



MALDON DISTRICT
COUNCIL

APOLOGIES Committee Services
Email: Committee.clerk@maldon.gov.uk

DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE
Paul Dodson

08 December 2021

Dear Councillor

You are summoned to attend the meeting of the;

COUNCIL

on **THURSDAY 16 DECEMBER 2021** at **7.30 pm**

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

Please Note that due to social distancing and space limitations, we require any members of the public or press who wish to attend physically and observe or speak under Public Participation rules at this meeting to complete [a request form](#) (to be submitted by 12noon on the working day before the Committee meeting). This will be reviewed and managed according to capacity of the meeting and whether any other persons have already registered.

The Committee meeting will still be live streamed via the [Council's YouTube channel](#) for ease of viewing.

A copy of the agenda is attached.

Yours faithfully

Director of Strategy, Performance and Governance



Please note: Electronic copies of this agenda and its related papers are available via the Council's website www.maldon.gov.uk.





AGENDA COUNCIL

THURSDAY 16 DECEMBER 2021

1. **Chairman's notices**

2. **Apologies for Absence**

3. **Declaration 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).

4. **Minutes - 2 September 2021** (Pages 7 - 18)

To confirm the Minutes of the Council meeting held on Thursday 2 September 2021

5. **Minutes - 4 November 2021** (Pages 19 - 22)

To confirm the Minutes of the council meeting held on 4 November 2021 (copy enclosed).

6. **Public Questions** (Pages 23 - 24)

To receive questions from members of the public, of which prior notification in writing has been received (no later than noon two clear working days before the day of the Council meeting).

Should you wish to submit a question please complete the online form at www.maldon.gov.uk/publicparticipation.

7. **Chairman's Announcements**

8. **Minute Book**

To consider the Minutes of the under mentioned Committees (copy enclosed).

* Please note that where Minutes contain recommendations to the Council the Minute reference for these recommendations are listed below for Members' information.

a) **Strategy and Resources Committee - 16 September 2021** (Pages 25 - 92)

Minute No. 279 – Approval of Duty to Co-Operate Strategy

Minute No. 280 – Affordable Housing and Commuted Sum Strategy

Please note that Minute No. 281 – Local Development Plan Review Issues and

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For further information please see [the Council's website](http://www.maldon.gov.uk).

Options is the subject of the separate report on this agenda.

b) Strategy and Resources Committee - 11 November 2021 (Pages 93 - 120)

- Minute No. 370 – 2022 / 23 Fees and Charges Policy
- Minute No. 371 – Climate Action Strategy

A short video, recorded at COP26, produced by the Council's lead youth Climate Action Friend, Hattie Phillips, will be played whilst Members consider the above recommendation from the Strategy and Resources Committee. Hattie is a local student at the Plume Academy and an active environmentalist.

c) Performance, Governance and Audit Committee - 23 September 2021 (Pages 121 - 128)

d) Performance, Governance and Audit Committee - 18 November 2021 (Pages 129 - 134)

- Minute No. 388 - Decision to Opt into the National Scheme for Audit Appointments

9. **Minutes of Meetings of the Council**

To note that since the last Council, up until Wednesday 8 December 2021 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Central Area Planning Committee	1 July 2021
North Western Area Planning Committee	14 July
South Eastern Area Planning Committee	21 July
Central Area Planning Committee	28 July
District Planning Committee	5 August
Overview and Scrutiny Committee (special meeting)	12 August
South Eastern Area Planning Committee	18 August
Overview and Scrutiny Committee (meeting as the Crime and Disorder Committee)	28 October
North Western Area Planning Committee	3 November
Central Area Planning Committee	17 November
North Western Area Planning Committee	1 December
District Planning Committee	2 December

10. **Notice of Motion**

In accordance with notice duly given under Procedure Rule 4, Councillor Mrs P A Channer to move the following motion, duly seconded by Councillor Mrs M E Thompson and supported by the names undersigned as this matter was debated on 2 September 2021 and therefore requires 10 names in accordance with Rule 12 (6-month rule).

“To change the procedure for the sealing of documents noted in paragraph 3.1.2 of the Responsibility and Functions General Provisions document that forms a part of the Constitution be amended to require only one of the employees listed to sign whenever any document needs to be sealed.

The relevant part of the Constitution would be changed to read: -

“The Seal shall be attested by any one of the following: a Director / any manager who reports directly to a Director / any employed Solicitor, barrister or legal executive. An entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by the officer who has attested the Seal.”

This would also require the alteration of 5. COMMON SEAL OF THE COUNCIL to read:

“5.1 A decision of the Council, a Committee or Sub-Committee of the Council or a delegated decision by an officer will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Lead or Senior Specialist - Legal should be sealed and shall be attested by any one of the following persons, namely a Director, any manager who reports directly to a Director, or any employed solicitor, barrister or legal executive. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person who has attested the seal. Such documents will include those relating to works contracts, leases, transfers and bylaws.”

This Motion is supported by Councillors Mrs P A Channer, Mrs M E Thompson, Miss A M Beale, M F L Durham, Mrs J L Fleming, B B Huebner, A L Hull, J V Keyes, C P Morley, and Miss S White.

11. **Questions in accordance with Procedure Rule 6(3) of which notice has been given**

12. **Council Tax Base 2022 / 23** (Pages 135 - 142)

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

13. **Langford and Ulting Neighbourhood Plan - Decision on Examiners' Report** (Pages 143 - 214)

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

14. **South Essex Parking Partnership - Proposed New Working Arrangements for New Term of Partnership Agreement from April 2022** (Pages 215 - 226)

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

15. **Approval to Consult on the Maldon District Local Development Plan Review - Issues and Options Document 2021** (Pages 227 - 292)

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

16. **One Maldon District** (Pages 293 - 304)

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

17. **Land North West of Hamberts Farm, Burnham Road, South Woodham Ferrers, Chelmsford Consultation** (Pages 305 - 312)

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

18. **Public Participation** (Pages 313 - 316)

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

19. **Schedule of Meetings** (Pages 317 - 320)

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

20. **Leaders and Composition of Political Groups** (Pages 321 - 324)

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

21. **Vacancies on Committees, Working Groups and Outside Bodies** (Pages 325 - 328)

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

22. **Questions to the Leader of the Council in accordance with Procedure Rule 1 (3)(m)**

23. **Business by reason of special circumstances considered by the Chairman to be urgent**

24. **Exclusion of the Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

25. **Leisure Contract Update** (Pages 329 - 338)

To consider the report of the Leisure Contract Working Group (copy enclosed).

26. **Leisure Development Opportunity** (Pages 339 - 342)

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

NOTICES

Recording of Meeting

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

Fire

In the 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 Televisions (CCTV)

Meetings held in the Council Chamber are being monitored and recorded by CCTV.