



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

DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE
Paul Dodson

07 December 2022

Dear Councillor

You are summoned to attend the meeting of the;

COUNCIL

on **THURSDAY 15 DECEMBER 2022 at 7.30 pm**

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

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To submit a question in writing please complete a [Public Access form](#) (to be received no later than 12noon two clear working days before the Council meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully

Director of Strategy, Performance and Governance





AGENDA COUNCIL

THURSDAY 15 DECEMBER 2022

1. **Chairman's notices**

2. **Apologies for Absence**

3. **Minutes - 3 November 2022** (Pages 7 - 14)

To confirm the Minutes of the Council meeting held on 3 November 2022 (copy enclosed).

4. **Minutes - 3 November 2022 (extraordinary meeting)** (Pages 15 - 18)

To confirm the Minutes of the extraordinary Council meeting held on 3 November 2022 (copy enclosed).

5. **Declaration of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B 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).

6. **Public Questions**

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 recommendations coming forward from the Committee detailed below. Please note that the Minutes of this meeting are not enclosed as they have not been approved at Committee level.

*Please also see Agenda Item 19.

- a) Strategy and Resources Committee - 10 November 2022 (Pages 19 - 38)

Agenda Item 8 – Discretionary Fees and Charges

RECOMMENDED

- (i) that the detailed Fees and Charges for 2023 / 24 (as set out in **APPENDIX A** to these Minutes), be agreed;
- (ii) that the inflation rate be applied to those Fees and Charges as detailed in **APPENDIX B** to these Minutes.

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

To note that since the last Council, up until Wednesday 7 December 2022 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Overview and Scrutiny Committee	26 October 2022
District Planning Committee	27 October
North Western Area Planning Committee	2 November
South Eastern Area Planning Committee	9 November
Central Area Planning Committee	16 November
Performance, Governance and Audit Committee	17 November
North Western Area Planning Committee	30 November
District Planning Committee	1 December

10. **Notice of Motions** (Pages 39 - 42)

In accordance with notice duly given under Procedure Rule 4, Councillor A S Fluker to move the following Motions, duly seconded by Councillor M W Helm.

Motion One:

That at its meeting on 15 December Council resolves to agree that given the likely public interest, save as regard those items that fall specifically under Part I of Schedule 12A of the Act, all other items of 'Budget Savings' that are presented to Council on 15 December be considered when the meeting of the Council is open to the public.

Motion Two:

That at its meeting on 15 December Council resolves in the interests of best value, the reduction of the Councils deficit and the advent of digital technology that with immediate affect the Members Special Responsibility Allowances are reduced by 50%

Motion Three:

That at its meeting on 15 December Council resolves to agree at its next meeting to consider, review and comment on the 'Rejected Savings Options' of £651,000, which were presented by CLT and Tier 2 Managers to the meeting of the Strategy & Resources Committee on 28 November.

Motion Four:

That at its meeting on 15 December Council resolves to agree that in the event of the Chairman of the Council refusing to accept Motions 1,2 and 3 the reasons why are reported by him to Council on 15 December.

Further detail on these Motions submitted by Councillor Fluker is attached.

11. **Questions in accordance with Procedure Rule 6(3) of which notice has been given**
12. **Report of the Independent Remuneration Panel** (Pages 43 - 72)
To consider the report of the Director of Resources, (copy enclosed).
13. **Member Training Criteria** (Pages 73 - 76)
To consider the report of the Director of Resources / Director of Strategy, Performance and Governance (copy enclosed).
14. **Area Planning Committees Review** (Pages 77 - 88)
To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).
15. **Schedule of Meetings 2023 / 24** (Pages 89 - 94)
To consider the report of the Director of strategy, Performance and Governance (copy enclosed).
16. **Questions to the Leader of the Council in accordance with Procedure Rule 1 (3)(m)**
17. **Business by reason of special circumstances considered by the Chairman to be urgent**
18. **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 items 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.
19. **Minute Book (continued)**
To consider the recommendations coming forward from the Committee detailed below. Please note that the Minutes of this meeting are not enclosed as they have not been approved at Committee level.

- a) **Strategy and Resources Committee - 28 November 2022 (continuation from the meeting on 10 November 2022)** (Pages 95 - 184)

Agenda Item 22 – Savings Proposals 2023 / 24

RECOMMENDED

- (i) That the saving options at Appendix 1 to the report* be approved;
- (ii) That the following saving options as detailed in Appendix 2 to the report* be implemented:

No.	Service / Detail
1	Service Delivery – Service
4	Performance and Governance –Budgets
6	Service Delivery - Service
7	Service Delivery – Utility charges
8	Service Delivery – Rent

- * **Please note:** The Appendices considered by the Committee are attached to this item of business for Members' reference.

20. **Commercial Project Update** (Pages 185 - 210)

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

21. **North Essex Association of Local Councils** (Pages 211 - 216)

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

22. **Commercial Options for Princes Road** (Pages 217 - 228)

To receive the report of the Director of Resources (copy enclosed).

23. **Update on the Management of Resources** (Pages 229 - 240)

To consider the report of the Corporate Leadership Team (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.

Closed-Circuit Televisions (CCTV)

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

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**MINUTES of
COUNCIL
3 NOVEMBER 2022**

PRESENT

Chairman Councillor R G Boyce MBE

Vice-Chairman Councillor S P Nunn

Councillors M G Bassenger, Miss A M Beale, V J Bell, Mrs P A Channer,
M R Edwards, A S Fluker, M W Helm, B B Heubner, A L Hull,
J V Keyes, K M H Lagan, C Mayes, S J N Morgan,
N G F Shaughnessy, R H Siddall, P L Spenceley,
W Stamp, CC, Mrs J C Stilts, C Swain and
Mrs M E Thompson

342. CHAIRMAN'S NOTICES

The Chairman welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

343. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B S Beale, R P F Dewick, M F L Durham CC, Mrs J L Fleming CC, M S Heard, C P Morley, N Skeens, E L Stephens and Miss S White.

344. MINUTES - 8 SEPTEMBER 2022

RESOLVED by assent that the minutes of the meeting of the Council held on 8 September 2022 be approved and confirmed.

345. MINUTES- 21 SEPTEMBER 2022

RESOLVED by assent that the Minutes of the meeting of the Council held on 21 September 2022 be approved and confirmed.

346. DECLARATION OF INTEREST

Councillors M R Edwards and P L Spenceley declared an interest in Agenda Item 8a – Fees and Charges as a member of the Thames Sailing Barge Trust.

Councillor K M H Lagan declared an interest in the same agenda item as a former barge owner.

347. PUBLIC QUESTIONS

There were none.

348. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised the Council that he had written to King Charles III to convey the Council's condolences and had received an acknowledgement card, the contents of which would be circulated to all Councillors by email.

He further felt it worthy to note Councillor Lagan's completion of the London Marathon.

349. STRATEGY AND RESOURCES COMMITTEE - 6 OCTOBER 2022

8a) a) Agenda Item 8 – Fees and Charges Policy 2023/24

The Chairman called on Councillor Mrs M E Thompson, to present the first recommendation coming forward from the Strategy and Resources Committee to the Council:

That the 2023/24 Fees and Charges Policies attached at appendix A be approved, subject to the provision of further information regarding wharfage and car parking charges and signposted Members to the additional information contained in the Supplementary Pack.

A discussion ensued around the wharfage fees and charges only, following which Councillor K M H Lagan proposed that the Wharfage fees and charges be retained at the current rate, applying an inflationary rate to this year and for the next three years also with an inflationary rate applied, following that period the matter to be referred back to the Council for a full review. This was seconded by Councillor Stamp.

In light of this the Chairman revised recommendation 8a) to incorporate all the 2023/24 Fees and Charges with the exception of the Wharfage Fees and Charges and put this to the Council for approval. This was agreed by assent.

He then put Councillor Lagan's proposal to the Council. In accordance with Procedure Rule No.13(3) Councillor Lagan requested a recorded vote and this was duly seconded. The results were as follows:-

For the Proposal

Councillors M G Bassenger, Miss A M Beale, V J Bell, Mrs P A Channer, M R Edwards, A S Fluker, M W Helm, B B Heubner, A L Hull, J V Keyes, K M H Lagan, C Mayes, S J N Morgan, N G F Shaughnessy, R H Siddall, P L Spenceley, W Stamp, Mrs J C Stilts, C Swain and Mrs M E Thompson.

Against the Proposal

None.

Abstentions

Councillor R G Boyce and S P Nunn.

RESOLVED

- (i) That with the exception of the Wharfage fees the 2023/24 Fees and Charges attached at Appendix A be approved;

- (ii) That the Wharfage fees and charges be retained at the current rate, applying an inflationary rate to both this year and the next three years. Following that period the matter to be referred back to Council for a full review.

350. COUNCIL TAX BASE 2023 / 24

The Council considered the report of the Director of Resources that required the Council to set the tax base for Council Tax by the 31 January in the financial year preceding that to which the tax base applies. The Council had to notify its tax base calculations to Essex County Council, Essex Fire Authority and the Police and Crime Commissioner for Essex and Parish / Town Councils by 31 January.

The Chairman advised the Council that he was bringing forward this item, originally item 12 on the agenda, and deferred to the Leader of the Council to present the report. The Leader drew Members' attention to the appendices and noted that this was a pre-requisite for all local authorities under the Local Government Finance Act 1992. She then moved the recommendation in the report and it was duly seconded.

The Director of Resources reminded the Council that this was the Council Tax base not the Council Tax setting itself. The Chairman then put the recommendation to the Council and it was agreed by assent.

RESOLVED that in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012 the amount calculated by Maldon District Council as its council tax base for the 2023 / 24 year shall be set at 25,892.3.

The Chairman then returned to Item 8 the Minute Book to deal with the remaining recommendations.

351. STRATEGY AND RESOURCES COMMITTEE - 6 OCTOBER 2022

8a b) Agenda Item 10 – Street Naming and Numbering Policy

The Chairman called on Councillor Mrs Thompson to present the second recommendation coming forward from the Strategy and Resources Committee.

RESOLVED

- (i) That the Street Naming and Numbering Policy outlined in Appendix B be approved.
- (ii) That a comprehensive, accessible policy for use by Residents, Developers, Officers and Council, Town and Parish Councillors is agreed which demonstrated and clarified the criteria applied to current Street Naming and Numbering decisions.
- (iii) That the Council agreed on the local policy for the use (or not) of peoples' names, including a due diligence stage undertaken via Ward Members on the suitable use of any names submitted by Residents, Officers or Councillors (Ward or Parish) prior to them being submitted for wider consultation when naming new Streets.
- (iv) That the consultation period be extended to 28 days to allow for wider consultation with Parish and Town Councils (See amended Policy at Appendix

B taking into account this additional recommendation from the Strategy and Resources Committee).

PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE- 29 SEPTEMBER 2022

8b) Agenda Item 15 – Council Constitution and Scheme of Delegation General Powers Update

Councillor W Stamp, Chairman of the Performance, Governance and Audit Committee presented the recommendation coming forward from her Committee to the Council

RESOLVED that the proposed addition be made to Part 3 3 – Responsibility for Functions - Scheme of Delegation (General Provisions) as detailed below:

In order to be seen as a form of authorisation, and for added clarification and status, that the proposed be added for clarification:

12. Financial Management – Directors, and service managers, have responsibility for the management of the financial aspects of service provision, which includes authority to incur expenditure considered to be reasonably required to carry out the policies of the Council at any time provided that such expenditure is in accordance with the budget, is fit for purpose, and there is sufficient money existing within the budget or otherwise vired.

352. MINUTES OF MEETINGS OF THE COUNCIL

The Council noted the list of Committees that had met before and since the last meeting of the Council, up until Tuesday 28 June 2022 for which Minutes had been published.

353. NOTICE OF MOTIONS

In accordance with Procedure Rule 4, the Chairman advised of the receipt of two motions proposed by Councillor A S Fluker, seconded by Councillor M W Helm. He called on Councillor Fluker to present these.

Councillor Fluker presented his first Motion (Motion One) and outlined his reasons for bringing the Motion detailed below to the Council. He proposed that this be referred to the Overview and Scrutiny Committee for consideration.

Motion One:

The Council considers the implications of the correspondence of Holmes and Hill dated 12th March and the Councils response dated 26th March in relation to the determination of the planning application and the appeal costs decision notice APP/X1545/W/21/3281036 at Land South of Charwood Burnham on Crouch CM0 8QA which resulted in substantial costs being awarded against the Council. And that in doing so Council considers whether the Council acted properly, openly and correctly when dealing with the complaints raised.

The Chairman then put the proposal to the Council that Motion One be referred to the Overview and Scrutiny Committee, it was duly seconded and agreed by assent. He then called on Councillor Fluker to present Motion Two.

Councillor Fluker presented his second Motion (Motion Two) and outlined his reasons for bringing the Motion detailed below to Council. He proposed that the motion be referred to the Performance, Governance and Audit Committee for consideration.

Motion Two:

That Council brings forward the 2023/24 Budget and a fully costed 2023/27 Corporate Plan at the same time and in advance of the 2023 municipal year.

The Chairman then put the proposal to the Council that Motion Two be referred to the Performance Governance and Audit Committee for consideration and it was duly seconded and agreed by assent

RESOLVED

- (i) That Motion One be referred to the Overview and Scrutiny Committee for consideration;
- (ii) That Motion Two be referred to the Performance, Governance and Audit Committee for consideration.

354. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6(3) OF WHICH NOTICE HAS BEEN GIVEN

There were none.

355. CHELMSFORD CITY COUNCIL LOCAL PLAN REVIEW - ISSUES AND OPTIONS CONSULTATION RESPONSE

The Council considered the report from the Director of Strategy, Performance and Governance that sought ratification of the response submitted to Chelmsford City Council concerning their Local Plan Review – Issues and Options Consultation.

The Chairman introduced the item and deferred to the Leader of the Council to present the report. The Leader drew Members' attention to the response submitted to Chelmsford City Council and reported that Officers focussed on the Local Plan Review Issues and Options Document to consider the strategic and cross-boundary issues and options most prevalent to Maldon District Council and formulated a recommended response to questions most pertinent to this authority. She then moved the recommendation in the report and this was duly seconded.

Councillor W Stamp asked that the Council robustly challenge future development at South Woodham Ferrers given the adverse impact it would have on already overstretched infrastructure across the Dengie.

The Chairman put the recommendation to the Council with the advisory from Councillor Stamp and this was agreed by assent.

RESOLVED that the holding response submitted to Chelmsford City Council's Local Plan Review Issues and Options Consultation Document as set out in Appendix 1 to the report be approved as the formal Maldon District Council response and that the Council robustly challenge further development across South Woodham Ferrers due to the adverse impact this has on infrastructure across the Dengie.

356. DELEGATION OF POWER TO GIVE DISPENSATIONS TO CODE OF CONDUCT INTERESTS

The Council considered the report of the Monitoring Officer that recommended a change to the Scheme of Delegation and Terms of Reference for the Joint Standards

Committee (JSC) to speed up the process of granting dispensations required by Members relating to the Code of Conduct and to aid more objective decision making.

The Chairman introduced the item and deferred to the Leader of the Council to present the report. The Leader advised that this was a means of making the system more efficient and effective as there was not always time to setup a Joint Standards Committee to deal with the issue of dispensation. This would allow for delegation of dispensation to the Monitoring Officer in consultation with the Independent Person. She then moved the recommendation in the report and this was duly seconded.

In response to issues raised the Monitoring Officer provided the following information:

- That the reason this delegated process was being put forward was that currently only the Joint Standards Committee had the delegated power to grant dispensations. However often, and in the recent past in relation to a planning matter, requests were made for dispensations as all Members on the Committee had the same interest which would have prevented transaction of business. The only way business can be transacted is if dispensations are granted to the affected Members.
- That the granting of dispensations in relation to effects of declaring interest can be applied by an individual Member or any number of Members.
- That given arrangements were more rigorous under the New Code of Conduct this delegated option would ensure important business was not deferred.

The Chairman then put the recommendations to the Council and they were agreed by assent.

RESOLVED

- (i) That the Officer Scheme of Delegation is amended to delegate a power to the Monitoring Officer in consultation with the Independent Person to grant dispensations relating to the effects of declaring interests under the Members Code of Conduct and to refer matters to the Joint Standards Committee at the discretion of the Monitoring Officer;
- (ii) That the Terms of Reference of the Joint Standards Committee be amended, as follows:

From:

16 Granting dispensations to elected and co-opted Members in respect of Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests.

To:

16 Granting dispensations relating to the effects of declaring interests under the Members Code of Conduct when a request for a dispensation is referred by the Monitoring Officer.

357. QUESTIONS TO THE LEADER OF THE COUNCIL IN ACCORDANCE WITH PROCEDURE RULE 1 (3)(M)

Councillor A S Fluker asked the Leader of the Council to provide three examples since May 2022 where, in her capacity as Leader, she had brought forward policies to the Council on behalf of the Conservative administration. In response the Leader referred to the June Statement where she set out the programme for this Municipal Year. The

review of the Corporate Plan was underway, an Events Strategy was coming forward and the remainder of the programme of work would come to fruition in 2023.

Councillor C Mayes asked the Leader of the Council what budget was allocated to the Cemetery Team given the sterling work they do and the income they generate. The Leader said she would provide a detailed response outside of the meeting.

Councillor A S Fluker acknowledged the Leader's statement but said that there was no policy on budget, the Council was underperforming and the situation was further exacerbated by the refusal of his request for an Autumn budget. In response the Leader drew Members' attention to her February statement on the budget and said that the Council was going through its budget cycle and providing updates on the financial position and savings as appropriate. The financial challenges had been unprecedented with Covid closely followed by a cost of living crisis. These issues were adversely impacting all local authorities, constituted a global crisis and an Autumn budget would not necessarily have been able to address or foresee these issues. Officers and Councillors were all working together through the cross party Finance Working Group and, as acknowledged in the Working Group and at recent Treasury Management training, reserves were there to use when times were difficult like now. The financial strategy was addressing the cost of living crisis and the needs of the community evidenced as the priority in the Resident Survey. She outlined work currently underway with other authorities and agencies including the Local Government Association lobbying the Government to urgently provide financial sustainability and certainty to Councils to ensure the requisite support to communities and service delivery to improve quality of life.

Councillor W Stamp asked the Leader of the Council if she would consider calling a meeting of all Chairpersons and Vice-Chairpersons to plan for the future. She further commented that Transformation had a detrimental impact and reiterated the Leader's comments that the current economic downturn was nationwide. The Leader in response to the request for a Chairperson / Vice-Chairperson meeting said that an invitation was imminent.

At this point the Chairman called for an adjournment of the meeting.

358. ADJOURNMENT OF THE MEETING

RESOLVED that the meeting be adjourned at 19:56.

359. RESUMPTION OF THE MEETING IN OPEN SESSION

RESOLVED that the meeting resume in open session at 21:15.

360. QUESTIONS TO THE LEADER OF THE COUNCIL IN ACCORDANCE WITH PROCEDURE RULE 1 (3) (M) CONTINUED

The Chairman called for any further questions to the Leader of the Council. There were none.

361. BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERED BY THE CHAIRMAN TO BE URGENT

There was none, the Chairman thanked all for their contributions and closed the meeting.

The meeting closed at 9.17 pm.

R G BOYCE MBE
CHAIRMAN

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**MINUTES of
COUNCIL (EXTRAORDINARY)
3 NOVEMBER 2022**

PRESENT

Chairman Councillor R G Boyce MBE

Vice-Chairman Councillor S P Nunn

Councillors M G Bassenger, Miss A M Beale, V J Bell, Mrs P A Channer,
M R Edwards, A S Fluker, M W Helm, B B Heubner, A L Hull,
J V Keyes, K M H Lagan, C Mayes, S J N Morgan,
N G F Shaughnessy, R H Siddall, P L Spenceley,
W Stamp, CC, Mrs J C Stilts, C Swain and
Mrs M E Thompson

362. CHAIRMAN'S NOTICES

The Chairman welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

363. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B S Beale, R P F Dewick, M F L Durham CC, Mrs J L Fleming CC, M S Heard, C P Morley, N Skeens, E L Stephens and Miss S White.

364. DECLARATION OF INTEREST

There were none.

365. MALDON DISTRICT LOCAL DEVELOPMENT PLAN REVIEW

The Council considered the report of the Director of Strategy, Performance and Governance that provided background information and advice to enable the Council to consider the approved recommendation from the Overview and Scrutiny Committee concerning the Maldon District Local Development Plan (LDP) Review methodology and the extent to which the Plan should be reviewed.

The Chairman introduced the item and deferred to the Leader of the Council to present the report. She advised that the report was a result of a recommendation from Overview and Scrutiny Committee at the last Council meeting to review the methodology in terms of the Local Development Plan (LDP). She drew Members' attention to the recommendations in the report and in particular the two options contained in Section 7. She then called on the Director of Strategy Performance and Governance to comment. He reiterated that this was a result of a request from Members and he hoped that the detailed information, together with the presentation,

would provide reassurance and understanding of the methodology as further delays to the LDP work would place the Council at risk. He suggested that the debate should focus on the methodology and not individual sites and called on the Lead Specialist-Planning Policy & Implementation for her presentation.

Following the Officer's presentation a debate ensued which largely centred around the need for extensive member engagement in the LDP process, the role of the Planning Policy Working Group and the work required around the seven options.

In response to issues raised Officers provided the following information:-

- That the Approval to Consult on LDP Review – Issues and Options report, including the seven options, had been submitted to Full Council in both November and December 2021. Subsequent to the meeting it was confirmed that due to disruption and subsequent cancellation of Council in both November and December 2021 the *Approval to Consult on LDP Review - Issues and Options* report was approved following emergency powers on 23/12/2021 in accordance with the constitution.
- That all Councils were required to review Local Plans and Statements of Community Involvement at least every 5 years and the work undertaken to date on the call for sites was merely bringing the Council up-to-date, as no review of this work had been undertaken since 2012.
- That the acknowledgement email to developers did not allocate their site or give planning permission. Allocation decisions will only be made once the seven options have been honed down and following substantial work including transport modelling and Members will make the final decisions.

Councillor Lagan proposed that recommendation (ii) Section 7 Option 1 be explicit in respect of full Member engagement workshops to provide input and a collaborative approach to reflect the input of Members in shaping the plan. This was seconded by Councillor Stamp.

At this point the Chairman called for an adjournment to clarify the detail of the proposal.

366. ADJOURNMENT OF THE MEETING

RESOLVED that the meeting be adjourned at 21:04.

367. RESUMPTION OF BUSINESS IN OPEN FORUM

RESOLVED that the meeting resumed in open forum at 21:11.

368. MALDON DISTRICT LOCAL DEVELOPMENT PLAN CONTINUED

The Chairman called on the Leader to summarise the recommendations. Following the earlier proposal by Councillor Lagan the Leader moved the recommendations in the report to include in Section 7 under Option 1 the assurance of enhanced Member involvement through Workshops and Seminars. This was seconded by Councillor Stamp

The Chairman put the recommendations to the Council and they were unanimously agreed.

RESOLVED

- (i) That the report setting out the Maldon District Local Development Plan Review methodology as set out in Appendix 1, be noted
- (ii) That the Council continues with the LDP Review Methodology together with enhanced Member involvement through Workshops and Seminars and that the Maldon District Local Development Plan Review methodology was an appropriate lawful and procedural basis from which to conduct the Maldon District Local Development Plan Review.

The meeting closed at 9.15 pm.

R G BOYCE MBE
CHAIRMAN

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PLANNING & ENVIRONMENTAL SERVICES	Charge	VAT	2023/24	2022/23
	£	£	£	£
ENVIRONMENTAL HEALTH				
ENVIRONMENTAL PROTECTION				
Anti Social Behaviour Act 2003				
Fixed Penalty for Graffiti and Fly Posting S43	150.00	-	150.00	150.00
Clean Neighbourhoods and Environment Act 2005				
Repairing vehicle on a road	100.00	-	100.00	100.00
Fixed Penalty for failure to nominate key holder (within an alarm notification area) or failure to notify local authority in writing of nominated key holders details	80.00	-	80.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	100.00	-	100.00	100.00
Environmental Protection Act 1990				
Copy of contaminated land register entry per A4 sheet	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	49.00	-	49.00	45.00
emailed copy	Free			
Copy of radioactive substances notification per A4 sheet	0.08	0.02	0.10	0.10
Copy of radioactive substances register : bound paper copy	49.00	-	49.00	45.00
emailed copy	Free			
per A4 sheet	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	0.08	0.02	0.10	0.10
downloaded from website	Free			
Environmental searches / professional reports (per enquiry)	108.33	21.67	130.00	120.00
Charge for Housing Act Enforcement (per hour)	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house	965.00	-	965.00	965.00
charge per each additional room	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house	665.00	-	665.00	665.00
charge per each additional room	54.00	-	54.00	54.00
Request for housing inspection for immigration purposes	189.00	-	189.00	189.00
Fixed Penalty for Litter S88 (1)	150.00	-	150.00	150.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	110.00	-	110.00	110.00
Fixed Penalty for breach of street litter control notices and clearing notices S94A(2)	Deleted			
Fixed Penalty for unauthorised distribution of literature on designated land S3A para.7(2)	Deleted			
Failure to produce waste documentation (commercial)	300.00	-	300.00	300.00
Failure to produce waste documentation (domestic)	200.00	-	200.00	200.00
Noise Act 1996				
Fixed Penalty for noise from dwellings S8	100.00	-	100.00	100.00
FOOD SAFETY, & HYGIENE				
Export certificate: one off	54.00	-	54.00	54.00
Food Safety revisit	175.00	-	175.00	175.00
Replacement FHRS sticker	10.00	-	10.00	10.00
Sale of SFBB packs	26.00	-	26.00	26.00
Private Water Supplies				
Risk assessment (per hour of officer time maximum £500)	54.00	-	54.00	54.00
Private water supply sampling	Recovery of costs			
Skin Piercing Activities				
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	89.00	-	89.00	89.00
per premises	289.00	-	289.00	289.00
GAMBLING ACT 2005				
Annual Fee				
Adult Gaming Centre	1,031.00	-	1,031.00	918.00
Betting premises (other)	619.00	-	619.00	551.00
Betting Premises (track)	1,031.00	-	1,031.00	918.00
Bingo premises	1,031.00	-	1,031.00	918.00
Casino premises (converted)	3,095.00	-	3,095.00	2,756.00
Casino premises (large)	10,317.00	-	10,317.00	9,187.00
Casino premises (regional)	15,475.00	-	15,475.00	13,780.00
Casino premises (small)	5,158.00	-	5,158.00	4,593.00
Family entertainment centre	777.00	-	777.00	692.00
Application Fees for Premises and Application for Provisional Statements				
Adult gaming centre	2,063.00	-	2,063.00	1,837.00

PLANNING & ENVIRONMENTAL SERVICES	Charge	VAT	2023/24	2022/23
	£	£	£	£
Betting premises (other)	3,095.00	-	3,095.00	2,756.00
Betting premises (track)	2,578.00	-	2,578.00	2,296.00
Bingo premises	3,612.00	-	3,612.00	3,216.00
Casino premises (large)	10,317.00	-	10,317.00	9,187.00
Casino premises (regional)	15,475.00	-	15,475.00	13,780.00
Casino premises (small)	8,254.00	-	8,254.00	7,350.00
Family entertainment centre	2,063.00	-	2,063.00	1,837.00
Application Fee for Premises with Provisional Statement				
Adult gaming centre	1,238.00	-	1,238.00	1,102.00
Betting premises (other)	1,238.00	-	1,238.00	1,102.00
Betting premises (track)	985.00	-	985.00	877.00
Bingo premises	1,238.00	-	1,238.00	1,102.00
Casino premises (large)	5,158.00	-	5,158.00	4,593.00
Casino premises (regional)	8,254.00	-	8,254.00	7,350.00
Casino premises (small)	3,095.00	-	3,095.00	2,756.00
Family entertainment centre	985.00	-	985.00	877.00
Transfer / Reinstatement of Licence				
Adult gaming centre	1,238.00	-	1,238.00	1,102.00
Betting premises (other)	1,238.00	-	1,238.00	1,102.00
Betting premises (track)	985.00	-	985.00	877.00
Bingo premises	1,238.00	-	1,238.00	1,102.00
Casino premises (converted)	1,393.00	-	1,393.00	1,240.00
Casino premises (large)	2,221.00	-	2,221.00	1,978.00
Casino premises (regional)	6,705.00	-	6,705.00	5,971.00
Casino premises (small)	1,856.00	-	1,856.00	1,653.00
Family entertainment centre	985.00	-	985.00	877.00
Variation Fee				
Adult gaming centre	1,031.00	-	1,031.00	918.00
Betting premises (other)	1,547.00	-	1,547.00	1,378.00
Betting premises (track)	1,295.00	-	1,295.00	1,153.00
Bingo premises	1,806.00	-	1,806.00	1,608.00
Casino premises (converted)	2,063.00	-	2,063.00	1,837.00
Casino premises (large)	7,737.00	-	7,737.00	6,890.00
Casino premises (regional)	7,737.00	-	7,737.00	6,890.00
Casino premises (small)	4,127.00	-	4,127.00	3,675.00
Family entertainment centre	1,031.00	-	1,031.00	918.00
Other Gambling Act Licence Fees				
Change of circumstance	49.00	-	49.00	44.00
Copy of licence	25.00	-	25.00	22.00
LICENSING				
Animal Licensing				
Animal boarding establishments - new application	683.00	-	683.00	608.00
Animal boarding establishments - renewal	375.00	-	375.00	334.00
Animal home boarding - new application	599.00	-	599.00	533.00
Animal home boarding - renewal	347.00	-	347.00	309.00
Dangerous wild animal	384.00	-	384.00	342.00
Dog breeding establishments - new application	581.00	-	581.00	517.00
Dog breeding establishments - renewal	478.00	-	478.00	426.00
Pet shop - new application	739.00	-	739.00	658.00
Pet shop - renewal	431.00	-	431.00	384.00
Riding establishments - new application	619.00	-	619.00	551.00
Riding establishments - renewal	409.00	-	409.00	364.00
Zoo licence (individually determined fees)	Recovery of costs			
<i>Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee</i>				
Doggy Day Care	711.00	-	711.00	633.00
Doggy Day Renewal	431.00	-	431.00	384.00
Exhibition	739.00	-	739.00	658.00
Exhibition Renewal	599.00	-	599.00	533.00

PLANNING & ENVIRONMENTAL SERVICES	Charge	VAT	2023/24	2022/23
	£	£	£	£
Hackney Carriage Licences				
Driver licence (Hackney or Dual) - 3 yrs duration	266.00	-	266.00	237.00
Vehicle licence (excludes vehicles test) - 1 yr duration	267.00	-	267.00	238.00
<i>Licence fee reduced for wheelchair accessible vehicles 25%</i>				
Private Hire Licences				
Driver licence (PH or Dual) - 3 yrs duration	266.00	-	266.00	237.00
Private hire operators licence (1 car) - 5yrs duration	257.00	-	257.00	229.00
Vehicle licence (excludes vehicles test) - 1 yr duration *	267.00	-	267.00	238.00
* Licence fee reduced for wheelchair accessible vehicles 25%				
Town & Police Clauses Act 1847				
Street closures admin charge	82.50	16.50	99.00	88.00
+ Street closures press advert recovery of cost	Recovery of costs			
Local Government Miscellaneous Provisions Act 1982				
Sex establishment licence: application	3,052.00	-	3,052.00	2,718.00
renewal	611.00	-	611.00	544.00
variation	244.00	-	244.00	217.00
MOBILE HOMES ACT 2013				
Application to transfer a site licence	352.00	-	352.00	352.00
Deposit of Site Rules	65.00	-	65.00	65.00
Annual Fee				
Band 1 (1-8 Pitches)	0.00	-	0.00	-
Band 2 (9-24 Pitches)	298.00	-	298.00	298.00
Band 3 (25-99 Pitches)	503.00	-	503.00	503.00
Band 4 (100-199 Pitches)	790.00	-	790.00	790.00
Band 5 (more than 200 Pitches)	1,017.00	-	1,017.00	1,017.00
New Site Licence Application and renewals				
Band 1 (1-8 Pitches)	666.00	-	666.00	666.00
Band 2 (9-24 Pitches)	763.00	-	763.00	763.00
Band 3 (25-99 Pitches)	1,055.00	-	1,055.00	1,055.00
Band 4 (100-199 Pitches)	1,272.00	-	1,272.00	1,272.00
Band 5 (more than 200 Pitches)	1,537.00	-	1,537.00	1,537.00
Application to amend a site Licence fee				
Band 1 (1-8 Pitches)	390.00	-	390.00	390.00
Band 2 (9-24 Pitches)	400.00	-	400.00	400.00
Band 3 (25-99 Pitches)	417.00	-	417.00	417.00
Band 4 (100-199 Pitches)	422.00	-	422.00	422.00
Band 5 (more than 200 Pitches)	449.00	-	449.00	449.00
SCRAP METAL DEALERS LICENCES				
Scrap metal dealers collectors licence (3yrs duration)	204.00	-	204.00	204.00
Scrap metal dealers collectors licence renewal (3yrs duration)	158.00	-	158.00	158.00
Scrap metal dealers site licence (3yrs duration)	387.00	-	387.00	387.00
Scrap metal dealers site licence renewal (3yrs duration)	321.00	-	321.00	321.00
Scrap metal dealers variation of a licence	95.00	-	95.00	95.00
Scrap metal dealers additional site	75.00	-	75.00	75.00
ENVIRONMENTAL WASTE				
DOMESTIC REFUSE				
Black sacks - per roll of 26	Deleted			
PEST CONTROL - COMMERCIAL				
Insects and rodents per hour (excluding materials)	119.17	23.83	143.00	127.00
Rodent contract work	By negotiation - minimum charge £100			
Treatment for squirrels	119.17	23.83	143.00	127.00
Treatment for moles	119.17	23.83	143.00	127.00

PLANNING & ENVIRONMENTAL SERVICES	Charge	VAT	2023/24	2022/23
	£	£	£	£
PEST CONTROL - DOMESTIC				
Call out charge	68.33	13.67	82.00	73.00
Ants (each property)	96.67	19.33	116.00	103.00
Bedbug infestation: 1-3 bed property	100.83	20.17	121.00	108.00
4-5 bed property	107.50	21.50	129.00	115.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Bees	68.33	13.67	82.00	73.00
Brown-tailed moth	Based on hourly rate			
Fleas infestation: 1-3 bed property	100.83	20.17	121.00	108.00
4-5 bed property	107.50	21.50	129.00	115.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Lice and cockroaches	68.33	13.67	82.00	73.00
Mice	68.33	13.67	82.00	73.00
Rats	68.33	13.67	82.00	73.00
Wasps nests	68.33	13.67	82.00	73.00
additional nest (treated at same time as first)	32.50	6.50	39.00	35.00
RECYCLING				
Green bins: standard annual fee	56.00	-	56.00	50.00
(standard fee: half year pro rata for new customers)	25.00	-	28.00	25.00
Isolated properties annual fee	30.00	-	30.00	27.00
Purchase of Green Bin including Delivery	31.00	-	31.00	28.00
REFUSE COLLECTION				
Household Bulky Waste - 1 to 3 items	42.00	-	42.00	37.00
Household Bulky Waste - 4 to 6 items	79.00	-	79.00	70.00
Household Bulky Waste - 7 to 9 items	125.00	-	125.00	111.00
Household Bulky Waste - 10 to 12 items (maximum)	166.00	-	166.00	148.00
NEW PROPERTIES (6 or more properties)				
Cost per refuse / recycling container to developers including delivery	65.00	-	65.00	65.00
STRAY DOGS				
Stray dog destruction fee	Recovery of costs			
Collection Fee	55.00	-	55.00	55.00
Admin Fee	25.00	-	25.00	25.00
Kenneling per night	Recovery of costs			
With Tag or Chip				
Vets fees	Recovery of costs			
Without Tag or Chip				
Vets fees	Recovery of costs			
STREET CLEANSING				
Return of abandoned trolleys	50.00	-	50.00	50.00

SERVICE DELIVERY	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
CEMETERIES					
Search in burial register	Yes	32.50	6.50	39.00	35.00
Use of chapel	No	247.00	-	247.00	220.00
Plot choosing: burial ex woodland non-resident	Yes	561.67	112.33	674.00	600.00
burial ex woodland resident	Yes	280.83	56.17	337.00	300.00
Plot choosing: cremated remains non-resident	Yes	187.50	37.50	225.00	200.00
Plot choosing: cremated remains resident	Yes	93.33	18.67	112.00	100.00
Cancellation Fee (Less than 48 hours)	No	0.00	-	0.00	250.00
Bronze Memorial Plaques					
Plaque on plinth: 6" x 4"	Yes	388.33	77.67	466.00	415.00
Brass plaque on stake 6" x 4"	No	208.00	-	208.00	185.00
Brass plaque on stake 7" x 5"	No	219.00	-	219.00	195.00
Brass plaque on stake 6" x 4" Cremation plots only	No	208.00	-	208.00	185.00
Brass plaque on stake 7" x 5" Cremation plots only	No	219.00	-	219.00	195.00
Perspex plaque on stake 5" x 3" Cremation plots only	No	0.00	-	0.00	55.00
Charges for Right to Place Monument					
Under 18 years		Free			
Additional inscription	No	95.00	-	95.00	85.00
Full kerb set	No	253.00	-	253.00	225.00
Full kerb set & headstone up to 1m	No	371.00	-	371.00	330.00
Headstone up to 1m	No	174.00	-	174.00	155.00
Plaque on a Bench (8" x 2.5") 10 year leave agreement (<i>New Charge</i>)	No	674.00	-	674.00	600.00
Other memorials (<i>cremated remains memorials</i>)	No	124.00	-	124.00	110.00
Exclusive Right of Burial - Non Resident					
10 Year (top up for existing Exclusive right of burial only)	Yes	393.33	78.67	472.00	420.00
10 Year (top up for existing Exclusive right of burial only child)	Yes	205.83	41.17	247.00	220.00
10 Year top up for cremated remains existing ERB only child	Yes	103.33	20.67	124.00	110.00
11 Year top up for cremated remains existing ERB only Adult	Yes	196.67	39.33	236.00	210.00
50 years next in line burial child		655.00	131.00	786.00	700.00
50 years next in line burial adult		1,310.00	262.00	1,572.00	1,400.00
50 years next in line cremated remains child		280.83	56.17	337.00	300.00
50 years next in line cremated remains adult		561.67	112.33	674.00	600.00
99 years next in line cremated remains child		468.33	93.67	562.00	500.00
99 years next in line cremated remains adult		935.83	187.17	1,123.00	1,000.00
99 years next in line burial adult		1,871.67	374.33	2,246.00	2,000.00
99 years next in line burial child		935.83	187.17	1,123.00	1,000.00
Transfer of exclusive rights of burial	No	79.00	-	79.00	70.00
Exclusive Right of Burial - Resident					
10 years top up for existing ERBs only adult	Yes	196.67	39.33	236.00	210.00
10 years top up for existing ERBs only child	Yes	98.33	19.67	118.00	105.00
10 years top up for cremated remains existing ERB only adult	Yes	103.33	20.67	124.00	110.00
10 year top up for cremated remains existing ERB only child	Yes	51.67	10.33	62.00	55.00
50 years next in line burial adult	Yes	655.00	131.00	786.00	700.00
50 years next in line burial child	Yes	327.50	65.50	393.00	350.00
50 years next in line cremated remains child	Yes	140.00	28.00	168.00	150.00
50 years next in line cremated remains adult	Yes	280.83	56.17	337.00	300.00
99 years next in line cremated remains child	Yes	234.17	46.83	281.00	250.00
99 years next in line cremated remains adult	Yes	468.33	93.67	562.00	500.00
99 years next in line burial adult	Yes	935.83	187.17	1,123.00	1,000.00
99 years next in line burial child	Yes	468.33	93.67	562.00	500.00
Transfer of exclusive rights of burial	No	0.00	-	0.00	70.00
Interment - Non Resident					
Under 18 years (no charge to customer)	Yes	935.83	187.17	1,123.00	1,000.00
18 years and over burial	Yes	1,871.67	374.33	2,246.00	2,000.00
Under 18 years (no charge to customer)	Yes	234.17	46.83	281.00	250.00
18 years and over cremated remains	Yes	468.33	93.67	562.00	500.00
Scattering of ashes: under 18 years (No charge to the customer)	Yes	84.17	16.83	101.00	90.00
18 years and over		159.17	31.83	191.00	170.00
Saturday 10.00 - noon only	No		Deleted		
Interment - Resident					

SERVICE DELIVERY	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Under 18 years (no charge to customer)	Yes	468.33	93.67	562.00	500.00
18 years and over burial	Yes	935.83	187.17	1,123.00	1,000.00
Under 18 years (no charge to customer)	Yes	107.50	21.50	129.00	115.00
18 years and over cremated remains	Yes	210.83	42.17	253.00	225.00
Scattering of ashes: under 18 years (No charge to the customer)	Yes	42.50	8.50	51.00	45.00
18 years and over		70.83	14.17	85.00	85.00
scattering at sea all ages		420.83	84.17	505.00	450.00
Disinterment of cremated remains		327.50	65.50	393.00	350.00
Exhumation of coffin		Price on request			
Memorialisation Scheme					
Memorial tree including planting	No	320.00	-	320.00	285.00
Neat and Tidy Scheme					
Ashes (bed): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
Lawn (headstone bed): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
Lawn (full burial): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
PARKS TEAM					
Parks Ground Maintenance Contracts - Charges based on enquiry					
OFF STREET PARKING					
Vehicles that display up to date disabled persons badge		Free			
OFF STREET PARKING					
Maldon District Council offices:					
Weekdays 8am - 5pm (max stay 2 hrs)					
Up to 1 hr		1.00	0.20	1.20	1.10
Up to 2hrs		1.33	0.27	1.60	1.40
Weekends					
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	1.00	0.20	1.20	1.10
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.33	0.27	1.60	1.40
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.83	0.37	2.20	2.00
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.42	0.48	2.90	2.60
Saturday (8am to 5pm) over 4 hours	Yes	4.08	0.82	4.90	4.40
Saturday Evening 5pm to 10pm	Yes	1.42	0.28	1.70	1.50
Sunday All Day	Yes	1.42	0.28	1.70	1.50
Butt Lane (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 2 hours	Yes	1.33	0.27	1.60	1.40
2 to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	2.42	0.48	2.90	2.60
over 4 hours	Yes	4.08	0.82	4.90	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.42	0.28	1.70	1.50
Sunday All Day	Yes	1.42	0.28	1.70	1.50
Season ticket: annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly	Yes	53.33	10.67	64.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
Friary Fields (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	2.42	0.48	2.90	2.60
over 4 hours	Yes	4.08	0.82	4.90	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.42	0.28	1.70	1.50
Sunday All Day	Yes	1.42	0.28	1.70	1.50
Season ticket: annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly	Yes	53.33	10.67	64.00	57.00

SERVICE DELIVERY	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
Public sector partners (Monday - Friday)			Deleted		
High St. East (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 2 hours	Yes	1.33	0.27	1.60	1.40
2 to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	2.42	0.48	2.90	2.60
over 4 hours	Yes	4.08	0.82	4.90	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly	Yes	53.33	10.67	64.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
Public sector partners (Monday - Friday)			Deleted		
Hythe Quay					
Season ticket: Annual		108.33	21.67	130.00	116.00
Maldon Promenade (Monday to Sunday - 8am to 8pm)					
Car: up to 1 hour	Yes	1.22	0.24	1.46	1.30
1 to 2 hours	Yes	2.43	0.49	2.92	2.60
2 to 4 hours	Yes		Deleted		
2 to 5 hours	Yes	5.83	1.17	7.00	6.50
all day	Yes	8.33	1.67	10.00	8.50
Coach: up to 2 hours	Yes	9.17	1.83	11.00	10.00
over 2 hours	Yes	11.08	2.22	22.00	20.00
Coach park - coach / bus season tickets	Yes		Deleted		
Non residents season ticket	Yes		Deleted		
Residents season ticket	Yes	596.67	119.33	716.00	638.00
Residents season ticket (two hours per day)	Yes	148.00	29.60	148.00	132.00
Market Site					
Season ticket: annual	Yes	659.17	131.83	791.00	704.00
6 months	Yes	329.17	65.83	395.00	352.00
monthly	Yes	59.17	11.83	71.00	63.00
Silver Street					
Season ticket: annual	Yes	596.67	119.33	716.00	638.00
6 months	Yes	298.33	59.67	358.00	319.00
monthly			Pro rata charge		
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
White Horse Lane (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 2 hours	Yes	1.25	0.25	1.50	1.40
2 to 3 hours	Yes	1.83	0.37	2.20	2.00
3 to 4 hours	Yes	3.42	0.68	4.10	3.70
over 4 hours	Yes	8.08	1.62	9.70	8.80
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.42	0.28	1.70	1.50
White Horse Lane	Yes				
Maldon Schools permit	Yes	205.83	41.17	247.00	220.00
	Yes				
Town Centre Car Parks					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	73.92	14.78	88.70	79.00
Events Car Parking - day ticket					
Charge to be set by MDC prior to event	Yes				

SERVICE DELIVERY	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Electricity Supply (Riverside & Promenade Park)					
Charge per day	Yes	79.17	15.83	95.00	85.00
Deposit	No		Price on application		
Water Supply (Riverside & Promenade Park)					
Stand Pipe Installation	No		Price on application		
Charge per day	Yes		Price on application		
Deposit	No		Price on application		
Beach Hut Hire - Promenade Park					
Daily Charge					
High-Season (April - September)		48.33	9.67	58.00	55.00
Low-Season (October - March)		30.83	6.17	37.00	35.00
<i>A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings</i>			Deleted		
FUNFAIRS AND CIRCUSES - Minimum of:					
Damage deposit	No		Price on application		
Poster removal deposit	No		Price on application		
Circus at Promenade Park					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
Circus at Riverside Park					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
Funfair at Riverside Park					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
Travelling Funfair at Promenade Park					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
PARKS AND OPEN SPACES					
Memorial Benches					
Rustic bench	No	1,428.00	-	1,428.00	1,272.00
Cast iron bench	No	1,452.00	-	1,452.00	1,293.00
Advertising and Sponsorship					
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes		Price on application		
Events Banners per week (<i>community / charity</i>)	Yes	28.33	5.67	34.00	30.00
Internal park adverts TBA (<i>per week</i>)	Yes	28.33	5.67	34.00	30.00
Vehicle advertising TBA (<i>per day</i>)	Yes		Price on application		
Sponsorship	Yes		By negotiation		
Event Land Hire Charge - Council Park or Open Space					
Event licence / Permit fee (minimum fee payable on acceptance of event)	Yes	41.67	8.33	50.00	30.00
Charity - Small event (1-1,000 attendees)	Yes		Price on application		
Charity - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Charity - Large event (2,501 + attendees)	Yes		Price on application		
Community - Small event (1-1,000 attendees)	Yes		Price on application		
Community - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Community - Large event (2,501 + attendees)	Yes		Price on application		
Commercial - Small event (1-1,000 attendees)	Yes		Price on application		
Commercial - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Commercial - Large event (2,501 + attendees)	Yes		Price on application		
Prom Park hire for Concessions			Price on application	Price on application	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	No	73.00	-	73.00	65.00
Off Peak Time					

SERVICE DELIVERY	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Daily charge	No	45.00	-	45.00	40.00
Pop Up Trading					
Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)					
Market Stall (Frame with Canopy)	No	79.00	-	79.00	70.00
Wheelie Cart	No	62.00	-	62.00	55.00
Wheelie Cart including Fridge	No	67.00	-	67.00	60.00
Electricity	Yes		Price on application		
Off Peak Time					
Market Stall (Frame with Canopy)	No	67.00	-	67.00	60.00
Wheelie Cart	No	51.00	-	51.00	45.00
Wheelie Cart including Fridge	No	56.00	-	56.00	50.00
Electricity	Yes		Price on application		
ROUNDBOUT SPONSORSHIP					
1 Year agreement - Maldon Town site	Yes		Price on application		
1 Year agreement - Other district site	Yes		Price on application		
3 Year agreement - Maldon Town site	Yes		Price on application		
3 Year agreement - Other district site	Yes		Price on application		
Landscaping scheme (minimum 5 years)	Yes		Price on application		
1 Year Boundary sign Agreement	Yes		Price on application		
PARKS AND SPORTS PITCHES					
Cricket (per game)					
Adult	Yes	83.33	16.67	100.00	89.00
Junior	Yes	48.33	9.67	58.00	52.00
Sports pitch use - parking season ticket (per club)	Yes	120.83	24.17	145.00	129.00
Football (per game)					
Adult	Yes	51.67	10.33	62.00	55.00
Junior	Yes	38.33	7.67	46.00	41.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	120.83	24.17	145.00	129.00
Sports club training / structured activities		10.00	2.00	12.00	11.00
Mini Soccer					
Juniors	Yes	30.83	6.17	37.00	33.00
Netball (per court, per hour)					
Adult	Yes	10.83	2.17	13.00	12.00
Junior	Yes	8.33	1.67	10.00	9.00
Tennis (per court, per hour)					
Adult	Yes	Deleted			
Junior	Yes	Deleted			
Organised Bootcamps / Personal Training in Council-owned Parks					
Hourly	Yes	11.67	2.33	14.00	12.00
3 Month Licence (2 hours per week)	Yes	140.00	28.00	168.00	150.00
6 Month Licence (up to 3 hours per week)	Yes	205.83	41.17	247.00	220.00
12 Month Licence (up to 5 hours per week)	Yes	327.50	65.50	393.00	350.00
RIVERS					
Moorings					
Annual charge: up to 7.99 metres	Yes	140.00	28.00	168.00	150.00
8 to 9.99 metres	Yes	229.17	45.83	275.00	245.00
10 to 14.99 metres	Yes	318.33	63.67	382.00	340.00
15 metres and above	Yes	420.83	84.17	505.00	450.00
Mooring registration fee	Yes	126.67	25.33	152.00	135.00
Transfer of mooring		50% of annual mooring fee			
Residential Mooring Charges					
up to 9.99 metres (<i>per month</i>)		187.50	37.50	225.00	200.00
10 to 14.99 metres (<i>per month</i>)		173.33	34.67	208.00	400.00
15 metres and above (<i>per month</i>)		347.50	69.50	417.00	600.00
Wharfage - Hythe Quay Maldon and Burnham Pontoon					
Daily fees: vessels and multihulls	Yes	20.00	4.00	24.00	21.00

SERVICE DELIVERY	VAT	Charge	VAT	2023/24	2022/23
		£	£	£	£
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	2,007.36	401.47	2,408.83	2,145.00
(annual fee can be paid quarterly with no penalty)	Yes	501.84	100.37	602.21	536.26
Monthly fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	184.17	36.83	221.00	196.80
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	122.50	24.50	147.00	147.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	5.00	1.00	6.00	5.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	130.83	26.17	157.00	140.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	130.83	26.17	157.00	140.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	65.83	13.17	79.00	70.00
Commercial team					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					

Appendix A - 2022.23 Fees Charges Schedule

	Charge	VAT	2023/24	2022/23
	£	£	£	£
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			
Copy document (completion certificate)	15.00	-	15.00	13.00
DEVELOPMENT CONTROL				
Designs and Patents Act 1989				
Plan copies - per sheet: A4	0.08	0.02	0.10	0.10
A3	0.17	0.03	0.20	0.20
A2	0.83	0.17	1.00	1.00
die line	1.67	0.33	2.00	2.00
Ordnance Survey Maps				
Handling fee	1.67	0.33	2.00	2.00
Site plans (max 6 copies) - per extract	35.00	7.00	42.00	37.00
Other Development Control				
High Hedge Complaints	572.50	114.50	687.00	612.00
Street Naming and Numbering				
Adding / removing a name	53.00	-	53.00	47.10
Renaming / renumbering a property	53.00	-	53.00	47.10
Naming / numbering 1-5 properties (per property) inc flats*	79.00	-	79.00	70.00
Naming / numbering 6-25 properties (per property) inc flats*	35.00	-	35.00	31.00
Naming / numbering 26-75 properties (per property) inc flats*	29.00	-	29.00	26.00
Naming / numbering 76+ properties (per property) inc flats*	22.00	-	22.00	20.00
Naming a street (per street)**	115.00	-	115.00	102.00
Change to development after notification	57.00	-	57.00	51.00
Street renaming at residents request	172.00	-	172.00	153.00
Written confirmation of postal address details	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets				
** number of new street names only				
LAND CHARGES				
Premises exempt as per legislation: church halls, village halls & non-commercial venues				
CON29 (part 1): standard fee	141.67	28.33	170.00	151.00
additional fee for non-residential searches	25.83	5.17	31.00	28.00
LLC1	26.00	0.00	26.00	23.00
additional fee for non-residential searches	38.33	7.67	46.00	41.00
CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)	17.50	3.50	21.00	19.00
Q6-21	17.50	3.50	21.00	19.00
Q22 only	25.83	5.17	31.00	28.00
Additional enquiry	37.50	7.50	45.00	40.00
Additional parcel of land LLC1	6.00	0.00	6.00	5.00
Additional parcel of land CON29	17.50	3.50	21.00	19.00
Copy of duplicate search	10.83	2.17	13.00	12.00
Search confirmation (up to 3mths old)	10.83	2.17	13.00	12.00
Personal Searches				
CON29R standard enquiry (when viewed in person)	Free			
Local land charges register (in person): print out	Free			
view	Free			
Local land charges LLC1 certificated	26.00	0.00	26.00	23.00

Planning Services Pre-Application Fees and Charges 2023/24

		2023/24		2022/23	
Further Details		Cost (£)	VAT (£)	Total (£)	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).	25	5	30	Free
Application Validation	Reviewing application forms and charging for incorrect completion.	25	5	30	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.	105.00	21.00	126.00	112.00
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.	199.17	39.83	239.00	213.00
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	105.00	21.00	126.00	112.00
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	199.17	39.83	239.00	213.00
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	264.17	52.83	317.00	282.00
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	593.33	118.67	712.00	634.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	395.83	79.17	475.00	423.00
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	660.00	132.00	792.00	705.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	660.00 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	132.00	792.00	705.00

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	1,319.17 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	263.83	1,583.00	1,410.00
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.	79.17	15.83	95.00	85.00
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.	264.17	52.83	317.00	282.00
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.	644.17	128.83	773.00	688.00
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.	199.17	39.83	239.00	213.00
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.	580.00	116.00	696.00	620.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	79.17	15.83	95.00	85.00

Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	105.00	21.00	126.00	112.00
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	264.17	52.83	317.00	282.00
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	528.33	105.67	634.00	565.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	264.17	52.83	317.00	282.00
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	199.17	39.83	239.00	213.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed	131.67 per obligation	26.33	158.00	141.00
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	199.17	39.83	239.00	213.00

*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
2023/24

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%		2023/24	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23	2022/23
Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*	Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net VAT Total	205.00 41.00 246.00	514.00 102.80 616.80	791.00 158.20 949.20	1,007.00 - 1,007.00	205.00 41.00 246.00	514.00 102.80 616.80	791.00 158.20 949.20	1,007.00 - 1,007.00
H02	2 Plots	Net VAT Total	308.00 61.60 369.60	822.00 164.40 986.40	1,243.00 248.60 1,491.60	1,582.00 - 1,582.00	308.00 61.60 369.60	822.00 164.40 986.40	1,243.00 248.60 1,491.60	1,582.00 - 1,582.00
H03	3 Plots	Net VAT Total	360.00 72.00 432.00	1,130.00 226.00 1,356.00	1,639.00 327.80 1,966.80	2,086.00 - 2,086.00	360.00 72.00 432.00	1,130.00 226.00 1,356.00	1,639.00 327.80 1,966.80	2,086.00 - 2,086.00
H04	4 Plots	Net VAT Total	411.00 82.20 493.20	1,438.00 287.60 1,725.60	2,034.00 406.80 2,440.80	2,589.00 - 2,589.00	411.00 82.20 493.20	1,438.00 287.60 1,725.60	2,034.00 406.80 2,440.80	2,589.00 - 2,589.00
H05	5 Plots	Net VAT Total	462.00 92.40 554.40	1,747.00 349.40 2,096.40	2,430.00 486.00 2,916.00	3,092.00 - 3,092.00	462.00 92.40 554.40	1,747.00 349.40 2,096.40	2,430.00 486.00 2,916.00	3,092.00 - 3,092.00
Flats										
F01	1	Net VAT Total	205.00 41.00 246.00	514.00 102.80 616.80	791.00 158.20 949.20	1,007.00 - 1,007.00	205.00 41.00 246.00	514.00 102.80 616.80	791.00 158.20 949.20	1,007.00 - 1,007.00
F02	2	Net VAT Total	308.00 61.60 369.60	668.00 133.60 801.60	1,074.00 214.80 1,288.80	1,366.00 - 1,366.00	308.00 61.60 369.60	668.00 133.60 801.60	1,074.00 214.80 1,288.80	1,366.00 - 1,366.00
F03	3	Net VAT Total	360.00 72.00 432.00	822.00 164.40 986.40	1,300.00 260.00 1,560.00	1,654.00 - 1,654.00	360.00 72.00 432.00	822.00 164.40 986.40	1,300.00 260.00 1,560.00	1,654.00 - 1,654.00
F04	4	Net VAT Total	411.00 82.20 493.20	976.00 195.20 1,171.20	1,526.00 305.20 1,831.20	1,942.00 - 1,942.00	411.00 82.20 493.20	976.00 195.20 1,171.20	1,526.00 305.20 1,831.20	1,942.00 - 1,942.00
F05	5	Net VAT Total	462.00 92.40 554.40	1,130.00 226.00 1,356.00	1,752.00 350.40 2,102.40	2,229.00 - 2,229.00	462.00 92.40 554.40	1,130.00 226.00 1,356.00	1,752.00 350.40 2,102.40	2,229.00 - 2,229.00
Conversion to										
V01	Single Dwelling-House	Net VAT Total	205.00 41.00 246.00	616.00 123.20 739.20	904.00 180.80 1,084.80	1,151.00 - 1,151.00	205.00 41.00 246.00	616.00 123.20 739.20	904.00 180.80 1,084.80	1,151.00 - 1,151.00
V02	Single Flat	Net VAT Total	205.00 41.00 246.00	514.00 102.80 616.80	791.00 158.20 949.20	1,007.00 - 1,007.00	205.00 41.00 246.00	514.00 102.80 616.80	791.00 158.20 949.20	1,007.00 - 1,007.00
Notifiable electrical work			(where applicable, in addition to the above, per dwelling)				(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 VAT Total	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.		216.00 43.20 259.20	274.00 - 274.00	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.		216.00 43.20 259.20	274.00 - 274.00

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

TABLE B - WORK TO A SINGLE DWELLING
2023/24

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%		2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24
Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **			
D01	Separate single storey extension with floor area not exceeding 40m²	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net VAT Total	205.00 41.00 246.00	514.00 102.80 616.80	103.00 20.60 123.60	257.00 51.40 308.40	791.00 158.20 949.20	396.00 79.20 475.20	1,007.00 - 1,007.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net VAT Total	214.00 42.80 256.80	462.00 92.40 554.40	107.00 21.40 128.40	231.00 46.20 277.20	745.00 149.00 894.00	373.00 74.60 447.60	947.00 - 947.00
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net VAT Total	223.00 44.60 267.60	616.00 123.20 739.20	112.00 22.40 134.40	308.00 61.60 369.60	923.00 184.60 1,107.60	462.00 92.40 554.40	1,175.00 - 1,175.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net VAT Total	205.00 41.00 246.00	240.00 48.00 288.00	103.00 20.60 123.60	120.00 24.00 144.00	490.00 98.00 588.00	245.00 49.00 294.00	623.00 - 623.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net VAT Total	205.00 41.00 246.00	308.00 61.60 369.60	103.00 20.60 123.60	154.00 30.80 184.80	565.00 113.00 678.00	283.00 56.60 339.60	719.00 - 719.00
Conversions									
D07	First floor & second floor loft conversions	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00
D08	Other work (e.g. garage conversions)	Net VAT Total	205.00 41.00 246.00	205.00 41.00 246.00	103.00 20.60 123.60	103.00 20.60 123.60	452.00 90.40 542.40	226.00 45.20 271.20	575.00 - 575.00
Alterations (including underpinning)									
D09	Renovation of a thermal element	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	103.00 20.60 123.60	154.00 30.80 184.80	52.00 10.40 62.40	77.00 15.40 92.40	283.00 56.60 339.60	142.00 28.40 170.40	360.00 - 360.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	154.00 30.80 184.80	205.00 41.00 246.00	77.00 15.40 92.40	103.00 20.60 123.60	396.00 79.20 475.20	198.00 39.60 237.60	503.00 - 503.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	205.00 41.00 246.00	342.00 68.40 410.40	103.00 20.60 123.60	171.00 34.20 205.20	603.00 120.60 723.60	302.00 60.40 362.40	767.00 - 767.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	257.00 51.40 308.40	514.00 102.80 616.80	129.00 25.80 154.80	257.00 51.40 308.40	848.00 169.60 1,017.60	424.00 84.80 508.80	1,079.00 - 1,079.00
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 VAT Total	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.				361.00 72.20 433.20	n/a n/a n/a	461.00 - 461.00

****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

TABLE C - ALL OTHER NON-DOMESTIC WORK
2023/24

Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2023/24	2023/24	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23	2022/23	2022/23
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	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	214.00	107.00	411.00	206.00	875.00	208.00	104.00	399.00	200.00	849.00
		VAT	42.80	21.40	82.20	41.20	-	41.80	20.80	79.80	40.00	-
		Total	256.80	128.40	493.20	247.20	875.00	249.80	124.80	478.80	240.00	849.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	240.00	120.00	531.00	266.00	1,079.00	233.00	117.00	515.00	258.00	1,046.00
		VAT	48.00	24.00	106.20	53.20	-	46.60	23.40	103.00	51.60	-
		Total	288.00	144.00	637.20	319.20	1,079.00	279.60	140.40	618.00	309.60	1,046.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	257.00	129.00	582.00	291.00	1,175.00	249.00	125.00	565.00	283.00	1,139.00
		VAT	51.40	25.80	116.40	58.20	-	49.80	25.00	113.00	56.60	-
		Total	308.40	154.80	698.40	349.20	1,175.00	298.80	150.00	678.00	339.60	1,139.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	274.00	137.00	668.00	334.00	1,318.00	266.00	133.00	648.00	324.00	1,279.00
		VAT	54.80	27.40	133.60	66.80	-	53.20	26.60	129.60	64.80	-
		Total	328.80	164.40	801.60	400.80	1,318.00	319.20	159.60	777.60	388.80	1,279.00
Alterations												
N05	Cost of work not exceeding £5,000	Net	154.00	77.00	154.00	77.00	432.00	149.00	75.00	149.00	75.00	419.00
		VAT	30.80	15.40	30.80	15.40	-	29.80	15.00	29.80	15.00	-
		Total	184.80	92.40	184.80	92.40	432.00	178.80	90.00	178.80	90.00	419.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	154.00	77.00	154.00	77.00	432.00	149.00	75.00	149.00	75.00	419.00
		VAT	30.80	15.40	30.80	15.40	-	29.80	15.00	29.80	15.00	-
		Total	184.80	92.40	184.80	92.40	432.00	178.80	90.00	178.80	90.00	419.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	154.00	77.00	154.00	77.00	432.00	149.00	75.00	149.00	75.00	419.00
		VAT	30.80	15.40	30.80	15.40	-	29.80	15.00	29.80	15.00	-
		Total	184.80	92.40	184.80	92.40	432.00	178.80	90.00	178.80	90.00	419.00
	Installation of new shop front	Net	154.00	77.00	154.00	77.00	432.00	149.00	75.00	149.00	75.00	419.00
		VAT	30.80	15.40	30.80	15.40	-	29.80	15.00	29.80	15.00	-
		Total	184.80	92.40	184.80	92.40	432.00	178.80	90.00	178.80	90.00	419.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	205.00	103.00	205.00	103.00	575.00	199.00	100.00	199.00	100.00	558.00
		VAT	41.00	20.60	41.00	20.60	-	39.80	20.00	39.80	20.00	-
		Total	246.00	123.60	246.00	123.60	575.00	238.80	120.00	238.80	120.00	558.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	205.00	103.00	205.00	103.00	575.00	199.00	100.00	199.00	100.00	558.00
		VAT	41.00	20.60	41.00	20.60	-	39.80	20.00	39.80	20.00	-
		Total	246.00	123.60	246.00	123.60	575.00	238.80	120.00	238.80	120.00	558.00
	Renovation of thermal elements	Net	205.00	103.00	205.00	103.00	575.00	199.00	100.00	199.00	100.00	558.00
		VAT	41.00	20.60	41.00	20.60	-	39.80	20.00	39.80	20.00	-
		Total	246.00	123.60	246.00	123.60	575.00	238.80	120.00	238.80	120.00	558.00
	Installation of a Raised Storage Platform within an existing building	Net	205.00	103.00	205.00	103.00	575.00	199.00	100.00	199.00	100.00	558.00
		VAT	41.00	20.60	41.00	20.60	-	39.80	20.00	39.80	20.00	-
		Total	246.00	123.60	246.00	123.60	575.00	238.80	120.00	238.80	120.00	558.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	308.00	154.00	411.00	206.00	1,007.00	299.00	150.00	399.00	200.00	977.00
		VAT	61.60	30.80	82.20	41.20	-	59.80	30.00	79.80	40.00	-
		Total	369.60	184.80	493.20	247.20	1,007.00	358.80	180.00	478.80	240.00	977.00
	Fit out of building up to 100m2	Net	308.00	154.00	411.00	206.00	1,007.00	299.00	150.00	399.00	200.00	977.00
		VAT	61.60	30.80	82.20	41.20	-	59.80	30.00	79.80	40.00	-
		Total	369.60	184.80	493.20	247.20	1,007.00	358.80	180.00	478.80	240.00	977.00

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

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FEES AND CHARGES SUBJECT TO INFLATION 2023/24**Appendix B**

Inflationary Fees and Charges	0% Increase £000	5% Increase £000	8% Increase £000	12.3% Increase £000
Environmental Protection (Paperwork Copies Only)	7	7	8	8
Gambling	4	4	4	4
Licences	105	110	113	118
Pest Control	32	34	35	36
Green Bins & Bulky Waste	623	654	673	700
Cemeteries	124	130	134	139
Hythe Quay car parking	2	2	2	2
Car Parking	1,282	1,346	1,385	1,440
Parks and Sports pitches	8	8	9	9
Wharfage (Barges moving to 40% Discount)	20	21	21	22
Moorings	17	18	18	19
Street Naming and Numbering	16	17	17	18
Land Charges	110	116	119	124
Pre-App process	63	66	68	71
Total*	2,413	2,534	2,606	2,710
Additional Income		120	193	296

* Nb: The figures shown are only for the Fees and Charges subject to inflation.

The figures shown against the 2023/24 Budgets in paragraph 4.1 of the report contain all discretionary Fees and Charges.

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**RECEIVED 07/12/22 via email
MOTION 10/2022**

We the under signed give notice under Procedure Rule 4 to move the following motions at the meeting of Maldon District Council on Thursday 15 December 2022

Cllr Adrian Fluker (Proposer)

Cllr Michael Helm (Seconder)

Cllr Richard Dewick (Seconder)

Motion One:

Preamble.

With reference to the Local Government Act 1972

In summary

A meeting of a principal council shall be open to the public except to the extent that they are excluded (whether during the whole or part of the proceedings)

The public shall be excluded from a meeting of a principal council during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in this Part shall be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence.

Part I of Schedule 12A to the Act clarifies items where the public shall be excluded:

Information relating to any individual

Information which is likely to reveal the identity of an individual

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Information which reveals that the authority proposes—

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment.

Information relating to any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.

Democracy, openness, and transparency is the bedrock of local government and to avoid allegations of political bearing, concealment and malfeasance great care should be taken with regards the application of Part I of Schedule 12A and the exclusion of the public.

In deciding whether to exclude the public decision makers should in all circumstances of the case consider whether in the public interest maintaining the exemption outweighs the 'public interest' in disclosing the information.

At its meeting of 15 December council will be considering two lists of 'Budget Savings' prepared by CLT and Tier 2 Managers. Each list is made up from separate and unconnected items. The items being considered if approved by Council shall have a profound effect on both service delivery and the fees and charges paid by residents, businesses, and customers.

It is accepted that some of the items on the two lists do fall within the definition of Part I of Schedule 12A of the Act but given their individuality and singularity this is not a reason for the remaining items on the list to be considered whilst 'the public are excluded' and not least of all as these are the items which would attract the greatest 'public interest'.

The Councils Monitoring Officer and S151 Officer have formed a contrary view to that above.

Motion to Council

That at its meeting on 15 December Council resolves to agree that given the likely public interest, save as regard those items that fall specifically under Part I of Schedule 12A of the Act, all other items of 'Budget Savings' that are presented to Council on 15 December be considered when the meeting of the Council is open to the public.

Motion Two:

Summary

The findings of the Member Remuneration Panel is noted that their proposals are advisory, and that Council remains sovereign to implementing the panels advice.

All elected members to Maldon District Council receive a basic allowance of £5,425.00 to support them in carrying out their duties. The Basic Allowance is paid to all 31 members at an annual cost to local tax payers of £168,182.00.

Members are only obliged to attend one Council meeting every 6 months. In reality most members attend the majority of Full Council meetings, District Planning Committing Meetings, Area Planning Committee meetings, and if appointed main committee meetings and working group meetings. They are also required to attend council events, seminars, briefings, and training sessions.

As part of their civic duty Members work with and engage with their local residents, businesses and Parish and Town Councils.

Council, Planning and Programme committee meetings are held at the Councils Offices which means members time is taken up when travelling. The mean length of all meetings is 2hrs 25 minutes. The average travelling time for members is 20 minutes

On average members attend 46 meetings across the spectrum per annum. Some attend more and engage fully as they see it as part of their civic duty to do so.

It is accepted that not all members particularly those that are in employment or provide social care to their families can attend all meetings.

In addition to the basic allowance of £5,425.00 per annum paid to all members 'Special Responsibility Allowances' of £13,563.00 are paid to the Leader, £5,425.00 to The Chairman of the Council, Deputy Leader, Leader of the Opposition and Chair Persons of the main committees, £543 to the Vice Chair Person of the Council, £1,356.00 to the Vice Chair persons of the Main Committees, £2,304 to the Chair person of the Area Planning Committees and £4,069.00 to the Chair Person of the Overview and Scrutiny Committee.

The Special Responsibility Allowance is paid to 13 members at an annual cost to the council tax payers of £54,117.00.

It is accepted that those that receive Special Responsibility Allowances do perform additional duties, but it is unlikely that their attendance at council meetings would be any greater than those that did not receive the allowances. It is noted that for administrative purposes some Chairpersons and Vice Chairpersons do attend additional meetings with Officers and that best practice dictates that these meetings are now held on line to reduce travelling time. Individually it is unlikely that the sum total of these meetings exceeds 15.

It is accepted that the Leader and to a lesser extent the Deputy Leader represents the Council on outside bodies, and they meet with officers on a regular basis, but the time taken to do so when compared to pre covid, and the advent of on-line meetings has reduced dramatically.

It is understood that the Leader of Opposition meets with Officers on a regular basis.

Given that the Council's finances are under such enormous pressure reassurance is sought that the Members Special Responsibility Allowance represents good value to tax payers.

The Members Allowances figures are in the public domain therefore any consideration of them by Council can without prejudice be conducted in public session . For the purpose of public interest it is noted that the Members Code of Conduct and in particular DPIs, ORIs, NRIs, Bias and Predetermination shall apply.

Motion to Council

That at its meeting on 15 December Council resolves in the interests of best value, the reduction of the Councils deficit and the advent of digital technology that with immediate effect the Members Special Responsibility Allowances are reduced by 50%

Motion 3:

Summary

Maldon District Council is facing significant financial short falls in the coming years and unless significant steps are taken to improve the situation is most likely to use at least £2million worth of tax payers reserves to support itself in the coming years. The situation is not sustainable and unless substantive changes are made now the Council is likely to become fiscally unstable and may even lose its identity.

It is therefore important that all members rather than just those who sit on the Strategy and Resources Committee are given the opportunity to consider, review and comment on the 'Rejected Savings Options' of £651,000, tabled by CLT and Tier 2 Manager at the meeting of the Strategy & Resources Committee on 28 November.

Motion to Council

That at its meeting on 15 December Council resolves to agree at its next meeting to consider, review and comment on the 'Rejected Savings Options' of £651,000, which were presented by CLT and Tier 2 Managers to the meeting of the Strategy & Resources Committee on 28 November.

Motion 4:

That at its meeting on 15 December Council resolves to agree that in the event of the Chairman of the Council refusing to accept Motions 1,2 and 3 the reasons why are reported by him to Council on 15 December.



REPORT of DIRECTOR OF RESOURCES

to
COUNCIL
15 DECEMBER 2022

REPORT OF THE INDEPENDENT REMUNERATION PANEL

1. PURPOSE OF THE REPORT

- 1.1 To update Members on recent review of Members' Allowances which took place on 15 August 2022 involving an Independent Remuneration Panel (IRP) and their recommendations for Council consideration.

2. RECOMMENDATIONS

- (i) That the Council supports the recommendation of the Independent Remuneration Panel that Members' allowances will increase in line with average staff pay increases from 2023 as set out in section 3.6 below;
- (ii) That broadband allowance payment is withdrawn from April 2023.
- (iii) That the types of expenses that Members can claim be detailed in the new Members' Allowance Policy under 'Approved Duties' section of **APPENDIX 1**;
- (iv) That the newly drafted Members' Allowance Policy (**APPENDIX 1**) and Maternity, Paternity, Shared Parental Leave and Adoption Policy (**APPENDIX 2**) are adopted.

3. SUMMARY OF KEY ISSUES

- 3.1 It is good practice every few years to review and benchmark the allowances which Members are paid and the mechanism for increasing them. The report reviewed by the IRP details the benchmarked awards paid by neighbouring Councils and presents them for review and analysis (**APPENDIX 3**).
- 3.2 Council Members were consulted with a survey in August 2022 about the proposed changes. The results of the survey were also presented to the IPR to help inform panel recommendations. **APPENDIX 4** provides the summaries results.
- 3.3 All recommendations were supported in full by the IRP. Regarding the removal of the broadband allowance, the Panel put forward that whilst they agreed that this should be removed, there should be consideration given to certain exceptions for special circumstances i.e. applications from Members experiencing financial hardship. There could be a support package in place in certain situations rather than a specific financial incentive.

- 3.4 The Panel put forward a strong message to increase diversity and this should be recognised as part of the Member budget. Particularly setting aside funding from the broadband allowance to support the maternity policy.
- 3.5 The Panel also suggested that the saving from the removal of broadband allowance could be used to provide budget for the proposed maternity / paternity / parental Policy.
- 3.6 The Panel reviewed the current proposal for staff pay award being put forward as an amount rather than percentage and recommended that the Council did not deviate where possible from the original agreement to uplift Members in line with percentage staff pay. In discussion it was suggested an average percentage across staff could be applied. Based on the current salary bill, a payment of £1,925 per employee would be an average of 5.25% and will cost £12,211.50 across all Members. This is proposed in recommendation (i).
- 3.7 In line with other Councils, the panel reviewed a draft Maternity, Paternity, Shared Parental Leave and Adoption policy that may increase diversity of Members. This was considered and strongly agreed to be recommended by the Panel for adoption by the Council.
- 3.8 Additionally, the Panel reviewed the new Members' Allowance Policy and recommended this for adoption.

4. CONCLUSION

- 4.1 The recommendations supported by the IRP following their recent review of allowances are presented for Member consideration.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Contributes to the Performance and Efficiency Corporate Goal.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (N/A).
- (ii) **Impact on Equalities** – Promotes equality by ensuring that increases to pay rates for members are in line with staff as previously recommended, and access to becoming and maintaining role assisted during the time of having or adopting a child.
- (iii) **Impact on Risk** – The recommendations reduce risk by ensuring consistency and clear processes.
- (iv) **Impact on Resources (financial)** – The recommendations confirm the process and ensure financial value for money and compliance.
- (v) **Impact on Resources (human)** – Ensuring in line with staff policies.
- (vi) **Impact on the Environment** – N/A.

- (vii) **Impact on Strengthening Communities** – Allowing more access to becoming a Member and creating a greater diversity in Member composition to reflect the Maldon population.

Background Papers:

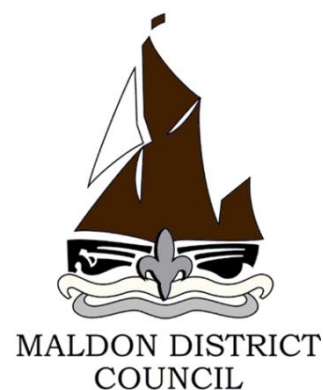
- Current rates of Members' Allowances
- Neighbouring Local Authorities Benchmarking Exercise - **APPENDIX 3**
- Member Allowance Feedback Results – **APPENDIX 4**
- Essex Council policies

Enquiries to:

Chris Leslie, Director of Resources

Alastair Morrell, Resources Caseworker Services Manager.

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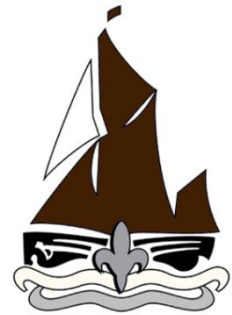


MEMBERS' ALLOWANCE SCHEME

Document title	Members Allowance Scheme
Summary of purpose	The purpose of this policy and procedure is to provide information and guidance on the operation of Maldon District Council's Member Allowances Scheme
Prepared by	Members Allowance Working Group
Version number	1
Approved by	Council
Approval date	
Date of implementation	
Review frequency	3 years
Next review date	2025 As required by legislative changes
Circulation	All Members and staff
Published on the Council's website	Yes

Last Updated July 2022

If you would like this information in large print, Braille or another language, please raise a service request.



MALDON DISTRICT
COUNCIL

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1. Introduction

- 1.1. Maldon District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following scheme.
- 1.2. This scheme may be cited as the Maldon District Council Members' Allowances Scheme and shall have effect from the above date.
- 1.3. Definitions in this scheme;
 - "Councillor" means an elected Member of the Maldon District Council
 - "Co-opted member" means a non-elected member of a Council Committee or Panel
 - "Approved duties" means any qualifying duty listed in section 10 of this Scheme.
- 1.4. Other duties may be approved by the Director of Resources Legal and Democratic Services Manager but only in advance of the event concerned taking place.

2. Allowances paid to Councillors

Members Allowances (£)	
Basic Allowance	£5065.96pa
Broadband Allowance	£220.00pa
Special Responsibility Allowance	
	% Of Basic Allowance
Leader of the Council	250%
Deputy Leader of the Council	100%
Leader of the Opposition	100%
Chairman of the Council	100%
Vice-Chairman of the Council	10%
Chairman of a main Committee	100%
Vice-Chairman of a main Committee	25%
Chairman of an Area Planning Committee	37.5%
Vice-Chairman of an Area Planning Committee	-
Chairman of the Overview and Scrutiny Committee	75%
Vice-Chairman of the Overview and Scrutiny Committee	-
Co-opted/independent allowance	
Co-opted/independent allowance	20%

The following are categorised as a "main Committee" as of November 2020:

- Performance, Governance & Audit Committee

Last Updated July 2022

- Strategy & Resources Committee

There are also 3 area planning committees: Central Area, North Western Area & South Eastern Area.

- 2.1. Each Councillor shall be paid a Basic Allowance & Broadband Allowance.
- 2.2. Councillors who undertake a special responsibility shall be paid a Special Responsibility Allowance.
- 2.3. Each Councillor will qualify for only one Special Responsibility Allowance (the highest) regardless of the number of positions of responsibility.
- 2.4. Allowances (excluding Broadband) shall be increased annually in line with the annual staff pay awards.

3. Payment

- 3.1. The Basic Allowance and Special Responsibility Allowance shall be paid in twelve equal instalments (as far as possible) on the 22nd day of each month or thereabouts, subject to compliance with the part- year payment provisions set out in section 5.

4. Renunciation

- 4.1. A councillor may by notice in writing given to the Director of Resources elect to forego any part of their entitlement to allowances payable under this Scheme.

5. Part Year Entitlements

- 5.1. If the term of office or duties undertaken by a Councillor begins or ends part way through a year, or if amendment of the scheme during a year changes the amount to which a Councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the term of office, period of duty or relevant period of the scheme bears to the years in which it occurs.
- 5.2. Please notify the Programmes, Performance and Governance Manager of a change of office, so that this can be actioned.

6. Travelling and Subsistence Allowances

- 6.1. Travelling and subsistence allowances in respect of approved duties undertaken by councillors are payable in accordance with the Schedule/Policies supporting this Scheme.
- 6.2. Reimbursement of expenditure incurred by members (a) in providing childcare arrangements and (b) on professional care for elderly, sick or dependant relatives to facilitate their attendance at approved duties of the Council is provided in accordance with the Schedule to this Scheme. Such payments are not covered by any special exemptions for taxation purposes. They are treated as emoluments (remuneration) of the office and will be taxed accordingly.

7. Indexation

- 7.1. The Basic Allowance and Special Responsibility Allowances shall be increased annually in line with the annual NJC agreed percentage pay increase from the national date of implementation.
- 7.2. The travelling and maximum subsistence allowances shall be increased annually in line with the local government officers' allowances.

8. Suspended Members or Withholding Allowances

- 8.1. Where a councillor is suspended or partially suspended from their duties or responsibilities that part of any allowance paid to them during the period of suspension may be withheld or be subject to repayment if the allowance has already been paid.
- 8.2. Where the Council specifies that training and development on a particular subject is mandatory for all Councillors or specified groups of Councillors, should that training and development not be undertaken the payment of the relevant Councillors allowances, including any Special Responsibility Allowance, shall be withheld until the Councillor has undertaken the required training and development.
- 8.3. Where payment of any allowance has already been made in respect of any period during which a Councillor either: -
 - (a) ceases to be a member of the Council; or
 - (b) is in any other way not entitled to receive the allowance in respect of that period,
- 8.4. The Council will require the Councillor to repay the allowance.

9. Policies

- 9.1. Members Maternity, Paternity, Shared Parental and Adoption Leave

9.2. Members Mileage & Expenses Policy

10. Approved Duties

- 10.1. Approved duties are those activities that qualify for the payment to elected members of travel and subsistence allowances incurred while performing those duties. They must relate to the discharge of the functions of the authority, or of any of their committees or sub-committees as defined in 10.2 to 10.5
- 10.2. The attendance at a meeting of the Council, and any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body, provided the member has been appointed to that body by the Council
- 10.3. The attendance at any other meeting, the holding of which is authorised by the Council, a committee or sub-committee of the authority, including meetings of panels, working groups, and task and finish groups, provided it is a meeting to which at least two political groups have been invited to send or appoint representatives
- 10.4. The attendance of a representative appointed by the Council at a meeting of any association of authorities of which the Council is a member.
- 10.5. The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees outlined as follows:
 - In a member's capacity as a chair, vice chair, Cabinet Member or official Opposition Group spokesperson on a committee or Cabinet function, attendance at meetings with officers to discuss matters associated with the responsibilities of the committee or the Cabinet.
 - Attendance at a committee meeting as an officially appointed substitute for another member.
 - Attendance at training events organised by the Council, any of its member bodies or by an officer.
 - Attendance at conferences and seminars, where the Council has been invited to send an official representative or where a member body authorises the attendance.
 - Attendance at interview panels or other meetings held to short-list candidates for interview.
 - The giving of official evidence on behalf of the Council at judicial hearing or planning inquiries.
 - The attendance of a member of a committee at a site visit in connection with the discharge of that committee's functions.

Last Updated July 2022

- Attendance by any member at a meeting of the Overview and Scrutiny Committee, where that committee requires the attendance of that member.

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Members Maternity, Paternity, Shared Parental Leave and Adoption Policy

Document title	Members Maternity, Paternity, Shared Parental and Adoption Leave Allowance Policy
Summary of purpose	The purpose of this policy and procedure is to provide information and guidance on the operation of Maldon District Council's Scheme
Prepared by	Members Allowance Working Group
Version number	1
Approved by	Council
Approval date	
Date of implementation	
Review frequency	3 years
Next review date	2025 As required by legislative changes
Circulation	All Members and staff
Published on the Council's website	Yes

If you would like this information in large print, Braille or another language, please raise a service request.



Members Maternity, Paternity, Shared Parental and Adoption Leave Policy

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1. INTRODUCTION

- 1.1 As part of Maldon District Councils commitment to equality and diversity, this Policy sets out Members' entitlement to maternity, paternity, shared parental and adoption leave allowances, it is, as far as possible comparable with employees of the Council.
- 1.2 The objective of the policy is to ensure where possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken, and that there is reasonable support available for members with care responsibilities.
- 1.3 Improved provision for (new) parents will contribute towards increasing the diversity of experience, age and background of local authority Members. It will also assist with retaining experienced Members and making public office more accessible to individuals who might otherwise feel excluded from it.

2. LEAVE PERIODS

- 2.1 Members giving birth or adopting are entitled to up to 26 weeks maternity leave from the due date or adoption date, with the option to extend up to a maximum of 52 weeks in total by agreement if required.
- 2.2 Members shall be entitled to take a maximum of 2 weeks paternity or adoption leave if they are the biological father or nominated carer of the child(ren).
- 2.3 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from the Council.
- 2.4 Where both parents are Members, leave may be shared up to a maximum of 24 weeks for the first 26 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 2.5 A Member who adopts a child through an approved adoption agency shall be entitled to take up to 26 weeks adoption leave from the date of placement, with the option to extend up to a maximum of 52 weeks total by agreement if required.
- 2.6 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six-month period unless the Council agrees to an extended leave of absence prior to the expiration of that six-month period. Such agreement must be obtained from the Director of Resources prior to the commencement of absence, the granting of such a request not to be unreasonably withheld. As an example being if the 26 week period ends just before purdah and thus the next Council meeting that could count, might be a

further 8 weeks away, making a total (potentially) of 34 weeks from attending a meeting. This could be overcome by acknowledgment from the Director of Resources at the commencement of parental leave,

- 2.7 Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep employees and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- 2.8 To ensure members remain updated with events in the Council. Keeping in Touch (KIT) sessions during the leave period are recommended.
- 2.9 Members are responsible for making appropriate cover arrangements whilst on leave.

3. NOTIFICATION PROTOCOLS

- 3.1 The Councillor must notify the Director of Resources in writing no later than the end of the 15th week before the expected week of childbirth for Maternity/Paternity leave, or within 7 days of being matched with a child for adoptive leave or as soon as reasonably practicable afterwards, and provide:
 - The week the baby is due or the week of adoption
 - Maternity only; original MAT B1 certificate
 - The period the leave the Councillors intends to take in keeping with the policy.
 - When they want their leave to start
- 3.2 If the Councillor wishes to return from leave earlier than originally planned they should write to the Director of Resources, who will provide confirmation that the information has been received and from what date they will resume the responsibilities.

4. BASIC ALLOWANCE

- 4.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

5. SPECIAL RESPONSIBILITY ALLOWANCES (SRA)

- 5.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave for a maximum period of 26 weeks.
- 5.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

- 5.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of 26 weeks, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a 26 week period.
- 5.4 Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.
- 5.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

6. RESIGNING FROM OFFICE AND ELECTIONS

- 6.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 6.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

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Comparison of Members Allowances in Essex Districts 2022

APPENDIX 3

	Maldon		Braintree		Rochford		Brentwood	Castle Point	Chelmsford	Colchester	Basildon	Harlow	Tendring	Uttlesford
Population (2011 Census)	65400		153100		87600		77200	90500	179500	197200	187600	87300	147400	92800
Wards	17		26		18		15	14	24	17	16	11	32	22
Elected Cllrs	31		49		39		37	41	57	51	42	33	48	39
	Maldon		Braintree		Rochford		Brentwood	Castle Point	Chelmsford	Colchester	Basildon	Harlow	Tendring	Uttlesford
Data Source	2021		Constitution - Dec 21		Constitution - 2022		Constitution - May 22	LA Officer 2022	Constitution - April 22	Constitution - April 22	Constitution - April 22	Constitution - April 21	Constitution - April 21	Constitution - 2022
Basic Allowance	£5,065.96		£5,064.00		£5,000.00		£6,000.00	£3,550.00	£6,234.00	£7,293.55	£6,520.87	£4,575.00	£6,000.00	£5,346.49
Broad Band Allowance	£220.00		Communication £480.00 (excluding Members with a Council provided device)						Separate IT Expense policy Max claim £500.00		£450 IT Allowance			
SRA	%	£	%	£	%	£	£	£	£	£	£	£	£	£
Leader's Allowance	250.00%	£12,664.90	300.00%	£15,192	200%	£10,000	£13,200.00	£14,200	£25,074.00	£21,880.46	£8,151	£7,117	£20,400.00	£13,098.91
Deputy Leader's Allowance	100.00%	£5,065.96	250.00%	£12,660	150%	£7,500	£6,350.00	£7,100	£16,539.00	£13,784.82	£5,869	£4,843		£6,950.44
Leader of the Opposition	100.00%	£5,065.96	100.00%	£5,064	50%	£2,500	£5,350.00	£3,550	£8,274.00		£9,781	£2,080	£900.00	£3,742.55
Chairman of the Council	100.00%	£5,065.96	100.00%	£5,064	100%	£5,000					£9,781	£2,601	£6,840.00	£4277.19 + Civic Expenses
Vice Chairman of the Council	10.00%	£506.60	50.00%	£2,532	50%	£2,500					£5,869	£520	£1,800.00	£2,138.60
Chairman of a <u>main</u> Committee PGA S&R	100.00%	£5,065.96	c100%/vc50%	Licensing - c£5065/vc£2532	50 - 70%	Review Committee (70%) - c£3500 Other Committee - c£2500 Committee Vice Chair - £500.00	£3,550.00	Audit Chair - £1775.00 Policy & Scrutiny Chair £1775.00	Governance - c£1257 Audit - c£1257 Policy - c£8274 Licensing & Regs - c£6267	Licensing - c£6564.31 /m£492.32 Other - c£4376.14	Other Service Committee - c£5869/v£1956 Sub Committees - c£641 Licensing Committee - c£9781/v£1630 Joint Standards - c£2680 Audit&Risk - c£4891	£1,561	Licensing & Regs - c£3000/m£300 Misc & Licensing - c£780 Audit - c£4200 HR/CTAX - c£3000.00 Policy & Local plan - c£3000.00	Standards -c£2138.60 Licensing & Enviro - c£4009.88/m£246.76 (50%+attendance)
Vice -Chairman of a <u>main</u> Committee PGA S&R	25.00%	£1,266.49					£950.00							
Chairman of an Area Planning Committee	37.50%	£1,899.74	175.00%	£8,862				£3,550	£8,274.00	£7,658.24	£11,412	£1,561	c£7140.00/vc£1500.00 Members - £960	£4,009.88
Vice-Chairman of an Area Planning Committee			87.50%	£4,431				£877.50	£4,137.00	Member - £1148.75	£1,956			Planning Members £493.52
Chairman of the Overview and Scrutiny Committee	75%	£3,799.47	150.00%	£7,596				£1,775	£8,274.00	£7,658.24	£4,891	£1,561	£4,200.00	£3,742.55
Vice-Chairman of the Overview and Scrutiny Committee			75.00%	£3,798					£3,132.00		£1,630			

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Member Allowance Feedback Results

Council Members were consulted via an online survey to gain their feedback on existing allowances and potential changes.

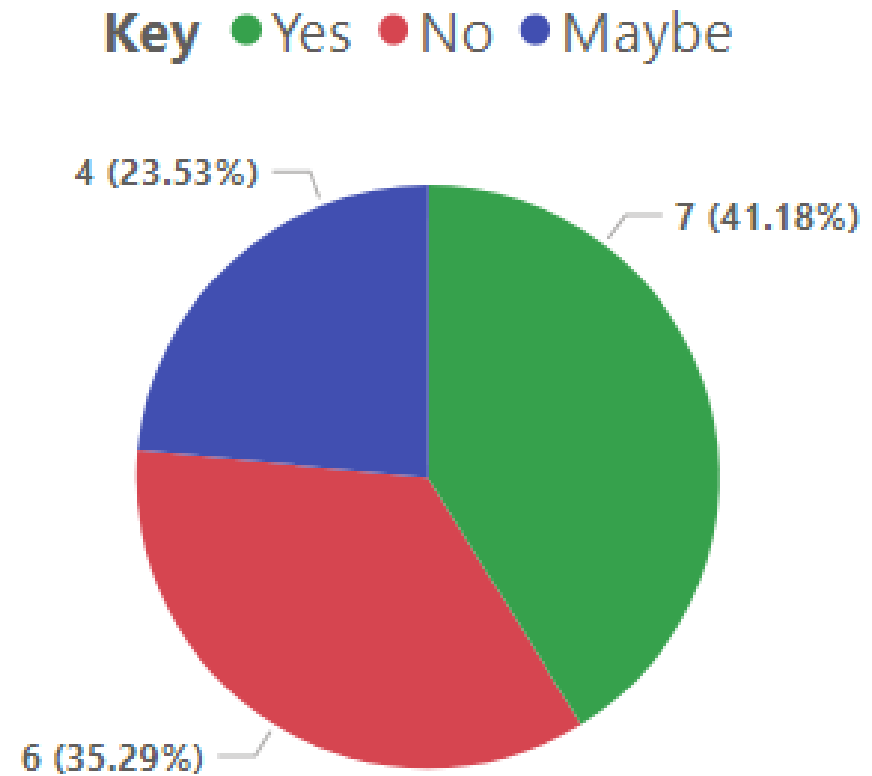
The survey was available online to all 31 Members, with initial engagement via email detailing the review activity with a 2-week consultation period from Monday 22nd July 2022 to Monday 8th August 2022.

An email reminder was sent 1 week prior to closure to all Members encouraging participation. The consultation concluded with 54% of Members participating.

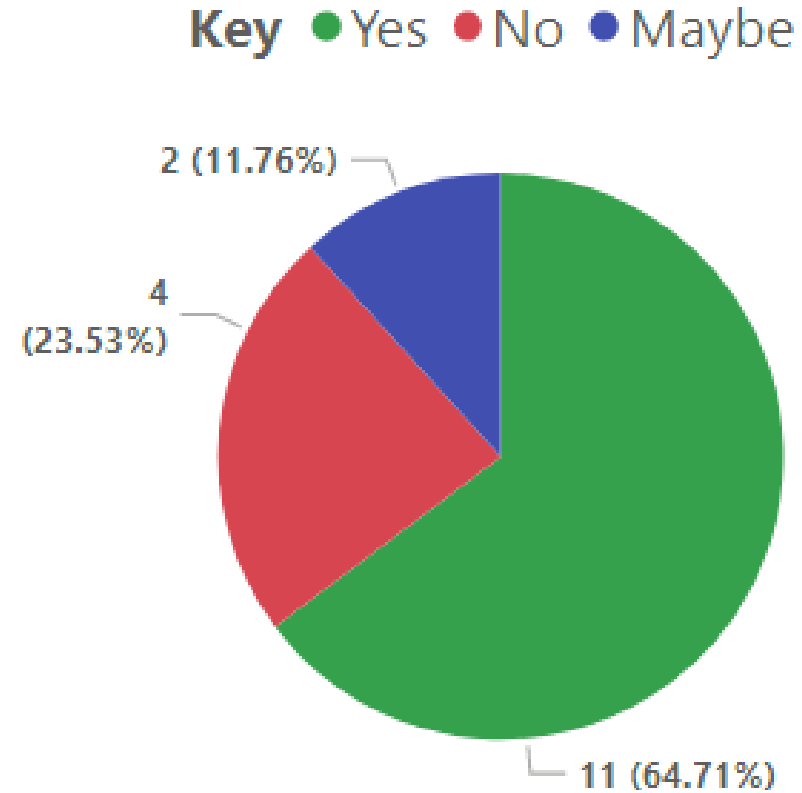
Note: All free text questions results are direct quotes from the Members feedback survey.

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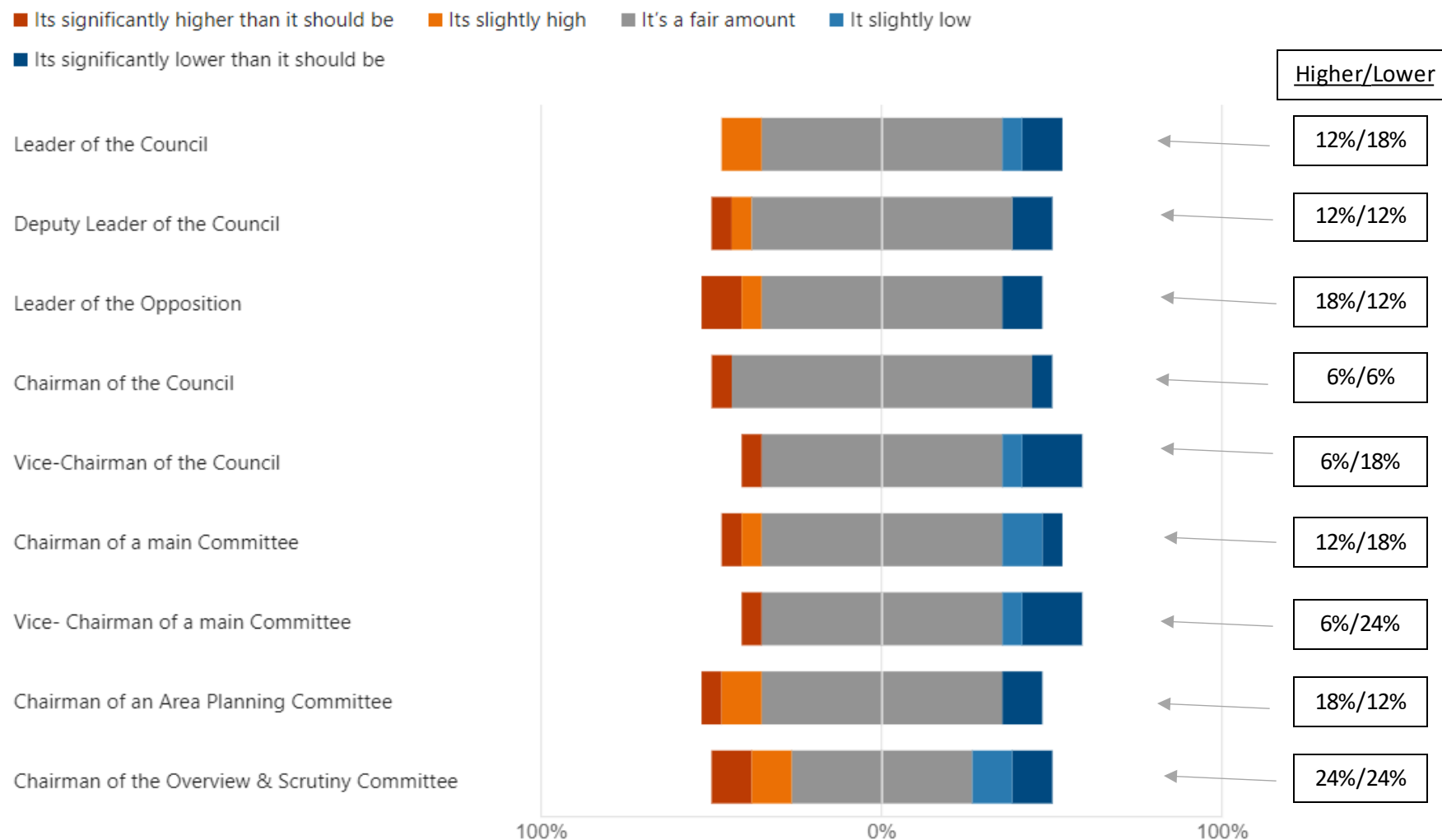
Do you think the current basic allowance is reasonable and reflects fairly all the expenses you incur in your day-to-day duties?



Do you think a
broadband allowance
should be payable in
addition to the Basic
Allowance?

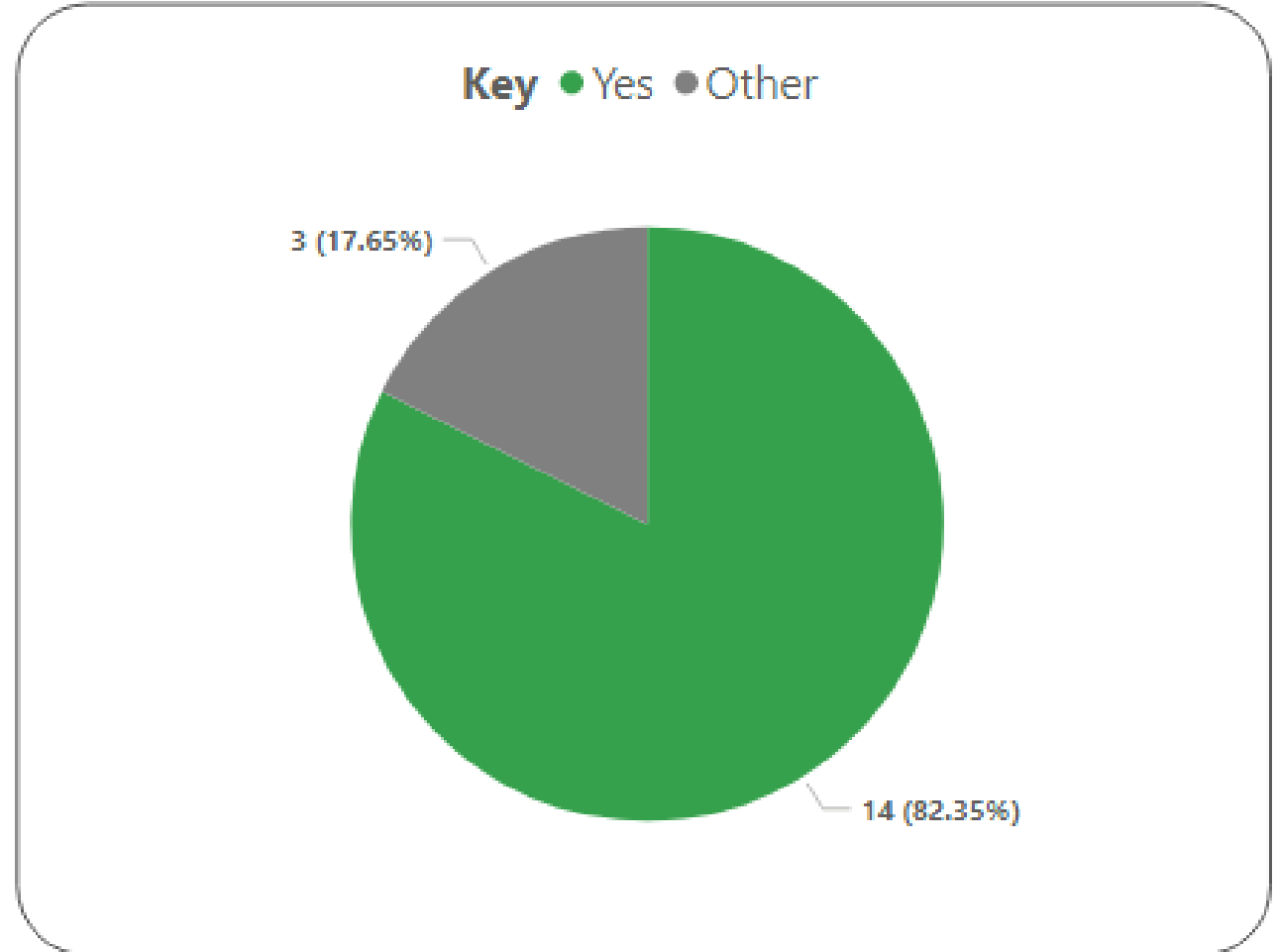


Do you think the current SRAs are reasonable and fairly reflect the responsibilities of the individual posts?



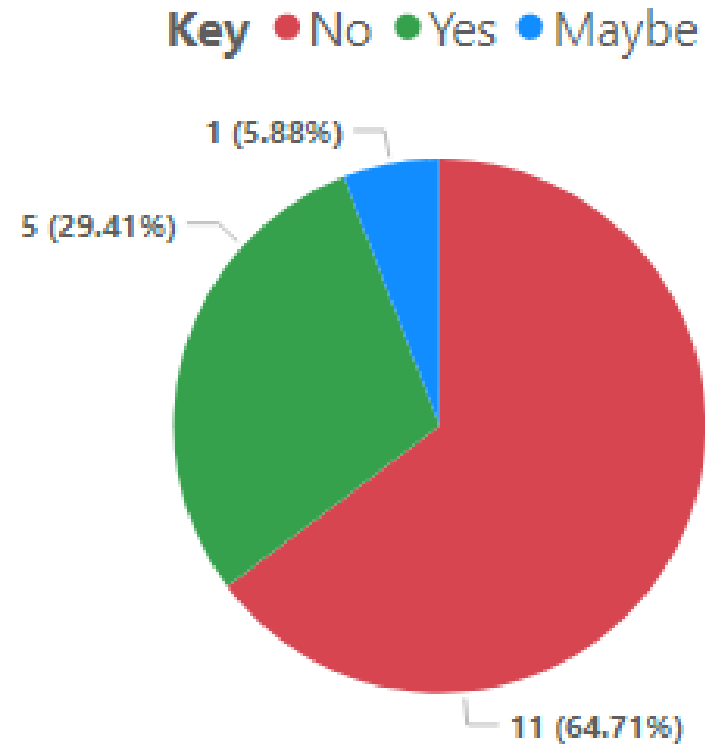
The allowances are uplifted in accordance with annual staff pay awards, is this fair and reasonable?

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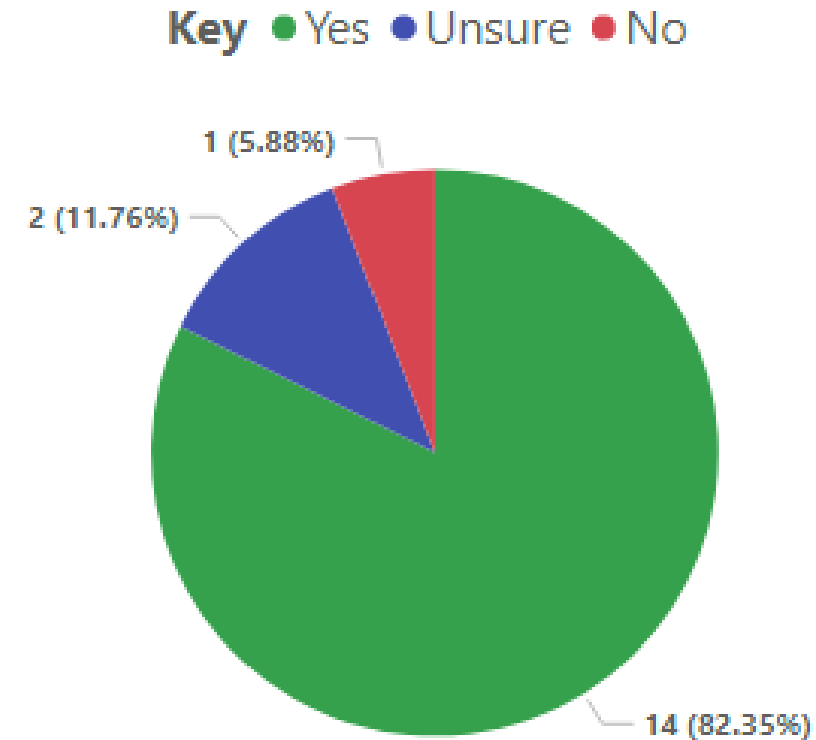


`Other` Category contained a commentary: `Compare to other LAs`, `Link to the RPI, but with a cap`, `not aware of what staff are paid`

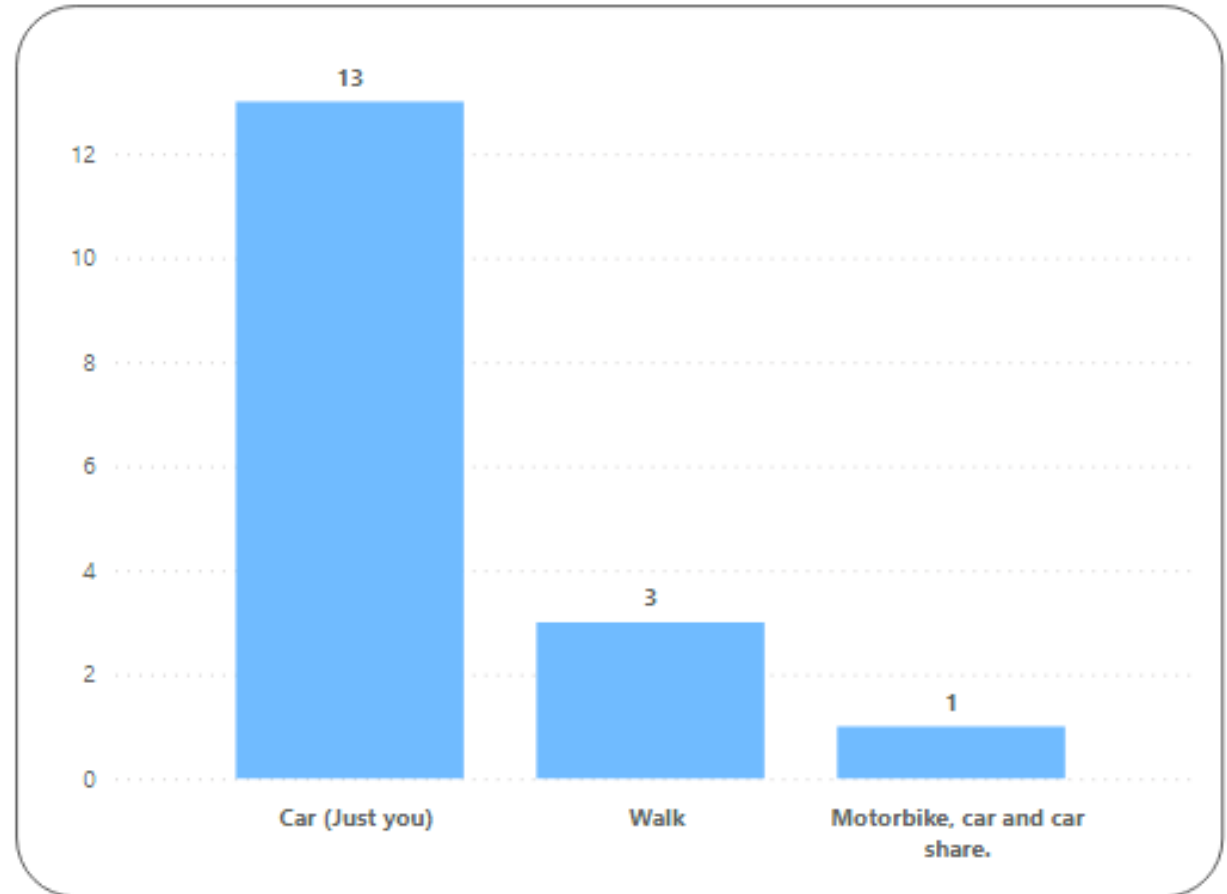
Would you support a member parental leave policy, which would continue to pay special responsibility allowance (where applicable) for up to 26 weeks while a Councillor was on parental leave?



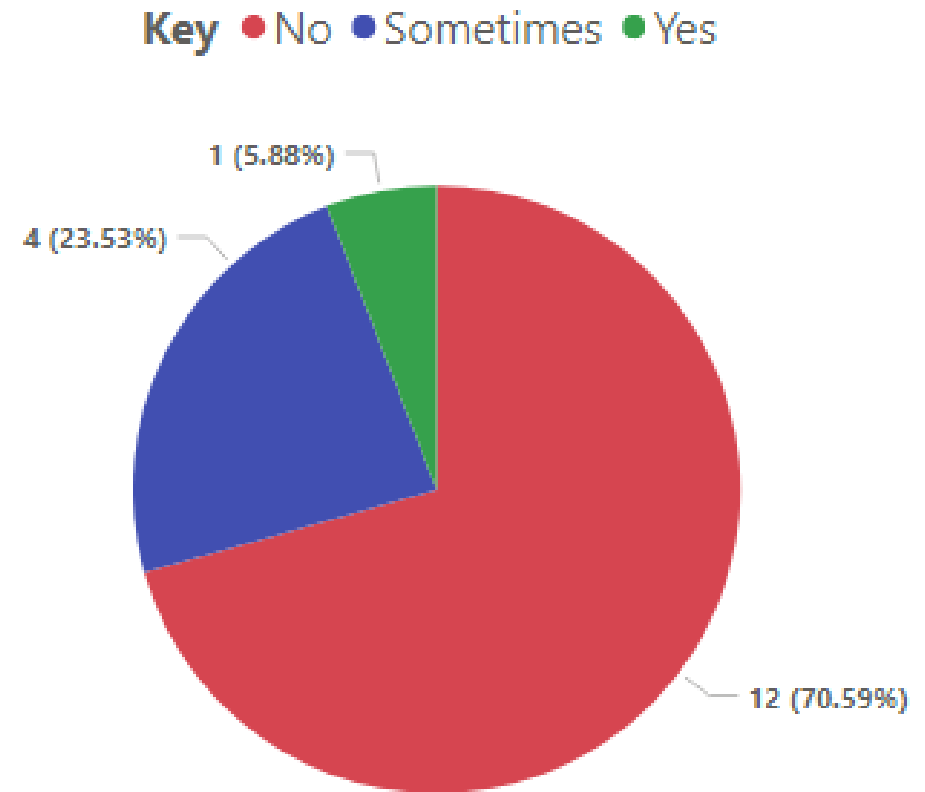
Currently members are entitled to claim mileage for 'official duties' which isn't defined in the policy. Do you agree that the policy should be more prescriptive to define eligible journeys?



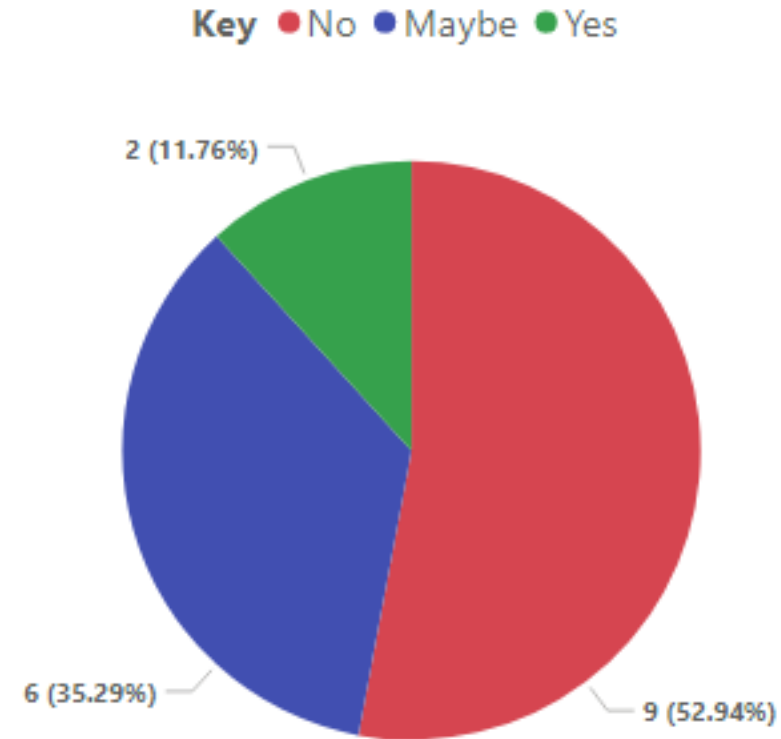
How do you travel to
the MDC Main offices.



Do you claim for
mileage



Would an incentive scheme encourage you to use a 'Greener' mode of travel when travelling to the MDC offices.





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

**to
COUNCIL
15 DECEMBER 2022**

MEMBER TRAINING CRITERIA

1. PURPOSE OF THE REPORT

- 1.1 To propose a criteria to fairly manage individual member training approaches, and a process for how this will be managed through the Programmes, Performance and Governance Manager in consultation with the Member Training Working Group (the Working Group).

2. RECOMMENDATIONS

- (i) That Members approve the criteria as set out at **APPENDIX A** as a process when addressing individual training queries;
- (ii) That the Programmes, Performance and Governance Manager is authorised to establish an annual training programme of Members in accordance with the approved criteria, in consultation with the Member Training Working Group.

3. SUMMARY OF KEY ISSUES

- 3.1 There is £2,800 per annum allocated to the member training budget.
- 3.2 In November 2020, Members adopted a draft training plan after an internal audit had recommended that this should be formalised. Link to the decision [Decision - Member Training Plan :: Maldon District Council](#).
- 3.3 Planning training, Licensing training, Chairmen training, Code of Conduct training and Corporate e-learning were all highlighted and agreed as mandatory as part of this, with planning and licensing also highlighted within the Constitution.
- 3.4 The approach to date for Member training has been to deliver the mandatory courses and those identified corporately (e.g. Media training and Equality, Diversity and Inclusion training) and make this available to all Members.
- 3.5 We have also promoted free Local Government Association (LGA) sessions and ad-hoc training courses with a cost, if we are able to afford to offer it out to all Members, e.g. recent flooding planning training.
- 3.6 Officers have had ad-hoc direct approaches for Members to attend training courses, and the attached **APPENDIX A** is proposing a clear criteria for how we might review and action these, including consultation with group Leaders and Chairmen of the Performance, Governance & Audit (PGA), Strategy & Resources (S&R) and

Overview & Scrutiny (O&S) Committees if the training request is queried, to allow for a more even and transparent process.

- 3.7 Subject to the criteria at **APPENDIX A** being approved, a Member form will be created for Members to submit any individual request, that will be reviewed against the criteria set out.
- 3.8 A response will be confirmed, or update given to the Member within five working days.
- 3.9 The Council considered this paper on 8 September 2022 and deferred decision, requesting the Member Training and Development Working Group review the matter
- 3.10 The Working Group sat on 18 November 2022 and requested that the approach for ad-hoc training requests included consultation with the Working Group. This has been reflected in the updates to this paper
- 3.11 The Member Training Working Group will also continue to sit and plan a more detailed Member onboarding and development programme going forwards.

4. CONCLUSION

- 4.1 The proposal provided gives a set criteria for managing training requests, and it is recommended that the Council adopts this.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The proposal is aimed to support the performance and efficiency corporate goal.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (n/a).
- (ii) **Impact on Equalities** – The approach is set out so that all Members have equal access and understand how to make training requests. Equality, Diversity and Inclusion (EDI) training is one of the funded modules from this year.
- (iii) **Impact on Risk** – As an previous internal audit recommendation, this will help to reduce our risk around formal member training.
- (iv) **Impact on Resources (financial)** – A well-managed member training budget, reducing likelihood of overspend.
- (v) **Impact on Resources (human)** –Staff required to fulfil any training will be approached, but this will have an impact on resource.
- (vi) **Impact on the Environment** – n/a
- (vii) **Impact on Strengthening Communities** – n/a

Background Papers: None

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.

MEMBER TRAINING CRITERIA

Delegation to Programmes, Performance and Governance (PPG) manager to confirm training request in consultation with Member Training working group

Members complete a request form, answers are reviewed and scored out of 5

- How much is the course? 1 in budget of £90, 2 under £90 but the overall put is limited, 3 between £90 and £149, 4 between £150 and £200, 5 £200 +, or the member has already had training over £90
- Is there a way to provide the information for free? e.g. internal session, LGA 1 only external and this is the best course, 2 only external and other providers are available, 3 officers could provide training but don't have capacity, 4 officers could provide training but will need future scheduling, 5 could easily be delivered in house by officers / via free LGA sessions
- How will it support the member? 1 linked to constitutional requirement, 2 linked to duties as Chairman/ leadership role, 3 linked to committee member duties only, 4 linked to emerging policy, 5 interest only
 - general interest
 - role as a Chairman, Leader, Deputy Leader and Leader of the Opposition
 - role as a committee member
 - compulsory training- constitution (planning, licensing)
 - linked to emerging policy / to understand a new area of council direction
 - other (please state)
- Could we afford to offer it out to all members? 1 yes but unlikely to be appetite, 2 yes and will still have remaining budget, yes but will consume the member budget, 4 would be overbudget but unlikely to be appetite, 5 would be significantly more than value of member budget.
- Could the groups have a member champion and report training back to wider members? Not to be scored, but this is a wider consideration if we cannot afford to offer to all

7 and below training can go ahead

8 - 14 consultation with Member training working group (group leaders and main chairs) / further diligence required

15- 20 training cannot be supported

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REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE

to
COUNCIL
15 DECEMBER 2022

AREA PLANNING COMMITTEES REVIEW

1. PURPOSE OF THE REPORT

- 1.1 To review planning committee arrangements and confirm whether future approach will include Area Planning Committees or a single planning Committee. The report considers two aspects, objective / sound decision making and resourcing implications in maintaining the current ways of working

2. RECOMMENDATIONS

- (i) That the Council reviews the table set out at paragraph 3.8 and notes the concerns associated with the current Area Planning Committee structure;
- (ii) That the Council updates the Committee structure to remove the Area Planning Committees and replace with a nine seat Planning Committee from May 2023 (adopting the Terms of Reference at **APPENDIX A**);
- (iii) That should the Council agree to (ii) a detailed implementation plan with clear updated Member call in process and expectations are brought back to a future meeting of the Council.

3. SUMMARY OF KEY ISSUES

- 3.1 Area Planning Committees are a part of the Maldon Committee structure. They cover the South Eastern, North Western and Central areas to cover the whole district and all Ward Members to the associated area are automatically allocated a seat on their corresponding Area Planning Committee.
- 3.2 Within the Constitution it is set out that all Members should have recent planning training before making decisions on a Planning Committee. The current Area Planning set up means this training requirement applies to all Members, but uptake of the training has not been 100%, with only 90% of Members attending the first two sessions that were recently put together. Whilst it is understood some Members have not been able to attend for various reasons the consequences of this adds to officer workloads through rescheduling and bespoke training sessions.
- 3.3 It is also a legal requirement that all Members should have read and thoroughly reviewed paperwork ahead of planning meetings, and with all Members involved in Area Planning, this puts an expectation / burden on all members to keep on top of agenda papers as well as for other Committees.

- 3.4 The Planning Advisory Service (PAS) is a branch of the Local Government Association. *They provide high-quality help, advice, support and training on planning and service delivery to councils. Helping local government officers and councillors stay effective and up to date. They have a 'sector-led' improvement approach, where local authorities help each other to continuously improve.* In March 2021, the PAS did a review of planning committees at Maldon to understand how well we had managed their virtual operation. The review looked at how the Council's Committees are working, both practically and with good decision making, using good practices from Local Planning Authorities across the country to push high standards of accessibility and good decision making through the delivery of the virtual Committee. However, a number of wider recommendations came out of this that were to do with our general operations / working practices.
- 3.5 The Corporate Governance audit in July 2022 found that the PAS recommendations were not properly considered when they were put to the Council in August 2021, and the audit recommended a review of this matter.
- 3.6 The Council has a £819k budget deficit this year increasing in future years and the management team have been looking at areas of efficiency that would help to address this. A business case looking at how we run planning committees has also been put together as part of this and highlights the staff savings we could also make in adjusting our committee structure. This is further detailed in the operational / financial considerations below.
- 3.7 Members agreed a Transformation review of the planning service, to improve operational efficiency and resilience in delivery for the future. The findings from the report show that Area Planning Committees are contributing to an efficiency across the service, and at least 25 hours per month officer resource is additionally needed to be able to sustainably manage this arrangement going forwards.
- 3.8 High level detail of the current governance concerns and financial impact of Area Planning Committees are listed below for Member attention.

Governance Concerns	
BDO- Governance Audit	<p>Governance audit finding (July 2022) that the Council did not properly consider Planning Advisory Service recommendations in August 2021 Council meeting.</p> <p>A link below to the paper considered is included. This paper revisits the governance point of area planning committee arrangement. 6f - Corporate Governance Final Report - 2022-23.pdf (maldon.gov.uk)</p>
Planning Advisory Service (PAS) report	<p>The PAS report put together highlighted that Area Planning arrangement poses a risk, Members act as Ward Members / not objective in planning committees and leaves us open to wider legal and financial challenge. Key challenges raised:</p> <ul style="list-style-type: none"> • There is a risk that district wide policies could be applied inconsistently across the district by the different committees • With all Members sitting on committees there is less opportunity for individual Members to gain expertise, experience and confidence. • A situation where not all Members sit on a Planning Committee gives the opportunity for Ward Members to address Committee and advocate for their residents while not taking part in the final decision making a clear separation of their roles.

	<p>The Corporate Governance Working Group reviewed these, and reported back to the Council</p> <p>13 Planning Advisory Service - Review of Recommendations.pdf (maldon.gov.uk) Appendix A.pdf (maldon.gov.uk)</p>
Planning Advisory Service report	<p>Current area planning means inconsistency in planning decisions, and we are not working to national standards</p> <p><i>R11 Review of the current multiple committee arrangements, the high number of committee members and the scheme of delegation to ensure that it provides the best decision making process with the resources that are Available. NB 5% of applications are recommended by the Government to be considered by committee but in Maldon this is 20%</i></p>
Planning Advisory Service report	<p>The PAS report recommends well trained Members, and a smaller committee would improve this.</p> <p>Uptake of compulsory planning training is not currently 100%, but all Members are allocated Area Planning Committee seats. It would also be operationally easier to schedule training updates with a smaller cohort of Members.</p>
Planning Advisory Service report / legal resource	<p>The PAS recommended having a legal officer in planning meetings. Legal officers have advised they could not resource this on the current committee schedule but would be able to if there was a move to one planning committee.</p>
Guidance / best practice advice from Local.gov	<p>PAS training making-defensible-planning-decisions 2022 version.ppt (live.com) highlights key points that further support a review of the Area Planning Committee model:</p> <ul style="list-style-type: none"> • Should only make decision by Committee if it is in the public interest, otherwise leave it to officers; • Most Councils have a delegation rate over 90% (Maldon was around 80%); • Planning decisions – your duty is to the whole community, not in acting as a ward Member.
Overview and Scrutiny Committee (O&S) - planning decision review	<p>The O&S currently has a workplan item around 'planning decision process' that was initiated following a particular case.</p> <p>The interim report reviewed by the Committee on 26 October 2022 included similar findings around member training and capacity, that could be addressed by having a smaller core member group involved in planning.</p>
Operational / financial considerations	
Inefficiency in running current meetings schedule	<p>The sum of average monthly reports considered in total across the three Area Planning Committees was 4.87. One scheduled meeting could manage these and reduce the triplication of workloads.</p> <p>There have been five scheduled Area Planning Committees cancelled due to lack of business since May 2022. Work is also required to initially schedule, then confirm and action cancellations, which points to an inefficiency in working practice.</p>

Recruiting and retaining Committee resource	<p>We have often been carrying the third Committee Clerk post as a vacancy. It is very hard to attract candidates and recruit to this role.</p> <p>This places pressure on the officers in post and means we do not have resilience in the team (e.g. officers planning leave mindful of meeting cover).</p> <p>Reducing the number of meetings run for area planning matters would support with resilience.</p>
Officer resource	<p>Each planning committee is very resource intensive officer activity includes</p> <p>Committee Services:</p> <ul style="list-style-type: none"> • Reminding officers of report deadlines; • Chasing officers on report deadlines; • Liaising with Chairmen if meetings need cancelling/ changing/ arranging availability; • Formatting, proofing and checking reports; • Creating and checking a draft agenda in Mod.Gov ; • Publishing the agenda; • Arranging any public speakers and addressing specific queries ahead of the meeting; • Servicing the meeting / supporting with voting etc.; • Creating minutes; • Sharing minutes with officers and Chairmen for checking; • Finalising minutes; • Publishing minutes to Mod.Gov. <p>Planning:</p> <ul style="list-style-type: none"> • Co-ordinating reports due and specific Committee deadlines; • Drafting reports; • Checking reports (senior officer); • Issuing letters around the meeting arrangements to interested parties; • Addressing specific queries ahead of the meeting; • Servicing the meeting on the night and presenting reports / addressing queries; • Checking minutes; • Issuing decision notices/ following up on decisions made. <p>Attributing which of these activities would need to happen and estimated time taken on the current three committee set up versus one Planning Committee there could be:</p> <ul style="list-style-type: none"> • 57 hours reduction in Committee Services per month, 14.25 hours per week • An efficiency in planning that will contribute to overall resilience
Budget savings	<p>Reducing from three Area Planning Committees (APC) to one Committee would contribute £21,409 per annum recurring budget savings to contribute to the annual deficit by reducing associated officer resource.</p>
Inconsistency / additional support for South Eastern Area Planning meetings	<p>We are currently running a different model for South Eastern Area Planning Committee at Burnham Town Council to the rest of Planning Committees – requiring additional ICT officer time, venue hire and facilities cost – around £375 per meeting.</p> <p>The streaming set up is still having difficulties and we are not</p>

	delivering the same customer experience for Burnham-on-Crouch meetings presently.
Planning structure – planning officer feedback	Officers in Planning have work separated to areas to try and manage / split the reporting across area planning. They are struggling to keep on top of multiple deadlines that come out of the split of area planning and one clear meeting and deadline per month would help planning officers and managers better manage the planning caseload.
Planning transformation	The Development Management (DM) transformation review highlights the inefficiency caused by Area Planning Committees, and this is impacting process delivery and pressure in the service. To be able to continue with the current area planning model, we would have to add at least 0.2 Full Time Equivalent (FTE) specialist resource to allow for resilience
Facilities team feedback	Due to team capacity, resourcing building and first aid support for the current Committee meeting schedule is challenging. A reduction in the frequency of Area Planning Committee meetings would reduce the current pressure this is having on the team.

4. CONCLUSION

- 4.1 A number of governance and resource concerns are associated with running Area Planning Committees, and this report recommends moving to a single Planning Committee for current area planning matters, whilst retaining the District Planning Committee for prescribed business.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The proposals in this paper are aimed to support the Performance and Efficiency corporate goal.

6. IMPLICATIONS

- (i) **Impact on Customers** – No external customer change, applications would be processed in expected timescales. Fairness and consistency may improve overall customer experience.
- (ii) **Impact on Equalities** – Reduction in Member numbers sitting on Area Planning Committees could reduce feeling of equal access.
- (iii) **Impact on Risk** – There are a number of governance risks highlighted in section 3.8 that the recommendations seek to address.

If the Council moves to one area planning there is potential that Members call in more because they are not included in Committee, and workload increases or more policy compliant decisions are overturned. A review of call in process and Member training and support will need to be part of the implementation plan.

- (iv) **Impact on Resources (financial)** – There are cost savings possible in the recommended move away from area planning committee structure.

- (v) **Impact on Resources (human)** – There are a number of resource and resilience issues that would be addressed in the move away from three Area Planning Committees, as highlighted in the report.
- (vi) **Impact on the Environment** – Reducing the volume / frequency of planning meetings would mean less travel and carbon emissions associated with these meetings.
- (vii) **Impact on Strengthening Communities** – If Members moved away from Area Planning Committees, and non-Committee Members were able to lobby / act as Ward Members, this may strengthen their link to local residents.

Background Papers: None.

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.

PROPOSED CHANGES TO CONSTITUTION TO GIVE EFFECT TO THE REPLACEMENT OF THE AREA PLANNING COMMITTEES WITH A SINGLE DEVELOPMENT CONTROL COMMITTEE

DELETE FROM PART 3 EXISTING TERMS OF REFERENCE OF AREA PLANNING COMMITTEES AND REPLACE WITH FOLLOWING:

TERMS OF REFERENCE – DEVELOPMENT MANAGEMENT COMMITTEE

CONTENTS

1. TERMS OF REFERENCE

To exercise on behalf of the Council the following functions:

- (A) The making of decisions or representations on planning and other applications falling to be considered by the District Council as a Local Planning Authority -
- (B) The making of decisions on enforcement and related planning control matters falling to be considered by the District Council as Local Planning Authority, save in those cases where such decisions are delegated to the Director of Service Delivery:

Provisos:

2. OPERATING PROTOCOL

ANNEXE A

COMMITTEE	DEVELOPMENT CONTROL
MEMBERSHIP	9 appointed by the Council annually and politically balanced
LEAD OFFICER	Director of Service Delivery
OFFICERS / UNITS PRIMARILY REPORTING	Lead Specialist - Place
SUB-COMMITTEE	None

1. TERMS OF REFERENCE

To exercise on behalf of the Council the following functions:

(A) The making of decisions or representations on planning and other applications falling to be considered by the District Council as a Local Planning Authority -

1. For residential development where the number of dwellings is nine or more, or where the number of dwellings is not given, the application site has an area of 0.2 hectares or more.
2. For all other development where the floor space to be built, or a change of use of a building is proposed for 1,000 sq. metres or more.
3. Where a Ward Member requests that an application in his / her Ward is referred to the Committee for determination in accordance with **ANNEXE A**.
4. Where proposals which, in the opinion of the Director of Service Delivery in consultation with the Chairman of the Committee are of significant public interest, would have a significant impact on the environment, or should otherwise be referred to Members.
5. Where proposals have been advertised as departures under the Town and Country Planning (Development Management Procedure) Order 2010 and where the Officers' recommendation is that permission should be granted. Except where the principle of the development has already been approved through an extant planning permission.
6. Where proposals require the submission of or are accompanied by an environmental statement in accordance with the Town and Country Planning (Assessment of Environmental Effects) Regulations 1988.
7. Where proposals require a planning obligation, or involve the variation of a planning obligation, under Section 106 of the Town and Country Planning Act 1990 to secure the payment of monies to the Council.
8. Where an application has been resubmitted following refusal by the Committee contrary to Officers recommendation.
9. Applications submitted by Members and Officers of the Council. This includes:
 - Spouses and Partners of a Member or Officer;
 - Where it is clear that an application has been submitted on behalf of a Member or Officer, e.g. by an agent or other immediate family member;
 - Where it is clear from the application and any subsequent discussion that a Member or Officer has a close association with the applicant such as might prejudice judgement of the public interest;
 - In the interests of openness and transparency, the Director of Service Delivery in consultation with the Monitoring Officer shall have discretion in the matter of referring an application to a committee instead of determining it under delegated powers.

10. Applications in respect of the Council's own development proposals or development on Council land.

(B) The making of decisions on enforcement and related planning control matters falling to be considered by the District Council as Local Planning Authority, save in those cases where such decisions are delegated to the Director of Service Delivery:

1. To serve a Stop Notice under Section 183 of the Town and Country Planning Act 1990.
2. To seek injunctions under Section 187B or to commence any actions under Sections 94 (completion notices), 97 (revocation and modification orders) and 102 (discontinuance orders) of the 1990 Act.
3. To make and confirm directions under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995, including the consideration of any representations received.
4. To make and confirm Orders involving public rights of way including the consideration of any representations received.
5. The making and confirmation of Tree Preservation Orders, and the consideration of any representations or objections received.

Provisos:

1. If the Committee considers that a matter before it should be considered by either the District Planning Committee or the Council it may refer the matter to that Committee or the Council for determination save for those matters on which they are required to report to the Council.
2. The Director of Service Delivery has the discretion to refer to the District Planning Committee applications where a major policy decision is involved. In assessing whether a major policy decision is to be made the Director of Service Delivery shall have regard to the scale of development, whether it involves a major departure from policy and whether the application is the subject of widespread public interest.
3. Proposals requiring reference to the Secretary of State for Transport Local Government and the Regions under the terms of the direction at Annex 1 of the Environment Circular 07/99 shall be referred to the District Planning Committee for determination.
4. Meetings of the District Planning Committee will be convened and held for the sole purpose of considering and determining all applications for development of strategic interest as follows:

Development of Strategic Interest:

- Any development proposal which directly relates to one of the Garden Suburbs or Strategic Allocations (sites S2(a) – (k)) included within Policy S2 the Local Development Plan (LDP).
- Any residential or mixed-use development proposal which includes provision for 75 dwellings or more.
- Any large-scale renewable and low carbon energy projects, including:
 - 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 of 1MW capacity or more.
- Any development proposal which directly relates to identified *new* employment sites allocated by Policy E1 of the LDP.
- Any retail development of 1,000 square meters or more which is proposed to be beyond existing town centres as defined by Policy E2 of the LDP.
- Any proposals for a new Community Hospital or similar healthcare facility to serve the needs of the District as defined by Policy I2 of the LDP.

For the purpose of this proviso 5 “applications for development of strategic interest” shall include all applications establishing or varying the principle of development but shall not include variations to conditions or the approval of reserved matters unless in accordance with a decision of the Council or at the discretion of the Director of Service Delivery. In all other respects, the existing provisions of the Scheme of Delegation will apply.

5. A development proposal not falling within the categories set out in paragraph 4 above may also be referred to a meeting of District Planning Committee at the discretion of the Director of Service Delivery in consultation with the Chairman of the District Planning Committee and this Committee where the proposal is considered to be of particular strategic importance and interest to the District.

2. OPERATING PROTOCOL

- 1 The Committee will meet in accordance with arrangements determined by the Council.
- 2 In all other respects and as appropriate, the Council and Committee Procedure Rules will apply, in particular Procedure Rule 13(1) which prevents a member of a Planning Committee from voting in connection with the determination of a planning application or related matter unless he/she has not undergone fundamental induction training.

ANNEXE A

Determination of Planning Applications – Member Call-In

- (i) The effect of this facility is to enable a Member to request that an application is referred to the Committee for determination instead of being determined under powers delegated to the Director of Service Delivery.
- (ii) A Member may ‘call in’ an application from their Ward or another Ward within the following areas:
 Call-in area 1 – Maldon North, South, East, West
 Wards Call-in area 2 – Heybridge East and West
 Wards
 Call-in area 3 – Burnham-on-Crouch North and South Wards
 Call-in area 4 – Althorne, Mayland, Southminster and Tillingham Wards
 Call-in area 5 – Tollesbury, Tolleshunt D’Arcy, Great Totham Wards
 Call-in area 6 – Purleigh, Wickham Bishops and Woodham Wards
- (iii) Requests must be made in writing to the dedicated email address – and within 28 days of the date an application appears on a published Weekly List produced by Planning Services. When an application is amended, and the parish or town council is re- consulted, requests can be made in writing to the dedicated email address provided it is within the consultation period provided to the parish or town Council.
- (iv) A Member must provide a reason based on planning policy to support a call-in request.
- (v) A Member is under no obligation to invoke this provision on the basis of any public representation or request he or she may have received, including town or parish council, but may wish to take this into consideration, as he or she may also wish to do when reviewing the request as set out below.
- (vi) Where a Member’s request is the only reason for an application being referred to the Committee, the Director of Service Delivery will notify the Member of his recommendation on the application following which the Member may withdraw his or her request.
- (vii) Due to the limited time available all responses to Certificates of Lawful Use for Proposed Development and prior notifications, including those in relation to agricultural buildings, telecommunications, hedgerows, trees in conservation areas and demolition are delegated to the Director of Service Delivery unless he considers that they should be referred to the Committee, time permitting.

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REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE

to
COUNCIL
15 DECEMBER 2022

SCHEDULE OF MEETINGS 2023 / 24

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings for the 2023 / 24 municipal year is presented for the Council's consideration.

2. RECOMMENDATION

That the schedule of meetings for the 2023 / 24 municipal year be approved, either as set out at **APPENDIX 1** with Area Planning Committees, or at **APPENDIX 2** with a single planning Committee.

3. SUMMARY OF KEY ISSUES

- 3.1 Since February 2019, Maldon District Council has been working to an agreed six weekly cycle.
- 3.2 The draft schedule options have been largely prepared in accordance with the above cycle. Please note that the Joint Standards, Overview and Scrutiny, Licensing, Licensing Sub and Investigating & Disciplinary Committees and the Appointments Board, are not included as meetings of these are arranged as and when required.
- 3.3 The requirements and suggestions of the Corporate Leadership Team and other lead Officers have been included within this schedule.
- 3.4 **Area Planning Meetings** – for the schedule with these included, so far as is possible, the Area Planning Committees are on a four-weekly cycle and held on consecutive weeks. As highlighted in reports to Council in September 2021, area planning schedules add a resource burden to officers, and managing three of these also increases the chance that meetings will run for small item numbers or be cancelled due to lack of business.
- 3.5 **District Planning Committee Meetings** - This schedule includes provision for meetings of the District Planning Committee to meet the requirement to determine applications of 'development of strategic and major interest'. It should be noted that these meeting are provisional dates and the final dates and times will be provided nearer the time.
- 3.6 **Recess** - Save for the need to continue the cycle of Area Planning Committees, there is a four week recess in August, a two-week recess Christmas and two weeks at Easter for non-planning meetings. These recess' have been planned to fall during school holiday dates as advertised by Essex County Council.

4. CONCLUSION

- 4.1 It is considered that the schedule options attached as **APPENDICES** represents a framework for meetings of the Council and its Committees. Members are invited to adopt as relevant considering the wider Area Planning Committee paper.

5. IMPACT ON STRATEGIC THEMES

- 5.1 An efficient and effective committee structure supports the Councils Performance and Efficiency Theme, and Planning For the Future Theme, specifically contributing to, 'An open and transparent organisation'.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – – The Planning Advisory Service highlighted the individual Area Planning Committees to be against best practice for objectivity in decision making, so the schedule options include with area planning and with a single planning Committee.
- (iv) **Impact on Resources (financial)** – None
- (v) **Impact on Resources (human)** – As highlighted and reported with the previous schedule of meetings, the individual scheduled Area Planning Committee meetings add a resource pressure.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.

SCHEDULE OF MEETINGS 2023 / 24

KEY:

CAC.....Central Area Planning Committee
 DPDistrict Planning Committee
 LIC.....Licensing Committee
 NWNorth Western Area Planning Committee
 O&S.....Overview & Scrutiny Committee

O&S CRIME.....O&S meeting as the Crime and Disorder Committee
 PGA Performance, Governance and Audit Committee
 S&R Strategy and Resources Committee
 SE South Eastern Area Planning Committee

STANDARDS .. Joint Standards Committee
 []Number of weeks since last meeting
 NB DAY ...Change to the day of the week Council / Committee meeting is normally held on

Monday	1	BANK HOLIDAY	0	5	2	10	1	14	6	18	5
Tuesday	2			6		11		15		19	
Wednesday	3			7		12		16	NW [4]	20	SE [4]
Thursday	4	DISTRICT ELECTIONS		8	S&R [11]	13	COUNCIL [8]	17		21	S&R [9]
Friday	5			9		14		18		22	
Monday	8	BANK HOLIDAY	0	12	3	17	2	21	1	25	6
Tuesday	9			13		18		22		26	
Wednesday	10			14	DP (Provisional.) [8]	19	NW [4]	23	SE [4]	27	CAC [4]
Thursday	11			15	PGA [13]	20	S&R [6]	24		28	PGA [9]
Friday	12			16		21		25		29	
Monday	15		0	19	4	24	3	28	BANK HOLIDAY	2	1
Tuesday	16			20		25		29		3	
Wednesday	17			21	NW [4]	26	SE [4]	30	CAC [4]	4	
Thursday	18	STAT. ANN. COUNCIL		22		27	PGA [6]	31		5	
Friday	19			23		28		1		6	
Monday	22		0	26	5	31	4	4	3	9	2
Tuesday	23			27		1		5		10	
Wednesday	24	NW [6]		28	SE [4]	2	CAC [4]	6	DP (Provisional.) [12]	11	NW [4]
Thursday	25	SE [6]		29		3		7		12	O&S CRIME [32]
Friday	26			30		4		8		13	
Monday	29	BANK HOLIDAY	1	3	6	7	5	11	4	16	3
Tuesday	30			4		8		12		17	
Wednesday	31	CAC [5]		5	CAC [4]	9		13	NW [4]	18	SE [4]
Thursday	1			6		10		14	COUNCIL [9]	19	
Friday	2			7		11		15		20	

RECESS – No MDC Meetings (except planning)	MDC Council meetings	Bank Holiday	LGA Conference	School Holidays	No MDC Meetings
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Monday	23	4	4	15	4	26	4	8	4
Tuesday	24		5	16		27		9	
Wednesday	25	CAC [4]	6	17	SE [5]	28		10	SE [4]
Thursday	26		7	18	PGA [9]	29	O&s CRIME [20]	11	
Friday	27		8	19		1		12	
Monday	30	5	11	22	5	4	5	15	5
Tuesday	31		12	23		5		16	
Wednesday	1		13	24	CAC [5]	6	NW [4]	17	CAC [4]
Thursday	2	COUNCIL [7]	14	25	S&R (Budget) [11]	7	PGA [7]	18	
Friday	3		15	26		8		19	
Monday	6	6	18	29	6	11	6	22	6
Tuesday	7		19	30		12		23	
Wednesday	8	NW [4]	20	31		13	SE [4]	24	
Thursday	9	S&R [7]	21	1		14	S&R [7]	25	
Friday	10		22	2		15		26	
Monday	13	1	25	5	1	18	1	29	0
Tuesday	14		26	6		19		30	
Wednesday	15	SE [4]	27	7	NW [4]	20	CAC [4]	1	
Thursday	16	PGA [7]	28	8		21	COUNCIL [5]	2	ELECTIONS (Police and Crime Commission)
Friday	17		29	9		22		3	
Monday	20	2	1	12	2	25	2	6	BANK HOLIDAY 0
Tuesday	21		2	13		26		7	
Wednesday	22	CAC [4]	3	14	SE [4]	27		8	
Thursday	23		4	15	COUNCIL (BUDGET) [9]	28		9	
Friday	24		5	16		29	GOOD FRIDAY	10	
Monday	27	3	8	19	3	1	EASTER MONDAY 3	13	0
Tuesday	28		9	20		2		14	
Wednesday	29	DP (Provisional.) [12]	10	21	CAC [4]	3	NW [4]	15	
Thursday	30		11	22	DP (Provisional) [12]	4		16	STAT. ANN. COUNCIL?
Friday	1		12	23		5		17	

RECESS – No MDC Meetings (except planning)	MDC Council meetings	Bank Holiday	LGA Conference	School Holidays	No MDC Meetings
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SCHEDULE OF MEETINGS 2023 / 24 (SINGLE PLANNING COMMITTEE)

KEY:

LIC Licensing Committee
 O&S Overview & Scrutiny Committee
 O&S CRIME O&S meeting as the Crime and Disorder Committee

PGA Performance, Governance and Audit Committee
 PLAN Single Planning Committee
 S&R Strategy and Resources Committee
 STANDARDS... Joint Standards Committee

[] Number of weeks since last meeting
 NB DAY ... Change to the day of the week Council / Committee meeting is normally held on

Monday	1	BANK HOLIDAY	0	5		2	10		1	14		6	18		5
Tuesday	2			6			11			15			19		
Wednesday	3			7			12			16	PLAN [4]		20		
Thursday	4	DISTRICT ELECTIONS		8	S&R [11]		13	COUNCIL [8]		17			21	S&R [9]	
Friday	5			9			14			18			22		
Monday	8	BANK HOLIDAY	0	12		3	17		2	21		1	25		6
Tuesday	9			13			18			22			26		
Wednesday	10			14	DP (Provisional.) [8]		19	PLAN [4]		23			27		
Thursday	11			15	PGA [13]		20	S&R [6]		24			28	PGA [9]	
Friday	12			16			21			25			29		
Monday	15		0	19		4	24		3	28	BANK HOLIDAY	2	2		1
Tuesday	16			20			25			29			3		
Wednesday	17			21	PLAN [4]		26			30			4		
Thursday	18	STAT. ANN. COUNCIL		22			27	PGA [6]		31			5		
Friday	19			23			28			1			6		
Monday	22		0	26		5	31		4	4		3	9		2
Tuesday	23			27			1			5			10		
Wednesday	24	PLAN		28			2]		6	DP (Provisional.) [12]		11	PLAN [4]	
Thursday	25			29			3			7			12	O&S CRIME [32]	
Friday	26			30			4			8			13		
Monday	29	BANK HOLIDAY	1	3		6	7		5	11		4	16		3
Tuesday	30			4			8			12			17		
Wednesday	31			5			9			13	PLAN [4]		18		
Thursday	1			6			10			14	COUNCIL [9]		19		
Friday	2			7			11			15			20		

	RECESS – No MDC Meetings (except planning)		MDC Council meetings		Bank Holiday		LGA Conference		School Holidays		No MDC Meetings
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Monday	23	4	4	15	4	26	4	8	4
Tuesday	24		5	16		27		9	
Wednesday	25		6 PLAN [4]	17		28		10	
Thursday	26		7	18 PGA [9]		29 O&s CRIME [20]		11	
Friday	27		8	19		1		12	
Monday	30	5	11	22	5	4	5	15	5
Tuesday	31		12	23		5		16	
Wednesday	1		13	24		6		17	
Thursday	2 COUNCIL [7]		14 COUNCIL [6]	25 S&R (Budget) [11]		7 PGA [7]		18	
Friday	3		15	26		8		19	
Monday	6	6	18	29	6	11	6	22	6
Tuesday	7		19	30		12		23	
Wednesday	8 PLAN [4]		20	31		13		24	
Thursday	9 S&R [7]		21	1		14 S&R [7]		25	
Friday	10		22	2		15		26	
Monday	13	1	25 CHRISTMAS DAY	5	1	18	1	29	0
Tuesday	14		26 BOXING DAY	6		19		30	
Wednesday	15		27	7 PLAN [4]		20		1	
Thursday	16 PGA [7]		28	8		21 COUNCIL [5]		2 ELECTIONS (Police and Crime Commission)	
Friday	17		29	9		22		3	
Monday	20	2	1 NEW YEARS' DAY	12	2	25	2	6 BANK HOLIDAY	0
Tuesday	21		2	13		26		7	
Wednesday	22		3	14		27		8	
Thursday	23		4	15 COUNCIL (BUDGET) [9]		28		9	
Friday	24		5	16		29 GOOD FRIDAY		10	
Monday	27	3	8	19	3	1 EASTER MONDAY	3	13	0
Tuesday	28		9	20		2		14	
Wednesday	29 DP (Provisional.) [12]		10 PLAN [5]	21 DP (Provisional) [12]		3 PLAN [4]		15	
Thursday	30		11	22		4		16 STAT. ANN. COUNCIL?	
Friday	1		12	23		5		17	

RECESS – No MDC Meetings (except planning)	MDC Council meetings	Bank Holiday	LGA Conference	School Holidays	No MDC Meetings
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