Dear Councillor

You are summoned to attend the meeting of the;

**PLANNING AND LICENSING COMMITTEE**

on **THURSDAY 14 JANUARY 2016 at 7.30 pm.**

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

A copy of the agenda is attached.

Yours faithfully

[Signature]

Chief Executive

---

**COMMITTEE MEMBERSHIP**

**CHAIRMAN**  
Councillor Mrs P A Channer CC

**VICE-CHAIRMAN**  
Councillor Mrs M E Thompson

**COUNCillORS**  
E L Bamford  
H M Bass  
B S Beale MBE  
R G Boyce MBE, CC  
P G L Elliott  
Miss M R Lewis  
S Savage  
A K M St. Joseph

*Ex-officio non-voting Members:  Councillor Mark F L Durham*
AGENDA
PLANNING AND LICENSING COMMITTEE
THURSDAY 14 JANUARY 2016

1. **Chairman's notices** (please see page 4 of this agenda)

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 1 - 66)

   To confirm the Minutes of the meeting of the Committee held on 12 November 2015 (copy enclosed).

   *Members’ attention is drawn to Agenda Items 6 and 7 below arising from decisions of the Council at its last meeting.*

4. **Disclosure of Interest**

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

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

5. **Public Participation**

   To receive the views of members of the public on items of business to be considered by the Committee (please see below):
   
   1. A period of ten minutes will be set aside.
   2. An individual may speak for no more than two minutes and will not be allowed to distribute or display papers, plans, photographs or other materials.
   3. Anyone wishing to speak must notify the Committee Clerk between 7.00pm and 7.20pm prior to the start of the meeting.

6. **Review of the template provided to a Parish or Town Council to provide comments on a Planning Application** (Pages 67 - 74)

   To reconsider the above matter in light of the decision by the Council on 17 December 2015 to not accept the Committee’s recommendation from the last meeting (Minute No. 562) and refer the matter back to the Committee for update and further consideration (original report of the Director of Planning and Regulatory Services enclosed).

For further information please call 01621 876232 or 875791 or see the Council's website – [www.maldon.gov.uk](http://www.maldon.gov.uk).
7. **Review of Delegation Arrangements** (Pages 75 - 82)

To reconsider the above matter in light of the decision by the Council on 17 December 2015 to not accept the Committee’s recommendation from the last meeting (Minute No. 563) and refer the matter back to the Committee for update and further consideration (original report of the Director of Planning and Regulatory Services enclosed).

8. **River Blackwater Task and Finish Working Group Update** (Pages 83 - 100)

To consider the report of the River Blackwater Task and Finish Working Group Update (copy enclosed).

9. **Provision of Tourist Information Services - Burnham-on-Crouch** (Pages 101 - 104)

To consider the report of the Director of Customers and Community (copy enclosed).

10. **Strengthening Communities** (Pages 105 - 116)

To consider the report of the Director of Customers and Community (copy enclosed).

11. **Extension of Service Level Agreement of Licensing Services** (Pages 117 - 124)

To consider the report of the Director of Customers and Community (copy enclosed).

12. **Revised Maldon District Council Community Led Planning Protocol** (Pages 125 - 138)

To consider the report of the Director of Planning and Regulatory Services (copy enclosed).

13. **Heybridge Parish Council Neighbourhood Plan Area Application** (Pages 139 - 162)

To consider the report of the Director of Planning and Regulatory Services (copy enclosed).


To consider the Director of Planning and Regulatory Services (copy enclosed).

15. **Maldon and Heybridge Central Area Masterplan Project Plan** (Pages 175 - 192)

To consider the report of the Director of Planning and Regulatory Services (copy enclosed).

For further information please call 01621 876232 or 875791 or see the Council's website – [www.maldon.gov.uk](http://www.maldon.gov.uk).
16. **Maldon District Design Guide Project Brief** (Pages 193 - 208)

To consider the report of the Director of Planning and Regulatory Services (copy enclosed).

17. **Maldon District Council response to the Chelmsford Local Plan Issues and Options Consultation** (Pages 209 - 232)

To consider the report of the Director of Planning and Regulatory Services (copy enclosed).

18. **Changes to National Planning Policy Consultation** (Pages 233 - 250)

To consider the report of the Director of Planning and Regulatory Services (copy enclosed).

19. **Charging for Preparing, Negotiating and Completing Legal Agreements Relating to Planning Applications** (Pages 251 - 254)

To consider the report of the Director of Planning and Regulatory Services (copy enclosed).


To consider the report of the Director of Planning and Regulatory Services (copy enclosed).

21. **Value of Tourism to the Local Economy** (Pages 277 - 300)

To receive and note the report of the Director of Customers and Community (copy enclosed).

22. **Update on Appeal Decisions** (Pages 301 - 306)

To receive and note the report of the Director of Planning and Regulatory Services (copy enclosed).

23. **Economic Development Update** (Pages 307 - 314)

To receive and note the report of the Director of Planning and Regulatory Services (copy enclosed).

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

For further information please call 01621 876232 or 875791 or see the Council's website – [www.maldon.gov.uk](http://www.maldon.gov.uk).
NOTICES

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

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

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

Closed-Circuit Television (CCTV)
This meeting is being monitored by CCTV.