November 2019	Sue Green
1. Background		
<p>1.1 Description of proposal / policy / service (Including aims, outcomes and in the case of an existing service how long it has been delivered in its current format)</p> <p>Council Tax Support aims to help people with low incomes to meet their Council Tax obligations, covering payment of Council Tax and Discounting of Council Tax</p> <p>The aim of Council Tax Support is</p> <ul style="list-style-type: none"> • To have a fair and equitable scheme • To maintain support for particularly vulnerable people within the constraints imposed by Government policy <p>The service areas or partner agencies involved are</p> <ul style="list-style-type: none"> • Maldon District Council • Any authority that can levy a charge to contribute to Council tax • Essex authorities who are sharing the scheme • All Essex precepting authorities • Department for Work and Pensions • Department for Communities and Local Government <ul style="list-style-type: none"> • <i>There are proposals to change the current scheme these changes are: To introduce a de minimis value on any change in income and to introduce periodic reviews of Universal Credit claims</i> 		
<p>1.2 Who are the users of the proposal / policy / service (Refer to data held about the users of the service i.e. numbers of users, demographic breakdown. Having this information is important to understand which sectors of the community might be affected. If that is not available refer to the demographic data held on the intranet.)</p> <p>Broadly, this affects those liable for Council Tax within the District and adults on a low income with low savings</p> <p>There are 3246 Council Tax Support Claimants* of which 1545 are working age.</p>		

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

1.3 Have users been consulted with? (Have you carried out consultation with users or stakeholders while drawing up the proposal / policy / service? For example, have you carried out a formal consultation, discussed the issue with a Friends/User Group or consulted with stakeholders? If so, outline the results and how it has informed your plans. It's also important to show whether the target audience was reached during the consultation.)

Yes ,a consultation has been conducted.

1.4 If the analysis is regarding an existing Service, what are users' views of that Service? (Base your view on evidence such as satisfaction surveys, levels of compliments and levels of complaints).

The Revenues and Benefits team is a high performing team that historically has met locally set performance targets. For the current financial year (2019-20) the team is striving to meet those targets, but as a result of high demands on the service, coupled with the impact of organisational change and resource challenges those targets are likely to remain a challenge,

The service is making good progress, and ensures that claims are prioritised to reduce impact on our most vulnerable customers.

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

2. Equality Aims – consider how the proposal / policy / service meets the three Equality Aims listed in the Equality Act.

Aim	How does the proposal / policy / service meet the equality aim?	Action or addition needed in order that the proposal / policy / service meets the aim?
<p>2.1 To eliminate unlawful discrimination, harassment and victimisation</p>	<ul style="list-style-type: none"> Higher Rate Disability benefits will continue to be disregarded thereby protecting those with specific long term conditions who fall within this group. Without such action to protect this group the policy could potentially be discriminatory. There is also an Exceptional Hardship Scheme which can assist customers with specific circumstances. 	<p>None required</p>
<p>2.2 To advance equality of opportunity between people who share a protected characteristic and those who do not</p>	<ul style="list-style-type: none"> Older people are protected in the policy, which follows specific Government Regulations. Parents who receive a child benefit will continue to have this disregarded as part of the CTS calculation, which is consistent with the Council’s duty to safeguard and promote the welfare of children. Higher rate Disability Benefits will continue to be disregarded thereby protecting those with specific long term conditions who fall within this group. In 2014 it was also agreed that Lone Parents receive a disregard of £15 per week from Child Maintenance payments A hardship fund exists to ensure provision for those residents who have exceptional circumstances. 	

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

<p>2.3 To foster good relations between those who share a protected characteristic and those who do not</p>	<ul style="list-style-type: none"> The scheme remains means tested , the scope for discrimination is limited. All working age customers 	
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3. Equality Impacts – examine how the proposal / policy / service impacts on the community. Base the analysis on evidence. Attach additional documents if necessary.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
<p>3.1 Age (What will the impact be on different age groups such as younger or older people?)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Older People (60+) are specifically protected under Government Regulations</p>	
<p>3.1 Age (What will the impact be on different age groups such as younger or older people?)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Due to the protection afforded to those of pensionable age, customers of working age are impacted directly by any changes to the scheme.</p> <p>People over 18 of working age will potentially may be required to pay more.</p>	<p>Parents will continue to have Child Benefit disregarded in the CTS calculation which is consistent with the Council’s duty to safeguard and promote the welfare of children.</p> <p>Reducing the number of changes to entitlement will provide more financial stability</p> <p>The Council will continue to provide information and advice on income maximisation.</p>

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
<p>3.2 Disability (Consider all disabilities such as hearing loss, dyslexia etc as well as access issues for wheelchair users where appropriate)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>People with disabilities who are below pensionable age may need to pay more.</p>	<p>Higher Rate Disability Benefits continue to be disregarded (i.e. Disability Living Allowance) thereby protecting those with specific long term conditions.</p> <p>A hardship fund exists to ensure provision for those residents who have exceptional circumstances.</p>
<p>3.3 Pregnancy and Maternity (Think about pregnancy, new and breastfeeding Mums)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Removal of the family premium (currently an allowance of £17.45 per week) in line with the Government's changes for Housing Benefit will only affect those families who are working age and not claiming "passport" benefits such as Universal Credit and Income Support.</p> <p>New working age residents may see a reduction in support and some households with children will pay more.</p> <p>With regard to limiting the number of dependent children in the CTS calculation, households who have a third or subsequent child after 1 April 2017 may receive less support than claimants who have more children born before that date. This amounts to</p>	

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
				an additional premium of £66.90 per week (for a child of any age). This would bring the scheme in line with the Government's changes for Housing Benefit.	
3.4 Sex (is the service used more by one gender and are the sexes given equal opportunity?)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CTS is means tested and therefore gender is not a factor in the calculation of support.	
3.5 Gender Reassignment (Is there an impact on people who are going through or who have completed Gender Reassignment?)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CTS is means tested and therefore gender is not a factor in the calculation of support	
3.6 Religion or belief (Includes not having a religion or belief)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CTS is means tested and therefore religion is not a factor in the calculation of support	
3.7 Sexual Orientation (What is the impact on heterosexual, lesbian, gay or bisexual people?)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CTS is means tested and therefore this characteristic is not a factor in the calculation of support	
3.8 Race (Includes ethnic or national origins including Gypsies and Travellers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CTS is means tested and therefore this characteristic is not a factor in the calculation of support.	
3.9 Socio-Economic Group (Will people of any particular socio-economic group be particularly affected?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council Tax Support is designed to help people who have restricted incomes. Any additional changes to the proposed scheme will therefore have an impact on those who claim	

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
				support – particularly those of working age.	
<p>4. Is there a Cumulative Impact? (If the same group is the subject of many changes or reductions the overall impact is much greater. Consider what else is happening within Maldon District Council that may have an impact and also what we know is happening elsewhere (such as Essex County Council). See Guidance for further advice.)</p> <p>The requirement to introduce a local Council Tax scheme and to make savings has been introduced via Government policy so each year our scheme must be reviewed and a proposal must be pursued following a public consultation.</p> <p>Whilst the authority may choose to allocate funding to ensure full protection for all customers, to date this has not been considered to be financially sustainable. Furthermore, the results from public consultations would appear to agree that customers claiming support should pay towards their Council Tax.</p>					
<p>5. Outcome</p>					
<p>5.1 Consider all the analysis and evidence above and indicate</p> <p>(1) No change needed <input type="checkbox"/> (2) Adjust <input checked="" type="checkbox"/> (3) Adverse impact but continue <input type="checkbox"/> (4) Stop, remove the proposal / policy / service <input type="checkbox"/></p>					
<p>5.2 Adjustments</p> <p>If option (2) above is selected please detail what adjustments are needed, who is responsible and how that will be reviewed. Also outline how that will be agreed (i.e. Committee, CMT).</p> <p>The adjustments required are administrative and will be dealt with by the revenues and benefits teams</p>					

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
<p>5.3 Decision Making (How will this equality analysis be taken into account during the decision making process? For example will it be included with a report to Committee/CMT? Will it be considered at department level or by a Head of Service? How will community/stakeholders views be taken into account?)</p> <p>The Equality analysis will be included within the decision making process which includes consideration at</p> <ul style="list-style-type: none"> • Strategy and Resources Committee on 26 January 2020 • Full Council on 13 February 2020 					
<p>6.0 Next Steps</p>					
<p>6.1 If there was a lack of evidence or data held on which to base this assessment, how will that gap be addressed for the future?</p> <p>Not applicable</p>					
<p>6.2 Summary of actions highlighted within this analysis (Include how this will be picked up within service/work plans)</p> <p>None</p>					
<p>6.3 Arrangements for future monitoring of equality impact of this proposal / policy / service</p> <p>To be reviewed at least annually, or where relevant changes occur which may have an impact.</p>					
<p>6.4 Approved by (Manager or Head of Service signature and date)</p> <p>Sue Green (Customer, Casework and Community Engagement Manager)</p>					

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Renewal of parks and countryside Mowers
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Service Failure
Project Lead Officer	Matt Wilson
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Purchase of 2 new John Deere 1580 out front deck ride on mowers road legal to cut the verges around the Maldon district
Project Start Date <i>(Month and year)</i>	Oct-20
Project Completion Date <i>(Month and year)</i>	Oct-20
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	No
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	


	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2020/21	41,000				41,000
2021/22					
2022/23					
2024/25					
TOTAL	41,000	0	0	0	41,000

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>To enhance the parks teams equipment and delivery service. The current equipment is no longer fit for purpose and is costing money to maintain the ride on is an 03 plate so has 16 years of service the other ride on mower is an 12 plate so has 7 years of service with the rear link arm needing replacing. The ride ons need to be road legal so as to be able to service road side sites around the Maldon district.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p style="text-align: center;">None</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	
<p>Are there Health & Safety implications? If so, please state</p>	<p style="text-align: center;">No</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p style="text-align: center;">No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p style="text-align: center;">No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p style="text-align: center;">To improve MDCs parks delivery service for 2020</p>

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Renewal of Parks & Countryside Machinery fleet				
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Essential				
Project Lead Officer	Matt Wilson				
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Purchase of a new wood chipper. We require a new wood chipper to reduce costs of clearing green waste from sites across the Maldon district. The chipper can be towed by any individual with a driving licence with no trailer licence required. Jensen A530L chipper or equivalent. To reduce down MDCs green waste costs by being able to chip green waste on site or at the depot that has been created by MDC, Payback and Essex Highways staff. The waste material can then be used on projects.				
Project Start Date <i>(Month and year)</i>	Apr-20				
Project Completion Date <i>(Month and year)</i>	Jun-20				
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>					
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>					
	Capital Expense	Revenue Implications		External Funding	
	£	One-off	On-going	Amount	Source of costs
	£	£	£	£	
2019/20	17,600				
2020/21					
2021/22					
2022/23					
TOTAL	17,600	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <p>1) <i>Strengthening communities to be safe, active and healthy</i></p> <p>2) <i>Protecting and shaping the District</i></p> <p>3) <i>Creating opportunities for economic growth and prosperity</i></p> <p>4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>4) delivering good quality, cost effective & Valued Services. We have used an inhouse chipper for the last year that was purchased second hand. This offered time and costs savings both in labour and waste material transfer with the added benefit of cutting down on the carbon footprint from having to haul green waste to an approved facility when it could be chipped and used on site as mulch</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p style="text-align: center;">None</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p style="text-align: center;">No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>To speed up the process of green waste and reduce costs of haulage and disposal off waste material. Machine does not require tractor/TPO unit to power, plus can be towed on a stanadrd vehicle licence</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p style="text-align: center;">No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p style="text-align: center;">No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>To allow MDC parks team to tender for future works around the district by being able to offer a waste clearance service to clients</p>

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Rigid Inflatable Boat - enforcement of council byelaws River Blackwater
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	<p style="text-align: center;">Essential</p>
Project Lead Officer	<p style="text-align: center;">Nigel Harmer</p>
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>Procure a Rigid Inflatable Boat (RIB) to replace the present workboat for the primary role of enforcement of Council byelaws throughout the River Blackwater. Following the withdrawal of the previous RIB, no byelaw enforcement has taken place on the River & without the RIB no enforcement will take place during peak season in 2020.</p> <p>The overall cost will be off-set against the sale of the existing workboat (£20,000) and the £14,000 receipt from the insurance for the loss of the PWC's. The intention is to procure a nearly new/second hand boat and road trailer, and not a new vessel.. The requirements of a patrol vessel need to include patrolling in respect of environmental legislation, byelaw enforcement and maintenance work in connection with navigation bouys, as well as carrying limited numbers of staff for site visits in respect of planning applications and large coastal related developments and the removal of river users from the environmentally sensitive areas such as salt marsh and nesting areas for birds, which have a detrimental effect, causing increased erosion and disturbance. Replacing the existing workboat with a rigid inflatable boat would enable the enforcement role to be carried out once again, but does not diminish the River Bailiff's ability to carry out maintenance work on navigation buoys throughout the river should the need arise. The helmsman of the RIB will be the river bailiff, other officers may be onboard at times to support enforcement & environmental tasks but will not be in control of the vessel.</p>
Project Start Date <i>(Month and year)</i>	<p style="text-align: center;">Jan-20</p>
Project Completion Date <i>(Month and year)</i>	<p style="text-align: center;">May-20</p>

<p>Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i></p>	<p>Running costs, berthing and maintenance can be found in current annual budget allocation</p>
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	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2020/21	40,000				
2021/22					
2022/23					
2024/25					
TOTAL	40,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <ol style="list-style-type: none"> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services 	<ol style="list-style-type: none"> 1. strengthening communities to be safe, active and healthy 2. Protecting and shaping the District 4. Delivering good quality, cost effective and valued services
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<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>Part of the cost of this project is off-set by the sale of the existing workboat. There is no guaranteed date when this might take place.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>No. The proposed vessel is governed by the same legislation that covers all other vessels used by the Authority.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>The Council, in being granted the byelaws by the Home Office in 2000 agreed to 'effectively advertise and enforce' them. This requirement is currently not being fulfilled.</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>5. Enforcement of Byelaws 18. River Blackwater Stakeholder contact 36. Operational standards for areas of work</p>

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	<p style="text-align: center;">Multi Use Games Area (MUGA) regeneration project. Promenade park, Maldon</p>
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	<p style="text-align: center;">Essential</p>
Project Lead Officer	<p style="text-align: center;">David Burnham</p>
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>Promenade Park currently houses a multi-use games area. The surface area requires a deep cleaning program along with surface patching and sealant works, this is due to the build-up of surface algae, moss and ingrained dirt. The court surface also has areas which require infill. Some areas of fencing are beyond economic repair and require installation of a new fencing. The program of works will ensure all round provision of the facility for community usage and potential for increasing hirer income. Once the work has been completed the facility will be tendered out to external operator with a view to MDC obtaining a yearly rent for the facility.</p> <p>Currently Promenade Park generates £300 pa, but it is estimated that this would increase to £2,000 pa with the improved facility (offering a 'pay back' period of c. 10 years for this project)</p> <p>Without this essential works this games area will close to the public in 2020, with temporary fencing required around the perimeter to stop access.</p> <p>With the improvement works, combined with a basic ongoing maintenance program, the new surfaces would expect to have a minimum life-span of 15 years.</p>
Project Start Date <i>(Month and year)</i>	<p style="text-align: center;">May-20</p>
Project Completion Date <i>(Month and year)</i>	<p style="text-align: center;">Jun-20</p>
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	<p style="text-align: center;">The works would be outsourced as specialist contractors would be required for the removal and new installation works</p>

Picture (Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))



	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2020/21	20,000	0	0	0	0
2021/22					
2022/23					
2024/25					
TOTAL	20,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <ol style="list-style-type: none"> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services 	<p>Strengthening communities to be safe, active and healthy, Creating opportunities for economic growth and prosperity</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>There will be a loss of income (£336) to the Council while these works are being completed. However once the works have been completed the yield return of 10%pa will have a full return within 10 years. The regeneration works will also increase the income generation potential which will see the facility payback vastly quicker than 10 years.</p>

<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>None required</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Current surface condition contributes to an increase in risk and likelihood of more slips, trips and falls.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>this project delivers against the following Corporate Priorities: Increased income through commercialisation Our open spaces maintained for the enjoyment of all Working with communities and partners to support our health and wellbeing priorities</p>

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	<p style="text-align: center;">Multi Use Games Area (MUGA) regeneration project. Riverside Park, Burnham-on-Crouch</p>
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	<p style="text-align: center;">Essential</p>
Project Lead Officer	<p style="text-align: center;">David Burnham</p>
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>Riverside Park currently houses a multi-use games area. The surface area requires a deep cleaning program along with surface patching and sealant works, this is due to the build-up of surface algae, moss and ingrained dirt. The court surface also has areas which require infill. Some areas of fencing are beyond economic repair and require installation of a new fencing. The program of works will ensure all round provision of the facility for community usage and potential for increasing hirer income.</p> <p>Once the work has been completed the facility will be tendered out to external operator with a view to MDC obtaining a yearly rent for the facility.</p> <p>Currently Riverside Park generates no income, but the potential is there with the improvements for community hire/leasing, in conjunction with or solely through immediate locality Sports clubs or commercial operation (i.e. The impending Caravan Lodge development opposite). Estimation is that after an initial development period, the income could be equivalent to that of the Prom Park MUGA.</p> <p>Without these essential works this games area will close to the public in 2020, with temporary fencing required around the perimeter to stop access.</p> <p>With the improvement works, combined with a basic ongoing maintenance program, the new surfaces would expect to have a minimum life-span of 15 years.</p>
Project Start Date <i>(Month and year)</i>	<p style="text-align: center;">Sep-20</p>
Project Completion Date <i>(Month and year)</i>	<p style="text-align: center;">Oct-20</p>

<p>Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i></p>	<p>The works would be outsourced as specialist contractors would be required for the removal and installation works</p>
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<p>Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i></p>	
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	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2020/21	26,000	0	0	0	0
2021/22					
2022/23					
2024/25					
TOTAL	26,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals <i>Corporate goals:</i> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services</p>	<p>Strengthening communities to be safe, active and healthy, Creating opportunities for economic growth and prosperity</p>
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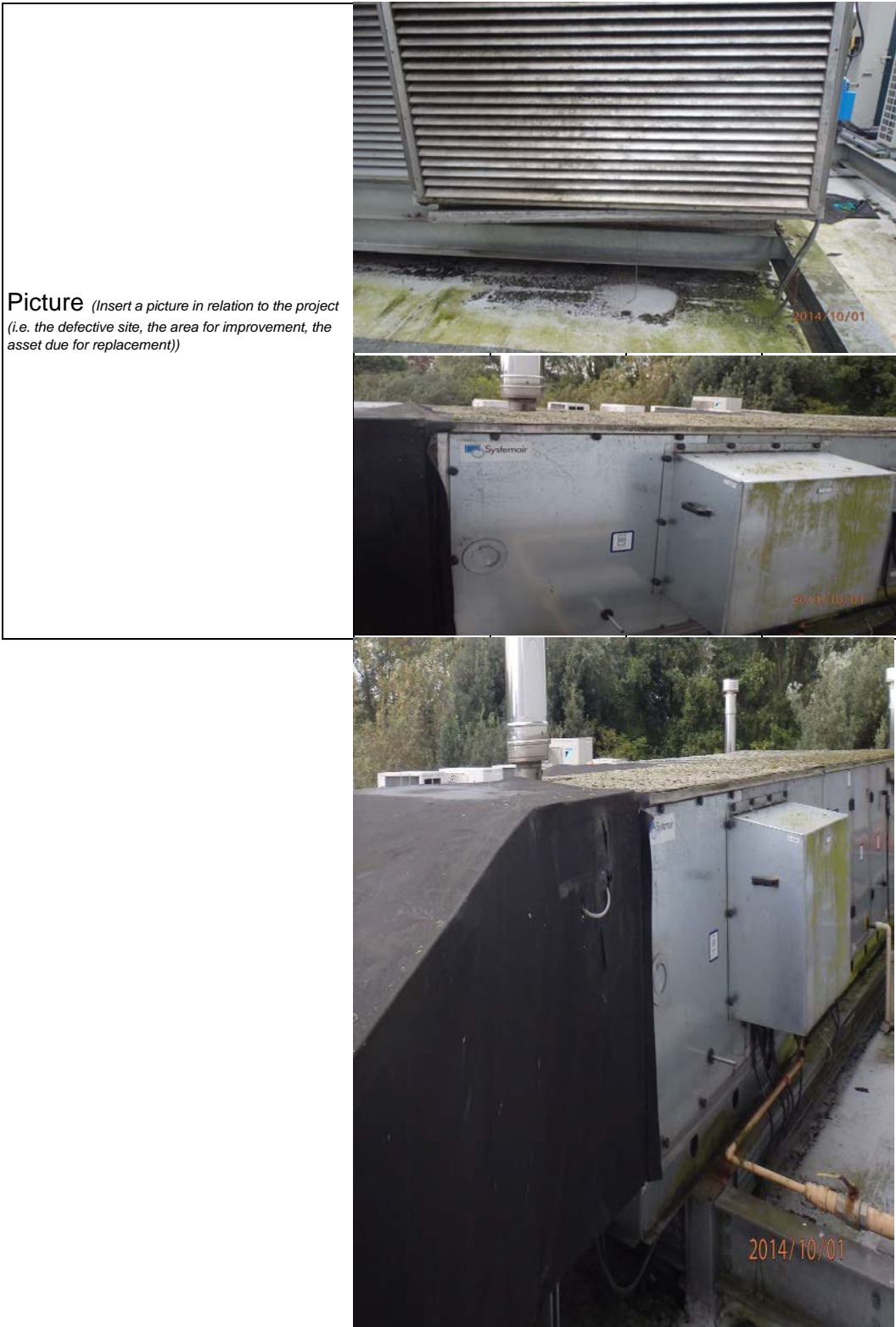
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No risk. The facility currently generates no income. With the planned redevelopment works this facility could become a key income driver for the Council via community hire and usage.</p> <p>The facility would also offer the potential prospect of a guaranteed annual income via outsourcing to an external facility operator.</p>
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<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>None required</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>No</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>this project delivers against the following Corporate Priorities: Increased income through commercialisation Our open spaces maintained for the enjoyment of all Working with communities and partners to support our health and wellbeing priorities</p>

CAPITAL PROJECT SHEET

Please note that this reserve request sheet will be appended to the relevant Committee Report in the January cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Blackwater Leisure Centre
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Essential
Project Lead Officer	Frank Britt
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	<p>Blackwater Leisure Centre was built in the 1990's, with some additions in the early 2000's, to provide leisure activities for the people of Maldon. Part of the design requirements for such facilities is to provide a 'healthy' atmosphere for those using the facilities and to achieve this large Air Handling Units (AHU's) were installed to control the temperature and humidity within the building. The AHU serving the 'dry' side of the leisure centre (changing rooms, corridors, foyer etc) has been maintained over the years but has now reached the end of its life and is now not working and so needs to be replaced.</p>
Project Start Date <i>(Month and year)</i>	Apr-20
Project Completion Date <i>(Month and year)</i>	Oct-20
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	<p>Staff time to draw up the specification, the tender process and to manage the works once let. Contractor costs to carry out the works.</p>



	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2020/21	24,500				
2021/22					
2022/23					
TOTAL	24,500	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i></p> <ol style="list-style-type: none"> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i> 	<p>Maintaining a safe and healthy atmosphere at this leisure facility for both the users of the facility and for the leaseholders staff who manage and run the centre. This will help to ensure that the service that the users receive is of a good quality.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p style="text-align: center;">None</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p style="text-align: center;">None</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Although the Health & Safety implications for the users is minimal as they can come and go from the building at will, the staff who work there are not in that position. Under the Health & Safety at Work etc Act, there is a duty on their employers, and by association the owners of this leased building, to ensure that the atmosphere in which they work is conducive with the works they are undertaking.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p style="text-align: center;">No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p style="text-align: center;">No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p style="text-align: center;">No</p>

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Capital Strategy 2020/21

Introduction

This capital strategy report for 2019 / 20, gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance members' understanding of these sometimes technical areas.

Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

In 2020 / 21, the Council is planning capital expenditure of £691

Governance: Service managers bid annually in September to include projects in the Council's capital programme. Bids are collated by the finance team who calculate the financing cost (which can be nil if the project is fully externally financed). The Corporate Leadership Team (CLT) and the relevant service committees appraise all bids based on a comparison of service priorities against financing costs and makes recommendations to Finance and Corporate Services. The final capital programme is then presented to Council in February each year.

- Full details of the Council's proposed capital programme for 2020 / 21, including the project appraisals undertaken, will be presented to Council for approval in February 2020.

Projects that generate savings or income may be progressed in year subject to a valid Business Case and Committee Approval.

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

	2018 / 19 Actual £000s	2019 / 20 Budget £000s	2020 / 21 Budget £000s	2021 / 22 Budget £000s	2022 / 23 Budget £000s
External sources (Government Grant)	569	539	420	420	420
Own resources (Capital Receipts)	402	1,207	271	22	102
TOTAL	971	1,746	691	442	522

Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as Minimum Revenue Provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP and use of capital receipts are as follows:

Replacement of debt finance in £ 000's

	2018 / 19 actual £000's	2019 / 20 forecast £000's	2020 / 21 budget £000's	2021 / 22 budget £000's	2022 / 23 budget £000's
Own resources	-	-	226	226	226

- The Council's full minimum revenue provision statement is shown at Appendix 3

Estimates of Capital Financing Requirement

	31.3.2019 Actual £000's	31.3.2020 Forecast £000's	31.3.2021 Forecast £000's	31.3.2023 Forecast £000's	31.3.2022 Forecast £000's
General Fund services	780	544	318	92	0
TOTAL CFR	780	544	318	92	0

Asset management: To ensure that capital assets continue to be of long-term use, the Council is developing the 2020 / 21 asset management strategy.

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2021 / 22. Repayments of capital grants, loans and investments also generate capital receipts. The Council may also receive Capital receipts from Right to Buys of Council Houses, however it is not possible to estimate how much may be received in any one year.

Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council is typically cash rich in the short-term as revenue income is received before it is spent

Due to decisions taken in the past, the Council currently has £0m borrowing and £22m treasury investments at an average rate of 1.6%.

Borrowing strategy: The Council is currently debt free, and there is currently no intention to borrow to fund projects included in the Capital Programme. However, if any substantial commercial investment projects are considered in the future then the Council would need to borrow any large amounts of funding that may be required.

Affordable borrowing limit: The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year and to keep it under review. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

Prudential Indicators: Authorised limit and operational boundary for external debt

	2019 / 20 limit £000	2020 / 21 limit £000	2021 / 22 limit £000	2022 / 23 limit £000
Authorised limit - borrowing	16,500	16,500	16,500	16,500
Operational boundary - borrowing	7,000	7,000	7,000	7,000

Investment strategy: Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Council’s policy on treasury investments is to maximise investment return where satisfactory results of due diligence are found and risk mitigated, although security and liquidity are still considerations. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

Treasury management investments (Average)

	31.3.2019 actual £000’s	31.3.2020 forecast £000’s	31.3.2021 budget £000’s	31.3.2022 budget £000’s	31.3.2023 budget £000’s
Near-term investments	8,205	7,000	5,000	5,000	5,000
Longer-term investments	4,939	5,000	5,000	5,000	5,000
TOTAL	13,144	12,500	10,000	10,000	10,000

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Director of Resources and staff, who must act in line with the treasury management strategy approved by Council. Half yearly reports on treasury management activity are presented to Overview & Scrutiny Committee. The audit committee is responsible for scrutinising treasury management decisions.

Investments for Service Purposes

The Council does not make investments to assist local public services.

Commercial Activities

The Council currently do not have any significant commercial activities for investment returns, however with the continuing pressures on external funding, and the implementation of the Future Model, consideration is being given to potential projects, which, when evaluated, will follow the governance for approval outlined on page 1 of this strategy.

Liabilities

The Council is committed to making future payments to cover its pension fund deficit (valued at £25.5 m). It has also set aside £0.75 m to cover risks of Business Rates and Planning appeals.

Governance: Decisions on incurring new discretionary liabilities are taken by managers in consultation with the Director of Resources. The risk of liabilities crystallising and requiring payment is monitored by departments in conjunction with the finance team and are reported to committee/management as appropriate.

Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Prudential Indicator: Proportion of financing costs to net revenue stream

	2018/19 actual	2019 / 20 forecast	2020 / 21 budget	2021 / 22 budget	2022 / 23 budget
Financing costs (£m)	-	-	-	-	-
Proportion of net revenue stream	%	%	%	%	%

- The borrowing referred to in this strategy relates to proposals that are still in planning stages, therefore these haven't been included in the table above due to wider implications of potential new revenue streams that would impact on the revenue stream. This table will be updated once there is more detail on the proposed projects.

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for the duration of any borrowing arrangements. The Director of Resources is satisfied that the proposed capital programme is prudent, affordable and sustainable because for the main General Fund programme, there are existing reserves to fund the expenditure. Projects will only be progressed where they prove to generate savings or an income stream to the Authority, and the Business Case will assess the risks and mitigations of the projects.

Knowledge and Skills

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, when recruited the Director of Resources will need to be a qualified accountant with relevant experience. The Council pays for junior staff to study towards relevant professional accounting qualifications.

Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisors and the Valuation Office as property advisors. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

- The Council's Treasury Management policy on the use of external advisers is available on request from the Council Offices.

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Investment Strategy 2020/21

Introduction

The Council invests its money for two main reasons:-

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**).
- to earn investment income (known as **commercial investments** where this is the main purpose).

Treasury Management Investments

The Council typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and central government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to fluctuate between £12m and £20m during the 2020 / 21 financial year.

Contribution: The contribution that these investments make to the objectives of the Council is to support effective treasury management activities.

Further details: Full details of the Council's policies and its plan for 2020/21 for treasury management investments are covered in a separate document, the treasury management strategy.

Capacity, Skills and Culture

Elected members and statutory officers: The team involved in investment decision making have a number of years experience in treasury management. They attend sessions run by our treasury management advisors in relation to investments and treatment. The Treasury Management advisors are consulted on potential changes to portfolio. Members are also provided with treasury management training, the frequency is dependent on requirements and changes.

Commercial deals: The Finance Manager and Section 151 officers are involved in projects with a financial impact and therefore communicate with those negotiating commercial deals the principles of the prudential framework and regulatory regime.

Corporate governance: The annual strategies are reviewed by the Overview and Scrutiny Committees before presented to the Finance and Corporate Services Committee and the Council for approval.

Investment Indicators

The Authority has set the following quantitative indicators to allow elected members and the public to assess the Authority's total risk exposure as a result of its investment decisions.

Total risk exposure: The first indicator shows the Authority's total exposure to potential investment losses. The Council does not have investments for services purposes. At the current time the Council also does not have any commitments to lend to third parties nor any guarantees issued over third party loans. Therefore, the potential investment risk is limited to the Council's

treasury management investments which comprise call accounts, deposits, Money Market Funds and longer-dated pooled property and multi-asset funds.

Total investment exposure	31.03.2019 Actual £000	31.03.2020 Forecast £000	31.03.2021 Forecast £000
Treasury management investments	13,144	12,500	10,000
TOTAL INVESTMENTS	13,144	12,500	10,000
TOTAL EXPOSURE	13,144	12,500	10,000

How investments are funded: The Council's investments are funded by usable reserves and income received in advance of expenditure.

Rate of return received: This indicator shows the investment income received less the associated costs, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Investments net rate of return	2018/19 Actual	2019/20 Forecast	2020 / 21 Forecast
Treasury management investments	1.6%	2.0%	2.0%
ALL INVESTMENTS	1.6%	2.0%	2.0%

There are not currently any other investment indicators, however as the Council moves towards more commercial service provision, then suitable indicators will be adopted.

Minimum Revenue Provision Statement 2020/21

Annual Minimum Revenue Provision Statement 2020/21

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the Ministry of Housing, Communities and Local Government's *Guidance on Minimum Revenue Provision* (the MHCLG Guidance) most recently issued in 2018.

The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The MHCLG Guidance requires the Authority to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. The following statement is an option recommended in the Guidance

For assets acquired by leases, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.

Based on the Authority's latest estimate of its capital financing requirement (CFR) on 31st March 2020, the budget for MRP has been set as follows:

Replacement of debt finance in £ 000's

	2018 / 19 actual £000's	2019 / 20 forecast £000's	2020 / 21 budget £000's	2021 / 22 budget £000's	2022 / 23 budget £000's
Own resources	-	-	226	226	226

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Treasury Management Strategy Statement 2020/21

Introduction

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Council's prudent financial management.

Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.

Investments held are considered in the Investment Strategy.

External Context

Economic background: The UK's progress negotiating its exit from the European Union, together with its future trading arrangements, will continue to be a major influence on the Council's treasury management strategy for 2020/21. The General Election has removed some uncertainty and the Withdrawal Agreement Bill is now expected to pass through Parliament in January. However, uncertainties around the UK's future trading relationship with the EU remain as these have to be concluded in an ambitious transition period timeframe by December 2020.

GDP growth rose by 0.4% in the third quarter of 2019 from -0.2% in the previous three months with the annual rate falling further below its trend rate to 1.1% from 1.2%. Services, construction and production added positively to growth, by 0.5%, 1.2% and 0.1% respectively, while agriculture recorded a fall of 0.1%. Looking ahead, the Bank of England's Monetary Policy Report (formerly the Quarterly Inflation Report) forecasts economic growth to pick up during 2020 as Brexit-related uncertainties dissipate and provide a boost to business investment helping GDP reach 1.6% in Q4 2020, 1.8% in Q4 2021 and 2.1% in Q4 2022.

The headline rate of UK Consumer Price Inflation remained the same in November 2019 at 1.5% year-on-year, the same as October 2019, however continuing to fall from highs of 2.1% in July and April 2019 as accommodation services and transport continued to contribute to a level of inflation below the BOE target of 2%. Labour market data continues to be positive. The ILO unemployment rate continues to hold at historic lows at 3.8%, its lowest level since 1975. The 3-month average annual growth rate for pay excluding bonuses rose to 3.5% in October 2019 providing some evidence that a shortage of labour is supporting wages. However, adjusting for inflation this means real wages increased by 1.8% in the three months to October 2019 and is only likely to have a moderate impact on household spending.

Domestic inflationary pressures have abated, as domestic gas and electricity price freezes have taken effect until 2020. The price of oil has fallen through the year, despite a rise in prices in December 2019. The limited inflationary pressure from real wages will likely keep inflation below the Bank of England target of 2%. The Bank of England maintained Bank Rate to 0.75% in December following a 7-2 vote by the Monetary Policy Committee. Despite keeping rates on hold, MPC members did confirm that if Brexit uncertainty drags on or global growth fails to recover, they are prepared to cut interest rates as required. Moreover, the downward revisions to some of the growth projections in the Monetary Policy Report suggest the Committee may now be less convinced of the need to increase rates even if there is a Brexit deal.

The US economy has continued to perform relatively well compared to other developed nations; however, the Federal Reserve has started to unwind its monetary tightening through 2019. The Federal Reserve has cut rates three times to 1.5% - 1.75%, to stimulate growth as GDP growth has started to fall (to 2.1%).

The fallout from the US-China trade war continues which, risks contributing to a slowdown in global economic activity in 2020. Recent suggestions have been an initial compromise and potential unwinding of tariffs; however, this can change quickly. Slow growth in Europe, combined with changes in leadership at the ECB and IMF has led to a change of stance from monetary tightening to monetary loosening. Quantitative easing has continued and been extended.

Credit outlook: The recent Bank of England stress tests assessed all seven UK banking groups. The tests scenarios include deep simultaneous recessions in the UK and global economies that are more severe overall than the global financial crisis, combined with large falls in asset prices and a separate stress of misconduct costs. All seven banks passed the test on both a CET1 ratio and a leverage ratio basis. Major banks have steadily increased their capital for many years now. However, there are a number of shortcomings in the Bank's approach; timeliness as the results are over 11 months out of date when they are published, being based on end-2018 balance sheets; ringfencing, as the tests ignore the restrictions on transferring capital between ringfenced "retail" banks and non-ringfenced "investment" banks within the larger groups and; coverage - the tests should be expanded to cover a wider range of UK banks and building societies.

The Bank of England will seek to address some of these issues in 2020, when Virgin Money/Clydesdale will be added to the testing group and separate tests will be included of ringfenced banks.

Challenger banks hit the news headlines in 2019 with Metro Bank and TSB Bank both suffering adverse publicity and falling customer numbers.

Looking forward, the potential for a no UK-EU trade deal being agreed and ratified and/or a global recession remain the major risks facing banks and building societies in 2020/21 and a cautious approach to bank deposits remains advisable.

Interest rate forecast: The global economy continues to slow on the back of ongoing geopolitical issues, primarily the trade policy stance of the US and its spat with China. However, it has been reported that Phase I of a trade deal between the two countries will be signed on 15th January 2020.

The UK economy continues to slow due to both post-Brexit uncertainty and the downturn in global activity. In response, global and UK interest rate expectations have eased. Central bank actions and geopolitical risks will continue to produce significant volatility in financial markets over the period, including bond markets.

Parliament passed Prime Minister Boris Johnson's Withdrawal Agreement Bill and the UK will now exit the EU on 31st January 2020. The bill also rules out an extension to the transition period for agreeing a trade deal which means a no-deal Brexit cannot be entirely ruled out for 2020.

Our treasury advisor Arlingclose expects Bank Rate to remain at 0.75% for the foreseeable future but there remain substantial risks to this forecast, dependant on Brexit/trade deal outcomes as well as the evolution of the global economy. Arlingclose also expects gilt yields to remain at low levels for the foreseeable future and judges the risks to be weighted to the downside.

A more detailed economic and interest rate forecast provided by Arlingclose is attached at Appendix A.

For the purpose of setting the budget, it has been assumed that new investments will be made at an average rate of 2.05%. Any new borrowing will be built into the budget at the relevant rate. For the purpose of project costing, the PWLB certainty rate for the borrowing term will be used.

Local Context

On 31 December 2019, the Council had zero borrowing and £21m of investments. This is set out in further detail at **Appendix B**. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance sheet summary and forecast

	31.3.19 Actual £000	31.3.20 Estimate £000	31.3.21 Forecast £000	31.3.22 Forecast £000	31.3.23 Forecast £000
General Fund CFR	780	544	318	92	0
Usable reserves	-10,418	9,765	-7292	-7021	-6,999
Working capital	-2,300	-2,300	-2,300	-2,300	-2,300
Investments	13,100	12,500	8,895	8,351	8,310

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing

The Council is currently debt free, however its capital expenditure plans imply a need to borrow over the forecast period. Investments are forecast to fall to £8.3m by 31 March 2023 as capital receipts are used to finance capital expenditure and reserves are used to finance the revenue budget. This will need to be maintained at £10m, and therefore as the Capital Financing Requirement reflects a need to borrow, the Council will need to start looking to take out borrowing.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Council expects to comply with this recommendation during 2020/21.

Liability benchmark: To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as table 1 above, but that cash and investment balances are kept to a minimum level of £10m at each year-end to maintain sufficient liquidity but minimise credit risk.

Table 2: Liability benchmark

	31.3.19 Actual £000	31.3.20 Forecast £000	31.3.21 Forecast £000	31.3.22 Forecast £m	31.3.23 Forecast £m
CFR	780	544	317	92	0
Less: Usable reserves	-10,418	-9,765	-7,292	-7,021	-6,999
Less: Working capital	-2,300	-2,300	-2,300	-2,300	-2,300
Plus: Minimum investments	10,000	10,000	10,000	10,000	10,000
Liability Benchmark	-1,938	-1,521	725	701	803

Borrowing Strategy

The Council is currently debt free and its capital expenditure plans indicate a very small requirement to borrow and the Council will fulfil this requirement from short dated borrowing. Short-term interest rates are currently much lower than long-term rates, so this is likely to be more cost effective.

In addition, the Council may borrow short-term loans to cover unplanned cash flow shortages.

Sources of borrowing: The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board (PWLB) and any successor body
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK

- any other UK public sector body
- UK public and private sector pension funds (except Local Government Pension Fund)
- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local Council bond issues

Other sources of debt finance: In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- leasing
- hire purchase
- Private Finance Initiative
- sale and leaseback

Municipal Bonds Agency: UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a joint and several guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to full Council.

Short-term and variable rate loans: These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below.

Investment Strategy

The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council's investment balance has ranged between £11.5m and £22 million. Levels are expected to decrease in the forthcoming year as reserves are used to fund capital and revenue expenditure.

Objectives: The CIPFA Code requires the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

Negative interest rates: If the UK enters into a recession in 2020/21, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

Strategy: Given the increasing risk and very low returns from short-term unsecured bank investments, the Council will look to further diversify into more secure and/or higher yielding asset classes during 2020/21. This is especially the case for the funds available for longer-term investment. The majority of the Council's surplus cash remains invested in short-term unsecured bank deposits, certificates of deposit and money market funds. This diversification will represent a continuation of the new strategy adopted in 2017.

Business models: Under the new IFRS 9 standard, the accounting for certain investments depends on the Council's "business model" for managing them. The Council aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

Approved counterparties: The Council may invest its surplus funds with any of the counterparty types in table 3 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 3: Approved investment counterparties and limits

Credit rating	Banks unsecured	Banks secured	Government	Corporates	Registered Providers
UK Central Govt.	n/a	n/a	£ Unlimited 50 years	n/a	n/a
UK Local Govt. Authorities	n/a	n/a	£2m 1 year	n/a	n/a
AAA	£2m 5 years	£2m 20 years	£2m 50 years	£1m 20 years	£1m 20 years
AA+	£2m 5 years	£2m 10 years	£2m 25 years	£1m 10 years	£1m 10 years
AA	£2m 4 years	£2m 5 years	£2m 15 years	£1m 5 years	£1m 10 years
AA-	£2m 3 years	£2m 4 years	£2m 10 years	£1m 4 years	£1m 10 years
A+	£2m 2 years	£2m 3 years	£1m 5 years	£1m 3 years	£1m 5 years
A	£2m 13 months	£2m 2 years	£1m 5 years	£1m 2 years	£1m 5 years
A-	£2m 6 months	£2m 13 months	£1m 5 years	£1m 13 months	£1m 5 years
None	£1m 6 months	n/a	£1m 25 years	£2m 5 years	£1m 5 years
Money Market and other pooled funds		£5m per fund			

This table must be read in conjunction with the notes below

Credit rating: Investment limits are set by reference to the lowest published long-term credit rating from a selection of external rating agencies. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Banks unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Banks secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk.

Investments with the UK central government may be made in unlimited amounts for up to 50 years and with UK Local Government Authorities in unlimited amounts for up to 1 year.

Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made following suitable due diligence by the Council's Section 151 officer.

Registered providers: Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing and registered social landlords, formerly known as housing associations. These bodies are tightly regulated by the Regulator of Social Housing. As providers of public services, they retain the likelihood of receiving government support if needed.

Pooled funds: Shares or units in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.

Real estate investment trusts: Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties. The Council currently have no such investments.

Operational bank accounts: The Council may incur operational exposures, for example though current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £2m per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity.

Risk assessment and credit ratings: Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost, will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then no investments will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other information on the security of investments: The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Council's treasury management adviser.

No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Investment limits: The Council's revenue reserves available to cover investment losses were forecast to be £2.7 million on 31st March 2019. In order that available reserves will not significantly be put at risk in the case of a single default, the maximum that will be lent to any one organisation including UK Local Government Authorities (other than the UK Government) will be £2 million. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Investment limits

	Cash limit
Any single organisation, except the UK Central Government	£2m each
UK Central Government	unlimited
UK Local Government Authorities	£2m per Authority
Any group of organisations under the same ownership	£2m per group
Any group of pooled funds under the same management	£5m per manager
Negotiable instruments held in a broker's nominee account	£10m per broker
Registered providers and registered social landlords	£2m in total
Unsecured investments with building societies	£5m in total
Loans to unrated corporates	£2m in total
Money market funds	£12m in total

Liquidity management: The Council uses in house cash flow forecasting methods to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium-term financial plan and cash flow forecast.

Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators.

Security: The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio.

This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

Credit risk indicator	Target
Portfolio average credit score	6

Liquidity: The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month period, without additional borrowing.

Liquidity risk indicator	Target £000
Total cash available within 3 months	£5,000

Interest rate exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interest rates will be:

Interest rate risk indicator	Limit
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£62,000
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	-£45,000

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at current rates.

Maturity structure of borrowing: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

Refinancing rate risk indicator	Upper limit	Lower limit
Under 12 months	100%	0%
12 months and within 24 months	100%	0%
24 months and within 5 years	100%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%

As the Council does not have any external debt, the broad limits, above, have been set to allow any borrowing to be undertaken in the appropriate maturity band.

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal sums invested for periods longer than a year: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Price risk indicator	2019/20 £000	2020/21 £000	2021/22 £000
Limit on principal invested beyond year end	£8,000	£7,500	£7,500

Related Matters

The CIPFA Code requires the Council to include the following in its treasury management strategy.

Financial Derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

Markets in Financial Instruments Directive: The Council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Council's treasury management activities, the Section 151 Officer considers this to be the most appropriate status.

Financial Implications

The budget for investment income in 2020/21 is £282,000, based on an average investment portfolio of £15 million at an average interest rate of 2%. The budget for debt interest paid in 2020/21 is currently zero as there is not a confirmed timeline for any borrowing requirement. If actual levels of investments and borrowing, or actual interest rates, differ from those forecast, performance against budget will be correspondingly different.

Other Options Considered

The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Section 151 Officer, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain

Appendix A - Arlingclose Economic & Interest Rate Forecast January 2020

Underlying assumptions:

- The global economy has entered a period of weaker growth in response to political issues. The UK economy continues to experience slower growth due to both Brexit uncertainty and the downturn in global activity. In response, global and UK interest rate expectations are low.
- Some improvement in global economic data and a more positive outlook for US/China trade negotiations has prompted worst case economic scenarios to be pared back.
- The new Conservative UK government will progress with achieving Brexit on 31st January 2020. The more stable political environment will prompt a partial return in business and household confidence in the short term, **but the subsequent limited Brexit transitional period, which the government is seeking to enforce, will create additional economic uncertainty.**
- UK economic growth stalled in Q4 2019. Inflation is running below target at 1.5%. The inflationary consequences of the relatively tight labour market have yet to manifest, while slower global growth should reduce the prospect of externally driven pressure, although escalating geopolitical turmoil could continue to push up oil prices.
- The first few months of 2020 will indicate whether the economy benefits from restored confidence. The government will undertake substantial fiscal easing in 2020/21, which should help support growth in the event of a downturn in private sector activity.
- The weak outlook for the UK economy and current low inflation have placed **pressure on the MPC to loosen monetary policy.** Two MPC members voted for an immediate cut in the last two MPC meetings of 2019. The evolution of the economic data and political moves over the next few months will inform policy, but **upside risks to Bank Rate are very limited.**
- Central bank actions and escalating geopolitical risks will produce volatility in financial markets, including bond markets.

Forecast:

- We have maintained our Bank Rate forecast at 0.75% for the foreseeable future. Substantial risks to this forecast remain, arising primarily from the government's policy around Brexit and the transitional period.
- Arlingclose judges that the risks are weighted to the downside.
- Gilt yields remain low due to the soft UK and global economic outlooks. US monetary policy and UK government spending will be key influences alongside UK monetary policy.
- We expect gilt yields to remain at relatively low levels for the foreseeable future and judge the risks to be broadly balanced.

APPENDIX 7

	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Official Bank Rate													
Upside risk	0.00	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Arlingclose Central Case	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Downside risk	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
3-month money market rate													
Upside risk	0.10	0.10	0.25	0.25	0.25	0.25	0.25	0.25	0.30	0.30	0.30	0.30	0.30
Arlingclose Central Case	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Downside risk	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
1yr money market rate													
Upside risk	0.10	0.20	0.20	0.20	0.20	0.20	0.20	0.25	0.30	0.30	0.30	0.30	0.30
Arlingclose Central Case	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
Downside risk	0.30	0.50	0.55	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65
5yr gilt yield													
Upside risk	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.45	0.45	0.45
Arlingclose Central Case	0.50	0.50	0.55	0.55	0.55	0.60	0.60	0.65	0.65	0.70	0.75	0.75	0.75
Downside risk	0.35	0.50	0.55	0.55	0.55	0.60	0.60	0.65	0.65	0.70	0.75	0.75	0.75
10yr gilt yield													
Upside risk	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.40	0.45	0.45
Arlingclose Central Case	0.75	0.80	0.80	0.85	0.85	0.90	0.90	0.95	0.95	1.00	1.05	1.10	1.10
Downside risk	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.50	0.50	0.50	0.50	0.50
20yr gilt yield													
Upside risk	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.40	0.45	0.45
Arlingclose Central Case	1.20	1.25	1.25	1.25	1.30	1.30	1.30	1.35	1.35	1.35	1.40	1.40	1.40
Downside risk	0.40	0.40	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.50	0.50
50yr gilt yield													
Upside risk	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.40	0.45	0.45
Arlingclose Central Case	1.20	1.25	1.25	1.25	1.30	1.30	1.30	1.35	1.35	1.35	1.40	1.40	1.40
Downside risk	0.40	0.40	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.50	0.50

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 1.80%

PWLB Local Infrastructure Rate (Maturity Loans) = Gilt yield + 0.60%

Appendix B - Existing Investment & Debt Portfolio Position

	31 Dec 2019 Actual Portfolio £m	31 Dec 2019 Average Rate %
Total external borrowing	0	
Total gross external debt	0	
Treasury investments:		
Banks	4	0.8
Building societies (unsecured)	2	0.73
Certificates of Deposit	3	0.76
Money Market Funds	7	0.73
Property Fund	3	4.3
Other pooled funds	2	4.31
Total treasury investments	21	

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PLANNING & ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
ENVIRONMENTAL HEALTH					
GAMBLING ACT 2005					
Annual Fee					
Adult Gaming Centre	No	884.00	-	884.00	867.00
Betting premises (other)	No	530.00	-	530.00	520.00
Betting Premises (track)	No	884.00	-	884.00	867.00
Bingo premises	No	884.00	-	884.00	867.00
Casino premises (converted)	No	2,652.00	-	2,652.00	2,600.00
Casino premises (large)	No	8,840.00	-	8,840.00	8,667.00
Casino premises (regional)	No	13,260.00	-	13,260.00	13,000.00
Casino premises (small)	No	4,420.00	-	4,420.00	4,333.00
Family entertainment centre	No	666.00	-	666.00	653.00
Application Fees for Premises and Application for Provisional Statements					
Adult gaming centre	No	1,768.00	-	1,768.00	1,733.00
Betting premises (other)	No	2,652.00	-	2,652.00	2,600.00
Betting premises (track)	No	2,210.00	-	2,210.00	2,167.00
Bingo premises	No	3,094.00	-	3,094.00	3,033.00
Casino premises (large)	No	8,840.00	-	8,840.00	8,667.00
Casino premises (regional)	No	13,260.00	-	13,260.00	13,000.00
Casino premises (small)	No	7,072.00	-	7,072.00	6,933.00
Family entertainment centre	No	1,768.00	-	1,768.00	1,733.00
Application Fee for Premises with Provisional Statement					
Adult gaming centre	No	1,061.00	-	1,061.00	1,040.00
Betting premises (other)	No	1,061.00	-	1,061.00	1,040.00
Betting premises (track)	No	844.00	-	844.00	827.00
Bingo premises	No	1,061.00	-	1,061.00	1,040.00
Casino premises (large)	No	4,420.00	-	4,420.00	4,333.00
Casino premises (regional)	No	7,072.00	-	7,072.00	6,933.00
Casino premises (small)	No	2,652.00	-	2,652.00	2,600.00
Family entertainment centre	No	844.00	-	844.00	827.00
Transfer / Reinstatement of Licence					
Adult gaming centre	No	1,061.00	-	1,061.00	1,040.00
Betting premises (other)	No	1,061.00	-	1,061.00	1,040.00
Betting premises (track)	No	844.00	-	844.00	827.00
Bingo premises	No	1,061.00	-	1,061.00	1,040.00
Casino premises (converted)	No	1,194.00	-	1,194.00	1,171.00
Casino premises (large)	No	1,904.00	-	1,904.00	1,867.00
Casino premises (regional)	No	5,746.00	-	5,746.00	5,633.00
Casino premises (small)	No	1,591.00	-	1,591.00	1,560.00
Family entertainment centre	No	844.00	-	844.00	827.00
Variation Fee					
Adult gaming centre	No	884.00	-	884.00	867.00
Betting premises (other)	No	1,326.00	-	1,326.00	1,300.00
Betting premises (track)	No	1,109.00	-	1,109.00	1,087.00
Bingo premises	No	1,547.00	-	1,547.00	1,517.00
Casino premises (converted)	No	1,768.00	-	1,768.00	1,733.00
Casino premises (large)	No	6,630.00	-	6,630.00	6,500.00
Casino premises (regional)	No	6,630.00	-	6,630.00	6,500.00
Casino premises (small)	No	3,536.00	-	3,536.00	3,467.00
Family entertainment centre	No	884.00	-	884.00	867.00
LICENSING					
Animal Licensing					
Animal boarding establishments	No	276.00	-	276.00	271.00
Animal home boarding - new application	No	276.00	-	276.00	271.00
renewal	No	276.00	-	276.00	271.00
Dangerous wild animal	No	376.00	-	376.00	369.00
Dog breeding establishments	No	276.00	-	276.00	271.00
Pet shop	No	276.00	-	276.00	271.00
Riding establishments	No	376.00	-	376.00	369.00
Zoo licence (individually determined fees)	No			Recovery of costs	
Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee					

APPENDIX 8

PLANNING & ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
Hackney Carriage Licences					
Driver licence (Hackney or Dual) - 3 yrs duration	No	216.00	-	216.00	212.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No	235.00	-	235.00	230.00
Licence fee reduced for wheelchair accessible vehicles 25%					
Local Government Miscellaneous Provisions Act 1982					
Sex establishment licence: application	No	2,616.00	-	2,616.00	2,565.00
renewal	No	523.00	-	523.00	513.00
variation	No	209.00	-	209.00	205.00
Private Hire Licences					
Driver licence (PH or Dual) - 3 yrs duration	No	216.00	-	216.00	212.00
Private hire operators licence (1 car) - 5yrs duration	No	216.00	-	216.00	212.00
Vehicle licence (excludes vehicles test) - 1 yr duration *	No	235.00	-	235.00	230.00
* Licence fee reduced for wheelchair accessible vehicles 25%					
Application to transfer a site licence					
	No	321.00	-	321.00	315.00
Deposit of Site Rules	No	59.00	-	59.00	58.00
Annual Fee					
Band 1 (1-8 Pitches)	No	0.00	-	0.00	-
Band 2 (9-24 Pitches)	No	272.00	-	272.00	267.00
Band 3 (25-99 Pitches)	No	460.00	-	460.00	451.00
Band 4 (100-199 Pitches)	No	722.00	-	722.00	708.00
Band 5 (more than 200 Pitches)	No	929.00	-	929.00	911.00
Band 1 (1-8 Pitches)	No	608.00	-	608.00	596.00
Band 2 (9-24 Pitches)	No	697.00	-	697.00	683.00
Band 3 (25-99 Pitches)	No	965.00	-	965.00	946.00
Band 4 (100-199 Pitches)	No	1,163.00	-	1,163.00	1,140.00
Band 5 (more than 200 Pitches)	No	1,405.00	-	1,405.00	1,377.00
Application to amend a site Licence fee					
Band 1 (1-8 Pitches)	No	356.00	-	356.00	349.00
Band 2 (9-24 Pitches)	No	366.00	-	366.00	359.00
Band 3 (25-99 Pitches)	No	380.00	-	380.00	373.00
Band 4 (100-199 Pitches)	No	387.00	-	387.00	379.00
Band 5 (more than 200 Pitches)	No	410.00	-	410.00	402.00
SCRAP METAL DEALERS LICENCES					
Scrap metal dealers collectors licence (3yrs duration)	No	194.00	-	194.00	190.00
Scrap metal dealers collectors licence renewal (3yrs duration)	No	146.00	-	146.00	143.00
Scrap metal dealers site licence (3yrs duration)	No	321.00	-	321.00	315.00
Scrap metal dealers site licence renewal (3yrs duration)	No	263.00	-	263.00	258.00
Scrap metal dealers variation of a licence	No	53.00	-	53.00	52.00
ENVIRONMENTAL WASTE					
PEST CONTROL - COMMERCIAL					
Insects and rodents per hour (excluding materials)	Yes	102.50	20.50	123.00	121.00
Rodent contract work	By ne	By negotiation - minimum charge £100			
Treatment for squirrels	Yes	102.50	20.50	123.00	121.00
Treatment for moles	Yes	102.50	20.50	123.00	121.00

APPENDIX 8

PLANNING & ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
PEST CONTROL - DOMESTIC					
Call out charge	Yes	59.17	11.83	71.00	70.00
Ants (each property)	Yes	83.33	16.67	100.00	99.00
Bedbug infestation: 1-3 bed property	Yes	87.50	17.50	105.00	103.00
4-5 bed property	Yes	92.50	18.50	111.00	109.00
> 5 bed property		By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge					
Bees	Yes	59.17	11.83	71.00	70.00
Brown-tailed moth		Based on hourly rate			
Fleas infestation: 1-3 bed property	Yes	87.50	17.50	105.00	103.00
4-5 bed property	Yes	92.50	18.50	111.00	109.00
> 5 bed property		By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge					
Lice and cockroaches	Yes	59.17	11.83	71.00	70.00
Mice	Yes	59.17	11.83	71.00	70.00
Rats	Yes	59.17	11.83	71.00	70.00
Wasps nests	Yes	59.17	11.83	71.00	70.00
additional nest (treated at same time as first)	Yes	28.33	5.67	34.00	33.00
RECYCLING					
Green bins: standard annual fee	No	46.00	-	46.00	46.00
direct debit payers and internet payers annual fee	No		-	<i>Deleted</i>	41.00
(standard fee: half year pro rata for new customers) (New Charge)	No	23.00	-	23.00	
Purchase of Green Bin including Delivery	no	25.00	-	25.00	23.00
REFUSE COLLECTION					
Household Bulky Waste - 1 to 3 items	No	35.00	-	35.00	30.00
Household Bulky Waste - 4 to 6 items	No	70.00	-	70.00	60.00
Household Bulky Waste - 7 to 9 items	No	105.00	-	105.00	90.00
Household Bulky Waste - 10 to 12 items (maximum)	No	140.00	-	140.00	120.00
Residential Homes Roadside Collection					
1100ltr bin or equivalent - annual charge	No		-	<i>Deleted</i>	1,100.00
NEW PROPERTIES (6 or more properties)					
Cost per refuse / recycling container to developers including delivery	Yes	60.00	12.00	72.00	60.00

APPENDIX 8

SERVICE DELIVERY

	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
CEMETERIES					
Search in burial register	Yes	25.83	5.17	31.00	31.00
Use of chapel	No	135.00	-	135.00	133.00
Plot choosing: non-resident	no	108.00	-	108.00	106.00
resident	no	54.00	-	54.00	53.00
Collection of ashes	yes	35.83	7.17	43.00	42.00
					-
Bronze Memorial Plaques					
Bench plaque: 8" x 2.5"	No	178.00	-	178.00	175.00
Plaque on plinth: 6" x 4"	Yes	345.00	69.00	414.00	406.00
6" x 4"	No	153.00	-	153.00	150.00
7" x 5"	No	172.00	-	172.00	168.00
					-
Charges for Right to Place Monument					
Under 16 years	No		Free		-
Additional inscription	No	83.00	-	83.00	81.00
Full kerb set	No	223.00	-	223.00	218.00
Full kerb set & headstone up to 1m	No	326.00	-	326.00	320.00
Headstone up to 1m	No	142.00	-	142.00	139.00
Other memorials (<i>cremated remains memorials</i>)	No	110.00	-	110.00	108.00
					-
Exclusive Right of Burial - Non Resident					
All ages: 5 years	No	245.00	-	245.00	240.00
10 years	No	433.00	-	433.00	424.00
15 years	No	607.00	-	607.00	595.00
30 years	No	1,099.00	-	1,099.00	1,078.00
Ashes: 30 years	No	362.00	-	362.00	355.00
99 years	No	559.00	-	559.00	548.00
Ashes - woodland glades: 30 years	No	399.00	-	399.00	391.00
99 years	No	663.00	-	663.00	650.00
Traditional: 99 years	No	1,691.00	-	1,691.00	1,658.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	36.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	1,326.00	-	1,326.00	1,300.00
99 years	No	1,969.00	-	1,969.00	1,931.00
					-
Exclusive Right of Burial - Resident					
All ages: 5 years	No	122.00	-	122.00	120.00
10 years	No	215.00	-	215.00	210.00
15 years	No	302.00	-	302.00	296.00
30 years	No	550.00	-	550.00	539.00
Ashes: 30 years	No	181.00	-	181.00	178.00
99 years	No	280.00	-	280.00	275.00
Ashes - woodland glades: 30 years	No	199.00	-	199.00	195.00
99 years	No	331.00	-	331.00	324.00
Traditional: 99 years	No	846.00	-	846.00	829.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	36.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	662.00	-	662.00	649.00
99 years	No	1,617.00	-	1,617.00	1,585.00
					-
Grave Digging					
Under 16 years	No		Free		-
16 years and over - single depth	No	487.00	-	487.00	478.00
16 years and over - single depth Saturday	No	553.00	-	553.00	542.00
16 years and over - double depth	No	519.00	-	519.00	509.00
16 years and over - double depth Saturday	No	584.00	-	584.00	573.00
Ashes - single depth	No	95.00	-	95.00	93.00
Ashes - single depth Saturday	No	101.00	-	101.00	99.00
Ashes - double depth	No	101.00	-	101.00	99.00
Ashes - double depth Saturday	No	106.00	-	106.00	104.00
					-

SERVICE DELIVERY	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
Interment - Non Resident					-
Under 16 years	No	Free			-
16 years and over	No	1,027.00	-	1,027.00	1,006.00
Ashes	No	314.00	-	314.00	308.00
Ashes - woodland glades	No	383.00	-	383.00	376.00
Burial plot adjacent to path or end of row	No	467.00	-	467.00	457.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	162.00	-	162.00	159.00
Saturday 10.00 - noon only	No	621.00	-	621.00	608.00
					-
Interment - Resident					-
Under 16 years	No	Free			-
16 years and over	No	514.00	-	514.00	504.00
Ashes	No	158.00	-	158.00	155.00
Ashes - woodland glades	No	193.00	-	193.00	189.00
Burial plot adjacent to path or end of row	No	233.00	-	233.00	228.00
Saturday 10.00 - noon only	No	310.00	-	310.00	304.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	83.00	-	83.00	81.00
					-
Memorialisation Scheme					-
Memorial climber / shrub	No	Deleted			-
Memorial garden seat: Traditional	No	1,200.00	-	1,200.00	1,100.00
Rustic	No	950.00	-	950.00	900.00
Memorial tree including planting	No	204.00	-	204.00	200.00
					-
OFF STREET PARKING					-
Vehicles that display up to date disabled persons badge		Free			-
					-
OFF STREET PARKING					-
Maldon District Council offices:					-
Up to 1 hr		0.92	0.18	1.10	
Up to 2hrs		1.17	0.23	1.40	
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	0.92	0.18	1.10	1.00
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.17	0.23	1.40	1.30
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.67	0.33	2.00	1.80
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.17	0.43	2.60	2.40
Saturday (8am to 5pm) over 4 hours	Yes	3.67	0.73	4.40	4.00
Saturday Evening 5pm to 10pm	Yes	1.25	0.25	1.50	1.00
Sunday All Day	Yes	1.25	0.25	1.50	1.00
Butt Lane (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.00
1 to 2 hours	Yes	1.17	0.23	1.40	1.30
2 to 3 hours	Yes	1.67	0.33	2.00	1.80
3 to 4 hours	Yes	2.17	0.43	2.60	2.40
over 4 hours	Yes	3.67	0.73	4.40	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.00
Sunday All Day	Yes	1.25	0.25	1.50	1.00
Season ticket: annual	Yes	531.67	106.33	638.00	580.00
6 months	Yes	265.83	53.17	319.00	290.00
monthly	Yes	47.50	9.50	57.00	52.00

APPENDIX 8

SERVICE DELIVERY

	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-
minimum 15 tickets			Discount of 10%		-
minimum 20 tickets			Discount of 15%		-
					-
Friary Fields (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 3 hours	Yes	1.67	0.33	2.00	1.80
3 to 4 hours	Yes	2.17	0.43	2.60	2.40
over 4 hours	Yes	3.67	0.73	4.40	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.00
Sunday All Day	Yes	1.25	0.25	1.50	1.00
Season ticket: annual	Yes	531.67	106.33	638.00	580.00
6 months	Yes	265.83	53.17	319.00	290.00
monthly	Yes	47.50	9.50	57.00	52.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-
minimum 15 tickets			Discount of 10%		-
minimum 20 tickets			Discount of 15%		-
Public sector partners (Monday - Friday)			Discount of 50%		-
					-
High St. East (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.00
1 to 2 hours	Yes	1.17	0.23	1.40	1.30
2 to 3 hours	Yes	1.67	0.33	2.00	1.80
3 to 4 hours	Yes	2.17	0.43	2.60	2.40
over 4 hours	Yes	3.67	0.73	4.40	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.50	1.00
Sunday All Day	Yes	0.83	0.17	1.50	1.00
Season ticket: annual	Yes	531.67	106.33	638.00	580.00
6 months	Yes	265.83	53.17	319.00	290.00
monthly	Yes	47.50	9.50	57.00	52.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-
minimum 15 tickets			Discount of 10%		-
minimum 20 tickets			Discount of 15%		-
Public sector partners (Monday - Friday)			Discount of 50%		-
					-
Maldon Promenade (Monday to Sunday - 8am to 8pm)					-
Car: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 2 hours	Yes	2.00	0.40	2.40	2.20
2 to 4 hours	Yes	5.00	1.00	6.00	5.50
all day	Yes	6.42	1.28	7.70	7.00
Coach: up to 2 hours	Yes	6.08	1.22	7.30	6.60
over 2 hours	Yes	11.08	2.22	13.30	12.00
Coach park - coach / bus season tickets	Yes	183.33	36.67	220.00	200.00
Non residents season ticket	Yes	146.67	29.33	176.00	160.00
Residents season ticket	Yes	110.00	22.00	132.00	120.00
					-
Market Site					-
Season ticket: annual	Yes	586.67	117.33	704.00	640.00
6 months	Yes	293.33	58.67	352.00	320.00
monthly	Yes	52.50	10.50	63.00	57.00
					-
Silver Street					-
Season ticket: annual	Yes	531.67	106.33	638.00	580.00
6 months	Yes	265.83	53.17	319.00	290.00
monthly					-
Bulk purchases (Monday - Saturday): minimum 10 tickets			Pro rata charge		-
minimum 15 tickets			Discount of 5%		-
minimum 20 tickets			Discount of 10%		-
			Discount of 15%		-

<u>SERVICE DELIVERY</u>	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
White Horse Lane (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.00
1 to 2 hours	Yes	1.17	0.23	1.40	1.30
2 to 3 hours	Yes	1.67	0.33	2.00	1.80
3 to 4 hours	Yes	3.08	0.62	3.70	3.40
over 4 hours	Yes	7.33	1.47	8.80	8.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.00
White Horse Lane	Yes				-
Maldon Schools permit	Yes	183.33	36.67	220.00	200.00
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	65.83	13.17	79.00	72.00
					-
					-
Beach Hut Hire - Promenade Park					-
Daily Charge					-
High-Season (April - September)		37.50	7.50	45.00	42.00
Low-Season (October - March)		26.67	5.33	32.00	30.00
Gold Package - (Peak season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)			Deleted		55.00
Silver Package - (Mid season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)			Deleted		-
					-
FUNFAIRS AND CIRCUSES - Minimum of:					-
Circus at Promenade Park					-
Daily ground rate (whilst circus is in operation)	No	155.00	-	155.00	150.00
Daily ground rate (whilst circus is not in operation)	No	80.00	-	80.00	75.00
					-
Travelling Funfair at Promenade Park					-
Daily ground rate (whilst fair is in operation)	No	485.00	-	485.00	475.00
Daily ground rate (whilst fair is not in operation)	No	195.00	-	195.00	191.00
					-
PARKS AND OPEN SPACES					-
Memorial Benches					-
Rustic bench	No	1,224.00	-	1,224.00	1,200.00
Cast iron bench	No	1,244.00	-	1,244.00	1,220.00
					-
Advertising and Sponsorship					-
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes	29.17	5.83	35.00	32.00
Events Banners per week (community / charity)	Yes	16.67	3.33	20.00	19.00
Electronic Advert (per day minimum 1 week)	No		Deleted		1.00
Internal park adverts TBA (per week)	Yes	16.67	3.33	20.00	19.00
Vehicle advertising TBA (per day)	Yes	108.33	21.67	130.00	127.00
Sponsorship	Yes		By negotiation		-

APPENDIX 8

SERVICE DELIVERY

	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
Event Land Hire Charge - Council Park or Open Space (New Charges - per day)					
Event licence / Permit fee (minimum fee payable on acceptance of event)	Yes	25.00	5.00	30.00	-
Charity - Small event (1-1,000 attendees)	Yes	25.00	5.00	30.00	-
Charity - Medium event (1,001- 2,500 attendees)	Yes	46.67	9.33	56.00	-
Charity - Large event (2,501 + attendees)	Yes	90.00	18.00	108.00	-
Community - Small event (1-1,000 attendees)	Yes	54.17	10.83	65.00	-
Community - Medium event (1,001- 2,500 attendees)	Yes	100.00	20.00	120.00	-
Community - Large event (2,501 + attendees)	Yes		Price on application		-
Commercial - Small event (1-1,000 attendees)	Yes	266.67	53.33	320.00	-
Commercial - Medium event (1,001- 2,500 attendees)	Yes	500.00	100.00	600.00	-
Commercial - Large event (2,501 + attendees)	Yes		Price on application		-
Other Council owned Land Hire for Concessions - (price is per operator, per day, per concession)					
Peak Time (School Holidays/Bank Holidays/ Event Days)					
Daily charge					
Medium (Team of 2 - 5 Operators) price per operator	No	54.00	-	54.00	53.00
Large (Team of 5+ Operators) price per operator	No			Deleted	153.00
Off Peak Time					
Daily charge					
Medium (Team of 2 - 5 Operators) price per operator	No	37.00	-	37.00	36.00
Large (Team of 5+ Operators) price per operator	No			Deleted	85.00
Charitable Concession	No		Deleted		Free
Pop Up Trading					
Peak Time (School Holidays/Bank Holidays/ Event Days)					
Market Stall (Frame with Canopy)	No	55.00	-	55.00	54.00
Wheelie Cart	No	49.00	-	49.00	48.00
Wheelie Cart including Fridge	No	54.00	-	54.00	53.00
Electricity	Yes	10.83	2.17	13.00	13.00
Off Peak Time					
Market Stall (Frame with Canopy)	No	44.00	-	44.00	43.00
Wheelie Cart	No	39.00	-	39.00	38.00
Wheelie Cart including Fridge	No	44.00	-	44.00	43.00
Electricity	Yes	10.83	2.17	13.00	13.00
ROUNABOUT SPONSORSHIP					
1 Year agreement - Maldon Town site	Yes		Price on application		4,000.00
1 Year agreement - Other district site	Yes		Price on application		3,500.00
3 Year agreement - Maldon Town site	Yes		Price on application		10,000.00
3 Year agreement - Other district site	Yes		Price on application		8,500.00
Landscaping scheme (minimum 5 years)	Yes		Price on application		500.00
1 Year Boundary sign Agreement	Yes		Price on application		2,500.00
Football (per game)					
Adult	Yes	44.17	8.83	53.00	52.00
Junior	Yes	33.33	6.67	40.00	39.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00

APPENDIX 8

SERVICE DELIVERY

	VAT	Charge	VAT	2020/21	2019/20
		£	£	£	£
RIVERS					-
Moorings					-
Annual charge: up to 7.99 metres	Yes	119.17	23.83	143.00	140.00
8 to 9.99 metres	Yes	195.83	39.17	235.00	230.00
10 to 14.99 metres	Yes	271.67	54.33	326.00	320.00
15 metres and above	Yes	348.33	69.67	418.00	410.00
Mooring registration fee	Yes	106.67	21.33	128.00	125.00
Transfer of mooring		50% of annual mooring fee			-
Residential Mooring Charges					-
up to 9.99 metres (<i>per month</i>)		104.17	20.83	125.00	123.00
10 to 14.99 metres (<i>per month</i>)		208.33	41.67	250.00	185.00
15 metres and above (<i>per month</i>)		416.67	83.33	500.00	246.00
Wharfage - Hythe Quay Maldon and Burnham Pontoon					-
Daily fees: vessels and multihulls	Yes	17.50	3.50	21.00	21.00
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	3,575.00	715.00	4,290.00	3,900.00
(annual fee can be paid quarterly with no penalty)	Yes	893.75	178.75	1,072.50	975.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	3.33	0.67	4.00	4.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	101.67	20.33	122.00	120.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	101.67	20.33	122.00	120.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	42.50	8.50	51.00	50.00
SPLASH PARK					-
Private bookings (per hour)	Yes	183.33	36.67	220.00	210.00
Private bookings (per half hour)	Yes	112.50	22.50	135.00	130.00
Changing rooms hire	Yes	11.67	2.33	14.00	
Single use ticket (per 20 mins)	Yes	2.29	0.46	2.75	2.50

	VAT	Charge	VAT	2020/21	2019/20	
		£	£	£	£	
PLANNING SERVICES						
BUILDING CONTROL						
New dwellings		See attached - table A				
Work to a single dwelling		See attached - table B				
All other non-domestic work		See attached - table C				
DEVELOPMENT CONTROL						
Designs and Patents Act 1989						
Plan copies - per sheet:	A4	Yes	0.08	0.02	0.10	0.10
	A3	Yes	0.17	0.03	0.20	0.20
	A2	Yes	0.67	0.13	0.80	0.80
	die line	Yes	1.67	0.33	2.00	2.00
Ordnance Survey Maps						
Handling fee		Yes	1.67	0.33	2.00	2.00
Site plans (max 6 copies) - per extract		Yes	30.83	6.17	37.00	36.00
Other Development Control						
High Hedge Complaints		Yes	510.00	102.00	612.00	600.00
Street Naming and Numbering						
Adding / removing a name		no	0.00	-	0.00	0.00
Renaming / renumbering a property		no	41.00	-	41.00	40.00
Naming / numbering 1-5 properties (per property) inc flats*		no	41.00	-	41.00	40.00
Naming / numbering 6-25 properties (per property) inc flats*		no	31.00	-	31.00	30.00
Naming / numbering 26-75 properties (per property) inc flats*		no	26.00	-	26.00	25.00
Naming / numbering 76+ properties (per property) inc flats*		no	20.00	-	20.00	20.00
Naming a street (per street)**		no	102.00	-	102.00	100.00
Change to development after notification		no	51.00	-	51.00	50.00
Street renaming at residents request		no	153.00	-	153.00	150.00
Written confirmation of postal address details		no	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets						
** number of new street names only						
LAND CHARGES						
<i>Premises exempt as per legislation: church halls, village halls & non-commercial venues</i>						
CON29 (part 1): standard fee		Yes	123.33	24.67	148.00	145.00
additional fee for non-residential searches		Yes	22.50	4.50	27.00	26.00
LLC1		No	22.00	-	22.00	22.00
additional fee for non-residential searches		Yes	33.33	6.67	40.00	39.00
CON290 (part 2) enquiry - per question: Q4-5 only (if purchased with full search)		Yes	15.00	3.00	18.00	18.00
Q6-21		Yes	15.00	3.00	18.00	18.00
Q22 only		Yes	22.50	4.50	27.00	26.00
Additional enquiry		Yes	31.00	6.20	39.00	38.00
Additional parcel of land LLC1		No	5.00	-	5.00	5.00
Additional parcel of land CON29		Yes	15.00	3.00	18.00	18.00
Copy of duplicate search		Yes	10.00	2.00	12.00	12.00
Search confirmation (up to 3mths old)		Yes	10.00	2.00	12.00	12.00
Personal Searches						
CON29R standard enquiry (when viewed in person)				Free		Free
Local land charges register (in person): print out		No		Free		Free
view		No		Free		Free
Local land charges LLC1 certificated		No	22.00	-	22.00	22.00

Planning Services Pre-Application Fees and Charges 2020/21

	Further Details	Cost (£)	VAT (£)	Total (£)
Householder development (Duty Planner)	Only available for non-Complex Householder advice. This would include extensions to single dwellings, porches, garages, outbuildings and walls and fences. (No written advice).	Free		Free
Householder development (Written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	90.00	18.00	108.00
Householder development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	171.67	34.33	206.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	90.00	18.00	108.00
Smallscale commercial development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	171.67	34.33	206.00
Minor development (Written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	226.67	45.33	272.00
Minor development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	509.17	101.83	611.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	339.17	67.83	407.00
Medium development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	565.83	113.17	679.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	565.83 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	113.17	679.00

Major development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	1,131.67	226.33	1,358.00
(Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)				
Strategic Proposals (Planning Performance Agreements) (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Any application of 75 dwellings or more dwellings; or any outline residential development proposals whose site is 2 hectares or more. Any residential proposal promoted as an allocated site within the LDP. Any 100% Affordable Housing proposals of six dwellings or 0.3ha or more in outline form. Any non-residential development proposal, whose floor area is 1,500 square metres or more or whose site area is 2 hectares or more. Any non-residential proposals relating to development proposals allocated within the LDP. Any retail development 1,000 square meters or more or which of 250 square metres or more and is proposed to be beyond existing town centres as defined in the local plan or emerging LDP. Any mixed use development proposals whose site area is 2 hectares or more, or is of 75 dwellings or 1,000 square metres commercial floor area or more. Wind Turbines Any wind energy proposals whose output capacity is 1Mw or more or which proposes three or more turbines of 30m or more. Any Solar energy proposals whose output capacity is 1Mw or more or which proposes 4,000 or more solar panels. Energy from Waste Scheme which is 1KW capacity or more.	Individually determined at full cost recovery		
Minor Alterations to Listed Building (Written advice)	Only available for very minor and non-Complex advice. This would include replacement windows. This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	67.50	13.50	81.00
Alterations/Extension to Listed Building (Written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	226.67	45.33	272.00
Alterations/Extension to Listed Building (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	551.67	110.33	662.00
Development in a Conservation Area (Written Advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	171.67	34.33	206.00
Development in a Conservation Area (Meeting* with Planning Officer of no more than one hour and written advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	497.50	99.50	597.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	67.50	13.50	81.00

Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	90.00	18.00	108.00
Minor Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	226.67	45.33	272.00
Major Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 5 or more individually listed trees Replacement of 5 or more individually listed trees Works to trees within an area protected under a Tree Preservation Order Works to trees within a woodland protected under a Tree Preservation Order	453.33	90.67	544.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	226.67	45.33	272.00
Compliance with Condition requests	Includes, but not exclusively: Written confirmation that a condition(s) has been complied with Written confirmation that a condition(s) has been discharged	171.67	34.33	206.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed per obligation	113.33	22.67	136.00
Planning History requests	Includes, but not exclusively: Written confirmation of any restrictions imposed on a site on a site. Confirmation of authorised use of a site Confirmation of an absence of an agricultural occupancy condition	171.67	34.33	206.00

*All pre-application and advice Meeting*s will be held at the Council Offices. However, if it is agreed necessary to convene a Meeting* on site, travel time to and from the site will be charged at the hourly Meeting rate. Officers are unable to hold a site Meeting* without the prior deposit of plans or written proposals.

**TABLE A - NEW DWELLINGS
2020/21**

Dwelling-houses and Flats not exceeding 300m2

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

VAT rate **20.0%**

Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	195.00	489.00	752.00	957.00
		VAT	39.00	97.80	150.40	-
		Total	234.00	586.80	902.40	957.00
H02	2 Plots	Net	293.00	782.00	1,182.00	1,505.00
		VAT	58.60	156.40	236.40	-
		Total	351.60	938.40	1,418.40	1,505.00
H03	3 Plots	Net	342.00	1,075.00	1,558.00	1,983.00
		VAT	68.40	215.00	311.60	-
		Total	410.40	1,290.00	1,869.60	1,983.00
H04	4 Plots	Net	391.00	1,368.00	1,934.00	2,462.00
		VAT	78.20	273.60	386.80	-
		Total	469.20	1,641.60	2,320.80	2,462.00
H05	5 Plots	Net	440.00	1,661.00	2,311.00	2,941.00
		VAT	88.00	332.20	462.20	-
		Total	528.00	1,993.20	2,773.20	2,941.00
Flats						
F01	1	Net	195.00	489.00	752.00	957.00
		VAT	39.00	97.80	150.40	-
		Total	234.00	586.80	902.40	957.00
F02	2	Net	293.00	635.00	1,021.00	1,299.00
		VAT	58.60	127.00	204.20	-
		Total	351.60	762.00	1,225.20	1,299.00
F03	3	Net	342.00	782.00	1,236.00	1,573.00
		VAT	68.40	156.40	247.20	-
		Total	410.40	938.40	1,483.20	1,573.00
F04	4	Net	391.00	928.00	1,451.00	1,847.00
		VAT	78.20	185.60	290.20	-
		Total	469.20	1,113.60	1,741.20	1,847.00
F05	5	Net	440.00	1,075.00	1,666.00	2,120.00
		VAT	88.00	215.00	333.20	-
		Total	528.00	1,290.00	1,999.20	2,120.00
Conversion to						
V01	Single Dwelling-House	Net	195.00	586.00	860.00	1,094.00
		VAT	39.00	117.20	172.00	-
		Total	234.00	703.20	1,032.00	1,094.00
V02	Single Flat	Net	195.00	489.00	752.00	957.00
		VAT	39.00	97.80	150.40	-
		Total	234.00	586.80	902.40	957.00
Notifiable electrical work						
(where applicable, in addition to the above, per dwelling)						
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		205.00	261.00
		VAT			41.00	-
		Total			246.00	261.00

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

TABLE B - WORK TO A SINGLE DWELLING
2020/21

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

VAT rate 20.0%			Full Plans		Full Plans - Multiple work reductions only **		Building	Multiple work reductions only	Regularisation
Code	Extension & New Build		Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **	Notice Charge *	Building Notice Charge * at 50% reduced rate **	Charge *
D01a	Separate single storey extension with floor area not exceeding 10m ²	Net	98.00	98.00	49.00	49.00	215.00	108.00	274.00
		VAT	19.60	19.60	9.80	9.80	43.00	21.60	-
		Total	117.60	117.60	58.80	58.80	258.00	129.60	274.00
New charge									
D01	Separate single storey extension with floor area exceeding 10m ² but not exceeding 40m ²	Net	195.00	391.00	98.00	196.00	645.00	323.00	821.00
		VAT	39.00	78.20	19.60	39.20	129.00	64.60	-
		Total	234.00	469.20	117.60	235.20	774.00	387.60	821.00
D02	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Net	195.00	489.00	98.00	245.00	752.00	376.00	957.00
		VAT	39.00	97.80	19.60	49.00	150.40	75.20	-
		Total	234.00	586.80	117.60	294.00	902.40	451.20	957.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Net	195.00	440.00	98.00	220.00	699.00	350.00	889.00
		VAT	39.00	88.00	19.60	44.00	139.80	70.00	-
		Total	234.00	528.00	117.60	264.00	838.80	420.00	889.00
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not ex 100m ²	Net	195.00	586.00	98.00	293.00	860.00	430.00	1,094.00
		VAT	39.00	117.20	19.60	58.60	172.00	86.00	-
		Total	234.00	703.20	117.60	351.60	1,032.00	516.00	1,094.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m ²	Net	195.00	195.00	98.00	98.00	430.00	215.00	547.00
		VAT	39.00	39.00	19.60	19.60	86.00	43.00	-
		Total	234.00	234.00	117.60	117.60	516.00	258.00	547.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Net	195.00	293.00	98.00	147.00	537.00	269.00	684.00
		VAT	39.00	58.60	19.60	29.40	107.40	53.80	-
		Total	234.00	351.60	117.60	176.40	644.40	322.80	684.00
Conversions									
D07	First floor & second floor loft conversions	Net	195.00	391.00	98.00	196.00	645.00	323.00	821.00
		VAT	39.00	78.20	19.60	39.20	129.00	64.60	-
		Total	234.00	469.20	117.60	235.20	774.00	387.60	821.00
D08	Other work (e.g. garage conversions)	Net	195.00	195.00	98.00	98.00	430.00	215.00	547.00
		VAT	39.00	39.00	19.60	19.60	86.00	43.00	-
		Total	234.00	234.00	117.60	117.60	516.00	258.00	547.00
Alterations (including underpinning)									
D09	Renovation of a thermal element	Net	98.00	98.00	49.00	49.00	215.00	108.00	274.00
		VAT	19.60	19.60	9.80	9.80	43.00	21.60	-
		Total	117.60	117.60	58.80	58.80	258.00	129.60	274.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net	98.00	98.00	49.00	49.00	215.00	108.00	274.00
		VAT	19.60	19.60	9.80	9.80	43.00	21.60	-
		Total	117.60	117.60	58.80	58.80	258.00	129.60	274.00
D11x	Cost of work not exceeding £1,000 (Incl	Net	73.00	122.00	37.00	61.00	215.00	108.00	274.00
		VAT	14.60	24.40	7.40	12.20	43.00	21.60	-
		Total	87.60	146.40	44.40	73.20	258.00	129.60	274.00
New charge									
D11a	Cost of work exceeding £1,001 but not exceeding £2,000 (Incl Renewable Energy systems)	Net	98.00	147.00	49.00	74.00	269.00	135.00	342.00
		VAT	19.60	29.40	9.80	14.80	53.80	27.00	-
		Total	117.60	176.40	58.80	88.80	322.80	162.00	342.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net	147.00	195.00	74.00	98.00	376.00	188.00	479.00
		VAT	29.40	39.00	14.80	19.60	75.20	37.60	-
		Total	176.40	234.00	88.80	117.60	451.20	225.60	479.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net	195.00	244.00	98.00	122.00	484.00	242.00	616.00
		VAT	39.00	48.80	19.60	24.40	96.80	48.40	-
		Total	234.00	292.80	117.60	146.40	580.80	290.40	616.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net	244.00	489.00	122.00	245.00	806.00	403.00	1,026.00
		VAT	48.80	97.80	24.40	49.00	161.20	80.60	-
		Total	292.80	586.80	146.40	294.00	967.20	483.60	1,026.00
Notifiable Electrical work (in addition to the above, where applicable)									
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net					205.00	n/a	261.00
		VAT					41.00	n/a	-
		Total					246.00	n/a	261.00

**Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements with the exception of D14 electrical Works

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

**TABLE C - ALL OTHER NON-DOMESTIC WORK
2020/21**

Limited to work not more than 3 storeys above ground level

VAT rate		20.0%					
Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net	195.00	98.00	391.00	196.00	762.00
		VAT	39.00	19.60	78.20	39.20	-
		Total	234.00	117.60	469.20	235.20	762.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	195.00	98.00	586.00	293.00	1,016.00
		VAT	39.00	19.60	117.20	58.60	-
		Total	234.00	117.60	703.20	351.60	1,016.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	195.00	98.00	489.00	245.00	889.00
		VAT	39.00	19.60	97.80	49.00	-
		Total	234.00	117.60	586.80	294.00	889.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	195.00	98.00	635.00	318.00	1,080.00
		VAT	39.00	19.60	127.00	63.60	-
		Total	234.00	117.60	762.00	381.60	1,080.00
Alterations							
N05	Cost of work not exceeding £5,000	Net	147.00	74.00	147.00	74.00	381.00
		VAT	29.40	14.80	29.40	14.80	-
		Total	176.40	88.80	176.40	88.80	381.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	147.00	74.00	147.00	74.00	381.00
		VAT	29.40	14.80	29.40	14.80	-
		Total	176.40	88.80	176.40	88.80	381.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	147.00	74.00	147.00	74.00	381.00
		VAT	29.40	14.80	29.40	14.80	-
		Total	176.40	88.80	176.40	88.80	381.00
	Installation of new shop front	Net	147.00	74.00	147.00	74.00	381.00
		VAT	29.40	14.80	29.40	14.80	-
		Total	176.40	88.80	176.40	88.80	381.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	195.00	98.00	195.00	98.00	508.00
		VAT	39.00	19.60	39.00	19.60	-
		Total	234.00	117.60	234.00	117.60	508.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	195.00	98.00	195.00	98.00	508.00
		VAT	39.00	19.60	39.00	19.60	-
		Total	234.00	117.60	234.00	117.60	508.00
	Renovation of thermal elements	Net	195.00	98.00	195.00	98.00	508.00
		VAT	39.00	19.60	39.00	19.60	-
		Total	234.00	117.60	234.00	117.60	508.00
	Installation of a Raised Storage Platform within an existing building	Net	195.00	98.00	195.00	98.00	508.00
		VAT	39.00	19.60	39.00	19.60	-
		Total	234.00	117.60	234.00	117.60	508.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	293.00	147.00	342.00	171.00	826.00
		VAT	58.60	29.40	68.40	34.20	-
		Total	351.60	176.40	410.40	205.20	826.00
	Fit out of building up to 100m2	Net	293.00	147.00	391.00	196.00	889.00
		VAT	58.60	29.40	78.20	39.20	-
Total	351.60	176.40	469.20	235.20	889.00		

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01621 876235

Interim Section 151 Officer's statement on robustness of budgets and adequacy of reserves

Introduction

The Section 151 Officer (S151 of the Local Government Act 1972) is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under section 25 of the 2003 Local Government Act which states the following:

- (1) *Where an authority to which section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or section 85 of the Greater London Authority Act 1999 (c.29) (Great London Authority) applies is making calculations in accordance with that section, the chief finance officer of the authority must report to it on the following matters-*
- (a) *The robustness of the estimates made for the purposes of the calculations, and*
 - (b) *The adequacy of the proposed financial reserves.*
- (2) *An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made.*

This includes reporting and taking into account:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions.
- The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.

This report has to be considered and approved by Council as part of the budget approval and Council Tax setting process.

This document concentrates on the 2020/21 General Fund Revenue Budget Estimates, the proposed Capital Programme, Capital Strategy and Investment Strategy, but in addition it also considers key medium term issues faced by the Council.

Assurance Statement of the Council's Section 151 Officer – Interim Section 151 Officer

The following are the summary assurances and recommendations of the Council's Interim Section 151 Officer.

In relation to the 2020/21 General Fund Revenue budget I have examined the budget proposals and I believe that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable given the political and management will to implement them, good management, and the sound monitoring of performance and budgets. I am satisfied that sufficient management processes exist within the Council to deliver this budget and to identify and deal with any problems which may arise unexpectedly during the year.

1. My assurance is conditional upon:

- The agreement of a Medium Term Financial Strategy for 2020/21 to 2023/24.
- A recognition in the medium term planning approach that the level of reserves and corporate risk assessment need to be regularly reviewed in the light of changing circumstances and that it may not be possible to match the two at any single point in time. The Council needs to show a commitment to maintain reserves at a level which provides adequate cover for most identified risks during the planning period. This approach is pragmatic, and shows a clear commitment to prudent financial planning.
- Councillors, Directors, Service Managers and budget holders managing their services with challenge on spending decisions and giving due regard to and exercising the financial controls and checks set out within the Council's Financial Regulations and Contract Standing Orders and delegations and spending within budget.
- That the Council has arrangements and resources in place to consider value for money in preparation for future years' budgets.

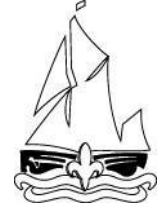
2. In relation to the adequacy of reserves, the overall position is that the authority has healthy balances across the General Fund and Capital, but recognises that over the medium term these are reducing. The policy on reserves and use of balances is set out annually and agreed in the medium term financial strategy.

3. In relation to the General Fund Capital Programme 2020/21 (including commitments from previous years and new starts), balances remain healthy, but the position is changing as capital receipts decline.

Assurance

Given all these factors, I, as the Council's Section 151 Officer, consider the estimates for 2020/21 to be sufficiently robust but challenging for approval by the Council. I am also able to advise the Council that the planned level usable General Fund Reserves and the working balance is adequate.

Kamal Mehta
Interim Section 151 Officer



**REPORT of
DIRECTOR OF SERVICE DELIVERY**

to
**STRATEGY AND RESOURCES COMMITTEE
20 FEBRUARY 2020**

**ADOPTION OF AIR QUALITY ACTION PLAN FOR MARKET HILL AND HIGH
STREET MALDON: 2020 - 2025**

1. PURPOSE OF THE REPORT

- 1.1 To present the Air Quality Action Plan for Market Hill and High Street, Maldon.

2. RECOMMENDATION

That the Air Quality Action Plan for Market Hill and High Street, Maldon (attached as **APPENDIX 1**) be approved for Public Consultation in March 2020.

3. SUMMARY OF KEY ISSUES

- 3.1 Maldon District Council (MDC) declared an Air Quality Management Area (AQMA) on Market Hill in December 2018, when assessments of air quality predicted that the annual mean objective for the pollutant nitrogen dioxide would not be met.
- 3.2 Section 84 of the Environment Act 1995 requires local authorities to develop Air Quality Action Plans within 12 months of declaring an AQMA, and detail measures to tackle the problems causing exceedances.
- 3.3 In exercising this function, regard must be had to the Secretary of State's guidance. Action Plans must be submitted to, and approved by the Department for Environment, Food and Rural Affairs (DEFRA).
- 3.4 This AQAP has been prepared with regard to this guidance, using DEFRA's prescribed format, and outlines a range of actions that we will take to improve air quality in MDC between 2020 and 2025.
- 3.5 When carrying out Part IV functions, Schedule 11 of the Environment Act 1995, requires consultation with a range of persons and organisations as appropriate.
- 3.6 The public consultation will run from 2 March – 13 April 2020. Responses will be analysed and a final report incorporating this will come before committee in May 2020 for approval prior to publication.

4. CONCLUSION

- 4.1 Preparing and consulting on an Air Quality Action Plan is a statutory duty. This plan will lead to improvements in air quality to meet the objective in the soonest time.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The AQAP will protect and improve the environment for residents and visitors by improving air quality, using sound and tested environmentally friendly initiatives.
- 5.2 The action plan will work with communities and partners to support health and wellbeing priorities and safeguard vulnerable adults, children and families.

6. IMPLICATIONS

- (i) **Impact on Customers** – Improved air quality for residents living in the AQMA.
- (ii) **Impact on Equalities** – Evidenced based air quality measures create a healthier town where inequalities are reduced. The young and elderly are more at risk from poor air quality.
- (iii) **Impact on Risk** – It is a statutory duty to produce an AQAP where an AQMA has been declared. If not produced, DEFRA has broad powers of intervention under Section 85 of the Environment Act 1995. The European Commission has formally launched infraction proceedings against the UK for breach of nitrogen dioxide limit values under the European Union (EU) Air Quality Directive. DEFRA has discretionary power in Part 2 on the Localism Act under which the government could require responsible authorities to pay all or part of an infraction fine.
- (iv) **Impact on Resources (financial)** – The majority of actions are undertaken as part of a “Business as usual” approach. Where actions requiring further resources, the responsible funding body or proposed grant opportunity is identified.
- (v) **Impact on Resources (human)** – The role or department responsible for delivering each action is stated in the plan, having been identified through the steering group.
- (vi) **Impact on the Environment** – Air pollution is both an environmental and health issue and the report considers the most effective way of following statutory guidance to document the air quality issues in Maldon and provide evidence on the need to mitigate. Improved air quality and reduction in associated health issues.
- (vii) **Impact on Strengthening Communities** – Healthy communities ensure that vulnerable children and residents are protected from poor health outcomes.

Background Papers

Environment Act 1995 Annual Status Report 2016 Local Air Quality Management Technical Guidance (16) Defra Local Air Quality Management Policy Guidance (16) Defra.

<https://laqm.defra.gov.uk/documents/LAQM-TG16-February-18-v1.pdf>

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Maldon District Council - Annual Status Report 2018

Enquiries to: Tracy Farrell, Environmental Health Officer.

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Essex County Council

Maldon District Council in partnership with Essex County Council


Draft Air Quality Action Plan 2020 - 2025

In fulfilment of Part IV of the
Environment Act 1995

Local Air Quality Management

January 2020

Maldon District Council

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Date	6 th February 2020
Written by	Tim Savage
Scientific Team Public Health & Protection Services Chelmsford City Council Duke Street Chelmsford Essex CM1 1JE	 <p>The logo for Chelmsford City Council features a stylized graphic on the left consisting of a green leaf, a blue wave, and a purple arc. To the right of the graphic, the text 'Chelmsford' is written in a large, bold, purple font, and 'City Council' is written below it in a smaller, purple font.</p>

Foreword

I am very pleased to introduce our 2020-2025 Air Quality Action Plan. It sets out how the Council will contribute towards improving air quality in Maldon.

While air quality has improved significantly since the smogs of the 1950s and 1960s, poor air quality continues to significantly affect people’s health at significant public cost. There are real opportunities for us to proactively address the health impacts of air quality. Over the past year we have completed the Full Council Transformation programme which will deliver savings of £1.8m per annum. We must continue to transform the way we live and work, be more sustainable and reduce our contribution to poor air quality. You might have seen that the latest Quality of Life survey by the Halifax has reported that Maldon District is the fifth best place to live in the UK. The survey was put together based on 26 different factors that home buyers may look when choosing a home. These include safety, access to green space, wellbeing, lifestyle and affordability.

This action plan sets out how we will work towards meeting national air quality objectives for nitrogen dioxide. We can’t achieve this alone. Air Quality sees no boundaries and so we need to work with residents and businesses, other councils, and various partnerships and charities. Working together we will continue to change the way we all live, travel and do business to make Maldon one of the cleanest districts and most attractive places to live, work and visit.

*Councillor A S Fluker
Leader of the Council*

Position	Name	e-Signature	Date
Leader of the Council	Cllr A S Fluker		
Deputy Leader of Essex County Council Cabinet Member for Infrastructure	Cllr K P Bentley		

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1 Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework (LAQM). It outlines the action we will take to improve air quality along Market Hill between 2020 and 2025.

The plan has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion. Maldon District Council is committed to reducing the exposure of people in Maldon to poor air quality in order to improve public health.

This Air Quality Action Plan has considered the full range of sources of air pollution and has been developed with Essex County Council. A non-charging Clean Air Zone (CAZ) is proposed to be implemented along Market Hill and Maldon High Street.

A Clean Air Zone is a geographical area where a range of coordinated actions are applied for the purpose of reducing pollution and improving and maintaining air quality.

Clean Air Zones apply a progressive approach to emission control and the proposed Class B zone and associated measures will reduce emissions from all vehicles with a particular focus on heavier vehicles such as buses and HGVs which due to the steep gradient of Market Hill, emit a disproportionate amount of pollution.

This plan sets out a progressive approach to prevent the worsening of air quality and to ensure that the environmental improvements are long lasting. Measures to promote sustainable transport and reduce private car use have been proposed.

During the delivery of plan, air quality will continue to be monitored and measures may be updated, or new measures developed where necessary. This plan is a live document but will be formally reviewed every five years and progress on individual measures will be reported within Maldon District Council's Air Quality Annual Status Report.

2 Summary of Proposed Clean Air Zone

The proposed Class B Clean Air Zone will be of non-charging nature. Measures will be implemented using both a voluntary approach and through regulatory and enforcement regimes.

The result will be a cleaner transport fleet operating in Maldon. People and businesses will still be able to access the Town Centre but in a way that reduces the environmental impact of their journeys.

Table 3.1 sets out the classes of vehicles, proposed vehicle standards and the approach to reducing emissions. Appendix G contains a map showing the extent of the proposed Clean Air Zone.

Table 3.1 – Proposed Class B Clean Air Zone

Vehicle Class	Vehicle Standard	Proposed Approach	Section of CAZ
Buses	Ambition for all buses operating within the CAZ to be Euro VI / CVRAS standard Most appropriate vehicles for the CAZ	Voluntary agreement with commercial bus operators Supporting commercial bus operators to meet emission standards	Whole of Zone
Hackney Carriage & Private Hire Vehicles	Licensing restrictions on age & emissions	Licensing regime	Whole of Zone
Heavy Goods Vehicles (HGV)	Enforcement of existing 7.5t Weight Restriction	Effective regulatory and enforcement mechanism to be developed	Market Hill
	Non-compulsory requirement for use of Euro VI HGV vehicles	Voluntary approach Engagement with local businesses	Maldon High Street

Maldon District Council anticipates that the implementation of the Clean Air Zone and the ongoing communications will raise awareness of air quality and to encourage individuals and businesses to consider the modes of transport they use and to encourage the take up of ultra-low emission vehicles.

3 Air Quality Priorities

3.1 Priority 1 – Reduction of Emissions

Buses

Buses not only offer a solution to poor air quality by taking personal cars off the road but also provide an invaluable service for those unable to drive and for school transport. However, it is important that the most appropriate vehicles are used for routes that operate along Market Hill. Maldon District Council will work with commercial bus operators to identify the most appropriate vehicles for the Clean Air Zone and encourage them to use these vehicles.

In addition, the Council will work with Essex County Council to bid for grant funding and search for other funding streams to retrofit commercial buses that operate in the Clean Air Zone with technology that meets the Clean Vehicle Retrofit Accreditation Scheme (CVRAS) that reduces emissions of a Euro III bus to a level offered by a new Euro VI bus.

Regionally, there has been success with gaining funding for retrofits such as this. In 2015, Colchester Borough Council was granted £194,000 to retrofitting 10 commercial buses and in 2017, Essex County Council was awarded with £1,072,500 for retrofitting 60 commercial buses with a further award in 2019 of £387,064 for retrofitting 20 commercial buses.

Licensed Hackney Carriages and Private Hire Vehicles

Currently, Maldon District Council has no emission or aged based licensing restrictions for Hackney Carriages or Private Hire Vehicles. Through the licensing regime, age and emission limits will be proposed for licensed Hackney Carriages and Private Hire Vehicles.

- From January 1st, 2021, licensed vehicles can continue to be licensed until they reach 12 years of age or 15 years for a purpose built taxi.
- From January 1st, 2021, all newly licensed vehicles will be of a Euro 6 standard for both petrol and diesel vehicles.
- From January 1st, 2026, all newly licensed vehicles will be of an electric hybrid or ultra-low emission standard.

Maldon District Council**Heavy Goods Vehicles**

Market Hill currently has a 7.5t weight restriction which due to resources has not been enforced. The Traffic Regulation Order (TRO) allows for several exemptions including for vehicles to use Market Hill to deliver to properties on or adjacent to the road. Despite this, it is probable that heavy goods vehicles are using Market Hill as a through route which is a contravention of this order.

Developing Suitable Routes for HGVs

Maldon District Council and Essex County Council will attempt to encourage local supermarkets and businesses to use the cleanest vehicles on the most appropriate local routes. There are only two routes between the north of Maldon and the south of Maldon, Market Hill and the A414 bypass. The bypass is the appropriate route for heavy goods vehicles, both rigid and articulated to use.

Weight Restriction Enforcement

Where 7.5t vehicles continue to use Market Hill as a through route, Maldon District Council and Essex County Council will identify potential means of enforcement by examining the feasibility of using smart cameras but also alternatives such as writing to operators of vehicles and to take up discussion with the DVSA and traffic commissioners into operating a pilot scheme for studying traffic movements and potential enforcement processes. The feasibility of enforcement by Trading Standards and the commercial unit of Essex Police will be considered as a backup or an alternative, where resources allow.

Refuse and Recycling Vehicles

Maldon District Council will change the routing of its operational refuse and recycling vehicles to stop these HGVs from using Market Hill as part of a through route. An exception will only be made for collections from properties on Market Hill.

Haulage Satellite Navigation Services

Haulage specific satellite navigation units can identify potential vehicle restrictions and obstacles. The software creates routes appropriate for the vehicle being used.

Essex County Council is working with providers of dedicated haulage satellite navigation service to ensure that HGVs are routed along appropriate routes.

Maldon District Council**3.2 Priority 2 – Local Authority Policy and Infrastructure****Maldon Transport Strategy**

Essex County Council have acknowledged the need for a transport strategy for Maldon. There is a commitment to deliver a functional transport strategy which will support air quality in addition to reducing congestion and having a positive effect on the towns economy. To inform the strategy a robust evidence base will be required to determine travel patterns and will inform a review of signage and routing across the wider area.

After implementation of the Clean Air Zone, the impact will be assessed and if appropriate, a study will be undertaken to determine the feasibility of introducing traffic management interventions on Market Hill:

- Make Market Hill a one way only route (northbound, downhill).
- Introduce a bus gate on Market Hill. A bus gate would improve journey times and the reliability of public transport whilst reducing traffic from private cars.

These interventions have been modelled to provide significant air quality improvements along Market Hill, but it will be necessary through ongoing air quality monitoring to determine if further intervention will be necessary and to identify the magnitude of potential vehicle displacement that could impact on public transport and local roads.

Promotion of the existing ‘free bus service’

The free bus service on the ‘288’ route that operates from the Tesco store along a route incorporating Heybridge and the Town Centre contributes to sustainable transport principles and has the potential to attract more users through improved marketing and information to residents in Maldon and Heybridge and users of the Blackwater Retail Park and Lidl car parks.

Air Quality Strategy

The Maldon District Council Design Guide: Assessing Air Quality and Emission Impacts from Development provides the Council with a framework for assessing new development and eight air quality actions. This guide is to be updated to become a formal Air Quality Strategy to cover the district of Maldon.

3.3 Priority 3 - Smarter Choices

The Council proposes to provide deliver campaigns through educational packages and information to residents regarding domestic woodburning, air quality notifications, indoor air quality, clean air walking and cycling routes, provide a trial of electric bikes and to undertake a real-time air quality monitoring study on Market Hill.

4 Air Quality Action Plan

4.1 Action Plan Measures

Table 4.1 – Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments	Priority	Focus	Resource Implications
1	Voluntary Class B Clean Air Zone	Promoting Low Emission Transport	Clean Air Zone	MDC			Compliance with the NO ₂ Air Quality Objectives	High		2021	Target Pollution Reduction is the cumulative effect of Measures 2, 3, 4, 5 & 6	Priority 1 – Reduction of Emissions	Reduction in emissions Reduction of car use	Signage approx. £3000 MDC Officer time and resources Promotion & Marketing
2	Work to find suitable funding streams and bid for grant funding to support retrofitting of buses travelling on routes along Market Hill	Vehicle Fleet Efficiency	Vehicle Retrofitting Programmes	MDC			All buses operating on market Hill to be of a Euro VI or retrofitted to CVRAS standard	High		Ongoing Project	Retrofitting buses with Selective Catalytic Reduction Technology (SCRT) approved by Clean Vehicle Retrofit Accreditation Scheme ensures that legacy fleet vehicles comply with CAZ standards	Priority 1 – Reduction of Emissions	Reduced emissions from buses	MDC Officer time and resources Funding streams TBC
3	Work with commercial bus operators to make voluntary agreement to operate the most suitable vehicles on routes that use Market Hill	Vehicle Fleet Efficiency	Promoting Low Emission Public Transport	Commercial bus operators			N/A	High		Ongoing Project	Data from e-ticketing systems will identify dead mileage Identify if single-decker buses can be used where operationally possible	Priority 1 – Reduction of Emissions	Reduced emissions from buses	MDC Officer time and resources
4	Hackney Carriage & PHV Emissions Standards	Promoting Low Emission Transport	Taxi Licensing Conditions	MDC			All licensed vehicles to be of a Euro VI standard	Medium		2021	Introduction of age and emission limits for Hackney carriage and Private Hire Vehicles	Priority 1 – Reduction of Emissions	Reduced emissions from taxis	MDC Officer time and resources Implications to Hackney Carriage and Private Hire Operators have not been costed.
5	Enforcement of 7.5t Weight Restriction on Market Hill	Transport Planning and Infrastructure	Other	ECC			Commencement of enforcement	Medium		Ongoing Project	The feasibility of using smart cameras will be examined but also alternatives such as writing to operators of vehicles / take up discussion with the DVSA and traffic commissioners into operating a pilot scheme for studying traffic movements and potential enforcement processes. Letter drops to nearby business parks. The feasibility of enforcement by Trading Standards and/or the commercial unit of Essex Police to be considered as a backup or an alternative, where resources allow	Priority 1 – Reduction of Emissions	Reduced emissions from HGVs	TBC

Maldon District Council

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments	Priority	Focus	Resource Implications
6	Council Refuse & Recycling Vehicle Routing	Freight and Delivery Management	Route Management Plans	MDC			Completion of project	Medium		2020	Maldon District Council Refuse & Recycling Vehicles will not use Market Hill unless undertaking collection on Market Hill	Priority 1 – Reduction of Emissions / Priority 2 – Local Authority Policy and Infrastructure	Reduced emissions from HGVs	N/A
7	Development of a Transport Strategy for Maldon	Transport Planning and Infrastructure	Other	ECC MDC			Delivery of strategy and associated actions	High		2022	Feasibility study for implementation of a bus gate / downhill only intervention on Market Hill Undertake a signage and routing review for the wider area to ensure that all vehicle trips use the appropriate route Identify potential locations for dedicated loading bays within Maldon High Street	Priority 2 – Local Authority Policy and Infrastructure	Reduced emissions from all vehicles Reduced car use	ECC Officer time and resources £18,000 for an origin and destination study - Funded Other measures un-costed
8	Haulage Sat Nav Routing	Freight and Delivery Management	Strategic Routing for HGV's	ECC			Completion of project	Low		2020	Work with satnav providers to improve routing for haulage specific satellite navigation units	Priority 2 – Local Authority Policy and Infrastructure	Reduced emissions from HGVs	MDC Officer time and resources
9	Promotion of the existing 'free bus service' operated under the terms of an S106 Agreement and Unilateral Undertaking	Alternatives to private vehicle use	Bus based Park & Ride	MDC			Increased patronage	Low		Ongoing Project	The 288 bus service is a circular route incorporating Tesco, Maldon High Street and areas of Maldon and Heybridge	Priority 2 – Local Authority Policy and Infrastructure	Reduced car use	MDC Officer time and resources
10	Dedicated hackney carriage & PHV EV Charging Point to be provided in a town centre location	Promoting Low Emission Transport	Taxi emission incentives	MDC				N/A		2022	Dedicated charging point for incentivizing the uptake of ULEVs by hackney carriage and private hire operators	Priority 2 – Local Authority Policy and Infrastructure	Reduced emissions from taxis	TBC
11	Update Maldon District Design Guide AQ document	Policy Guidance and Development Control	Low Emissions Strategy	MDC				Low		2021	Development of an Air Quality & Low Emission Strategy for the district of Maldon	Priority 2 – Local Authority Policy and Infrastructure	Improved air quality right across the district	MDC Officer time and resources
12	Park & Stride Initiative	Promoting Travel Alternatives	Promotion of Walking	MDC				Low		TBC	Utilise existing parking provision in Promenade Park to facilitate parking for town centre users with the most suitable access from the south as opposed to Town Centre / Market Hill. Improved pedestrian links between Promenade Park and central Maldon	Priority 2 – Local Authority Policy and Infrastructure	Reduced vehicle use on Market Hill	Delivery will be part of the Maldon and Heybridge Central Area Masterplan project

Maldon District Council

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments	Priority	Focus	Resource Implications
13	MDC Team Talk	Policy Guidance and Development Control	Other Policy	MDC				Low		2020	MDC officers will routinely be reminded to avoid Market Hill northbound when driving to / from site	Priority 2 – Local Authority Policy and Infrastructure	Reduced car use	MDC Officer time and resources
14	Council Vehicles Upgrade to Electric	Promoting Low Emission Transport	Public Vehicle Procurement - Prioritising uptake of low emission vehicles	MDC				Low		No Completion Date Set Aspirational Plans	Upgrading pool of vehicles (parks team, dog warden) with EVs will be considered at time of replacement.	Priority 2 – Local Authority Policy and Infrastructure	Reduced Emissions from Council fleet	Aspirational goal. Not costed.
15	Off road walking and cycling route from Heybridge to Maldon via Heybridge Creek	Promoting Travel Alternatives	Promotion of Cycling	MDC			Construction of scheme	Low		TBC	To implement ECC Maldon Cycle Action Plan for an off-road walking and cycling route from Heybridge to Maldon via Heybridge Creek). In accordance with the Maldon and Heybridge Central Area Masterplan SPD 'Movement and Connections Framework'.	Priority 3 - Smarter Choices	Reduction of Car Use	Delivery will be part of the Maldon and Heybridge Central Area Masterplan project
17	Provision of <i>air</i> TEXT Service for the Maldon district	Public Information	Other	MDC	2020	2020	Provision of service	N/A		Clean Air Day 18 th June 2020	The <i>air</i> TEXT Service provides a free service for the public providing air quality alerts by SMS text message, email and voicemail	Priority 3 - Smarter Choices	Public Health	Initial setup £3000 Yearly subscription £1000
18	Supermarket (Online Shopping) Deliveries in Maldon	Freight and Delivery Management	Route management plans	MDC			Annual monitoring	Low		2021	Work with supermarkets to consider opportunities to enable consolidation or options to divert routes	Priority 3 - Smarter Choices	HGV / LGV	TBC
19	Local Freight Hub	Freight and Delivery Management	Freight Consolidation Centre	MDC			Provision of service	Low		2021	Identify opportunities for a zero-emission delivery system on Market Hill	Priority 3 - Smarter Choices	HGV / LGV	TBC
20	Smart Delivery Bays	Freight and delivery management	Freight Partnerships for city centre deliveries	MDC			Identification of suitable locations	Low		2021	Identify opportunities for provision of click & collect style delivery system in the vicinity of Market Hill	Priority 3 - Smarter Choices	HGV / LGV	TBC
21	Information on Domestic Fuel & Woodburning	Public Information	Via Leaflets	MDC	2020	2020	Completion of project	N/A		Clean Air Day 18 th June 2020	Deliver an educational message about the choosing the right fuel for domestic burning, how to operate fires and wood burning stoves optimally to reduce pollution	Priority 3 - Smarter Choices	Public Health	MDC Officer time and resources
22	Indoor Air Quality	Public Information	Via Leaflets	MDC	2020	2020	Completion of project	N/A		Clean Air Day 18 th June 2020	Providing information to residents about how to improve indoor air quality	Priority 3 - Smarter Choices	Public Health	MDC Officer time and resources
23	Clean Air Walking & Cycling Routes	Public Information	Via Leaflets & Internet	MDC			Completion of project	Low		2020	Providing information to residents about walking and cycling routes away from pollution hotspots	Priority 3 - Smarter Choices	Reduction of Car Use	MDC Officer time and resources

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Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments	Priority	Focus	Resource Implications
24	Short term study using real time air quality monitoring on Market Hill	Public Information	Other	MDC	2020	2020	Completion of project	N/A		Clean Air Day 18 th June 2020	Identify pedestrian exposure to air pollution on Market Hill	Priority 3 - Smarter Choices	Public Health	MDC Officer time and resources £400 for the hire of two AirBeam2 analysers
25	Electric Bikes Trial	Promoting Travel Alternatives	Promotion of Cycling	MDC	2020	2020	Completion of project	N/A		Clean Air Day 18 th June 2020	Operate a short-term e-bike test ride and demonstration. The gradient of Market presents challenges for those wishing to cycle into the Town Centre via Market Hill. E-bikes can provide assistance on gradients to make the route accessible for all	Priority 3 - Smarter Choices	Reduction of Car Use	MDC Officer time and resources Hire Costs TBC
26	Electric Vehicle Charging Points at Supermarkets	Promoting Low Emission Transport	Alternative refuelling infrastructure	MDC			No KPI. Aspirational Goal	Low		TBC	Aspirational goal of having all supermarkets in the town of Maldon providing EV charging points	Priority 3 - Smarter Choices	Reduction of Emissions	Aspirational Goal
27	School Travel Plans for schools in Maldon	Promoting Travel Alternatives	School Travel Plans		2020	2020	Completion of project	N/A		Clean Air Day 18 th June 2020	Identify school run travel improvements at local schools through Modeshift Stars Education and the 3PR scheme	Priority 3 - Smarter Choices	Reduction of Car Use	ECC / MDC Officer time and resources

4.2 Action Plan Objectives

Table 4.2 sets out the objectives of this action plan.

Table 4.2 – Objectives of the Air Quality Action Plan

Duration	Objective	Reason
Short-term objective	Reduce measured concentrations at relevant exposure within the AQMA to below 60 µg/m ³	To achieve compliance with the one hour objective To improve Public Health
Medium-term objective	Reduce measured concentrations to below 40 µg/m ³ at relevant exposure within the AQMA	To achieve compliance with the annual mean air quality objective To improve Public Health
Long-term objective	Maintain measured concentrations at below 40 µg/m ³ at all locations within the AQMA	To enable revocation of the AQMA

Will the plan achieve these objectives?

Over the five year duration of the Maldon Air Quality Action Plan 2020 – 2025 there will be a direct reduction of emissions from buses, hackney carriages and private hire vehicles.

Heavy goods vehicles will be required to operate along different routes and the proposed transport strategy for Maldon will reduce congestion and promote sustainable transport.

Dispersion modelling predicts that a Class B Clean Air Zone will lead to compliance with the Air Quality Objectives on Market Hill in Maldon. However, implementation is dependent on suitable funding opportunities being available and secured for retrofitting legacy fleet vehicles to Clean Air Zone compliance standards.

Maldon District Council

Figure 4.1 - Modelled Annual Average NO₂ Concentrations for a Class B Clean Air Zone



4.3 Action Plan Implementation

The Air Quality Action Plan will be appraised annually with progress reported to Full Council.

Updates on individual measures set out in the plan will be reported in the Annual Status Reports (ASRs) produced by Maldon District Council and submitted to Defra as part of our statutory Local Air Quality Management (LAQM) duties.

The Action Plan is proposed to be a live document and subject to review, the steering group may revise measures or recommend new measures.

5 Responsibilities and Commitment

This Air Quality Action Plan was prepared by the Planning and Regulatory Services directorate of Maldon District Council with the support and agreement of the following members, officers, external contributors and departments:

Council Members:

- Cllr Fluker – Leader of the Council, Chair of the Air Quality Steering Group and ward member for Southminster.
- Cllr Channer – Vice-chairman of the Council, ward member for Mayland and Essex County Councillor for Maldon
- Cllr White - Ward member for Purleigh and Essex County Councillor for Maldon
- Cllr Durham - Ward member for Wickham Bishops and Woodham
- Cllr Morley - Ward member for Tolleshunt D'Arcy
- Cllr Harker – Ward member for Heybridge East

Council Officers and External Contributors:

- Richard Holmes – Director of Service Delivery
- Paul Dodson – Director of Strategy, Performance and Governance
- Lead Specialist, Community
- Strategy Theme Lead Officer
- Tim Savage – Senior Scientific Officer, Chelmsford City Council
- Katie Pudney – Senior Transportation and Infrastructure Planner, Essex County Council
- Tracy Farrell – Environmental Protection
- Essex County Council Transportation and Infrastructure
- Essex County Council Integrated Passenger Transport Unit

The AQAP will be subject to an annual review. Progress each year will be reported in the Annual Status Reports (ASRs) produced by Maldon District Council as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to the Council at:

Environmental Health, Maldon District Council, Princes Road, Maldon, CM9 5DL

Email:

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air Quality Annual Status Report
Bus Gate / Lane	A stretch of road through which only scheduled buses and other authorised vehicles to pass through.
CAZ	Clean Air Zone
CVRAS	Clean Vehicle Retrofit Accreditation Scheme. Certification scheme for retrofit emissions reduction technology that will enable Clean Air Zone (CAZ) compliance of legacy fleet vehicles.
Defra	Department for Environment, Food and Rural Affairs
Dispersion Modelling	The mathematical computation of the dispersal of emissions as they travel through the ambient atmosphere
Euro Emission Standards	European emission standards define limits for exhaust emissions of new vehicles sold in the European Union and EEA member states.
EU	European Union
EV	Electric Vehicle
HGV	Heavy Goods Vehicle (in excess of 7.5t)
LAQM	Local Air Quality Management
LEZ	Low Emission Zone
LGV	Light Goods Vehicle (3.5t to 7.5t)
NAEI	National Atmospheric Emissions Inventory
NO ₂	Nitrogen Dioxide

Maldon District Council

NO _x	Nitrogen Oxides
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
S106	Section 106 of the Town and Country Planning Act 1990
SPD	Supplementary Planning Document
TRO	A Traffic Regulation Order is a legal tool which allows a local authority to regulate the use of any named road.
Street Canyon	Generally defined as narrow streets where the height of buildings on both sides of the road is greater than the road width, leading to the formation of vortices and recirculation of air flow that can trap pollutants and restrict dispersion

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Essex County Council Bus Lane & Bus Gate Enforcement available at;

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Essex County Council Bus and Passenger Transport Strategy available at;

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Essex County Council Joint Strategic Needs Assessment 2016: A profile of people living in Maldon available at; <https://data.essex.gov.uk/dataset/joint-strategic-needs-assessment->

Essex Joint Health and Wellbeing Strategy 2018-2022 available at;

<https://data.essex.gov.uk/dataset/essex-joint-health-and-wellbeing-strategy-2018-2022>

Essex County Council Local Bus Service Priority Policy 2015 to 2020 available at;

<https://www.essexhighways.org/uploads/docs/local%20bus%20service%20priority%20policy%202015%20to%202020.pdf>

Essex County Council (Market Hill, Maldon) (7.5 Tonne Weight Restriction) Order 2009

Essex County Council Speed Management Strategy and Policies for Essex available at;

<http://bit.ly/2qTIUvg>

Essex Transport strategy: the Local Transport Plan for Essex (2011) available at;

https://www.essexhighways.org/uploads/docs/essex_ltp.pdf

Maldon District Council Air Quality Annual Status Report (2018) available at;

<http://www.essexair.org.uk/Reports/MaldonDistrictCouncil2018ASR.pdf>

Maldon District Council Air Quality Annual Status Report (2019) available at;

http://www.essexair.org.uk/Reports/Maldon_District_Council_2019_ASR

Maldon District Council Local Development Plan SPD: Vehicle Parking Standards available at;

http://www.maldon.gov.uk/download/downloads/id/17377/maldon_district_vehicle_parking_standards_spd_final_nov_2018.pdf

The Maldon District Design Guide: Assessing Air Quality and Emission Impacts from Development (2017) available at;

http://www.maldon.gov.uk/download/downloads/id/16020/air_quality_technical_document_december_2017.pdf

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Appendix A - Summary of Current Air Quality

Air Quality Objectives

The Air Quality Standards Regulations 2010 identifies limit values for a number of pollutants. The Local Air Quality Management (LAQM) framework requires local authorities to review and assess air quality across their areas against the air quality objectives.

Table A.1 - Nitrogen Dioxide (NO₂) National Air Quality Objectives

Pollutant	Concentration measured as	Value (µg/m ³)	Description of Objective
Nitrogen dioxide (NO ₂)	1-hour Mean	200	Hourly mean not to be exceeded more than 18 times a calendar (Annual mean concentrations in excess of 60 µg/m ³ can be considered to indicate an exceedance of the hourly mean)
	Annual Mean	40	Annual mean not to be exceeded

Air Quality in Maldon

The district of Maldon can be considered to be quite rural with the Dengie peninsula extending to the east as well as a predominantly agricultural area to the north of the Blackwater Estuary. As such, air pollution is generally considered to be low and air quality across the rural parts of the district is good.

Traffic emissions are the most significant source of air pollution in Maldon from road vehicles using Essex County Council controlled roads. The A414 is the principle route within the district which connects Maldon to the A12 and provides a bypass between the south of Maldon and Heybridge.

Maldon District Council

Market Hill Air Quality Management Area

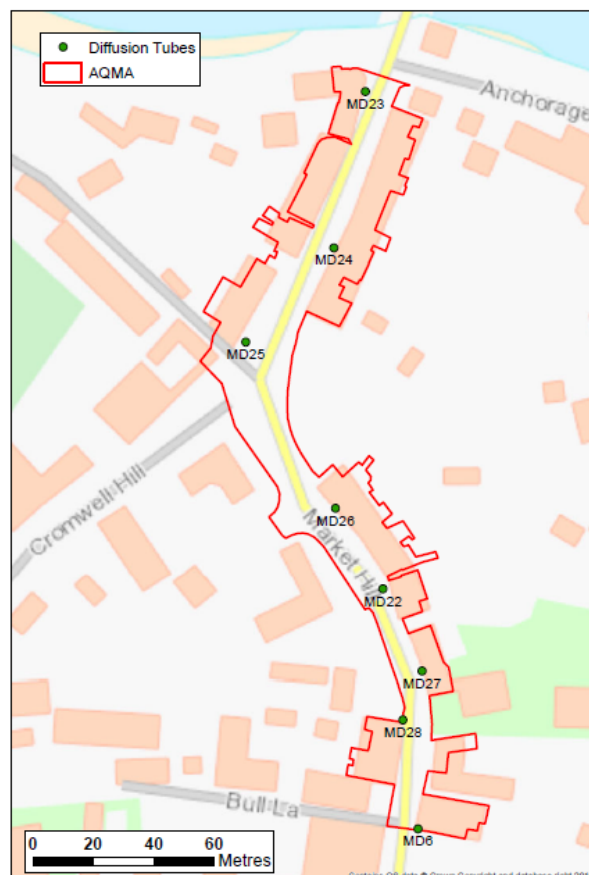
Congestion dominates Maldon town centre during the rush hour periods. Air quality monitoring has determined that Market Hill is an air pollution hotspot. Market Hill is the only access between Heybridge and Maldon town centre and is a busy route throughout the day. Sections of the road have street canyon characteristics which significantly reduce the dispersal of pollution.

Market Hill between Anchorage Hill and Bull Lane has a steep gradient which in places reaches 14%. Road gradient can have a significant effect on vehicle emissions, increasing the power demanded from the vehicle engine when travelling uphill, particularly for larger vehicles such as buses and HGVs. Vehicles going down the hill and have slightly lower emissions than on a flat road.

Air quality is monitored at eight sites along Market Hill and in 2018, concentrations of NO₂ vary between 72% and 146% of the annual mean air quality objective. The highest concentration measured was 61.78 µg/m³.

An Air Quality Management Area (AQMA) was declared on Market Hill in December 2018 for both the annual mean and hourly objectives for nitrogen dioxide (NO₂). The AQMA declaration order can be found in Appendix E.

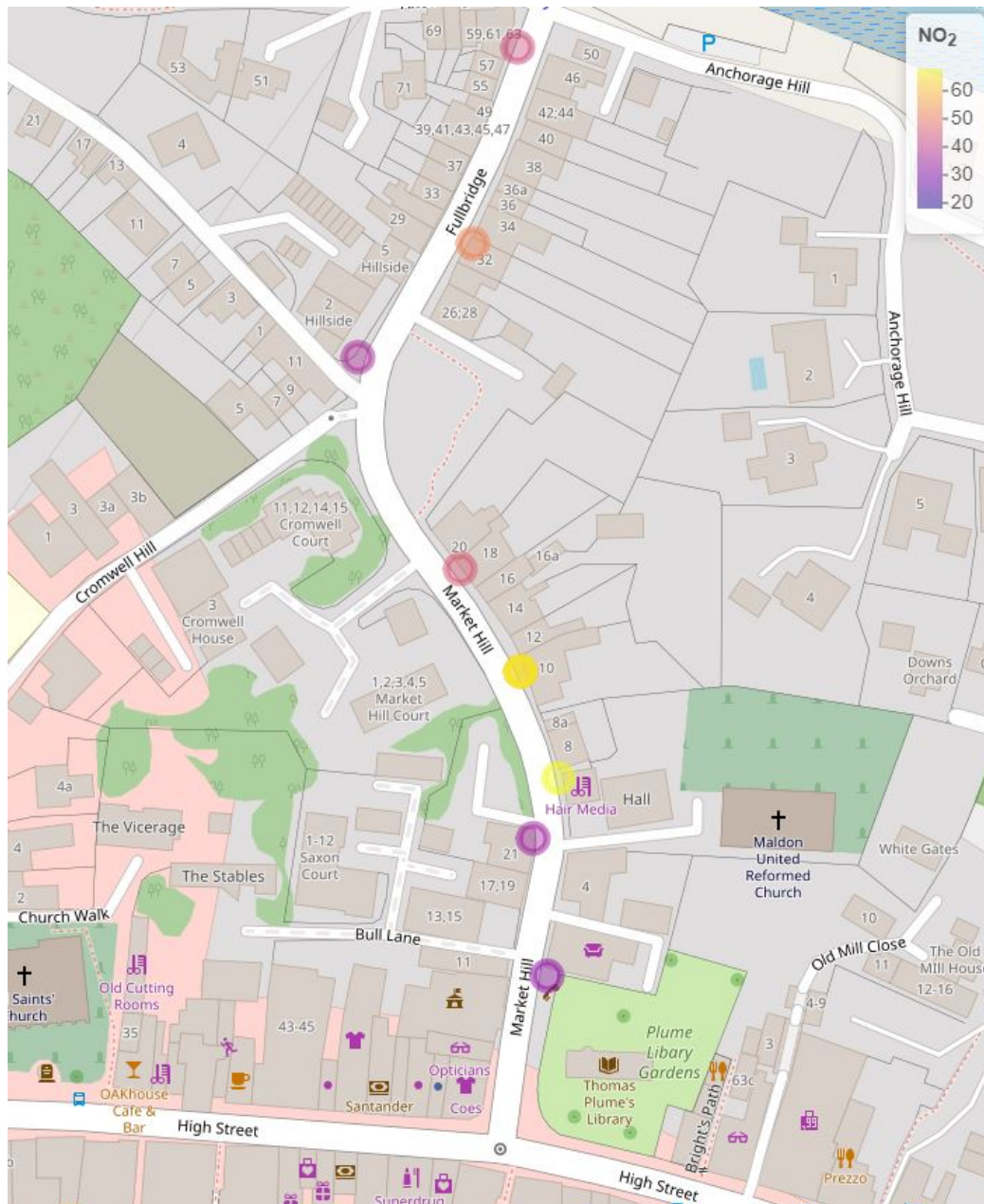
Figure A.1 - Location Map of the Market Hill AQMA and Diffusion Tube Monitoring Locations



Maldon District Council

Figure A.2 identifies monitoring results taken along Market Hill in 2018. Monitoring results from the wider district can be found in Maldon District Councils Annual Status Reports.

Figure A.2 - Monitored Annual Average NO₂ Concentrations (µg/m³) along Market Hill, Maldon (2018)



Credit: © OpenStreetMap contributors

Public Health Context

Air pollution is a significant public health problem with increasing concerns over the adverse health effects on human health.

The AQMA on Market Hill is declared for Nitrogen dioxide (NO₂) exceedances. NO₂ is a gas which mainly gets into the air from combustion processes, including from vehicles and power stations.

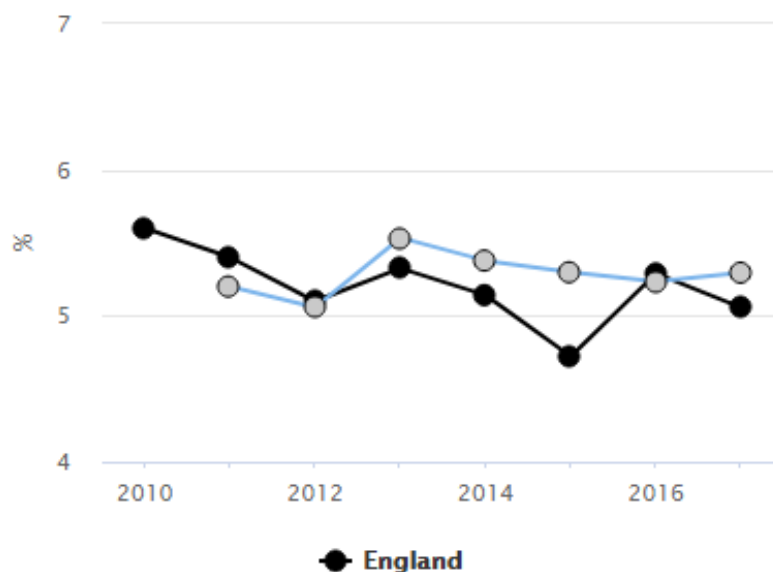
Breathing air containing high concentrations of NO₂ can inflame the airways and lungs and over a long period of time worsen respiratory problems. Children, older people and those with conditions such as asthma are at greater risk.

Market Hill contains residential dwellings and is the main route to Maldon Town Centre for cyclists and pedestrians travelling to and from Heybridge. Both short term and long term exposure to NO₂ could affect both health of residents and users of the road.

In addition to NO₂, exposure to other air pollutants such as particulate matter can be harmful. There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Maldon District Council does not monitor PM_{2.5} concentrations however notes the Public Health Outcomes Framework indicator 3.01 – Fraction of mortality attributable to particulate (PM_{2.5}) air pollution which for 2017 gave a value of 5.3%. These values are broadly similar to other authorities within the East of England region.

Figure A.3 - Public Health Framework Indicator 3.01 Fraction of all-cause adult mortality attributable to anthropogenic particulate air pollution



Although this action plan is developed to target NO₂ exceedances, it is expected that measures will reduce emissions of particulate matter within the AQMA.

Appendix B - Air Quality Action Plan Development

Existing Council Strategies

The Action Plan has been developed with due regard to existing Council strategy, policy and corporate priorities:

- Maldon Local Development Plan
- Maldon and Heybridge Central Area Masterplan
- Corporate Plan 2019/23
- Maldon District Design Guide: Assessing Air Quality and Emissions Impacts from Developments

Baseline Modelling

Pollution on Market Hill comes from a variety of sources. On behalf of Maldon District Council, a baseline modelling study was carried out by Cambridge Environmental Research Consultants (CERC).

The study used the ADMS-Urban software to run an air quality dispersion model.

The model used the following inputs to create a detailed emissions inventory.

- Automatic traffic count data comprised of north and southbound traffic flows split into vehicle categories. This data contained a breakdown of traffic speeds.
- Speed related emission factors.
- Gradient related emission factors. Market Hill has sections of steep inclines and the increased power demand for vehicles particularly from heavier fleets such as buses and HGVs is notable.
- Meteorological data from Southend was used. This is approximately 18km from Maldon.
- Emissions data from the UK National Atmospheric Emissions Inventory (NAEI) was input into the model to represent local sources and air quality monitoring data from Rochester Stoke monitoring station was input into the model to represent concentrations of air being blown into Maldon.

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- Street canyons. The presence of buildings either side of a road can introduce street canyon effects that result in pollutants becoming trapped, leading to increased pollutant concentrations. Street canyon effects were taken into account within the dispersion modelling using detailed information for roadside buildings taken from OS Mastermap buildings data. The road was divided into sections which had constant gradient and canyon properties. Different street canyon data was calculated for each of these road sections. The locations of the monitoring sites were refined so that the modelled locations were the correct distance from the modelled roads and within the appropriate street canyons.
- Surface roughness. A parameter used to characterise the assessment area in terms of the effects it will have on wind speed. A value of 0.5m was used to represent Maldon.
- Monin-Obukhov length. A parameter that represents the stability of the atmosphere. A value of 10m was used.

Running of the model generated an emissions data set which allowed the mapping of pollution and dispersion across the geographical area.

Modelling Verification

Initial model prediction showed an under-estimation of emissions. After model adjustment, the final model verification process showed that the output modelled concentrations showed generally good agreement with measured data although there was a slight underprediction of roadside concentrations on the southbound (uphill) side of the road close to the brow of the hill.

These discrepancies were unlikely to be due to uncertainties in the dispersion calculations, but more likely to be due to underestimation of emissions.

Modelling Limitations

To improve the agreement and take account of possible uncertainty in the gradient emissions adjustments, the average speed of vehicles travelling uphill was reduced. Dispersion modelling uses data that contains a number of assumptions and where intervention scenarios have been modelled, the interpretation, commentary and conclusions are based upon the judgement of the results with due consideration to the noted limitations.

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Source Apportionment

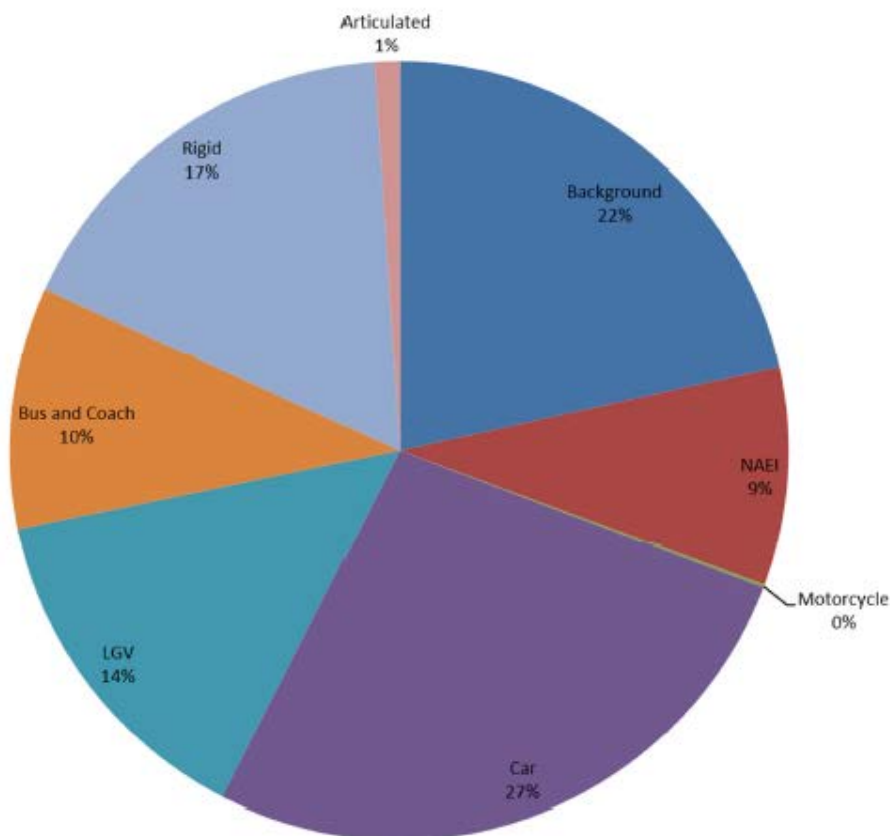
Air pollution along Market Hill comes from a variety of sources including sources outside of the district.

Using the results of the baseline ADMS-Urban modelling, source apportionment was carried out for Market Hill to determine the contribution of different sources types to concentrations of NO_x.

Detailed source apportionment has determined the proportion of emissions from each source whether transport based or background.

Figure A.1 attributes pollution to sources. The source apportionment study identifies that within the AQMA, traffic represents 69% of the modelled pollution.

Figure B.1 - Market Hill NO_x Emissions by Source Type (2018) (%)



The background category contains concentrations of pollution either originating from Maldon or that has been blown in from elsewhere.

The NAEI category denotes industrial emissions and the data has been taken from the National Atmospheric Emissions Inventory (NAEI) database.

Table A.1 shows the average NO_x emissions by vehicle type within the AQMA after background emissions have been removed.

Maldon District Council

Table B.1 Market Hill Average Vehicle NOx Emissions by Vehicle Type (2018)
(%)

Vehicle Type	Fleet Mix	Average NOx Emissions
Motorcycles	1.1%	0.1%
Cars	79.2%	39.4%
LGV	15.5%	21.1%
Bus	1.1%	14.1%
Rigid HGV	3.9%	23.9%
Articulated HGV	0.1%	1.4%

The source apportionment identifies that of the local vehicle fleet, cars make up 79.2% of the vehicular traffic but contribute to 39.4% of vehicle emissions.

Vehicles in the HGV category: Buses, Rigid HGV and Articulated HGV make up 5.1% of the vehicular traffic but contribute to an equal 39.4% of vehicle emissions.

The main measures presented in this air quality action plan focus upon the heavier vehicles which due to the gradient of Market Hill, emit pollution at a disproportionately high level.

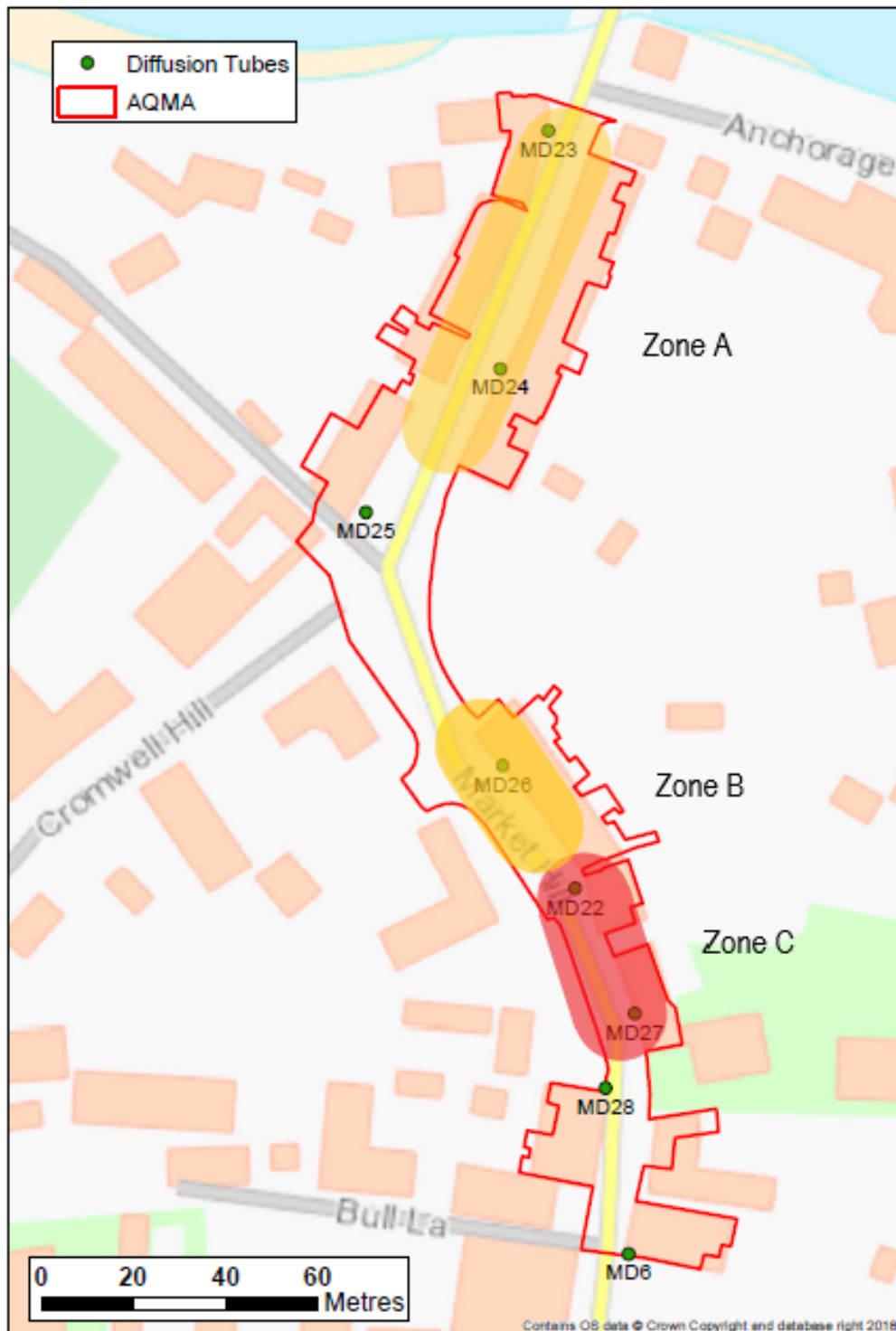
However, it is important that action plan measures reduce pollution from all sources. In addition to interventions that tackle emissions from HGVs and buses, measures are presented to reduce emissions through the promotion of sustainable travel and the reduction of personal car use.

Required Improvements in Air Quality

Monitored exceedances on Market Hill have been mapped into geographical zones to enable identification of the necessary improvements in localised air quality.

Figure B.2 identifies the steep sections of the Market Hill AQMA mapped into three zones.

Figure B.2 Market Hill Exceedances Mapped into Zones



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Table A.2 identifies the reductions of NO₂ required to reach compliance with the Air Quality Objectives.

Zone C can be identified as the worst-case location for relevant exposure. The street canyon characteristics, gradient and slow moving traffic due to the proximity with Maldon High Street all contribute to the concentrations.

Table B.2 Required Reductions of NO₂ Concentrations

AQMA Exceedance Zone	Range of Monitored NO ₂ Concentrations (at relevant exposure)	Required Reduction of NO ₂ to reach compliance with Air Quality Objectives	Comments
Zone A	33.1 – 44.0 ug/m ³	4 ug/m ³	Street canyon location. Steep Gradient
Zone B	39.1 ug/m ³	No exceedance	Not a street canyon location No measured exceedances
Zone C	55.5 – 61.8 ug/m ³	22 ug/m ³	Significant street canyon. Steep gradient. Experiences congestion due to proximity of junction with Maldon High Street

The high concentrations that have been measured in Zone C of the AQMA require significant intervention to meet compliance meet the air quality objectives.

Key Priorities in Action Plan Development and Implementation

Maldon District Council has made three priorities for the development and implementation of the air quality action plan:

Priority 1 – Reduction of Emissions

The priority for Maldon District Council is to implement direct interventions that have the aim of reducing emissions on Market Hill so that measured concentrations of nitrogen dioxide meet the requirements of the National Air Quality Objectives.

Without direct interventions, it would not be possible to significantly improve the air quality on Market Hill.

Priority 2 – Local Policy & Infrastructure

Maldon District Council proposes to update Council strategies and policies in order to reduce emissions from Council activities and to encourage the use of low emission transport.

Priority 3 – Smarter Choices

Smarter Choices are “packages” of supplementary measures for the wider local area, comprising measures such as actions to improve public health, encourage healthy and active travel, marketing and information to encourage people to use sustainable transport.

Consideration of Interventions

Feedback from the Councils community engagement event identified a number of preferred options from residents:

- Market Hill should be converted to a one-way only (downhill) route.
- Pedestrianisation of Market Hill

Based on the baseline modelling study and source apportionment the steering group considered a number of options:

- Bus Gate
- Clean Air Zone
- Enforcement of weight restrictions

Scenario Modelling

The following scenarios were modelled:

- Exclusion of all HGV size vehicles on Market Hill with the exception of buses.
- One-way only (downhill / northbound route) along Market Hill.
- A bus gate operational on the southbound (uphill) direction between Anchorage Hill and Bull Lane between the hours of 7am and 7pm Monday to Friday excluding all vehicles except buses.

Table B.3 identifies modelled air quality improvements for each scenario and whether air quality compliance would be achieved.

Table B.3 - Scenario Modelling

Scenario	Air Quality Improvements	Air Quality Compliance Achieved?
Scenario 1 Enforcement of Weight Restriction	Medium	No
Scenario 2 One Way (Downhill) Route	High	Yes*
Scenario 3 A bus gate operational on the southbound (uphill) direction between Anchorage Hill and Bull Lane between the hours of 7am and 7pm Monday to Friday excluding all vehicles except buses.	High	Yes*
Scenario 4 Class B Clean Air Zone	High	Yes*

*within the acknowledged limitations of the dispersion modelling

Exclusion of HGVs as a standalone measure was found to not achieve the air quality objectives. Both Scenario 2 one-way (downhill) route and Scenario 3 bus gate interventions were modelled as achieving air quality compliance however implementation could cause significant displacement of private cars and LGVs on other local roads.

Scenario 3 is not entirely ruled out for the long term as the proposed Maldon Transport Strategy will include a feasibility of introducing a bus gate on Market Hill and identify the magnitude of potential vehicle displacement.

Scenario 4 Class B Clean Air Zone was modelled as achieving compliance with the air quality objectives. Modelled NO₂ concentrations show significant reductions compared to the base case but the intervention would not cause mass displacement of traffic.

Figure B.3 Modelled Change in Annual Average NO₂ Concentrations for Scenario 4

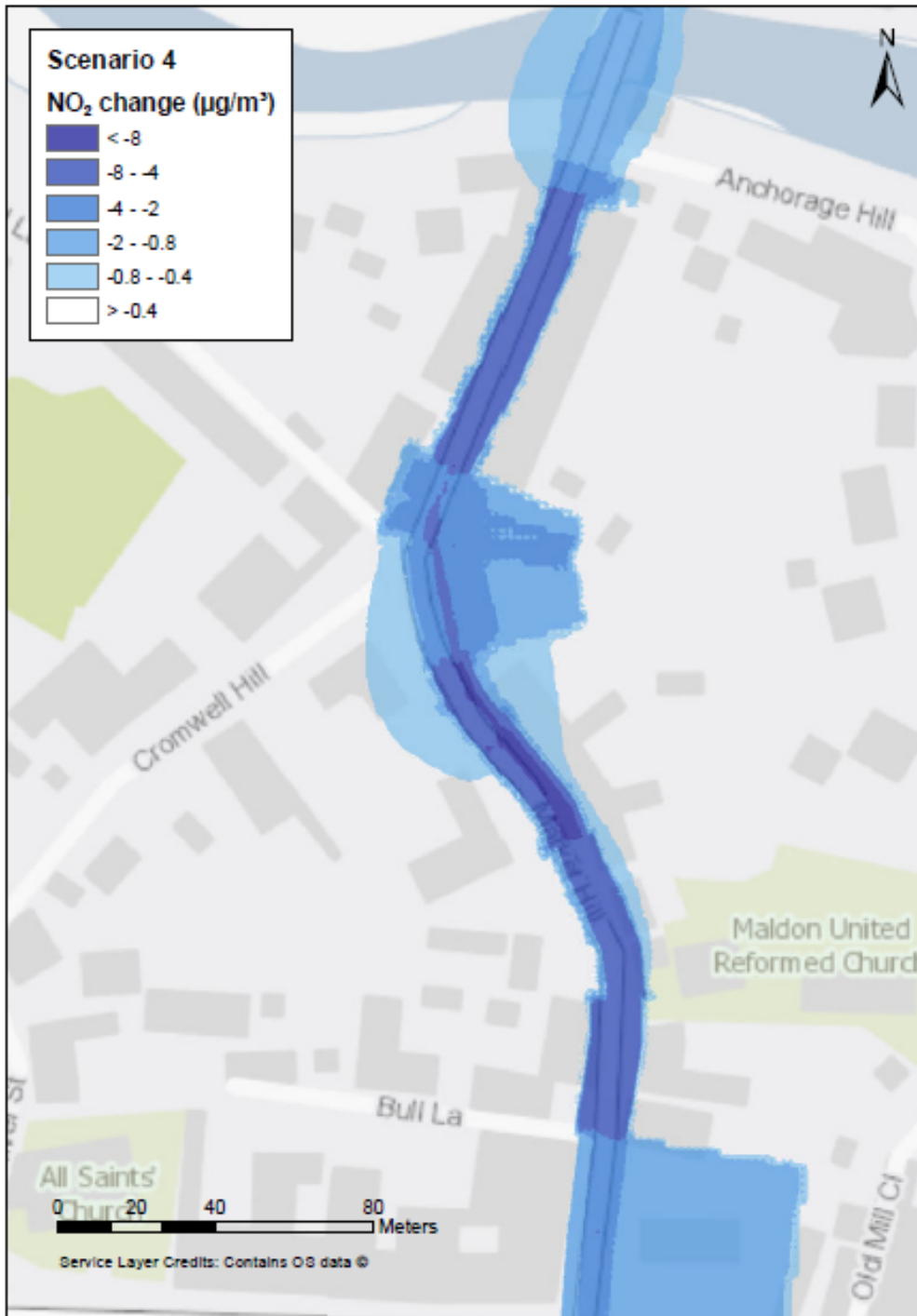


Figure B.4 - Modelled Annual Average NO₂ Concentrations for Scenario 4



The modelled concentrations at the monitoring sites are all below the air quality limit value, however it should be noted that the model verification showed underprediction of concentrations at some of the sites.

It is acknowledged that due to the combination of street canyon and steep gradient, there are limitations with the dispersion modelling results and that underprediction of concentrations.

Appendix D provides an options assessment for measures that have not been pursued and the reason for that decision.

Appendix C – Impact and Implementation

Target Pollution Reduction in the AQMA

Measures within Table 4.1 of the Air Quality Action Plan are evaluated in relation to their expected impact on pollution in the AQMA.

Some interventions can lend themselves to detailed quantifiable analysis in terms of emissions reductions more than others. These measures will be quantified by either reduction of emissions or pollutant concentrations (expressed by percentage or unit of $\mu\text{g}/\text{m}^3$) and then classified to represent a low, medium or high impact.

Other measures cannot necessarily be quantified by modelling. To enable due consideration, measures will be qualified by professional judgement to represent a low, medium or high impact which may be positive or negative:

- Low: Imperceptible (a step in the right direction). Air quality improvements are unlikely to be detected within the uncertainties of dispersion modelling or monitoring post implementation.
- Medium: Perceptible improvement (a demonstrable improvement in air quality). An improvement of up to 5% of the air quality objectives ($2 \mu\text{g}/\text{m}^3$) which could be identified by dispersion modelling. However, improvement is not likely to be measurable by monitoring due to the stochastic effects of traffic and meteorology.
- High: Significant improvement of more than 5% of the objective ($2 \mu\text{g}/\text{m}^3$). Air quality improvements can be clearly demonstrated by dispersion modelling or by monitoring post implementation.

Resource Implications

Proposals set out in this Air Quality Action Plan are dependent on funding, officer time and the appropriate resources being available. Some measures within this action plan are aspirational goals and as such have not yet been fully costed.

Summary

The operation of a Clean Air Zone in this way will provide a route for Maldon District Council to deliver air quality benefits and to support behavioural change without imposing direct financial burden on residents and businesses.

The Council wishes to encourage residents and businesses to think about the modes of transport they use and what type of vehicles they purchase.

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Steering Group

An air quality steering group was set up to develop this Air Quality Action Plan.

The dates of the main meetings and dispersion modelling work are advised below:

Table C.1 - Steering Group Work

Event	Purpose	Outcome	Date of Meeting
Steering Group Inception Meeting	Initial discussion about the scope of air quality action plan	Request consultants undertake baseline modelling and source apportionment study	18 th December 2018
Baseline Dispersion Modelling & Source Apportionment Study	Data collection and undertake a dispersion modelling study to create a baseline that interventions can be modelled around Carry out a source apportionment study	Report reference FM1216/R4/19	N/A
Steering Group Meeting	Present baseline modelling and source apportionment	To undertake a community engagement event To undertake a review of waiting and loading TROs in the High Street	8 th May 2019
Community Engagement Event	To develop an understanding of the local communities preferred scenarios	N/A	18 th June 2019
Steering Group Meeting	To consider responses from the community engagement event and decide upon modelling scenarios	Steering group resolved that there would be modelling undertaken to identify potential improvements to the Market Hill pedestrian crossing and to model effective enforcement of the 7.5t weight restriction	10 th July 2019

Maldon District Council

Initial Scenario Modelling	Undertake modelling of: <ul style="list-style-type: none"> • effective enforcement of 7.5t weight restriction • one-way route • bus gate 	Report Reference FM1216/R6/19	N/A
Steering Group Meeting	Agree new Terms of Reference for a revised member / officer working group Consideration of scenario modelling works, constraints and future options	Prepare a draft action plan based on a hybrid package of measures forming a Clean Air Zone.	9 th October 2019
Further Scenario Modelling	Undertake modelling of: <ul style="list-style-type: none"> • Class B Clean Air Zone 	Report Reference FM1216/A1/20	N/A
Maldon District Council / Essex County Council Meeting	To discuss proposed measures to be set out in the draft air quality action plan	Provisional agreement to the main measures to be set out in the draft air quality action plan	7 th January 2020
Steering Group Meeting	To consider measures to be set out in the draft air quality action plan	Revision of the action plan format	15 th January 2020
Steering Group Meeting	To consider approving the draft air quality action plan ahead of submission to the Strategy and Resources Committee to approve for formal consultation	The air quality action plan was approved for submission subject to a minor amendment	27 th January

In addition, officers have used email, telephone calls and small meetings to discuss measures and development work which have been reported back to the steering group.

Maldon District Council**Consultation and Stakeholder Engagement**

In developing this draft AQAP, Maldon District Council have worked with Essex County Council whom are highway and transportation authority for Maldon. A community engagement event was held on 18th June 2019 and written submissions have been accepted from those who could not attend.

Schedule 11 of the Environment Act 1995 requires local authorities to undertake a formal consultation. The proposed external consultees are listed in Table C.2.

Table C.2 – Proposed External Consultees

Yes/No	Consultee
Yes	the Secretary of State
Yes	the Environment Agency
Yes	Essex County Council (Public Health / Highways / Passenger Transport)
Yes	all neighbouring local authorities
Yes	Licensed hackney carriage and private hire operators
Yes	Commercial bus operators
Yes	Essex Police
Yes	Burnham Chamber of Commerce
Yes	Maldon Town Council
Yes	Residents of Maldon

Response to Consultation

Table C.3 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

Consultee	Category	Response	CBC Comment	Amendment to the Action Plan?
Director of Service Delivery	Internal stakeholders	To be completed post consultation		
Director of Strategy, Performance and Governance		As stated above		
Planning Department		As stated above		
Planning Department (Conservation)		As stated above		
Planning Department (Urban Design)		As stated above		
Environmental Health		As stated above		
Refuse & Recycling		As stated above		
Licensing		As stated above		

Consultee	Category	Response	CBC Comment	Amendment to the Action Plan?
Secretary of State	External Stakeholders	To be completed post consultation		
The Environment Agency		As stated above		
John Whittingdale MP		As stated above		
Essex County Council (Highway Authority)		As stated above		
Essex County Council Place Directorate		As stated above		
Essex County Council Public Health Directorate		As stated above		
Essex County Council Locality Directorate		As stated above		
Essex County Council Passenger Transport		As stated above		
Braintree District Council		As stated above		
Chelmsford City Council		As stated above		
Colchester Borough Council		As stated above		
Licensed Hackney Carriage and Private Hire Operators		As stated above		
Commercial Bus Operators		As stated above		
Essex Police		As stated above		
Maldon District Chamber of Commerce		As stated above		
Maldon Town Council		As stated above		
Residents of Maldon District	As stated above			

Appendix D – Options Assessment

Table D.1 – Action Plan Measures Not Pursued and the Reasons for that Decision

Action category	Measure	Target Pollution Reduction in the AQMA	Resource Implications	Constraints / Reason action is not being pursued as an initial measure (including Stakeholder views)
Traffic Management	Traffic management to alter Market Hill to become a pedestrianised zone	High	Medium	The measure would create significant traffic displacement on the Maldon bypass and associated roads on the western side of Maldon.
Traffic Management	Traffic management to alter Market Hill to become one-way (downhill) route	High	Medium	It will be necessary to observe the impact of the Clean Air Zone and the magnitude of potential vehicle displacement that could impact on other local roads before any traffic based intervention could be considered.
Traffic Management	Implementation of a bus gate restriction	Medium	High	It will be necessary to observe the impact of the Clean Air Zone and the magnitude of potential vehicle displacement that could impact on other local roads before any traffic based intervention could be considered.
Promoting Low Emission Transport	Bus emission restrictions enforced by Traffic Regulation Condition	High	High (commercial bus operators)	Essex County Council advise that the bus services in Maldon aren't sufficiently commercially viable to warrant the operators putting cleaner buses on these routes. Routes being withdrawn could have a detrimental impact on the economy of Maldon High Street and may lead to an increase in car use.

Highway Improvements	Upgrade the pedestrian crossing at the top of Market Hill with a puffin crossing	Negative	Medium	Although the operation of pedestrian crossing is inefficient, analysis has identified that across the course of the day the stop / start operation of a puffin crossing would lead to an increase in traffic queuing times and additional emissions on Market Hill
Traffic Management	20mph speed limit on Market Hill	Not Modelled	Medium	It would not be appropriate to implement a 20mph zone or speed limit on a County Route

Appendix E - Market Hill AQMA Declaration

Environment Act 1995 Part IV Section 83(1)
Maldon District Council
Market Hill, Air Quality Management Order 2018

Maldon District Council in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as the Maldon District Council Air Quality Management Area number 1.

Area 1 – Market Hill, Maldon.

And shall come into effect on **11th December 2018**.

The areas shown on the attached maps in red are to be designated as air quality management area 1. The designated area incorporates the stretch of road and properties between Anchorage Hill and Bull Lane.

The map may be viewed at the Council Offices.

Area 1 is designated in relation to the likely breach of the nitrogen dioxide annual mean and hourly objectives as specified in the Air Quality Regulations 2000.

This Order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of Maldon District Council was hereunto affixed in the presence of:


Authorised signatory



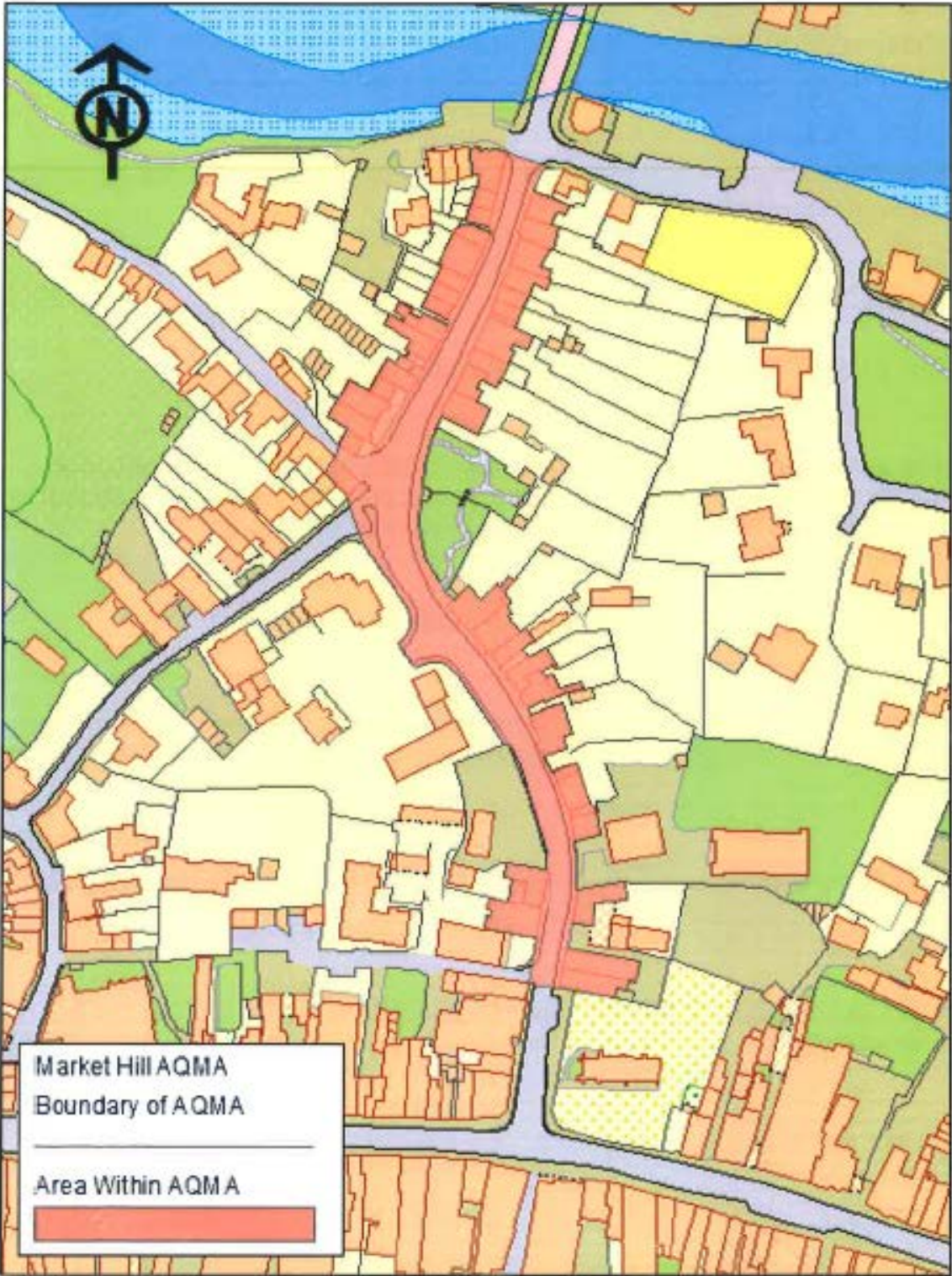
Paul Dodson, Director of Planning & Regulatory Services



5842
11/12/18

Authorised Signatory

S.J. QUETCH, SOLICITOR

Maldon District Council
Market Hill, Air Quality Management Order 2018



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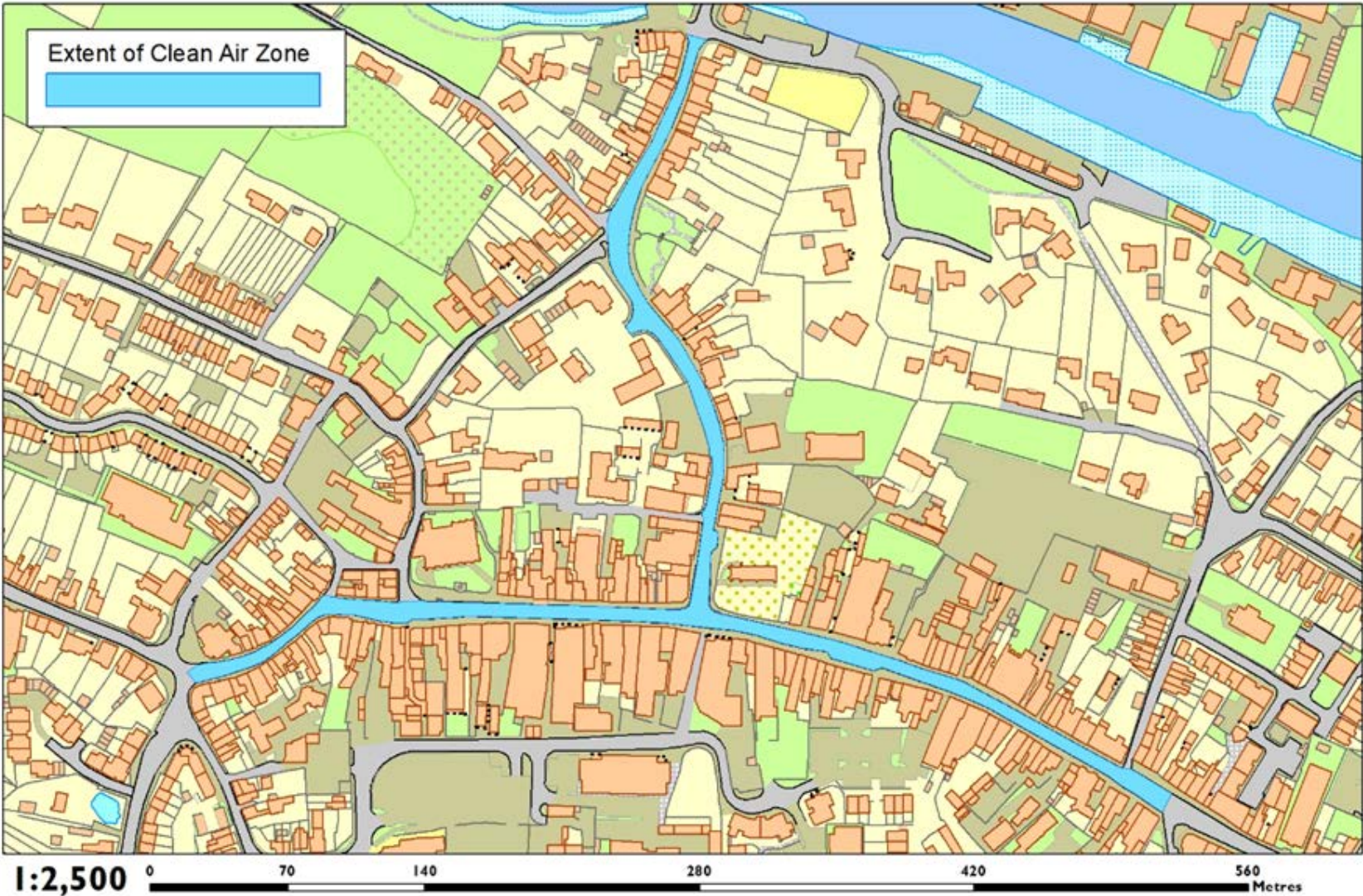
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Appendix F - Maldon District Design Guide Air Quality Update

Action	Detail	Progress
Action 1	Securing measures to reduce vehicle journeys and therefore reduce vehicle exhaust emissions via the major planning applications. This includes new and enhanced public transport links, cycle networks and the installation of EV charging points (to provide an infrastructure to encourage future ULEV use and therefore reduce exhaust emission).	<p>https://www.visitmaldondistrict.co.uk/get-here-and-around/Cycling.aspx</p> <p>https://www.essexhighways.org/uploads/files/Getting%20Around/Cycling/Maldon-District-Cycling-Action-Plan.pdf</p> <p>https://www.zap-map.com/live/</p> <p>EV charge points installed at council offices</p> <p>EV charging points are now required in new builds through the planning regime (in planning policy).</p> <p>EV points for taxis are being addressed in the pending Air Quality Action Plan</p>
Action 2	Continue to monitor nitrogen dioxide at numerous locations around the District. This is done on a monthly basis using diffusion tubes.	See Annual Status Report for further detail. The network continues to evolve as necessary.
Action 3	Use the procurement system to ensure that air quality is a consideration within contracts for Maldon District Council.	Being pursued through the pending Air Quality Action Plan
Action 4	Work with Public Health colleagues to inform the public about health impacts of air pollution and how they can change behaviour to reduce emissions and reduce exposure.	Being pursued through the pending Air Quality Action Plan

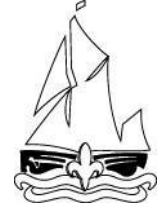
Action 5	Continue to actively work with operators of industrial processes that ensure that permit conditions are appropriate for the operation and they meet compliance.	All authorised processes inspections are up to date and compliant. The council contracts a consultant to complete inspections.
Action 6	Local air quality management guidance recommends that every six years a District review is completed to identify any new industrial processes that are operating without a permit are regularised to ensure emissions to air are controlled. This work is ongoing.	Ongoing identification of new processes in the district.
Action 7	Encouragement of staff to car-share including the provision of a car sharing space in the staff car park.	See Annual Status Report: Car share space at council offices and also “Essex Liftshare”
Action 8	Explore grant options and the Council’s appetite for the installation of electric charging points in two strategic locations within the District. By providing these points it will provide and encourage accessibility to both residents of Maldon District and visitors.	EV charging for Taxis being addressed in Air Quality Action Plan

Appendix G – Map of Proposed Clean Air Zone



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REPORT of DIRECTOR OF SERVICE DELIVERY

**to
STRATEGY AND RESOURCES COMMITTEE
20 FEBRUARY 2020**

AMENDMENTS TO THE LOCAL INFORMATION REQUIREMENTS FOR THE VALIDATION OF PLANNING APPLICATIONS (LOCAL LIST)

1. PURPOSE OF THE REPORT

- 1.1 To seek agreement of the commencement of a formal consultation period for revised local information requirements for the validation of planning applications list (local list).

2. RECOMMENDATION

That the Maldon District Council Planning Validation Requirements List – Update January 2020 (**APPENDIX 2**) be endorsed for public consultation for a period of six weeks and then brought back to this Committee to consider the responses received and to agree any alterations with a view to the list being finalised and then published.

3. SUMMARY OF KEY ISSUES

- 3.1 In 2008 an amendment to the Town and Country Planning (General Development Procedure) Order 1995 introduced a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts. In March 2010, June 2013 and March 2014 the Government issued revised guidance and regulations on information requirements and validation. The Council is bound by the national validation requirements but in accordance with Government Guidance has also adopted local validation requirements, known as its Local Lists to supplement the national requirements.
- 3.2 The validation arrangements provide a guide to the information that the Local Planning Authority (LPA) will require at the outset. This provides applicants with certainty regarding the information required and to ensure that the LPA has all the necessary information to determine the application and to draft the planning permission and all conditions, minimise the need for further submission of additional information in order to allow LPAs a reasonable opportunity to determine applications within the National Indicator (NI) 159 targets. This also ensures that there is a consistency in the approach taken in registering and validating applications.
- 3.3 The Council does not validate an application when it considers it to be incomplete i.e. if all or some information listed in the current local list is not provided. For this

reason it is essential that the Council provides a local list that is fit for purpose and user friendly to ensure that unnecessary delays are not put-upon applicants and developers.

3.4 Irrespective of the local list Section 7 of Part 3 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that an application for planning permission must provide a level of information; as set out below:

- A Completed application form published by the Secretary of State (or a form to substantially the same effect) to be made in writing to the Local Planning Authority;
- A completed Ownership Certificate;
- A plan which identifies the land to which the application relates;
- Any other plans, drawings and information necessary to describe the development which is the subject of the application, any plans or drawings required must be drawn to an identified scale and, in the case of plans, must show the direction of north.

3.5 The national requirements are not considered to be extensive and only provide a base line level of information. The Government, therefore provides the ability for a Council to determine what additional information it will require, taking into account local circumstances.

3.6 Current Government guidance in relation to the local list is set out within the National Planning Practice Guidance (NPPG) which states:

'In addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be:

- *reasonable having regard, in particular, to the nature and scale of the proposed development; and*
- *about a matter which it is reasonable to think will be a material consideration in the determination of the application'.*

3.7 The LPA undertook a review of its local list dated May 2016, in accordance with Governments guidance in April 2018. As part of this review it was found that there were no material changes to policy or any fundamental updates to planning guidance in regard to producing a local list. It was therefore concluded that no changes to the local list were necessary at that time. However, Government Guidance recommends that the validation list is reviewed every two years and any minor amendments to take account of statutory changes or Government Guidance will be made as and when necessary.

3.8 Having regard to the above, a review of the local list dated April 2018 (**APPENDIX 1**) has now been conducted, in accordance with Government guidance, and Officers consider that it can be improved.

- 3.9 The proposed revised local list is included in **APPENDIX 2** as a track changed document. The requirements, layout and wording are considered to be in accordance with Government guidance and are not considered to be onerous upon the applicant, whilst enabling the LPA to understand where the site is, what the development proposal is and what the main impacts of the scheme will be, as well as, where necessary, the mitigation of these impacts. It is also considered that the proposed revised local list will improve our customer's experience, by allowing Applicants and Agents a greater understanding of what is required to validate an application.
- 3.10 Further to the above, the inclusion of the biodiversity check list will provide a clearer, and more transparent process for both the Applicant / Agent and the LPA and ensure conformity with British Standard 42020:2013 for Biodiversity (Code of practice for planning and development). The correct application of the checklist will help the Applicant and the LPA comply with national biodiversity policy and legislation; thereby reducing the likelihood of delays resulting from the submission of inadequate information or the need for a condition to be imposed when planning permission is granted.
- 3.11 It should be noted that the biodiversity check list has not yet been commissioned and therefore the wording on the local list reflects this. The local list has been worded in a way that when the biodiversity check list is adopted it will form a validation requirement and must be submitted.
- 3.12 When amending the local list it is recommended that the proposals should be issued to the local community, including agents for consultation. In this instance a six-week consultation period is proposed.
- 3.13 Following the consultation period the responses received will be considered and where appropriate changes will be made to the revised local list.
- 3.14 The Council seeks to provide a high standard of service to its customers. It is considered that the proposed revised list will improve our customer's experience by providing clearer guidance as to what information is required which will streamline the process and make it more cost effective.

4. CONCLUSION

- 4.1 A regular review of the local list is an important process in ensuring a high level of customer service as well as assisting the timely processing of applications. By updating the local list it is considered that the validation process should become clearer and more streamlined for both the Applicant / Agent.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The review and updating of the local list is directly in accordance with Government guidance and it is also linked to three strategic themes in the following way:
- Place – An updated validation / local list will aid the efficiency of the validation of applications, helping towards the Council achieve its aims of sustainable growth and infrastructure.

- Community – An updated validation / local list with clearer guidance as to what is expected from applicants when submitting an application will create more effective engagement with the community.
- Prosperity – An updated validation / local list will result in a more efficient delivery of employment sites as it will be clearer what is expected to be submitted with an application.

6. IMPLICATIONS

- (i) **Impact on Customers** – The ability to ensure that the information required to be submitted as part of a planning application is clear and it also helps to ensure planning decisions are taken in a timely, open and transparent way.
- (ii) **Impact on Equalities**– None Identified.
- (iii) **Impact on Risk** – Failure to determine planning applications within the statutory timescales could result in the Council being placed in ‘Special measures’ and also an increase in planning appeals with a subsequent impact on staff resources.
- (iv) **Impact on Resources (financial)** – The proposed changes will not result in any requirement for further financial resources.
- (v) **Impact on Resources (human)** – The proposed changes will not result in any requirement for further human resources.
- (vi) **Impact on the Environment** – Failure to determine applications within the statutory period 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.
- (vii) **Impact on Strengthening Communities** – A more streamlined process will provide a more transparent and streamlined process for the community, resulting in greater trust between the community and LPA and improved satisfaction amongst the community.

Background Papers: None.

Enquiries to: Matt Leigh, Lead Specialist Place, (Tel: 01621 875740).

Maldon District Council Planning Validation Requirements List

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Completed application form	All applications (except applications for hazardous substance consent)	It is recommended that applications are submitted through the Planning Portal or i-apply For applications submitted on paper 4 complete sets of documents should be submitted as required by The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	Planning application forms	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
Relevant planning fee	Please see the Guide to the Fees for Planning Applications in England for the relevant fee	Cheques should be made payable to Maldon District Council. Card payments can be made by calling 01621 854477	Planning Fee Calculator Guide to the Fees for Planning Applications in England	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Notice(s) of ownership	All applications where there are owners of the application site other than the applicant	Should be served in accordance with <u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u>	<u>National Planning Practice Guidance</u> <u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u>	<u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Design and Access Statement	<p>All major planning applications</p> <p>Applications for one or more dwellinghouses in a Conservation Area</p> <p>Applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</p> <p>All Listed Building Consent applications</p>	<p>Report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should cover:</p> <ul style="list-style-type: none"> the design principles and concepts that have been applied to the development how the proposed development's context has influenced the design the approach to access and how relevant Local Plan policies have been taken into account any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development how any specific issues which might affect access to the proposed development have been addressed 	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p> <p><u>Guidance on information requirements and validation (2010)</u></p> <p><u>Commission for Architecture and the Built Environment – Design and access statements : How to write, read and use them</u></p> <p><u>Maldon District Design and Access Statement Guidance Notes</u></p> <p><u>Maldon District Design and Access Statement Form</u></p> <p>http://www.lifetimehomes.org.uk/</p>	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p> <p><u>Listed Building Regulations</u></p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Location Plan	All applications	<ul style="list-style-type: none"> • Scale 1:1250 or 1:2500 (metric) which is up to date and includes the direction of north • Sufficient named roads to identify the exact location of the site (wherever possible at least two) • All the surrounding buildings, roads and footpaths on land adjoining the site • A red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • A blue line around all other land owned by the applicant close to or adjoining the application site 	<p><u>National Planning Practice Guidance</u></p> <p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p> <p><u>Planning Portal</u></p>	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Block Plan	All applications	<ul style="list-style-type: none"> • Scale 1:200 or 1:500 (metric) • The direction of north • The proposed development in relation to the site boundaries and other existing buildings on the site with written dimensions including those to the boundaries • All buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site and adjacent land • The extent and type of any hard surfacing • The type and height of boundary treatment (e.g. walls, fences etc.) 	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p> <p><u>Planning Portal</u></p>	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Full Elevations: Existing and Proposed	Applications proposing operational development	<ul style="list-style-type: none"> • Scale 1:50 or 1:100 (metric) and should clearly show the proposed works in relation to what is already there • All sides of the proposal • Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship between the buildings and detail positions of the openings on each property 	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p> <p><u>Planning Portal</u></p>	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p>
Full Floor Plans: Existing and Proposed	Applications proposing new or amended floor space and/or proposals to alter existing buildings	<ul style="list-style-type: none"> • Scale 1:50 or 1:100 (metric) • Written dimensions to show overall size of any new buildings or extensions. • Where existing buildings or walls are to be demolished (if applicable) • Details of the layout of existing building(s) as well as those for the proposed development 	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p> <p><u>Planning Portal</u></p>	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p>

Maldon District Council Planning Validation Requirements List

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Site Sections: Existing and Proposed and finished floor and site levels	Applications which involve a change in ground levels or are on sloping sites or where ground levels are a critical issue in terms of the design	<ul style="list-style-type: none"> • Scale 1:50 or 1:100 (metric). Full information should be submitted to demonstrate: • How proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site) • Details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided 	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p> <p><u>Planning Portal</u></p>	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p>
Roof Plans: Existing and Proposed	Applications for development where a roof would be created or altered	<p>Scale 1:50 or 1:100 (metric).</p> <p>Roof Plan to show shape of the roof, its location and any features such as chimney positions or windows</p>	<u>Planning Portal</u>	<p><u>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</u></p>

Maldon District Council Planning Validation Requirements List

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Street Scene Elevation	Applications for operational development fronting a highway	Scale 1:50 or 1:100 (metric) with a minimum of 30 metres either side of the proposed development	Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
Planning Obligations - Draft Heads of Terms	<p>All major developments unless otherwise agreed</p> <p>If Heads of Terms are not going to be submitted, or the contributions do not meet the requirements set out in the Maldon District Local Development Plan 2014-2029 and the Infrastructure Delivery Plan, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p>	<p>The draft heads of terms agreement should include contributions which are:</p> <ul style="list-style-type: none"> • Necessary to make the development acceptable in planning terms; • Directly related to the development, and • Fairly and reasonably related in scale and kind to the development <p>An undertaking shall also be provided that the that the applicant will meet the reasonable Section 106 legal costs on behalf of the Council</p>	<p>Maldon District Councils Draft Section 106 Template</p> <p>Maldon District Local Development Plan 2014-2029</p>	<p>The Town and Country Planning Act 1990 and the Planning and Compensation Act 1991</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Affordable Housing Statement	Where an element of affordable housing is required as part of the scheme	<p>The statement should set out:</p> <ul style="list-style-type: none"> • The number, size (number of bedrooms) and type and their proposed location • Details of size of each type (square metre) • Details of future management and tenure • Contact details for the chosen Registered Provider <p>or</p> <ul style="list-style-type: none"> • Confirmation of the agreement for the financial contribution when requested 		<u>National Planning Policy Framework</u>
Agricultural Appraisal	Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings	<p>Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality</p> <p>For removal of condition applications evidence should be submitted to show there is no long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been publicised for sale and let to other relevant interests in the locality</p>	Maldon District Local <u>Development Plan 2014-2029</u>	<u>Maldon District Local Development Plan 2014-2029</u>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Air Quality Impact Assessment	<p>Any developments within a designated Air Quality Management Areas that generate additional traffic movements or introduce new receptors</p> <p>Developments that may introduce a significant impact on air quality i.e. >50 dwellings, industrial emissions, bio mass burners or major construction projects</p>	<p>An assessment of potential impacts of the development on local air quality</p> <p>Should outline the proposed mitigation measures where necessary</p>	<p>Contact Maldon District Council's Environmental Health Department on 01621 854477.</p>	<p><u>National Planning Policy Framework</u></p>
Amendment Statement	<p>Revised applications following the approval, refusal or withdrawal of a previous scheme</p>	<p>A statement which details and explains the changes to the previously submitted plans. This can be part of the Design and Access Statement if one is required</p>		

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Biodiversity Survey and Report	<p>All applications Wwhere the proposal may have an impact on wildlife and biodiversity.</p> <p>Where the development additionally affects international sites (Special Areas of Conservation, Special Protection Areas and RAMSAR Sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.</p>	<p>As a minimum a Preliminary Ecological Appraisal survey and report should provide an assessment of the impact of the proposed development on wildlife with proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.</p> <p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>On some minor applications and Listed Buildings Consents, protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations</p>	<p>www.communities.gov.uk</p> <p><u>The Conservation of Habitats and Species (Amendment) Regulations</u></p> <p><u>Natural England</u></p> <p>BS 42020:2013 Biodiversity. Code of practice for planning and development</p> <p>Essex Biodiversity Action plan</p>	<p><u>National Planning Policy Framework</u></p> <p><u>National Planning Practice Guidance</u></p> <p>-</p> <p>Maldon Local Development Plan 2014-2029</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Daylight/Sunlight Assessment	All applications for tall buildings and proposals that break the established building grain and street pattern or there will be an effect on light sensitive buildings	Should include diagrams of how the shadows of the building will impact on neighbours for all four quarters of the year. Both diagrammatic and technical information may be required		<u>National Planning Policy Framework</u>
Economic Statement	Where the proposal involves regeneration i.e. job creation and other community benefits	Should include information on the regeneration benefits of the proposal including: <ul style="list-style-type: none"> • New jobs created • Relative floor space for each use • Community benefits • Links to known regeneration strategies 	<u>Maldon District Council Economic Prosperity Strategy 2013-2029</u>	<u>National Planning Policy Framework</u>
Environmental Impact Statement	Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development	Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided	<u>The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</u>	<u>The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</u> <u>National Planning Policy Framework</u>

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Flood Risk Assessment	<p>Sites of more than one hectare in Flood Zone 1</p> <p>All new development within Flood Zone 2 and 3</p>	<p>The FRA should:</p> <ul style="list-style-type: none"> • Assess the existing situation • Assess whether the proposal is likely to be affected by current or future flooding from any source • Satisfy the LPA that the development is safe and where possible reduces flood risk overall • State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding • Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account <p>The FRA should include the design of surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met</p>	<p><u>Environment Agency</u></p> <p><u>Lead Local Flood Authority</u> <u>Essex County Council</u></p>	<p><u>National Planning Policy Framework</u></p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Health Impact Assessment	Required for all residential developments of 50 or more units and non-residential development in excess of 1000 square metre	<p>Health Impact Assessment should:</p> <ul style="list-style-type: none"> • Identify the potential health consequences of the proposed development • Identify measures proposed to encourage healthy activities such as walking and cycling • Identify how the positive health benefits have been maximised and potential adverse impacts on health have been minimised <p>It should also connect with other statements such as the Environmental Impact Assessment and Transport Assessment where appropriate</p>	<p><u>Mid Essex CCG</u></p> <p>East of England NHS</p> <p><u>Essex Planning Officers Association</u></p> <p><u>Health Impact Assessment Guidance Document</u></p>	<p><u>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011</u></p> <p><u>National Planning Policy Framework</u></p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Heritage Statement	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> • Designated heritage assets • Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value • Applications for Listed Building Consent 	<p>Should:</p> <ul style="list-style-type: none"> • Identify the significance of the archaeology, history and character of the building/structure or area • Justify and outline the principles of the proposed works and their impact on its special character • Include a detailed schedule of the proposed work • Include a structural survey, if required 	<p><u>Historic Environment Practice Guide</u></p> <p><u>Heritage Gateway</u></p>	<p><u>National Planning Policy Framework</u></p>
Land Contamination Assessment	<p>Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial/commercial/agricultural</p> <p>If the applicant does not consider a Contaminated Land Assessment is necessary for the site a full justification of reasons should be submitted i.e. site has only ever been a residential garden</p>	<p>A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person in accordance with relevant guidance including:</p> <ul style="list-style-type: none"> • BS10175:2011 Code of Practice for the Investigation of Potentially Contaminated Sites • Essex Contaminated Land Consortium Guidance for applicants and developers • CLR111 Model Procedures for the Management of Land Contamination 	<p>See the Contaminated Land Register for assistance, and speak to Maldon District Council's Environmental Health Department on 01621 854477.</p> <p>Essex Contaminated Land Consortium Guidance for applicants and developers</p>	<p><u>National Planning Policy Framework</u></p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Landscape and visual appraisal	<p>All applications that would impact on the character and visual amenity of the undeveloped coast, countryside or rural fringe.</p> <p>When outside the settlement boundary, all such applications will need to undertake a landscape baseline assessment incorporated into a Design and Access or Planning Statement.</p> <p>Where the impact is judged to need a more rigorous assessment, for instance where the proposal is for major residential development of 10 or more units or where the floor space to be created is greater than 1000m², the application may require instead a formal Landscape and Visual Impact Assessment.</p>	<p>Baseline assessment – This is a factual description of the existing character, features and context of the site which can be used to inform the design of the proposal so that, for instance, the proposals conserve the onsite landscape features or ensure the development does not impact visually on the open countryside. The baseline assessment should consider existing designations, national and local landscape character assessments, topography, landscape features, land uses, views and local materials.</p> <p>Landscape and Visual Impact Assessments are more detailed and technical studies and should be carried out by a suitably qualified landscape professional, in line with current guidelines.</p>	<p>Guidelines for landscape and Visual Impact assessment, 3rd Edition; Landscape Institute and I.E.M.A.</p> <p>Braintree, Brentwood, Chelmsford, Maldon and Uttlesford Landscape Character Assessments</p> <p>Natural England National Character Area profiles: data for local decision making</p>	<p><u>National Planning Policy Framework</u></p> <p>Maldon District Local Development Plan 2014-2029</p>
Landscape Strategy	<p>Hard and soft landscape strategies are required for</p> <ul style="list-style-type: none"> -All applications for major residential development Major commercial developments 	<p>The landscape strategy shall cover all public and private spaces including open space, sports pitches and play facilities, green infrastructure, biodiversity habitats, water bodies and landscape buffers, and refer to hard surfaces, boundary treatment and all soft landscaping proposed. The strategy should build on principles set out in a Design and Access Statement (where relevant).</p>	<p>Landscape Institute: Green Infrastructure – connected and multifunctional landscapes</p> <p>Landscape Institute: Making it Home – the power of landscape to create good housing</p>	<p>Maldon District Local Development Plan 2014-2029</p>

Maldon District Council Planning Validation Requirements List

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Lighting Assessment	All applications where it is proposed to incorporate external flood lighting	The assessment should include a layout plan with beam orientation and lighting spill	<u>Guidance Notes For The Reduction Of Obtrusive Light</u> <u>CLG Guidance – Lighting in the Countryside</u>	<u>National Planning Policy Framework</u>
Loss of Employment Land Justification	Applications where the development proposes the loss of an existing commercial or employment use	<ul style="list-style-type: none"> • An explanation as to why the existing employment use or an alternative employment use is no longer viable • Details of the number of jobs lost or relocated • Evidence that the site has been actively marketed for an employment use for a substantial period of time 	<u>Maldon District Council Economic Prosperity Strategy 2013-2029</u>	<u>National Planning Policy Framework</u>
Noise Impact Assessment / Acoustic Report	Where noise nuisance on residential amenity may be a consideration i.e. <ul style="list-style-type: none"> • Where it is proposed to introduce residential development to a noisy environment • Where it is proposed to introduce noisy uses/processes which are likely to impact on existing residential development 	A Noise Impact Assessment prepared by a suitably qualified acoustician	For further information speak to Maldon District Council's Environmental Health Department on 01621 854477.	<u>National Planning Policy Framework</u>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Parking and Access Arrangements	All applications likely to result in a loss or gain in parking provision	Existing and proposed arrangements for: <ul style="list-style-type: none"> • parking and cycle storage • access and turning arrangements for vehicles and pedestrians <p>May be shown on the Block Plan</p>	<u>Maldon District Vehicle Park Standards SPD</u>	<u>National Planning Policy Framework</u> <u>Maldon District Local Development Plan 2014-2029</u>
Renewable Energy Statement* (*see separate requirements for wind turbines below)	All applications for: <ul style="list-style-type: none"> • Air source heat pumps • Solar photovoltaic or solar thermal panels • Biomass plants, district/community heating and CHP plants <p>(Note: An Environmental Impact Assessment may be required for biomass plants, district/community heating and CHP plants. Please seek advice from Planning Services)</p>	Specification including noise levels and total capacity A Landscape and Visual Impact Assessment may also be required	Guidelines for landscape and Visual Impact assessment, 3 rd Edition; Landscape Institute and I.E.M.A.	<u>National Planning Policy Framework</u>

Maldon District Council Planning Validation Requirements List

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Retail or Leisure Impact Assessment	<p>Retail and leisure developments over 2500 square metres.</p> <p>Smaller retail and leisure developments likely to have a significant impact on smaller centres.</p> <p>Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with the Development Plan</p>	Should include details of the sequential test process that supports the chosen site location.	<u>Maldon District Council Economic Prosperity Strategy 2013-2029</u>	<u>National Planning Policy Framework</u>
Recycling / Waste Strategy	New residential developments for flats or Houses in Multiple Occupation (HMOs)	<p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> • How refuse and recycling will be stored and collected • That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs 		<u>National Planning Policy Framework</u>
Structural Survey	<p>Applications involving barn conversions or re-use of existing rural buildings</p> <p>Applications where it proposed to demolish part of any heritage building due to its condition</p>	<p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		<u>Maldon District Local Development Plan 2014-2029</u>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Supporting Planning Statement	<p>Applications for 10 or more dwellings, or 0.5 hectares if it is not known how many dwellings are proposed</p> <p>Applications for a building or buildings where the floor space to be created by the development is 1,000 square metres</p> <p>Application on a site having an area of 1 hectare or more</p>	<p>Statements should:</p> <ul style="list-style-type: none"> • Include a full explanation of the proposal including any relevant background or site history • Identify the context and need for the proposed development including justifications for proposed change of use where appropriate • Include an overview of how the proposal accords with the Local Plan and other relevant documents • Details of any consultation undertaken with statutory consultees and the local community 		<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
Sustainable Urban Drainage Systems Checklist	Major planning applications and applications for development in a critical drainage area	The <u>checklist</u> should be completed by the applicant and submitted as part of the relevant planning application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 103 and 109 of the National Planning Policy Framework (NPPF)	<p>Checklist available on the Lead Local Flood Authority's website</p> <p>Maldon and Heybridge Surface Water Management Plan</p> <p>ECC Sustainable Drainage Systems Design Guide</p> <p>For further information speak to the Lead Local Flood Authority</p>	National Planning Policy Framework

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Telecommunications Development	Prior approval and planning applications for telecommunication development	<p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection</p>	<u>DCLG :Code of Best Practice on Mobile Phone Network Development</u>	<u>National Planning Policy Framework</u>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Transport Assessment	All developments which are likely to generate significant amount of vehicle movement i.e. major developments	<p>Should include details as set out in the Guidance on Transport Assessments. Likely to include:</p> <ul style="list-style-type: none"> • the existing conditions • development details • predicted person trip generation and mode splits • predicted residual vehicular trip generation based on proposed travel plan measures • distribution of residual vehicular trips • junction capacity assessments • merge / diverge assessments at opening year and ten years after registration of application • details of the proposed mitigation measures 	<u>Essex Highways</u>	<u>National Planning Policy Framework</u>
Travel Plan	All non-residential proposals involving 50 employees or more	The Travel Plan should set out how the reliance on the private motor car will be reduced	<u>Essex County Council Travel Plans</u>	<u>National Planning Policy Framework</u>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Arboricultural / Tree Survey	<p>Where there are trees or hedges, within or adjacent to the application site that could influence or be affected by proposed development.</p> <p>For major development sites</p> <p>Applications for works to a tree protected by a Tree Preservation Order</p>	<p>The level of detail required will depend on the scale of the proposed development and potential conflicts between the development and trees and hedges. It should contain:</p> <ul style="list-style-type: none"> • Details of the protected tree • A comprehensive survey of all the existing trees and hedges • Details of proposed works to existing trees and hedges • Details of replacements where applicable • Details of how retained trees and hedges are to be protected during development <p>Where an application is for works to a tree protected by a Tree Preservation Order due to their condition or it is alleged that they are causing structural damage, a report from an appropriate expert will be required</p>	BS5837:2012 is - Trees in relation to design, demolition and construction - Recommendations	<u>National Planning Policy Framework</u>
Ventilation/Extraction System	A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system	Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics	For further information speak to Maldon District Council's Environmental Health Department on 01621 854477	<u>National Planning Policy Framework</u>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Wind Turbine Statement	All applications for wind turbines (Note: An Environmental Impact Assessment may be required if the application is for more than two turbines or the hub height will exceed 15m. In such cases the applicant should seek a screening opinion from the Council)	Statement should include the following: <ul style="list-style-type: none"> • Specification, including dimensions, maximum capacity and noise assessment at different wind speeds • Background noise readings at different times of the day and week • Landscape and visual impact assessment • Ecological survey 	Guidelines for landscape and Visual Impact assessment, 3 rd Edition; Landscape Institute and I.E.M.A.	<u>National Planning Policy Framework</u>

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Completed application form	All applications (except applications for hazardous substance consent)	It is recommended that applications are submitted through the Planning Portal For applications submitted on paper 3 complete sets of documents should be submitted as required by The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	Planning application forms	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
Relevant planning fee	Please see the Guide to the Fees for Planning Applications in England for the relevant fee	Cheques should be made payable to Maldon District Council. Card payments can be made by calling 01621 854477	Planning Fee Calculator Guide to the Fees for Planning Applications in England	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Notice(s) of ownership	All applications where there are owners of the application site other than the applicant	Should be served in accordance with The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	National Planning Practice Guidance The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Design and Access Statement</p>	<p>All major planning applications</p> <p>Applications for one or more dwellinghouses in a Conservation Area</p> <p>Applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</p> <p>All Listed Building Consent applications</p>	<p>Report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should cover:</p> <ul style="list-style-type: none"> the design principles and concepts that have been applied to the development how the proposed development's context has influenced the design the approach to access and how relevant Local Plan policies have been taken into account any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development how any specific issues which might affect access to the proposed development have been addressed 	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Guidance on information requirements and validation (2010) Planning Practice Guidance</p> <p>Commission for Architecture and the Built Environment – Design and access statements: How to write, read and use them</p> <p>Maldon District Design and Access Statement Guidance Notes</p> <p>Maldon District Design and Access Statement Form</p> <p>http://www.lifetimehomes.org.uk/</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Listed Building Regulations</p>

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Location Plan	All applications	<ul style="list-style-type: none"> • Scale 1:1250 or 1:2500 (metric) which is up to date and includes the direction of north <u>and a scale bar or written scale</u>. • Sufficient named roads to identify the exact location of the site (wherever possible at least two) • All the surrounding buildings, roads and footpaths on land adjoining the site • A red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • A blue line around all other land owned by the applicant close to or adjoining the application site • <u>Unique Drawing Number</u> 	<p>National Planning Practice Guidance</p> <p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Portal</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Block Plan	All applications	<ul style="list-style-type: none"> • Scale 1:200 or 1:500 (metric) • <u> </u> The direction of north • <u>Written scale and/or a scale bar</u> • <u>Unique drawing number</u> • The proposed development in relation to the site boundaries and other existing buildings on the site with written dimensions including those to the boundaries • All buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site and adjacent land • <u> </u> The extent and type of any hard surfacing • <u>Existing and proposed ground levels and finished floor levels</u> • The type and height of boundary treatment (e.g. walls, fences etc.) 	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Portal</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Full Elevations: <u>Existing and proposed, or original and existing where permission is sought for a development which is already complete or has begun.</u></p>	<p>Applications proposing operational development including Listed Building Consent</p>	<ul style="list-style-type: none"> • Scale 1:50 or 1:100 (metric) and should clearly show the proposed works in relation to what is already there • A written scale, and/or a scale bar and written dimensions to show overall size of any new buildings or extensions • A unique drawing number. • All sides of the proposal • Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship between the buildings and detail positions of the openings on 	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Portal</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p>
<p>Full Floor Plans: <u>Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun.</u></p>	<p>Applications proposing new or amended floor space and/or proposals to alter existing buildings</p>	<ul style="list-style-type: none"> • Scale 1:50 or 1:100 (metric) • A written scale, and/or a scale bar and written dimensions to show overall size of any new buildings or extensions. • A unique drawing number. • Where existing buildings or walls are to be demolished (if applicable) • Details of the layout of existing building(s) as well as those for the proposed development. 	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Portal</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Site Sections: Existing and Proposed and finished floor and site levels <u>or original and existing where permission is sought for a development which is already complete or has begun.</u></p>	<p>Applications which involve a change in ground levels or are on sloping sites or where ground levels are a critical issue in terms of the design</p>	<ul style="list-style-type: none"> Scale 1:50 or 1:100 (metric), <u>with a unique drawing number and; written scale and/or a scale bar.</u> Full information should be submitted to demonstrate: How proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site) Details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided 	<p>The Town and Country - (Development Management - Procedure) (England) Order 2015 (as amended) Planning Portal</p>	<p>The Town and - Country - (Development - Management - Procedure) - (England)- Order- 2015 (as -amended)</p>
<p>Roof Plans: Existing and Proposed <u>or original and existing where permission is sought for a development which is already complete or has begun.</u></p>	<p>Applications for development where a roof would be created or altered</p>	<p>Scale 1:50 or 1:100 (metric). Roof Plan to show shape of the roof, its location, and any features such as chimney positions or windows. <u>The plan should include a scale bar, a written scale and/or a scale bar, and a unique drawing number.</u></p>	<p>Planning Portal</p>	<p>The Town and - Country - (Development Management Procedure) - (England) Order- 2015 (as -amended)</p>

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Document	Applications that require this information	Information required	Where to look for further	Policy Driver
Street Scene Elevation	Applications for operational development fronting a highway	<p>Scale 1:50 or 1:100 (metric) with a minimum of 30 metres either side of the proposed development</p> <ul style="list-style-type: none"> At a recognised scale (e.g. 1:100 or 1:200 (metric)) with a minimum of 30 metres, or two dwellings either side of the proposed development, whichever is less. <u>The plan should include a written scale, and/or a scale bar, a scale bar and a unique reference number.</u> 	Planning Portal	The Town and Country - (Development -Management- Procedure)- (England) Order - 2015 (as -amended)

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<p>Planning Obligations - Draft Heads of Terms</p>	<p>All major developments unless otherwise agreed</p> <p>If Heads of Terms are not going to be submitted, or the contributions do not meet the requirements set out in the Maldon District Local Development Plan 2014-2029 and the Infrastructure Delivery Plan, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p>	<p>The draft heads of terms agreement should include contributions which are:</p> <ul style="list-style-type: none"> • Necessary to make the development acceptable in planning terms; • Directly related to the development, and • Fairly and reasonably related in scale and kind to the development <p>An undertaking shall also be provided that the that the applicant will meet the reasonable Section 106 legal costs on behalf of the Council.</p> <p><u>At validation stage it is not necessary for exact figures to be provided. The Local Planning Authority would however expect to see what type of contributions will be proposed, i.e. highways, affordable housing, education etc.</u></p>	<p>Maldon District Councils Draft Section 106 Template</p> <p>Maldon District Local - Development Plan 2014-2029</p>	<p>The Town and -Country Planning -Act 1990 and the - Planning and Compensation Act 1991</p>
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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Affordable Housing Statement</p>	<p>Where an element of affordable housing is required as part of the scheme, <u>i.e. where more than 10 dwellings are proposed or 1000sqm or greater of residential floor space is proposed.</u></p> <p><u>If Affordable Housing is not going to be provided, or the contributions do not meet the requirements set out in the Maldon District Local Development Plan 2014-2029, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</u></p>	<p>The statement should set out:</p> <ul style="list-style-type: none"> • The number, size (number of bedrooms) and type and their proposed location • Details of size of each type (square metre) • Details of future management and tenure • Contact details for the chosen Registered Provider <p>or</p> <ul style="list-style-type: none"> • <u>Confirmation of the agreement for the financial contribution when requested</u> 		<p>National Planning Policy Framework</p>
<p>Agricultural Appraisal</p>	<p>Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings</p>	<p>Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality</p> <p>For removal of condition applications evidence should be submitted to show there is no long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been publicised for sale and let to other relevant interests in the locality.</p>	<p>Maldon District Local Development Plan 2014-2029</p>	<p>Maldon District - Local - Development Plan 2014-2029</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Air Quality Impact Assessment	<p>Any developments within a designated Air Quality Management Areas that generate additional traffic movements or introduce new receptors</p> <p>Developments that may introduce a significant impact on air quality i.e. >50 dwellings, industrial emissions, bio mass burners or major construction projects</p>	<p>An assessment of potential impacts of the development on local air quality</p> <p>Should outline the proposed mitigation measures where necessary</p>	<p>Contact Maldon District Council's Environmental Health Department on 01621 854477.</p> <p><u>Planning Practice Guidance – Air Quality</u></p>	<p><u>National Planning Policy Framework</u></p>
Amendment Statement	<p>Revised applications following the approval, refusal or withdrawal of a previous scheme</p>	<p>A statement which details and explains the changes to the previously submitted plans. This can be part of the Design and Access Statement if one is required</p>		

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p><u>Biodiversity Check List</u></p>	<p><u>All Major Applications</u></p>	<ul style="list-style-type: none"> • <u>Steps 1-4 and 6 of the Biodiversity Checklist for all Major Applications.</u> • <u>Step 5 (Biodiversity Statement and Mitigation Plan) where any answers in the Sites and Habitats Evaluation section (2.2) or Species Evaluation Tables (3.2) within the checklist have been answered 'yes'.</u> 	<p><u>Natural England's Standing Advice for Protected Species</u></p> <p><u>Biodiversity Check List guidance notes.</u></p>	<p><u>National Planning Policy Framework</u></p> <p><u>Maldon District Local Development Plan 2017-2029</u></p>
<p>Biodiversity Survey and Report</p>	<p>All applications where the proposal may have an impact on wildlife and biodiversity.</p> <p>Where the development additionally affects international sites (Special Areas of Conservation, Special Protection Areas and RAMSAR Sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.</p>	<p>As a minimum a Preliminary Ecological Appraisal survey and report should provide an assessment of the impact of the proposed development on wildlife with proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.</p> <p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>On some minor applications and Listed Buildings Consents, protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations</p>	<p><u>www.communities.gov.uk</u></p> <p><u>The Conservation of Habitats and Species (Amendment) - Regulations</u></p> <p><u>Natural England</u></p> <p><u>BS 42020:2013 Biodiversity. Code of practice for planning and development</u></p> <p><u>Essex Biodiversity Action plan</u></p>	<p><u>National Planning Policy Framework</u></p> <p><u>National Planning Practice Guidance</u></p> <p><u>Maldon Local Development Plan 2014-2029</u></p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Daylight/Sunlight Assessment	All applications for tall buildings and proposals that break the established building grain and street pattern or there will be an effect on light sensitive buildings	Should include diagrams of how the shadows of the building will impact on neighbours for all four quarters of the year. Both diagrammatic and technical information may be required		National Planning - Policy Framework
Economic Statement	Where the proposal involves regeneration i.e. job creation and other community benefits	Should include information on the regeneration benefits of the proposal including: <ul style="list-style-type: none"> • New jobs created • Relative floor space for each use • Community benefits • Links to known regeneration strategies 	Maldon District Council - Economic Prosperity Strategy 2013-2029	National Planning - Policy Framework
Environmental Impact Statement	Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement</p> <p>Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided</p>	The Town and Country Planning (Environmental Impact -Assessment) (Amendment) -Regulations 2015	<p>The Town and - Country Planning - (Environmental Impact Assessment) (Amendment) Regulations 2015</p> <p>National Planning - Policy Framework</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Flood Risk Assessment</p>	<p>Sites of more than one hectare in Flood Zone 1</p> <p>All new development within Flood Zone 2 and 3</p> <p>Sites situated within a Critical Drainage Area</p>	<p>The FRA should:</p> <ul style="list-style-type: none"> Assess the existing situation Assess whether the proposal is likely to be affected by current or future flooding from any source Satisfy the LPA that the development is safe and where possible reduces flood risk overall State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account <p>The FRA should include the design of surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met_</p> <p>Householder applications in flood zone 2 or 3 should complete the Environment Agencies Householder and other minor extensions in Flood Zones 2 and 3 matrix.</p>	<p>Environment Agency</p> <p>Lead Local Flood Authority- Essex County Council</p> <p>DEFRA: Flood risk assessment in flood zone 1 and critical drainage areas</p>	<p>National Planning Policy Framework</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Health Impact Assessment</p>	<p>Required for all residential developments of 50 or more units and non-residential development in excess of 1000 square metres</p>	<p>Health Impact Assessment should:</p> <ul style="list-style-type: none"> • Identify the potential health consequences of the proposed development • Identify measures proposed to encourage healthy activities such as walking and cycling • Identify how the positive health benefits have been maximised and potential adverse impacts on health have been minimised <p>It should also connect with other statements such as the Environmental Impact Assessment and Transport Assessment where appropriate</p>	<p>Mid Essex CCG East of England NHS Health Impact Assessment Guidance Document Health Impact Assessment Guidance Document</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 National Planning Policy Framework</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Heritage Statement	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> • Designated heritage assets • Non-designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value • Applications for Listed Building Consent 	<p>Should:</p> <ul style="list-style-type: none"> • Identify the significance of the archaeology, history and character of the building/structure or area • Justify and outline the principles of the proposed works and their impact on its special character • Include a detailed schedule of the proposed work • Include a structural survey, if required 	<p>Historic Environment Practice - Guide</p> <p>Heritage Gateway</p> <p>Heritage Statement Guidance</p>	<p>National Planning - Policy Framework</p>
Land Contamination Assessment	<p>Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial/commercial/agricultural</p> <p>If the applicant does not consider a Contaminated Land Assessment is necessary for the site a full justification of reasons should be submitted i.e. site has only ever been a residential garden.</p>	<p>A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person in accordance with relevant guidance including:</p> <ul style="list-style-type: none"> • BS10175:2011 Code of Practice for the Investigation of Potentially Contaminated Sites • Essex Contaminated Land Consortium Guidance for applicants and developers • CLR111 Model Procedures for the Management of Land Contamination 	<p>See the Contaminated Land Register for assistance, and speak to Maldon District Council's Environmental Health Department on 01621 854477.</p> <p>Essex Contaminated Land Consortium Guidance for applicants and developers</p>	<p>National Planning - Policy Framework</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Landscape and visual appraisal	<p>All applications that would impact on the character and visual amenity of the undeveloped coast, countryside or rural fringe.</p> <p>When outside the settlement boundary, all such applications will need to undertake a landscape baseline assessment incorporated into a Design and Access or Planning Statement.</p> <p>Where the impact is judged to need a more rigorous assessment, for instance where the proposal is for major residential development of 10 or more units or where the floor space to be created is greater than 1000m², the application may require instead a formal Landscape and Visual Impact Assessment.</p>	<p>Baseline assessment – This is a factual description of the existing character, features and context of the site which can be used to inform the design of the proposal so that, for instance, the proposals conserve the onsite landscape features or ensure the development does not impact visually on the open countryside. The baseline assessment should consider existing designations, national and local landscape character assessments, topography, landscape features, land uses, views and local materials.</p> <p>Landscape and Visual Impact Assessments are more detailed and technical studies and should be carried out by a suitably qualified landscape professional, in line with current guidelines.</p>	<p>Guidelines for landscape and Visual Impact assessment, 3rd Edition; Landscape Institute and I.E.M.A.</p> <p>Braintree, Brentwood, Chelmsford, Maldon and Uttlesford Landscape Character Assessments</p> <p>Natural England National Character Area profiles: data for local decision making</p>	<p>National Planning - Policy Framework</p> <p>Maldon District Local Development Plan 2014-2029</p>
Landscape Strategy	<p>Hard and soft landscape strategies are required for:</p> <ul style="list-style-type: none"> • All applications for major residential development • Major commercial developments 	<p>The landscape strategy shall cover all public and private spaces including open space, sports pitches and play facilities, green infrastructure, biodiversity habitats, water bodies and landscape buffers, and refer to hard surfaces, boundary treatment and all soft landscaping proposed. The strategy should build on principles set out in a Design and Access Statement (where relevant).</p>	<p>Landscape Institute: Green Infrastructure – connected and multifunctional landscapes</p> <p>Landscape Institute: Making it Home – the power of landscape to create good housing</p>	<p>Maldon District Local Development Plan 2014-2029</p>

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Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Lighting Assessment	All applications where it is proposed to incorporate external flood lighting	The assessment should include a layout plan with beam orientation and lighting spill	Guidance Notes For The - Reduction Of Obtrusive Light CLG Guidance – Lighting in the - Countryside	National Planning - Policy Framework
Loss of Employment Land Justification	Applications where the development proposes the loss of an existing commercial or employment use	<ul style="list-style-type: none"> • An explanation as to why the existing employment use or an alternative employment use is no longer viable • Details of the number of jobs lost or relocated • Evidence that the site has been actively marketed for an employment use for a substantial period of time 	Maldon District Council - Economic Prosperity Strategy - 2013-2029	National Planning - Policy Framework
Noise Impact Assessment / Acoustic Report	Where noise nuisance on residential amenity may be a consideration i.e. <ul style="list-style-type: none"> • Where it is proposed to introduce residential development to a noisy environment • Where it is proposed to introduce noisy uses/processes which are likely to impact on existing residential development 	A Noise Impact Assessment prepared by a suitably qualified acoustician	For further information speak to Maldon District Council's Environmental Health Department on 01621 854477.	National Planning - Policy Framework

Maldon District Council Planning Validation Requirements List

APPENDIX 2

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Parking and Access Arrangements	All applications likely to result in a loss or gain in parking provision	Existing and proposed arrangements for: <ul style="list-style-type: none"> • parking and cycle storage • access and turning arrangements for vehicles and pedestrians May be shown on the Block Plan	Maldon District Vehicle Parking -Standards SPD	National Planning Policy Framework Maldon District - Local - Development Plan 2014-2029
Renewable Energy Statement* (*see separate requirements for wind turbines below)	All applications for: <ul style="list-style-type: none"> • Air source heat pumps • Solar photovoltaic or solar thermal panels • Biomass plants, district/community heating and CHP plants (Note: An Environmental Impact Assessment may be required for biomass plants, district/community heating and CHP plants. Please seek advice from Planning Services)	Specification including noise levels and total capacity A Landscape and Visual Impact Assessment may also be required	Guidelines for landscape and Visual Impact assessment, 3 rd Edition; Landscape Institute and I.E.M.A.	National Planning Policy Framework

Maldon District Council Planning Validation Requirements List

APPENDIX 2

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Retail or Leisure Impact Assessment	<p>Retail and leisure developments over 2500 square metres.</p> <p>Smaller retail and leisure developments likely to have a significant impact on smaller centres.</p> <p>Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with the Development Plan</p>	Should include details of the sequential test process that supports the chosen site location.	Maldon District Council – Economic Prosperity Strategy - 2013-2029	National Planning Policy Framework
Recycling / Waste Strategy	New residential developments for flats or Houses in Multiple Occupation (HMOs)	<p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> • How refuse and recycling will be stored and collected • That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs 	Maldon District Design Guide	National Planning Policy Framework
Structural Survey	<p>Applications involving barn conversions or re-use of existing rural buildings</p> <p>Applications where it proposed to demolish part of any heritage building due to its condition</p>	<p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		Maldon District Local Development Plan 2014-2029

Maldon District Council Planning Validation Requirements List

APPENDIX 2

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Supporting Planning Statement	<p>Applications for 10 or more dwellings, or 0.5 hectares if is not known how many dwellings are proposed</p> <p>Applications for a building or buildings where the floor space to be created by the development is 1,000 square metres</p> <p>Application on a site having an area of 1 hectare or more</p>	<p>Statements should:</p> <ul style="list-style-type: none"> • Include a full explanation of the proposal including any relevant background or site history • Identify the context and need for the proposed development including justifications for proposed change of use where appropriate • Include an overview of how the proposal accords with the Local Plan and other relevant documents 		<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
Sustainable Urban Drainage Systems Checklist	<p>Major planning applications and applications for development in a critical drainage area</p>	<p>The <u>checklist</u> should be completed by the applicant and submitted as part of the relevant planning application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 103 and 109 of the National Planning Policy Framework (NPPF)</p>	<p>Checklist available on the Lead Local Flood Authority's website</p> <p>Maldon and Heybridge Surface Water Management Plan</p> <p>ECC Sustainable Drainage Systems Design Guide</p> <p>For further information speak to the Lead Local Flood Authority</p>	<p>National Planning Policy Framework</p>

Maldon District Council Planning Validation Requirements List

APPENDIX 2

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Telecommunications Development</p>	<p>Prior approval and planning applications for telecommunication development</p>	<p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection</p>	<p>DCLG - Code of Best Practice - on Mobile Phone Network - Development</p>	<p>National Planning Policy Framework</p>

Maldon District Council Planning Validation Requirements List

APPENDIX 2

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Transport Assessment	All developments which are likely to generate significant amount of vehicle movement i.e. major developments	Should include details as set out in the Guidance on Transport Assessments. Likely to include: <ul style="list-style-type: none"> • the existing conditions • development details • predicted person trip generation and mode splits • predicted residual vehicular trip generation based on proposed travel plan measures • distribution of residual vehicular trips • junction capacity assessments • merge / diverge assessments at opening year and ten years after registration of application • details of the proposed mitigation measures 	Essex Highways	National Planning Policy Framework
Travel Plan	All non-residential proposals involving 50 employees or more	The Travel Plan should set out how the reliance on the private motor car will be reduced	Essex County Council Travel Plans	National Planning Policy Framework

Maldon District Council Planning Validation Requirements List

APPENDIX 2

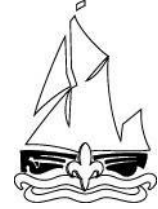
Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
Arboricultural / Tree Survey	<p>Where there are trees or hedges, within or adjacent to the application site that could influence or be affected by proposed development.</p> <p>For major development sites</p> <p>Applications for works to a tree protected by a Tree Preservation Order</p>	<p>The level of detail required will depend on the scale of the proposed development and potential conflicts between the development and trees and hedges. It should contain:</p> <ul style="list-style-type: none"> • Details of the protected tree • A comprehensive survey of all the existing trees and hedges • Details of proposed works to existing trees and hedges • Details of replacements where applicable • Details of how retained trees and hedges are to be protected during development <p>Where an application is for works to a tree protected by a Tree Preservation Order due to their condition or it is alleged that they are causing structural damage, a report from an appropriate expert will be required</p>	BS5837:2012 is - Trees in relation to design, demolition and construction - Recommendations	National Planning Policy Framework
Ventilation/Extraction System	A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system	Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics	For further information speak to Maldon District Council's Environmental Health Department on 01621 854477	National Planning Policy Framework

Maldon District Council Planning Validation Requirements List

APPENDIX 2

Document	Applications that require this information	Information required	Where to look for further assistance	Policy Driver
<p>Wind Turbine Statement</p>	<p>All applications for wind turbines</p> <p>(Note: An Environmental Impact Assessment may be required if the application is for more than two turbines or the hub height will exceed 15m. In such cases the applicant should seek a screening opinion from the Council)</p>	<p>Statement should include the following:</p> <ul style="list-style-type: none"> • Specification, including dimensions, maximum capacity and noise assessment at different wind speeds • Background noise readings at different times of the day and week • Landscape and visual impact assessment • Ecological survey 	<p>Guidelines for landscape and Visual Impact assessment, 3rd Edition; Landscape Institute and I.E.M.A.</p>	<p>National Planning Policy Framework</p>

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

to
**STRATEGY AND RESOURCES COMMITTEE
20 FEBRUARY 2020**

**APPROVAL TO CONSULT ON THE DRAFT LISTS OF LOCAL HERITAGE
ASSETS FOR THE PARISHES OF BRADWELL-ON-SEA AND TILLINGHAM**

1. PURPOSE OF THE REPORT

- 1.1 This report seeks the Strategy and Resources Committee's approval to consult on the Draft Lists of Local Heritage Assets for the Parishes of Bradwell on Sea and Tillingham (**APPENDIX 1**).

2. RECOMMENDATION

That the Draft Lists of Local Heritage Assets for the Parishes of Bradwell-on-Sea and Tillingham are approved for public consultation.

3. SUMMARY OF KEY ISSUES

- 3.1 The Maldon District contains over a thousand nationally listed buildings, which are protected by law. In addition to this there are many historic buildings which, although they may not meet the criteria for national listing, possess local value because of their architectural and historic interest. The National Planning Policy Framework (NPPF) and Policy D3 of the Maldon Local Development Plan (LDP) refer to such buildings as 'non-designated heritage assets'. These assets are defined in Planning Practice Guidance as those 'identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets'. Planning Practice Guidance encourages Local Planning Authorities to identify 'non-designated heritage assets' against consistent criteria and notes that adding them to a 'local list' is a positive way of improving the 'predictability of the potential for sustainable development'.
- 3.2 While addition of a building to a local list will not of itself result in additional planning controls, it does mean that the building's conservation as a heritage asset becomes a material consideration when determining the outcome of a planning application. Paragraph 197 of the NPPF states:

The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

- 3.3 Policy D3 of the Maldon LDP requires that applications affecting non-designated heritage assets both 1) preserve or enhance the asset's special character, appearance, setting and special features, and 2) be supported by a heritage statement which describes the asset's significance.
- 3.4 In 2012 the Planning and Licensing Committee adopted criteria for identification of buildings worthy of local listing. A provisional list of 26 buildings was formally adopted at that stage. More thorough lists are now being drafted for each parish by the Council's Conservation and Heritage Specialist, with assistance from local historians. Due to the considerable amount of work involved, a phased approach is planned for the survey of the whole District.
- 3.5 Following approval for public consultation, the draft lists will be published on the Council's website, and each relevant Parish Council and owner / occupier will be written to. Consultees will be invited to comment on whether or not they agree that the buildings meet the criteria and to supply any relevant additional information. During this period of public consultation there also will be the opportunity for members of the public to submit further nominations. Following the consultation all responses will be collated and the updated draft lists will be presented to the Strategy and Resources Committee for formal adoption. Following adoption, the approved lists will be published on the council's website, the location of each local heritage asset will be mapped on the Council's Geographical Information Systems (GIS), and each relevant Parish Council and resident will be informed.
- 3.6 Draft lists for the Parishes of Bradwell-on-Sea and Tillingham are produced as **APPENDIX 1**. Every effort has been made to make the lists interesting, informative and attractively presented documents. Both lists have benefited from the generous input of local historian Kevin Bruce, and David Thorpe provided additional information for the Bradwell-on-Sea List.
- 3.7 Using the approved selection criteria an interesting collection of locally important buildings has been identified. Highlights include the medieval King's Head pub in Bradwell, several Georgian and Victorian farmhouses and cottages, the first council houses to be built in Essex, as well as some buildings designed by the notable architects F. Chancellor and A. H. Mackmurdo. The Blister hangers, Control Tower and Station Headquarters at Royal Air Force (RAF) Bradwell Bay are significant relics from World War II. It is recognised that the latter buildings may be lost if a new nuclear power station is built on the site of the airfield, but inclusion of these buildings on the parish list would at least highlight their importance and the need for the buildings to be properly recorded should demolition be unavoidable.

4. CONCLUSION

- 4.1 Maldon District Council has a commitment to protect and improve the environment of the District which includes built heritage. Policy D3 of the Maldon District Local Development Plan sets out this Council's objective of 'safeguarding, enhancing and promoting the historic environment'. Up-to-date Lists of Local Heritage Assets, which highlight and promote locally important historic buildings in each parish, will be a useful tool in meeting these objectives.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The recommendations of this report will support the Strategic Theme for Place by encouraging the protection and improvement of built heritage, which is a valuable component of the local environment.

6. IMPLICATIONS

- (i) **Impact on Customers** – The goal of the Lists of Local Heritage Assets is to highlight and promote the significance of local heritage, reinforcing a sense of local identity and distinctiveness in the historic environment. Engagement with local residents and interest groups through public consultation, and the opportunity to submit further nominations, will enable locals to help identify and celebrate aspects of local heritage. Proactive identification of the buildings which should be regarded as ‘non-designated heritage assets’ will allow greater certainty of the issues to be considered as part of the planning process.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – The Lists of Local Heritage Assets will identify instances where consideration of heritage significance and conservation should be a material consideration in the planning process, thereby reducing the risk that local heritage assets are harmed or lost unnecessarily or without justification.
- (iv) **Impact on Resources (financial)** – The Lists of Local Heritage Assets will be maintained within existing budgets.
- (v) **Impact on Resources (human)** – The Lists of Local Heritage Assets will be maintained within existing resources.
- (vi) **Impact on the Environment** – Positive, due to the way in which the Lists will encourage the conservation of locally valuable historic buildings.
- (vii) **Impact on Strengthening Communities** – Positive, due to the way in which the local lists encourage pride in local built heritage and distinctiveness.

Background Papers: None.

Enquiries to: Tim Howson, Conservation Officer (Tel: 01621 875725).

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Draft List of Local Heritage Assets in Bradwell-on-Sea



Artist impression by Alan Sorrell of Bradwell Bay Airfield during World War II, entitled 'New arrivals report at the Guard Room' reproduced with permission from the Imperial War Museum (image number: Art.IWM ART LD 5404)

January 2020

Planning Policy

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MALDON DISTRICT
COUNCIL

Introduction

The Maldon District contains over a thousand nationally listed buildings, which are protected by law. It has also been recognised that there are many historic buildings which, although they may not meet the criteria for national listing, possess local value because of their architectural and historic interest. The District Council is developing Parish Lists of Local Heritage Assets to identify and celebrate these locally important buildings. Unlike nationally listed buildings, inclusion on a Local List does not of itself bring any additional consent requirements over and above the existing requirement for planning permission, but it does mean that a building's heritage significance will be a material consideration in the planning process. The following criteria have been developed to help identify those buildings which merit inclusion on the Register of Local Heritage Assets. As with the national list the word building can apply to any type of permanent structure.

1. Age and integrity

- a. All buildings which retain a significant degree of pre-1840 architectural character in terms of form, materials and stylistic detailing or for which there is realistic potential for restoration of that character.
- b. 1840-1880 buildings that are reasonably complete and of good local architectural and historic interest
- c. 1880-1945 buildings that are substantially complete and of very good local architectural and historic interest
- d. Post 1945 buildings that are wholly complete and of an outstanding level of local architectural and historic interest
- e. Buildings which are valued as rare examples of a particular type

2. Historic Interest

- a. Historic association with important national or local historical figures, architects, events or industry
- b. Social or communal importance: relating to structures perceived as a source of local identity and cohesion. (This might include important commemorative structures such as war memorials or places of worship).

3. Architectural Interest

- a. Important examples of a past type or style
- b. Quality materials, detailing and workmanship
- c. Buildings which display technological innovation
- d. Group Value: Buildings whose local importance derives from their visual relationship with other important buildings in a village or town setting or where they make an important contribution to an historic skyline.
- e. Buildings which make a positive contribution to an attractive rural setting
- f. Sustainability: Buildings which can be easily adapted for continuing use due to robust construction or quality materials

This document lists the buildings in the parish of Bradwell-on-Sea which have been identified as meeting the above criteria.



Down Hall Beach, Fire Box

Photograph reproduced from the Kevin Bruce Collection

Description

This small red-painted fire box was installed during WWII by the RAF Bradwell Bay. It was one of four fire boxes originally placed in the village, the others being outside the village hostelrys. The only two boxes which now survive are this one and the one outside the King's Head.

Significance

This fire box is an unusual survivor connected with war time activities in the village, probably positioned to deal with potential fires created by enemy attacks on the airfield.



East End Road, St Cedd's Church of England Voluntary Aided Primary School, and School House West

Photograph taken May 2014

Description

This school was rebuilt in 1861 along with School House West (Brown, 1929). It is built of red brick laid to English bond with yellow stock brick used for banding and to enliven brick arched heads. The buildings present a complex arrangement of gabled forms punctuated by strong chimney stacks. The roofs are steeply pitched, clad in clay peg tiles and have exposed rafter feet. The 18th-century former School Master's House at the eastern end of the complex is grade II listed and not included on the local list. The later extensions to the school, dating from the 20th and 21st centuries are also excluded from the local listing.

Significance

This is a reasonably well-preserved example of a Victorian village school. It has a pleasingly irregular composition, deploying high-quality materials and detailing. It makes a very positive contribution to the street-scene and the character of the Bradwell-on-Sea Conservation Area. Founded in the 18th century through the bequest of the Rev. Dr Buckeridge, the school is of local historical, social and communal importance.



High Street, King's Head

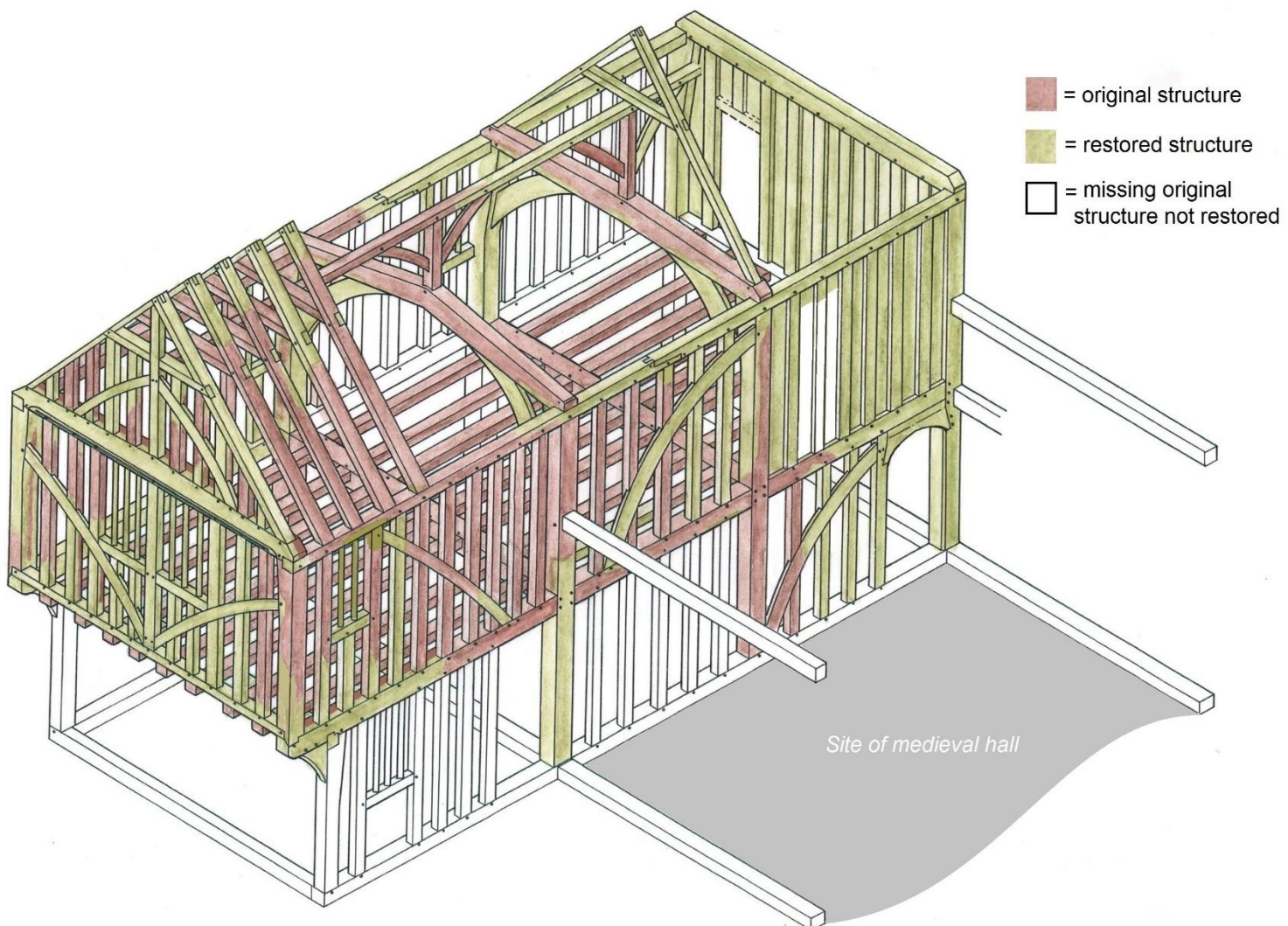
Photograph taken May 2018

Description

This building has been used as a public house since at least the late-17th century, when it was known as 'The Three Connys'. At the left-hand (southern) end is a timber-framed cross-wing dating from c.1500. The remainder of the building is mostly Victorian in date and constructed primarily of red brick. The cross-wing is of three bays and has a crown-post roof structure and a front jetty. Study of the cross-wing following a fire in 2014 revealed several unusual features including areas of plank infill and evidence for a first-floor fixed bench (Howson, 2016). An early-17th century chimney stack and fireplaces survive on the southern flank of the cross-wing. The building's owner, Richard King, undertook a meticulous restoration of the medieval wing after the fire, which won the Maldon Conservation and Design Awards in 2017.

Significance

Although much of the original structure was destroyed in the 2014 fire, the timber-framed range at the King's Head is a remarkably faithful and evocative restoration of a medieval cross-wing. Both the medieval and Victorian parts of the building display high quality materials, detailing and workmanship. The building is also of considerable communal value, as a long-serving village pub.



Isometric reconstruction of the medieval cross-wing at the King's Head, illustrating the restoration completed in 2017



*Interior of the grand chamber at the King's Head,
photograph taken May 2017*



High Street, Red Fire Box adjacent King's Head

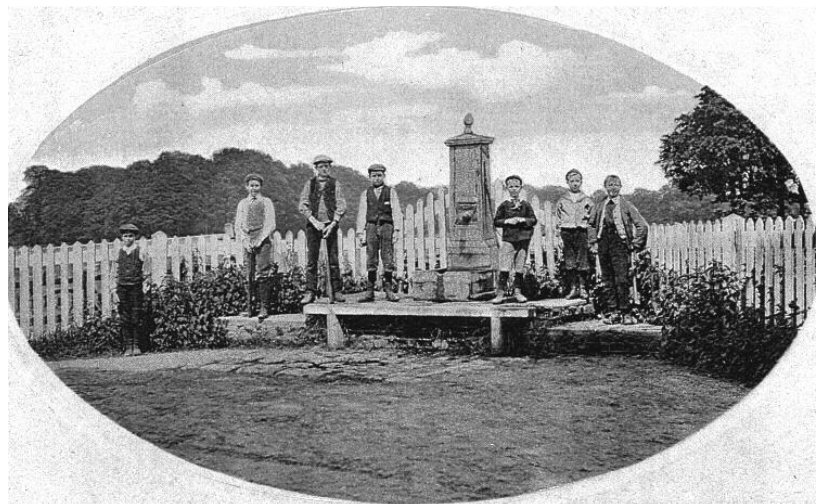
Photograph taken May 2018

Description

This small red-painted fire box was installed during WWII by the RAF Bradwell Bay. It was one of four in the village placed outside the three village hostelrys with a fourth which survives at Down Hall beach.

Significance

An unusual survivor connected with war time activities in the village, probably positioned to deal with potential fires created by enemy attacks on the airfield.



High Street, Village Pump

More recent photo needed

Old photo reproduced with permission from Kevin Bruce

Description

A water pump was probably first built in this position around 1880. It was rebuilt in 1974. Behind the pump is a distinctive ramped picket fence with original cobble floor surround.

Significance

Although it has been rebuilt, the pump remains a valuable survival of the important late-Victorian drive to ensure a healthy public water supply for the village. Ill health was a major problem in marshland communities, often caused by water-borne diseases.



Maldon Road, Rectory Gate House

Left-hand photograph taken May 2013

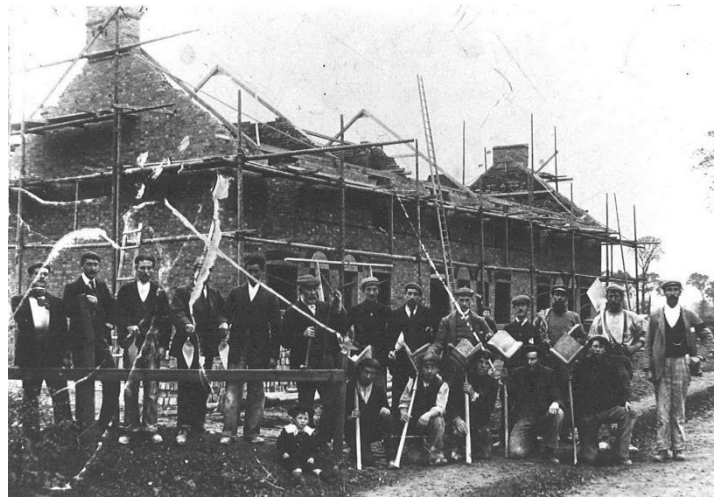
Right-hand photograph reproduced with permission from Kevin Bruce

Description

The Gate House is a late-Georgian lodge house at the southern entrance to the former rectory (now called Bradwell Lodge, listed grade II*). On one of the rafters in the roof of the building are the words “Richard Mason built this April 14th 1836” which most likely records the date of construction and means it was probably built for the Rev. Thomas Schreiber. It is single storeyed, with a pyramidal slate roof. The door to the front porch has been infilled, the original windows have been replaced and the building has been extended.

Significance

This is a good example of a late-Georgian lodge house. Despite alteration and extension, the building preserves its essential character. It is a quaint little house on the approach into the village.



Maldon Road, Many Weathers Houses

Left-hand photograph taken 20 January 2020

Right-hand photograph taken during construction in 1904/5, reproduced with permission from Kevin Bruce

Description

This row of six cottages, completed in March or April 1905, were the first council houses erected in Essex. The Maldon Rural District Council was the third rural authority in the country to build council houses. The row is constructed mainly of yellow stock brick and has a pitched slate roof. The front ground-floor windows and doors have arched heads of red brick, and a single course of red brick aligns with the front first-floor window cills.

Significance

While these cottages are constructed of good quality materials, their architectural interest is limited due to their plain design and relative youth. All the front windows and doors are modern replacements. However, the cottages possess historic and social interest as one of the first developments of council housing to be built in England.



Maldon Road, Orplands

Photograph taken March 2012

Description

Orplands is known to have existed since the 15th century, but the farmhouse was rebuilt in the Victorian period. It is constructed of yellow brick and roofed with clay tiles. The front range is two-storeys in height with a gabled cross-wing at the left-hand (western) end. The bargeboards have a pierced foliate decoration. The front and side doorways are framed by elaborate arched openings with carved stone responds. On the front elevation there are square bay windows with dentilled brick cornices. The windows are painted timber sashes with a single pane of glass to both the upper and the lower sash.

Significance

This is a substantially complete Victorian farmhouse of very good local architectural interest, displaying high quality materials and detailing.



Maldon Road, terrace including Old Police House, The Nest, and Cheyne

Left-hand photograph taken 20 January 2020

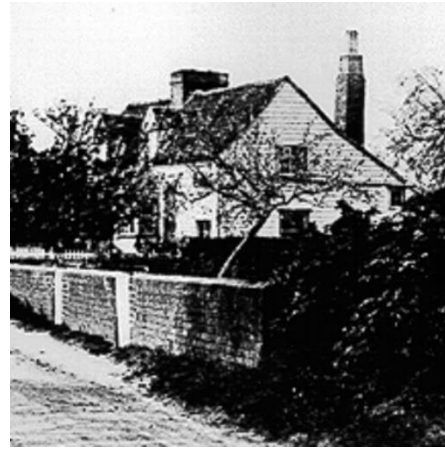
Right-hand photograph reproduced with permission from Kevin Bruce

Description

This row of three timber-framed cottages was built in 1795 on a slip of roadside waste (research by Kevin Bruce from Manor Court Book, ERO ref. D/DBr M7). The cottages are 1 ½ storeys tall with a clay-tiled roof punctuated by red brick chimney stacks. Originally the cottages would have had just one ground-floor room and one first-floor bedroom. A lean-to was added across the back of the terrace in the 19th century, served by yellow brick chimney stacks. Historically each of the cottages were clad in weatherboarding, but much of the weatherboarding is now covered by pebbledash render.

Significance

This is a reasonably well-preserved row of Georgian vernacular cottages built on a roadside slip of land that was ‘waste of the manor’. The original form and composition of front windows and doors remains legible. The row is a picturesque feature in the street scene.



Mill End, Hill House

Left-hand photograph taken May 2014

Right-hand photograph, taken before the building was extended, reproduced with permission from Kevin Bruce

Description

Hill House is a 2-storey timber-framed building with a clay-tiled roof and a central chimney stack. It was built as a pair of cottages in the late-18th century before being converted to a single dwelling early in the 20th century. The taller range at the right-hand (southern) end is a 20th-century extension. Historically it was clad in weatherboarding, but is now finished with pebble-dash render.

Significance

This is a reasonably well-preserved example of Georgian cottage development. Although it has been altered, the building's historic form remains legible. It is one of a group of several Georgian cottages along Mill Road, the other examples being grade II listed.



Mill End, Curry Farm

Both photographs reproduced from the Kevin Bruce Collection

Description

A late-Georgian or earlier farmhouse with a two-storey front range of brick with a hipped clay-tiled roof

Significance

This appears to be a well-preserved late-Georgian farmhouse with good materials and detailing.



South Street, Bradwell-on-Sea Village Hall

Photograph taken March 2015

Description

This village hall was designed in 1932 by the architect A. H. Mackmurdo. It is a large-single storey brick or concrete building rendered in rough cast. The gable end faces the road and is enriched with cusped timber framing in the gable. The building is arcaded along its sides and to its front.

Significance

Mackmurdo was an Arts and Crafts architect who lived and worked in the Maldon District. He had a particular interest in social reform and designed a handful of village halls in the District under the auspices of the Rural Community Council for Essex. The village hall at Bradwell, with its elegant arcaded design, is arguably Mackmurdo's most distinguished community building to survive in the Maldon District. It makes a valuable contribution to the character of the Bradwell-on-Sea Conservation Area and is of social and communal importance.



Waterside Road, Riverview and Waterside House

Left-hand photograph taken May 2014

Right-hand photograph reproduced with permission from Kevin Bruce

Description

There is a date plaque of 1861 on the flank elevation of Riverview and the similar design of Waterside House suggests is of a similar date. Both houses are of brick with hipped slate roofs. While the walls of Riverview have been rendered, the front elevations of both houses retain their original windows and front doors. These houses were built by the Parker family.

Significance

The two houses are reasonably complete examples of mid-19th century villas of good local architectural interest.



Waterside Road, The Green Man Inn

Alternative photographs required

Description

A late-18th or early-19th century public house. Constructed of brick with hipped clay-tiled roofs. Internally there is a large well-preserved fireplace. In the 19th century the pub was ran by the Parker family.

Significance

This is a fine example of a late-Georgian brick public house which retains a significant degree of its architectural character.



Waterside Road, Peakes Farm

Photographs taken May 2012

Description

This farmhouse is composed of two ranges on an L-plan, built of yellow stock bricks embellished with horizontal bands of red brick. It is thought that the range aligned west-east was built in the 1870's while the range aligned north-south was added to the east end c.1912. The bay windows, with carved stone capitals, date from the phase of extension and renovation in c.1912. Internally there is a fine entrance hall of c.1912 fitted with an oak fire surround and over-mantle, a staircase with decorative splat balusters, all illuminated by a large mullion and transom window with stained glass. The house was built for Clement Parker, one of the more important sailing barge owners.

Significance

This building has local architectural interest as a handsome and well-preserved Victorian and Edwardian Farmhouse. It has local historic interest for its association with Clement Parker.



Waterside Road, Woodyards

Photograph taken September 2018

Description

This two-storey, timber-framed and weatherboarded house is older than it appears from the outside. The house was first constructed in the second half of the 18th century as a pair of 1 ½ storey cottages. In the second half of the 19th-century the building was converted to a single dwelling and heightened to a full 2 storeys. A brick lean-to at the rear bears a date of 1881, which is probably a bit later than the Victorian rebuilding. The name of the house derives from Charlie Woodyard who was a local coal merchant.

Significance

This 18th and 19th-century house is very well preserved, displaying good quality vernacular materials and detailing. There a good survival of multi-paned sash windows and old internal doors.



Weymarks Road, Bradwell Bay WWII Airfield, The Control Tower

Left-hand photograph taken 20 January 2020

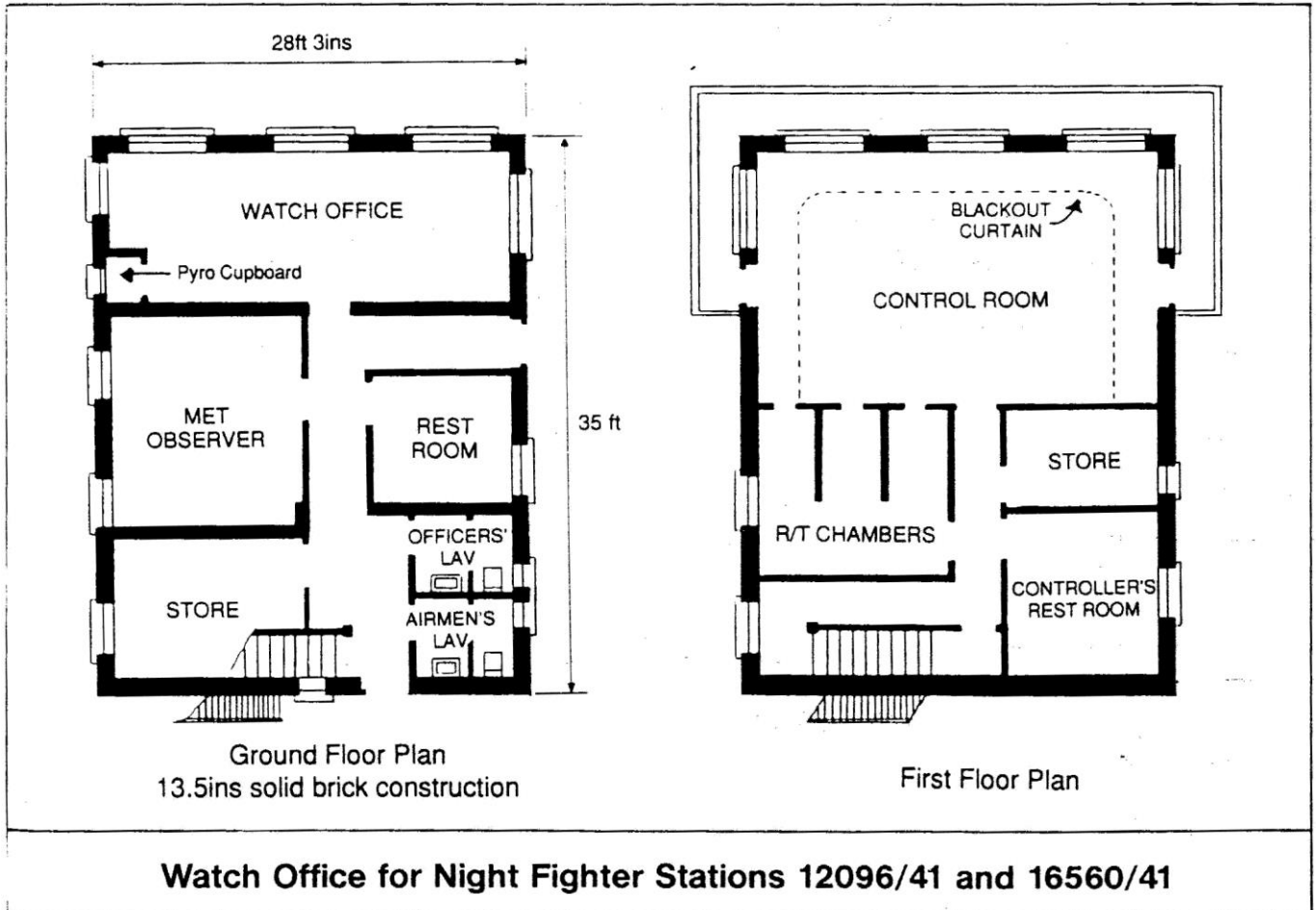
Right-hand photograph, taken prior to residential conversion, reproduced with permission from Kevin Bruce

Description

This Control Tower oversaw operations at Bradwell Bay airfield during WWII and was later converted to a residence. The roof-top observatory has been rebuilt but the basic form of the building has been preserved.

Significance

The Control Tower, along with the Station HQ and the four Blister hangars are important to the history and heritage of Bradwell Bay airfield. The military historian Fred Nash has observed that “although they are all that remains of the 300+ buildings and structures that stood on the airfield they were, and are, of major significance in the hierarchy of airfield architecture” (Nash, 2010).



Original floor plan of The Control Tower, reproduced from the Kevin Bruce Collection



Weymarks Road, Bradwell Bay WWII Airfield, Four Blister Hangers

Photograph showing three of the four hangers, taken 20 January 2020

Description

During WWII there were twelve Blister hangers dispersed across the airfield, of which only four survive. They are each approximately 90 feet in span x 60 feet in length. Three of the hangars have a corrugated asbestos roof, while the fourth has a corrugated iron roof.

Significance

The four surviving Blister hangers, along with the Control Tower and the Station HQ are important to the history and heritage of Bradwell Bay airfield. The military historian Fred Nash has observed that “although they are all that remains of the 300+ buildings and structures that stood on the airfield they were, and are, of major significance in the hierarchy of airfield architecture” (Nash, 2010).



Weymarks Road, Bradwell Bay WWII Airfield, Station HQ

Photograph from the Kevin Bruce Collection showing the Station HQ to the right (south) of the Control Tower

Description

The Station HQ survives to the rear (south) of the Control Tower. It is a long single-storey building which appears to have been repurposed as a workshop.

Significance

The Station HQ, along with the Control Tower and the four surviving Blister hangers are important to the history and heritage of Bradwell Bay airfield. Fred Nash has observed that “although they are all that remains of the 300+ buildings and structures that stood on the airfield they were, and are, of major significance in the hierarchy of airfield architecture” (Nash, 2010).



Weymarks Road, Pear Tree Cottage

Left-hand photograph taken 20 January 2020

Right-hand photograph, showing a man having his hair cut outside the right-hand cottage, reproduced with permission from Kevin Bruce

Description

This pair of late-Georgian cottages was built to house agricultural workers at Weymarks Farm. It was converted into a single dwelling in the 20th. The building is 1 ½ storeys in height with a clay-tiled gambrel roof. The roof sweeps down in 'cat-slide' form at the back over rear lean-tos.

Significance

Apart from replacement windows, the cottages appear to be well preserved. They are a good example of Georgian agricultural workers' cottages servicing an isolated farm.

Sources

Bettley, J. and Pevsner, N.: *The Buildings of England: Essex* (Yale, 2007)

Brown, H.: *History of Bradwell-on-Sea, Essex* (1929)

Colchester, P.: *Bradwell-on-Sea Conservation Area Review and Character Appraisal* (ECC & MDC, 2006)

Essex Record Office (ERO)

Howson, T.: 'The King's Head, Bradwell-on-Sea: The medieval cross-wing and its restoration', *Transactions of the Essex Society for Archaeology and History*, Vol. 6, 2016, 249-253

Nash, F.: *Survey of World War Two Defences in the District of Maldon* (ECC & MDC, 2010)

O'Connor, T.: *Bradwell-on-Sea Historic Settlement Assessment* (2006)

Preparation of the list of local heritage assets for Bradwell-on-Sea has been greatly assisted by the input of local historians Kevin Bruce and David Thorpe

Draft List of Local Heritage Assets in Tillingham

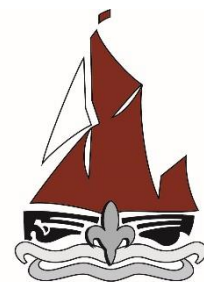


January 2020

Planning Policy

01621 854 477

planning@maldon.gov.uk



MALDON DISTRICT
COUNCIL

Introduction

The Maldon District contains over a thousand nationally listed buildings, which are protected by law. It has also been recognised that there are many historic buildings which, although they may not meet the criteria for national listing, possess local value because of their architectural and historic interest. The District Council is developing a List of Local Heritage Assets to identify and celebrate these locally important buildings. Inclusion on the Register does not of itself bring any additional consent requirements over and above the existing requirement for planning permission, but it does mean that a building's heritage significance will be a material consideration in the planning process. The following criteria have been developed to help identify those buildings which merit inclusion on the Register of Local Heritage Assets. As with the national list the word building can apply to any type of permanent structure.

1. Age and integrity

- a. All buildings which retain a significant degree of pre-1840 architectural character in terms of form, materials and stylistic detailing or for which there is realistic potential for restoration of that character.
- b. 1840-1880 buildings that are reasonably complete and of good local architectural and historic interest
- c. 1880-1945 buildings that are substantially complete and of very good local architectural and historic interest
- d. Post 1945 buildings that are wholly complete and of an outstanding level of local architectural and historic interest
- e. Buildings which are valued as rare examples of a particular type

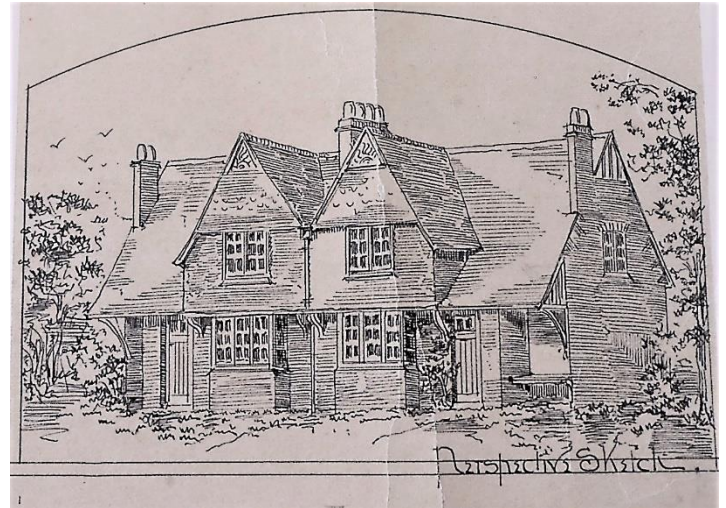
2. Historic Interest

- a. Historic association with important national or local historical figures, architects, events or industry
- b. Social or communal importance: relating to structures perceived as a source of local identity and cohesion. (This might include important commemorative structures such as war memorials or places of worship).

3. Architectural Interest

- a. Important examples of a past type or style
- b. Quality materials, detailing and workmanship
- c. Buildings which display technological innovation
- d. Group Value: Buildings whose local importance derives from their visual relationship with other important buildings in a village or town setting or where they make an important contribution to an historic skyline.
- e. Buildings which make a positive contribution to an attractive rural setting
- f. Sustainability: Buildings which can be easily adapted for continuing use due to robust construction or quality materials

This document lists the buildings in the parish of Tillingham which have been identified as meeting the above criteria.



Brook Road, Nos 1 & 3

Photograph taken June 2014

Sketch by F. Chancellor, architect, 1881

Description

This pair of brick cottages was designed in 1881 by the County architect, Frederick Chancellor, for the Dean and Chapter of St Paul's Cathedral. The cottages have clay-tiled roofs with low, oversailing eaves to the front. In the middle of the front roof slope is a pair of large, tile-clad dormer windows above square ground-floor bay windows. The cottages are well preserved, retaining timber windows, doors and bargeboards. This is one of three pairs of houses of the same type in the village centre, all included on the local list. Two further pairs of the same type, outside the village, on Marsh Road are excluded from the local list because they have been very altered.

Significance

These are highly attractive Victorian cottages, designed by a notable architect, displaying good quality materials and detailing. They are a fine example of the move to provide healthier, more modern, accommodation in rural areas during the later 19th century. The building makes a very positive contribution to the character and appearance of the Tillingham Conservation Area.



Brook Road, Nos. 2 & 4

Left-hand photograph taken July 2008

Right-hand photograph reproduced with permission from Kevin Bruce

Description

This timber-framed and weatherboarded house was built early in the 19th century. It is 1 ½ storeys in height with a clay-tiled gambrel roof. A single-storey brewhouse / bakehouse is attached at the southern end. There is an old water pump fixed to the front elevation of the house. The windows were historically multi-paned sliding sashes but are now modern uPVC casements.

Significance

Despite the replacement windows, this building has local architectural interest as a reasonably well-preserved early-19th-century vernacular house. It is a good example of the white weather-boarded buildings that are typical in the village. It makes a positive contribution to the character of the Tillingham Conservation Area.



Marsh Road, Tile Cottage

Left-hand photograph taken March 2015

Right-hand photograph reproduced with permission from Kevin Bruce

Description

This tiny cottage was probably built very shortly after 1812, which is the date that the 'waste of the manor' roadside plot on which it stands was enclosed (Kevin Bruce research of Manor Court Rolls at ERO). It is a 1 ½ storey house with a gambrel roof and a gable-end chimney stack. Its walls are timber-framed and weatherboarded except for the front elevation which is of brick. Originally it had just one ground-floor room and one first-floor room, a plan-form known as '1-cell'. Between 1914 and 1938 the cottage was occupied by Weymouth Nunn Moul, who features in the old photograph above. He was as a fisherman, wildfowler and long-shore man (Bruce, 1981).

Significance

Although the house has been altered, its historic form remains legible and it is a good example of a small Georgian cottage. One-cell cottages in terraced form are common, whereas detached 1-cell cottages are quite rare.



North Street, Tillingham Hall

Left-hand photograph taken April 2012

Right-hand photograph reproduced with permission from Kevin Bruce

Description

Tillingham Hall was probably the only medieval house in the village centre, other than the Cap and Feathers. It was the principal manor house, belonging to the Dean and Chapter of St Paul's. However, the house was completely rebuilt in the late-19th century. The building's composition is emphatically asymmetrical, presenting a busy mixture of gables, projecting windows, bold chimneys, brick, tile, tile-hanging and mock timber-framing.

Significance

This is a striking example of the Victorian Domestic Revival style, displaying high quality materials and detailing.



North Street, Barn

Photograph taken 2014

Description

This timber-framed and weatherboarded former agricultural building, with a pantile roof, was built early in the 19th century as a stable with a hayloft above it. It also had a brick forge to the rear and a loose box on its southern flank. The rear of the building was rebuilt in brick in the mid-19th century and a new forge was erected. A brick outshot was built on the northern side whose purpose is unclear but may have been a privy and coal store. Following a period of dereliction, the building was converted to a house in 2014.

Significance

This building is of architectural interest as an early-19th century stable. It contributes positively to the rural character of the Tillingham Conservation Area.



North Street, No.23

Left-hand photograph taken 2008

Right-hand photograph – showing the house and the adjacent carpenter's workshop and yard – reproduced with permission from Kevin Bruce

Description

This house was built between 1874 and 1897 and was the home of a village carpenter. It is single-storeyed, timber-framed and weatherboarded with a hipped slate roof. It has multi-paned, sliding sash windows and a six-panel front door. The associated carpenter's workshop and yard have been replaced with a modern house (No. 23a).

Significance

This is a good example of the vernacular, white weather-boarded buildings typical in the village. It is notable for its distinctive form and modest scale. It makes a very positive contribution to the character of the Tillingham Conservation Area.



North Street, No. 30, Lime Tree Cottage

Photograph taken September 2019

Description

Lime Tree Cottage is a 2-storey painted brick house, originally built in the late-18th century but substantially refurbished early in the 19th century. Its roof is covered with clay Roman tiles and at the rear the roof sweeps down in 'catslide' form over a single-storey lean-to. On its front elevation there are several Victorian painted-timber sliding-sash windows and a 6-panel painted-timber front door. The house is depicted on a map of 1799, and inside there are old fireplaces with timber lintels, which are characteristic of the 18th century. The front roofslope is much less steeply pitched than the rear roofslope, suggesting the house was originally 1½ storeys in height until early in the 19th-century when the front wall was heightened to a full 2 storeys.

Significance

Lime Tree Cottage is a good example of a late-Georgian vernacular house. It makes a positive contribution to the character of the Tillingham Conservation Area.



South Street, Nos. 2 & 4

Photograph taken January 2019

Description

This pair of brick cottages was designed in 1881 by the County architect, Frederick Chancellor, for the Dean and Chapter of St Paul's Cathedral. The cottages have clay-tiled roofs with low, oversailing eaves to the front. In the middle of the front roof slope is a pair of large, tile-clad dormer windows above square ground-floor bay windows. This is one of three pairs of houses of the same type in the village centre, all included on the local list. Two further pairs of the same type, outside the village, on Marsh Road are excluded from the parish list because they have been very altered.

Significance

These are highly attractive Victorian cottages, designed by a notable architect, displaying good quality materials and detailing. They are a fine example of the move to provide healthier, more modern, accommodation in rural areas during the later 19th century. The building makes a very positive contribution to the character and appearance of the Tillingham Conservation Area.



South Street, Chapel

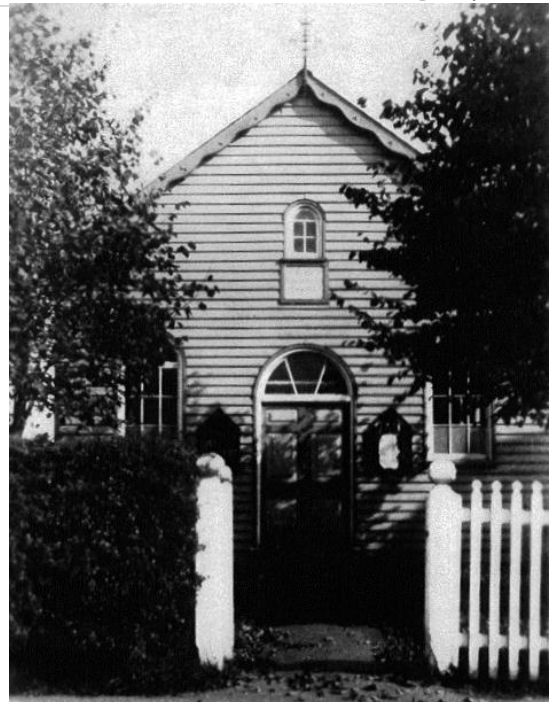
Photograph taken 2008

Description

This Congregational Chapel was built in 1868 after the earlier barn meeting house burnt down. It is constructed of red brick with yellow brick embellishments and a slate roof. The windows and doors have pointed-arched heads. It comprises a large chapel room with wooden pews and a meeting room at the rear. It closed in 2018.

Significance

This is a good example of a Victorian Congregational Chapel, built using good quality materials and detailing. The chapel forms an impressive, attractive building in the street scene making a positive contribution to the character of the Tillingham Conservation Area.



South Street, Peculiar People's Chapel

Left-hand photograph taken August 2019

Right-hand reproduced, with permission, from the Kevin Bruce Collection.

Description

This timber-framed chapel was built in 1897 by local builder Benjamin Rooda for £249.10.6d. It was built for the Essex-based sect known as the Peculiar People. The original weatherboard cladding survives beneath 20th-century pebble-dash render. The gabled front elevation has simple arch-headed windows and doors with top-opening fanlights.

Significance

Aesthetically, this modest and well preserved 19th-century chapel makes an important contribution to the special character of the Tillingham Conservation Area. It has local historic interest as one of only four Peculiar People chapels in the Maldon District, others being at Steeple (Grade II listed) and Little Totham. The fourth Peculiar People chapel is at 40 South Street, Tillingham, built in the 1870s, which became the home of a church elder when the congregation moved to the new chapel (40 South Street is not included on the local list due to the level of alteration).



The Square, Primary School

Left-hand photograph taken 2008

Right-hand photograph reproduced with permission from Kevin Bruce

Description

This National School was designed by Wild Stammers of Southminster in 1860 and built in 1861. It was funded by public subscription. It is built of red brick with grey brick embellishments and has slate-clad pitched roofs.

Significance

The building is a good example of a Victorian village school, deploying good quality materials. It also has local historic, communal and social value.



Tillingham Road, The Limes

Left-hand photograph taken June 2014

Right-hand photograph reproduced with permission from Kevin Bruce

Description

This grand house is thought to have been built for the village Doctor in the 18th century and remained the village surgery until 1906. It is constructed of brick, two storeys in height, the front range have a slate-clad mansard roof. The attic storey was for servants' quarters, two of whom can be seen at a window in the old photograph above.

Significance

This house has local architectural interest as a well-preserved Georgian house of good quality materials and detailing.



Vicarage Lane, Nos. 2 & 4

Photograph taken July 2008

Description

This pair of brick cottages was designed in 1881 by the County architect, Frederick Chancellor, for the Dean and Chapter of St Paul's Cathedral. The cottages have clay-tiled roofs with low, oversailing eaves to the front. In the middle of the front roof slope is a pair of large, tile-clad dormer windows above square ground-floor bay windows. This is one of three pairs of houses of the same type in the village centre, all included on the local list. Two further pairs of the same type, outside the village, on Marsh Road are excluded from the local list because they have been very altered.

Significance

These are highly attractive Victorian cottages, designed by a notable architect, displaying good quality materials and detailing. They are a fine example of the move to provide healthier, more modern, accommodation in rural areas during the later 19th century. The building makes a very positive contribution to the character and appearance of the Tillingham Conservation Area.



Vicarage Lane, The Old Vicarage

Left-hand photograph taken 2008

Engraving of 1790 showing the medieval vicarage, reproduced with permission from Kevin Bruce

Description

This two-storey rendered brick house dates from the mid-19th century but replicates the basic form of the medieval vicarage which it replaced (depicted above in the engraving of 1790). Like its medieval predecessor the house has a cross-wing at the right-hand (western) end. The roofs are clad in clay tiles. There are hood moulds over the sash windows on the front elevation.

Significance

This is a well-preserved example of a mid-19th century vicarage of good local architectural and historic interest. It makes a very positive contribution to the character of the conservation area.



Vicarage Lane, Clifton

Photograph taken November 2016

Description

Clifton is a mid-19th century thatched cottage. It is timber-framed and rough-cast rendered with cosmetic battens applied externally in imitation of exposed timber framing. The roof is half-hipped with 'eyebrow' dormer windows on the eastern slope.

Significance

This is a picturesque Victorian cottage which shares group value with the adjacent grade II listed Thatched Cottage.



Vicarage Lane, Village Hall

Left-hand photograph taken July 2008

Right-hand photograph taken on the 28th of September 1927 when the hall was officially opened by the Dean of St Paul's, reproduced with permission from Kevin Bruce.

Description

Tillingham Parish Hall was opened in 1927 by the Dean of St Paul's. It is a timber-framed building clad in corrugated iron. The architect was W. Stammers and the contractors were C. M. Collins and Sons of Southminster.

Significance

This is a good example of an early-20th century corrugated iron building, contributing positive architectural variety to the Tillingham Conservation Area. It also has historic, social and communal interest.

Sources

Bettley, J. and Pevsner, N.: *The Buildings of England: Essex* (Yale, 2007)

Bruce, K.: *Dengie: The Life and the Land* (Essex Record Office, 1981)

Colchester, P. and Hurst, M.: *Tillingham Conservation Area Review and Character Appraisal* (ECC & MDC, 2004)

Essex Record Office (ERO)

Hilman-Crouch, B.: *Building at Lime Tree Cottage, North Street, Tillingham, Essex. Description and analysis of the former stable* (2013)

Sorrell, M.: *The Peculiar People* (1980)

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REPORT of DIRECTOR OF SERVICE DELIVERY

**to
STRATEGY AND RESOURCES COMMITTEE
20 FEBRUARY 2020**

REVIEW OF PENALTY CHARGES FOR ENVIRONMENTAL OFFENCES

1. PURPOSE OF THE REPORT

- 1.1 To review current levels of charge imposed by Fixed Penalty Notices for various environmental or antisocial behaviour, offences including fly posting, fly tipping littering, dog fouling, abandoned vehicles and antisocial behaviour. Full details are contained in **APPENDIX 1**.

2. RECOMMENDATIONS

To the Council

- (i) That the levels of charge from 1 April 2020 be increased up to the maximum levels permitted under the legislation as set out in **APPENDIX 1**;
- (ii) That that the team continues to support educational campaigns targeting public awareness of environmental offences.

3. SUMMARY OF KEY ISSUES

- 3.1 The Clean Neighbourhoods and Environment Act 2005, Environmental Protection Act 1990 and Anti-Social Behaviour Crime and Policing Act 2014 enables local authorities to issue Fixed Penalty Notices to anyone committing an environmental crime that damages the street scene. These offences include littering, dog fouling, graffiti, flyposting, abandoned vehicles and anti-social behaviour.
- 3.2 Maldon District Council has previously used these powers to issue Fixed Penalty Notices (FPN's) to deter residents and visitors from committing such offences.
- 3.3 FPN's are issued by the Councils Community Engagement Officers, who are clearly identified through their uniforms, and who are appropriately trained and accredited.
- 3.4 In the last two years the team have issued more than 150 FPNs for various offences including Littering and Dog Fouling.
- 3.5 Three offenders have been prosecuted for failing to pay the FPN's resulting in charges of up to £690.

- 3.6 The legislation sets out a default level of FPN, as well as a maximum level for the various offences. **APPENDIX 1** sets out the current default and maximum charges for all offences.
- 3.7 To date Maldon District Council has charged the lower default amount, however many Councils now moved to charging the maximum penalty which acts as a greater deterrent.
- 3.8 The creation of our new Community Engagement Team provides an opportunity to review our approach to tackling anti-social behaviour within the community, and in particular issues such dog fouling, littering.
- 3.9 The imposition of maximum levels of FPN's will act as a strong deterrent when used alongside positive publicity and social media.

4. CONCLUSION

- 4.1 The proposed increase to the level of FPN for anti-social behaviour offences will act as a positive deterrent, sending a strong message to potential offenders
- 4.2 It also helps us to meet our statutory duties under the Environmental Protection Act 1990 to keep relevant highways and public spaces for which it is responsible clean and clear of refuse as far as it is reasonably practicable.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The use of Fixed Penalty Notices for Environmental Offences such as Dog Fouling, Littering, Fly Tipping and Fly Posting strongly supports the Councils Corporate Priority of a "Protected and improved environment for residents and visitors" specifically the outcomes of "delivering a clean and tidy District", "with open spaces maintained for the enjoyment of all".

6. IMPLICATIONS

- (i) **Impact on Customers** – The higher levels of charge will act as a strong deterrent to residents, visitors and businesses from committing offences. Proactive publicity will be undertaken each year to minimise the number of environmental offences committed within the District.
- (ii) **Impact on Equalities** – There is no impact. FPN's will be used in an appropriate and proportionate way and having regard to the Good Practice guidance issued by the Department of the Environment, Food and Rural Affairs.
- (iii) **Impact on Risk** – The proposed increase in the amount of the FPN will act as a strong deterrent against offences such as dog fouling, littering, anti-social behaviour, abandoned vehicles, flytipping and Flyposting.

- (iv) **Impact on Resources (financial)** – None. The purpose of the increase is to deter offences being committed. Any income generated from FPN's is used to offset the cost of enforcement.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – The Community Engagement Team work closely with the Community to both promote positive behaviour to avoid offences being committed as well as obtaining local intelligence to help direct our resources and investigate offences.

Background Papers: None.

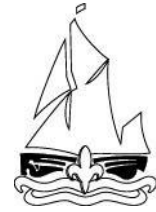
Enquiries to: Sue Green, Customer, Casework and Community Engagement Manager.

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Proposed Charges from 1 April 2020 – Environmental Offences

Offence	Legislation	Charge 2019/20	Proposed Maximum FPN Charge 2020 / 21	Maximum Fine imposed by Magistrates Court
Depositing Litter	Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005	£100	£150	£2,500
Dog Fouling (Failure to comply with a Dog Control Order)	Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005	£80	£100	£1,000
Unauthorised or harmful depositing, treatment or disposal of waste. Flytipping	Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005	£400	£400 (No Change)	£50,000
Offence of abandoning a vehicle	Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005	£200	£200 (No Change)	£2,500
Breach of Community Protection Notice	Anti-Social Behaviour Police and Crime Act 2014	£100	£100 (No change)	£2,500 (individual) £20,000 (organisation)
Failure to produce authority to transport waste. (Waste Carriers permit / licence)	Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005, and Control of Pollution Act 1989	£300	£300	£5,000
Unauthorised distribution of free printed matter (Flyposting)	Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005	£80	£150	£2,500
Failure to comply with a waste receptacle notice	Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005	£100	£110	£1000

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REPORT of HEAD OF PAID SERVICE

**To
STRATEGY AND RESOURCES COMMITTEE
20 FEBRUARY 2020**

PAY POLICY STATEMENT 2020 / 21

1. PURPOSE OF THE REPORT

- 1.1 To meet the statutory requirement to annually seek the Council's approval of a Pay Policy Statement.

2. RECOMMENDATION

To the Council:

That the Pay Policy Statement attached at **APPENDIX 1** to this report be adopted for the financial year 2020 / 21.

3. SUMMARY OF KEY ISSUES

- 3.1 The Localism Act 2011 requires that Councils publish a Pay Policy Statement describing the approach of the authority to the remuneration of the highest ("Chief Officers") and lowest paid staff. The Pay Policy Statement was originally put in place on 1 April 2012. This has to be annually approved by the elected Members of the Council.
- 3.2 The Ministry for Housing, Communities and Local Government has published formal Guidance in respect of meeting this requirement. This defines a large number of specific issues which must be addressed in the Statement but leaves it completely to the discretion of each authority as to what their policy is toward these matters.
- 3.3 The Pay Policy Statement has been reviewed and is attached at **APPENDIX 1**. It reflects the current arrangements for pay at Maldon District Council.

4. CONCLUSION

- 4.1 To meet the requirements of the Localism Act 2011 the Committee is requested to recommend to the Council the re-adoption of the Pay Policy Statement attached at **APPENDIX 1**.

5. IMPACT ON CORPORATE GOALS

- 5.1 The publication of a Pay Policy Statement aids transparency in line with the corporate goal of “Delivering good quality, cost effective and valued services”.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – Part of the government rationale for the publication of the Pay Policy Statement is to highlight the relative pay of the highest and lowest paid staff.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Annette Cardy, Resources Specialist Services Manager (01621 875716)

Document Control Sheet

Document title	Pay Policy Statement
Summary of purpose	Compliance with Localism Act
Prepared by	Annette Cardy – Resources Specialist Services Manager
Status	Final
Version number	9
Approved by	
Approval date	
Date of implementation	Immediate
Review frequency	Annual (or as necessary before then)
Next review date	January 2021
Circulation	
Published on the Council's website	Yes

Validity Statement

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.



MALDON DISTRICT
COUNCIL

Appendix 1 – Page 1

Pay Policy Statement

Note: This Statement has been written to meet the statutory requirements of the Localism Act 2011 and to aid transparency in respect of Maldon District Council's policy regarding pay to the highest and lowest paid staff.

1. General policy

- 1.1 During 2018 the Council undertook a Job Evaluation exercise which reviewed every post in the Council, up to and including Directors at the highest tier of the Council, based on a uniform set of criteria, and placed them within a single unified pay scale. The pay scale was designed to be consistent with best practice and benchmarked as to value and applied up to all employees. In accordance with the Council's constitution, the remuneration of the posts of Directors were set by the Appointments Committee composed of elected Members of the authority but based upon the above principles.
- 1.2 The Job Evaluation process was designed to achieve compliance with Equal Pay legislation and, further to this, the contractual terms and conditions of staff were also standardised. This meant that the remuneration of all Council employees is governed by a single set of policies and procedures. This is reflected in the Pay Policy statements below.
- 1.3 The current pay multiple is based on the ratio of the Directors Salary to all other employees average FTE salary and equates to 3.63. The Government has considered setting twenty to one as a maximum. As Maldon District's Council's rate is currently below this amount it is not considered necessary to have a specific policy concerning the pay multiple. If the multiple starts to rise, for example above five to one, this could be reconsidered.

2. Policy regarding pay to "Chief Officers"

2.1 Definition of "Chief Officers" for the purposes of this statement

- 2.1.1 The term "Chief Officer" as employed in the Localism Act has a different meaning to the use made of it at Maldon District Council. For the purposes of this Pay Policy Statement only, the relevant posts are considered to be as listed below. To note; there is no Chief Executive post in the Maldon structure.

- 3 Director posts
- The Monitoring Officer

2.2 Pay

- 2.2.1 Pay for the post of Directors is set by the Appointments Committee and approved by the Council. The role of Director was introduced following the 2014 Senior Management Review and pay set by the Job Evaluation process. The pay line of Directors is subject to the same factors as the rest of staff pay, for example any annual pay award granted.

2.2.2 Any exception to this, such as a proposal to change the pay of senior staff out of line with normal pay awards would be subject to a report to the Council and approval being given.

2.2.3 An additional consideration is that the Directors have delegated powers to award discretionary points on an officer's salary scale within approved budgetary limits where they deem it to be in the interests of the Authority. This only applies to points up to the maximum of the salary band for that post.

2.3 Performance related pay and bonuses

2.3.1 Maldon District Council does not have performance related pay or bonus payments for any staff. As there is no mechanism for linking pay and performance in this way 'earn back' arrangements are not appropriate.

2.4 Fees, allowances, benefits in kind and expenses

2.4.1 The Director of Resources is also the Returning Officer for the District, meaning that the post holder has specific responsibilities in respect of all elections and national referenda held in the District. As this post is currently vacant the Director for Strategy, Performance and Governance is currently the Acting Returning Officer. These duties attract fees that are variable depending on the election. For Parliamentary, Police and Crime Commissioner, European elections and national referenda these are set by the Government. For County elections there are set by Essex County Council. For District and Parish elections rates are set locally.

2.4.2 Apart from this no fees, allowances, benefits in kind or expenses are available to the posts listed in 2.1, other than those available to all staff and on the same basis.

2.5 Pension

2.5.1 All staff are eligible to join the Local Government Pension Scheme in accordance with the terms of that scheme. No special considerations apply to the posts listed in 2.1.

2.6 Severance payments

2.6.1 Where senior staff leave in the normal course of business (resignation, retirement, etc.) the same procedures would be applied as for any other staff member and no additional payments would arise as a result.

2.6.2 Should a senior post be made redundant the post holder would receive redundancy payments in accordance with the Council's Managing Organisational Change policy that applies to all staff. The Council's policy is not to award any additional compensatory payments to staff.

2.6.3 Should a senior staff member leave because of a settlement agreement these, by their nature, are subject to negotiation with the individual and their

representatives and so are variable in their terms. Such agreements are formal legal arrangements and confidentiality binding on both parties is a key component, so any payment arising from such an agreement would not be published. Authorisation of the payment would be in accordance with the Council's terms of reference and scheme of delegation and it would need to represent value for money for the taxpayer in the circumstances.

2.6.4 Senior staff that were previously employed by the Authority and left with a severance or redundancy payment may be re-employed on a consultancy basis to cover short term staff pressures where it is considered appropriate in the public interest to do so.

2.7 Recruitment of senior staff

2.7.1 When recruiting to a senior post the salary offered would be that applicable to the grade of the post, as determined by Job Evaluation, and within the established pay line. No additional payments would arise, unless a market supplement to enable recruitment was considered justified due to a recognised technical skill shortage in the job market.

2.7.2 In the event that a senior post was to be filled by a person who had retired from another Authority and was in receipt of a pension it would be arranged so that the person was not better off overall, through abatement of pension and/or pay as applicable.

2.7.3 In accordance with the guidance set out in the Localism Act, The Strategy and Resources Committee should be given the opportunity to vote before large salary packages (£100k or above) are offered in respect of a new appointment. This will be considered by the Council should the issue arise in the future.

2.8 Monitoring Officer

2.8.1 The Monitoring Officer is not subject to any additional payment.

2.9 Publication of remuneration of senior staff

2.9.1 This Pay Policy Statement, once approved by the Council, will be published on the Council's website.

2.9.2 The remuneration and pension contributions of the posts listed in 2.1 above are published annually in the Financial Statements of the Authority and a copy placed on the website.

3. Lowest paid staff

3.1 Definition

3.1.1 The lowest paid staff at Maldon District Council are those in Pay Band A. If the proposed national pay award of 2% is agreed for 2020.21 these rates will be £14,886 to £16,346. This is supplemented in line with real living wage, please see point 3.2.1. This definition has been chosen as reflecting the reality of the pay line. The posts in Band A were placed there as part of the Council's Job Evaluation scheme referred to above.

3.2 Pay Policy in respect of lowest paid staff

3.2.1 No special considerations apply to the lowest paid staff. They are subject to identical terms and conditions, procedures and policies as all other staff. In some cases these policies give slightly different benefits to different levels of staff. For example, the lowest five pay bands (A to E) have enhanced pay rates for overtime. No enhancement above grade E is paid. In contrast the basic amount of annual leave increases with pay. Overtime is only paid in exceptional circumstances to staff.

All employees paid at Band A and B, spinal column points 1 through to 8 are paid at a real living wage rate of £9.30 per hour or £17,893 per annum for a standard 37 hour, 52 week a year contract. The rate is paid by way of a supplement to basic pay.

The Council employs Apprentices are not included within the definition of 'lowest paid employees' and are not subject to the living wage rate.

3.3 Annual National Pay Award

- The Council agreed in 2011.12 that locally agreed pay points would be used to calculate Maldon District Council salaries but that these would be increased annually in accordance with the nationally agreed living wage rises.
- A 2 year pay deal of 2% annual increase for 2018.19 and 2019.20 was agreed. The new annual increase for 2020.21 is currently under negotiation. Maldon, in line with Council's nationally, has agreed that this should be 2%. A report to the Strategy and Resources Committee and Full Council will be provided when the increase has been agreed. This is expected to be finalised in a few months.

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

to
**STRATEGY AND RESOURCES COMMITTEE
20 FEBRUARY 2020**

HUMAN RESOURCES STATISTICS – QUARTER THREE 2019-20

1. PURPOSE OF THE REPORT

1.1 To present the Council’s human resource statistics for the period 1 October 2019 to 31 December 2019. The main purpose of the report is to provide an update on the levels over the past quarter of vacancies, staff turnover, sickness absence, staff numbers and staff data to meet equality standards.

2. RECOMMENDATION

That the contents of this report are noted.

3. SUMMARY OF KEY ISSUES

3.1 This report is for Members’ information only.

3.2 Labour Turnover

3.2.1 **Quarter 3 (Q3):** The staff turnover was based on an average of 178 staff employed in post between 1 October 2019 and 31 December 2019. There were 11 leavers and 11 starters.

3.2.2 Service level breakdown is as follows:

Directorate	Leavers	Reasons for Leaving	Q4 Average* ¹ Headcount	Average Full Time Equivalent (FTE) per Service	% of Service Staffing that was a Leaver per Service
Resources	2	1 Retirement and 1 End of Fixed Term Contract (FTC)	41	31.05	4.87%
Strategy, Performance and Governance	0	n/a	17	15.07	n/a

Directorate	Leavers	Reasons for Leaving	Q4 Average* ¹ Headcount	Average Full Time Equivalent (FTE) per Service	% of Service Staffing that was a Leaver per Service
Service Delivery	9	8 Redundancy and 1 Resignation	120	106.52	7.5%
Total	11		178	152.64	

4. RECRUITMENT

4.1 Recruitment during Q3 has concentrated on filling the remaining roles within Phase 2 of the restructure.

4.2 These roles are traditionally hard to recruit to and have been advertised with little success and thus, additional strategies have been utilised. For a competitive fixed fee Hays have provided a recruitment advertising only service which has enabled us to access specialist job boards. This has been successful with some roles now filled.

4.3 All external posts continue to be advertised, at no extra cost, on the Council website as well as via social media including Facebook and Twitter, Indeed (one of the largest and free of charge job search engines), and the Government website 'Find a Job' - and any other relevant professional journals / media where appropriate, ensuring as wide reach as possible to potential candidates. This usually meets recruitment requirements for the majority of the vacancies.

4.4 The below tables illustrate the roles that were advertised, by Directorate, during Q3.

4.4.1 Q3 External Vacancies:

Directorate	Posts Advertised	Positions	Post advertised on Maldon District Council (MDC) website, Indeed and Social Media (Facebook, (FB), LinkedIn (LI), Twitter (TW))
Resources (New Future Module)	Lead Specialist Procurement	1 FTE	Yes
	Lead Specialist Finance	1FTE	Yes
	Facilities Officer	0.54 FTE	Yes

Directorate	Posts Advertised	Positions	Post advertised on Maldon District Council (MDC) website, Indeed and Social Media (Facebook, (FB), LinkedIn (LI), Twitter (TW))
Strategy, Performance and Governance	Business Analyst FTC	1FTE	Yes
	Committee Services Officer 18.5 hours	0.5 FTE	Yes
	Specialist: Communications, Marketing and Engagement	1FTE	Yes
Services Delivery	Specialist L2: Environmental Health	1 FTE	Yes
	Specialist Housing Level 1	1 FTE	Yes
	Specialist Housing Level 2	0.5 FTE	Yes
	Lead Specialist: Development Management	1 FTE	Yes
	Casework Apprentice(s)	3FTE	Yes
	Senior Specialist: Development Management	1 FTE	Yes
	Total Posts	12 FTE	

4.4.2 Q3 Internal Vacancies:

Please see below the internal vacancies for Q3 2019 / 20

Directorate	Posts Advertised	Positions	Post advertised on intranet
Resources	ICT Specialist	1 FTE	Yes
Strategy, Performance and Governance	Strategy Theme Lead (Prosperity)	1FTE	Yes
	Specialist: Local Plan (S106)	1FTE	Yes
Service Delivery	Senior Caseworker (Level 3B – DM)	1FTE	Yes
	Senior Caseworker (Cemeteries)	0.61FTE	Yes
	Total Posts	4.61 FTE	

5. STAFF SICKNESS LEVELS

- 5.1 The overall absence figures (short- and long-term absence combined) for the quarter was 1.25 days per FTE. This figure has reduced significantly from the last quarter which was 2.55. This is significantly below our published annual target of eight days.
- 5.2 This is due to long term sickness which has reduced from 1.72 to an excellent 0.20. Short term has risen slightly from 0.83 and 1.05.
- 5.3 Several strategies are in place to reduce both long- and short-term sickness. The Council offers support to all staff by way of Coaching, Change Network meetings supported by 14 Change Champions, trained in house Mental Health First Aiders and the Employee Assistance Scheme available free and confidentially 24 hours a day 7 days a week. Managers have also been supporting staff.
- 5.4 The Human Resources team works in partnership with managers to support staff during sickness, manage returns to work effectively and make referrals to occupational health services as necessary and robustly monitor sickness management in accordance with the absence policy.
- 5.5 The table overleaf details the sickness for each quarter from 2016 / 17 to the last full quarter.

Figure 1. Please find below the sickness for each quarter for 2019 / 20, 2018 / 19, 2017 / 18 and 2016 / 17

	Quarter One		Quarter Two		Quarter Three		Quarter Four		Cumulative Figures	
	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE
2019 / 20										
Short Term Absence	175.14	1.02	126.59	0.83	160.53	1.05				
Long Term Absence	122.00	0.72	263.46	1.72	31.19	0.20				
Total	297.14	1.74	390.05	2.55	191.72	1.25				
2018 / 19										
Short Term Absence	218.80	1.07	129.51	0.67	294.08	1.64	236.03	1.13	878.41	4.51
Long Term Absence	215.92	1.06	164.30	0.84	83.24	0.46	26	0.15	489.46	2.51
Total	434.72	2.13	293.81	1.51	377.32	2.10	262.03	1.28	1367.87	7.02
2017 / 18										
Short Term Absence	163.65	0.85	230.32	1.25	322.64	1.64	300.62	1.49	1017.23	5.23
Long Term Absence	393.05	2.04	198.64	1.08	300.12	1.53	198.24	0.98	1090.05	5.63
Total	556.70	2.89	428.96	2.33	622.76	3.17	498.86	2.47	2107.28	10.86
2016 / 17										
Short Term Absence	237.94	1.25	241.39	1.21	259.46	1.31	306.53	1.55	1045.32	5.32
Long Term Absence	290.83	1.52	372.46	1.89	393.37	1.99	331.78	1.68	1388.44	7.08
Total	528.77	2.77	613.85	3.1	652.83	3.3	638.31	3.23	2433.76	12.40

6. WORKFORCE STATISTICS

- 6.1 Please see **APPENDIX 1** for the key statistics relating to staff including headcount, age profile, gender, sex and ethnic origin across the workforce.

7. FUTURE MODEL

- 7.1 HR has worked closely with both the Corporate Leadership Team (CLT) Ignite and Tier 2 Managers to ensure the implementation of the People work stream under the Future Model for Phase 2. Phase 2 went live on 30 October 2019. Bedding in of the new structure has gone well over the past two months.
- 7.2 The majority of exits for staff in Phase 2 were completed during Quarter 3 with some extended up until June 2020.
- 7.3 A replacement Commercial Manager has been recruited and he started on 18 November 2019. We were finalising recruitment for a replacement Director of Resources in the quarter but unfortunately, our candidate withdrew his acceptance and both the interim and permanent roles have now been re-advertised.

8. CONCLUSION

- 8.1 The last quarter has seen a lot of recruitment activity with increasing success in recruiting permanent employees to key 'hard to recruit to' roles.
- 8.2 The overall absence figures (short and long-term absence combined) for Q3 2019 / 20 have reduced to 191.72 FTE days lost, compared with 390.05 FTE days lost in Q2. Reasons for this have been covered earlier. The Council continues to support staff through several methods as mentioned above.
- 8.3 HR continues to work closely with CLT and Tier 2's to finalise the new operating model structure and focus is now moving to utilising and improving the model for Maldon's workforce of the future.

9. IMPACT ON CORPORATE GOALS

- 9.1 The effective implementation of the Attendance Management Policy, including high levels of compliance with the policy, is critical to ensure that staff attendance levels are kept at the highest possible level to ensure resourcing is adequate to deliver an effective and efficient service for our customers. The low rates of sickness illustrate that this is effective in maintaining low rates of absence.

10. IMPLICATIONS

- (i) **Impact on Customers** – No direct impact on customers from this report, although the wider staff context concerning the impact of organisational

change, recruitment, vacancies and sickness has an impact on the ability to deliver services to customers.

- (ii) **Impact on Equalities** – Detailed information on the protected characteristics of the Council’s workforce, is available on the HR system. This allows the team to consider the needs of those groups when writing new Policies and Procedures and when carrying out its functions.
- (iii) **Impact on Risk** – Effective and proactive management of staff sickness and recruitment helps mitigate risk.
- (iv) **Impact on Resources (financial)** – The cost of advertisements and other necessary costs related to recruitment are included within current approved budgets.
- (v) **Impact on Resources (human)** – HR Specialists continue to regularly provide advice and guidance to both employees and managers on how best to manage attendance using the good practice steps outlined within the Managing Attendance Policy and Procedure. Staff absences do have a direct effect on colleagues; this is addressed using the Managing Attendance Policy with individuals.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to:

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Workforce Statistics: Quarter Three 2019/20**1. Headcount and Full Time Equivalent (FTE) by Gender*¹**

		Q1	Q2	Q3	Q4
Female	Headcount	130	117	119	
	FTE	107.34	95.8	90.92	
	% Workforce	54.76%	65.73%	66.85%	
Male	Headcount	66	62	59	
	FTE	62.57	59.20	61.72	
	% Workforce	33.67%	34.26%	33.14%	
Total	Headcount	196	179	178	
	FTE	170.18	152.91	152.64	

2. Number of Full and Part Time Employees by Gender*¹

	Q1		Q2		Q3		Q4	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Full Time	59	69	56	67	54	51		
Part Time	7	61	6	50	6	67		
Total	66	130	62	117	60	118		

3. Headcount by Ethnic Group*¹

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A White British	137	129	125	
A White English	40	37	34	
A White Irish	2	1	1	
A White Scottish	2	2	2	
A White Welsh	1			
B Mixed White & Asian	2	1	1	
B Mixed White & Black African				
B Mixed White & Black Bangladeshi				
C Asian, Asian British Bangladeshi	2	2	2	
C Asian, Asian British Indian				
C Asian, Asian British Pakistani				
D Black, Black British African				
D Black, Black British Caribbean				
E Chinese, Chinese British / other ethnic Chinese				

APPENDIX 1

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
F Other/unspecified	3	7	13	
G Prefer not to say	7			
TOTAL	196	179	178	

^{*1} Headcount data extracted from last date in reported quarter and averaged over the quarter. Please also note the above data does not include information on staff employed on zero hours contracts / seasonal staff contracts.