



APOLOGIES Committee Services
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DIRECTOR OF STRATEGY AND
RESOURCES
Paul Dodson

06 December 2023

Dear Councillor

You are summoned to attend the meeting of the;

COUNCIL

on **THURSDAY 14 DECEMBER 2023 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 or attend in person 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 and Resources





AGENDA COUNCIL

THURSDAY 14 DECEMBER 2023

1. **Chairperson's notices**
2. **Apologies for Absence**
3. **Minutes - 29 November 2023** (Pages 5 - 16)

To confirm the Minutes of the extraordinary Council meeting held on 29 November 2023 (copy enclosed).

4. **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).

5. **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.

6. **Chairperson's Announcements**

7. **Minute Book**

To consider the recommendations coming forward from the Committees detailed below. Please note that the Minutes of these meetings are not enclosed as they have not been approved at Committee level.

- a) **Strategy and Resources Committee - 23 November 2023** (Pages 17 - 32)

Agenda Item 10 – Fees and Charges Schedule 2024 / 25

Recommended that that the detailed Fees and Charges Schedule for 2024 / 25 as set out in **APPENDIX 1** to this Agenda, be agreed, subject to the Council's approval of the Fees and Charges Policy on 29 November 2023.

8. **Minutes of Meetings of the Council**

To note that since the last Council, up until Wednesday 6 December 2023 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Central Area Planning Committee	22 November 2023
Strategy and Resources Committee	23 November
Licensing Committee	28 November

9. **Notice of Motions**

To consider the following Motions that have been received:

a) **Motion from Councillor J C Stilts (Motion 17/2023)**

In accordance with notice duly given under Procedure Rule 4, Councillor J C Stilts to move the following Motion, duly seconded by Councillors A S Fluker, L J Haywood, M G Neal and W Stamp.

Motion:

The Maldon and Heybridge Central Area Masterplan and Action Plan 2017 set out the Councils Vision and ambition for economic growth, through a regenerative strategy, environmental enhancements, and redeveloping sites within the Masterplan area to deliver 18 key projects over the next 10 to 15 years. The Maldon and Heybridge Central Area incorporates the attractive Maldon Town Centre, the Causeway Regeneration Area and the Leisure Quarter and forms the Districts focus for employment, retail, community and tourism facilities. Prior to adoption the plan was not well received by local parish and town councils and it is now considered the plan is out of date and no longer meets the requirements of the District and that as a consequence council now resolves to agree an immediate review of the 2017 Maldon and Heybridge Central Area Masterplan and Action Plan.

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

11. **Amendment to the Scheme of Delegation** (Pages 33 - 36)

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

12. **Schedule of Meetings 2024 / 25** (Pages 37 - 40)

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

13. **Essex Wide Devolution Update** (Verbal Report)

To receive a verbal update on Essex Wide Devolution.

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

15. **Business by reason of special circumstances considered by the Chairperson to be urgent**

16. **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 it involves the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

17. **Corporate Leadership Review** (Pages 41 - 62)

To consider the report of the Monitoring Officer, (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.

Lift

Please be aware, there is not currently lift access to the Council Chamber.



**MINUTES of
COUNCIL (EXTRAORDINARY)
29 NOVEMBER 2023**

PRESENT

Chairperson	Councillor K M H Lagan
Vice-Chairperson	Councillor R G Pratt
Councillors	V J Bell, D O Bown, S J Burwood, J Driver, M F L Durham, CC, A Fittock, A S Fluker, L J Haywood, K Jennings, A M Lay, W J Laybourn, N R Miller, S J N Morgan, M G Neall, N G F Shaughnessy, R H Siddall, U C G Siddall-Norman, N D Spenceley, P L Spenceley, W Stamp, CC, E L Stephens, J C Stilts, N J Swindle, M E Thompson, S White and L L Wiffen

1. CHAIRPERSON'S NOTICES

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

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M G Bassenger, J C Hughes and C P Morley.

3. MINUTES - 14 SEPTEMBER 2023

RESOLVED

- (i) that the Minutes of the meeting of the Council held on 14 September 2023 be received.

Minute No. 246 – South Eastern Area Planning Committee Management

Councillor A S Fluker referred to two points of discussion at the meeting when this item was debated which had not been recorded in the Minutes. These related to the number of people present at South Eastern Area Planning Committee meetings and the upload / download speeds and ping latency which he felt were very important in relation to the item being discussed. The Chairperson asked that this be noted.

RESOLVED

- (ii) that the Minutes of the meeting of the Council held on 14 September 2023 be confirmed.

4. DECLARATION OF INTEREST

There were none.

5. PUBLIC QUESTIONS

In accordance with the Council's public speaking protocol it was noted that the following questions had been received from Mr Tom Kelly:

Question one:

'Why doesn't MDC 'encourage Anglian Water, especially in the overall current Sewage crisis, to provide a much HIGHER LEVEL of Anti-Bacterial Protection in Maldon's Rivers than current levels,, irrespective of the minimum levels set by the dept of the Environment at Government level, thus giving river users...and especially Maldon Mud Race competitors...better health and wellbeing standards?'

Question two:

'Why hasn't there been an increase in the permanent staffing at 'ground level for areas such as the 3 cemeteries, but there is large number...bit like NHS bureaucracy of managers and' directors'....at what cost, and a reliance on Contractors or Volunteers (the latter subject to the dictates of a Health and Safety Officer despite their years of experience)? Isn't it time members had a proper look on site to understand things?'

The Leader of the Council had provided the following response to these questions which he read out and had been published as a supplementary document to the Council agenda.

Question one:

Unfortunately, the Council has no regulatory jurisdiction over Anglian Water and any storm water discharges from their systems into our rivers and ditch networks. The Environment Agency (EA) is the regulatory body and through a permitting system regulate wastewater discharge activities. They are also responsible for taking appropriate enforcement action where environmental crimes are identified including the unregulated discharge of foul water.

Maldon District Council is not able to dictate water quality levels however, our officers do work in partnership with the EA and will share intelligence to assist with their investigations where pollution incidents are identified.

As part of this partnership approach, the Council also coordinates group meetings where representatives from Anglian Water attend. Items for discussion include improvement plans for the sewage network in and around the district of Maldon. It is through these groups that we get the opportunity to understand what improvements to the sewer systems are planned and ask the questions about how these will be prioritised for our district.

Question two:

The Council recognises the importance of ensuring that we provide peaceful, well maintained cemeteries where our residents can mourn their loved ones, and our staff strive to deliver a good level of service across all of our three cemeteries.

We are currently exploring opportunities to ensure that we are able to provide greater resilience to the maintenance of our cemeteries. This includes the way

in which the service is delivered as well as opportunities to improve the layout of some areas to enable us to manage the maintenance to maximum effectiveness.

We are also looking at how we can improve the way in which we work with and support our volunteers, who add value to the maintenance of our Cemeteries.

A report was considered by the Strategy and Resources Committee on 23 November 2023 and proposals were agreed to deliver greater resilience and maintain a more consistent standard of grounds maintenance across our cemeteries.

6. CHAIRPERSON'S ANNOUNCEMENTS

The Chairperson informed the Council that he was suspending Procedure Rule 4(8)3 standing to address the Chairperson.

It was noted that at a recent Chairperson's quiz £364.10 had been raised for the David Randall Foundation.

The Chairperson advised he had, on behalf of the Council, continued to send wishes for a speedy recovery to former Councillor R G Boyce MBE.

7. STRATEGY AND RESOURCES COMMITTEE - 21 SEPTEMBER 2023

The Council considered the recommendation set out on the agenda coming forward for consideration from the Strategy and Resources Committee.

Minute No. 272 – Fees and Charges Policy 2024 / 25

The Interim Chief Finance Officer advised that one amendment was required to the Policy prior to approval. The amendment related to wharfage fees which the Council, in February 2023, had agreed to provide a 50% discount on until the end of 2025 / 26. She informed the Council that the detailed Fees and Charges Schedule would be brought back to the Council for final approval.

The Chairperson put the recommendation, subject to the above amendment, to the Council. This was duly seconded.

Councillor A S Fluker referred to the 'Green Waste Bin Service' item highlighted in Appendix 1 appended to this item on the agenda and particularly reference to 'and in line with other authorities'. He expressed concern regarding the proposed change to the Council's policy and resulting fee increase. Councillor Fluker then proposed that reference to 'and in line with other authorities' in this item be deleted. This proposal was duly seconded. The Chairperson advised that there was already a proposal on the table and the Council would vote on that first and should it fail then Councillor Fluker's proposition would be put.

The Chairperson then moved his earlier proposition which upon a vote being taken this was agreed.

RESOLVED that subject to the above amendment relating to wharfage fees, the 2024 / 25 Fees and Charges Policies attached at Appendix 1 to the report be approved.

8. 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 Wednesday 25 October 2023 for which Minutes had been published.

9. MOTION FROM COUNCILLOR A S FLUKER (MOTION 14/2023)

In accordance with Procedure Rule 4, the Chairperson advised the Council that one Motion, duly proposed and seconded, had been received and was set out on the agenda.

Councillor A S Fluker provided the Council with some background information relating to his Motion which included detail of the purpose of the New Homes Bonus when it was set up by the Government and how he felt the Council owed its residents to spend the monies on infrastructure.

Councillor Fluker then presented his Motion (as set out below) and duly seconded by Councillors L J Haywood, M G Neall, W Stamp and J C Stilts.

That at its meeting on Thursday 2nd November Council resolves to agree that the New Homes Bonus reserve and the additional monies received through new Business Rate income should not be used to support the General Fund but should instead be used to deliver District wide infrastructure projects for the benefit of all residents and with regards new Business Rate income support for local businesses and commerce.

The Interim Chief Finance Officer provided the Council with some context relating to the Motion. She reminded Members of the decision by the Council in February 2023 to balance the budget for this financial year and as a result the New Homes Bonus (NHB) monies received for 2023 / 24 had not been allocated to any specific projects. Should the NHB monies for this year (£450k) be ringfenced it would have the effect of increasing the budget gap by the same £450k. In response to the reference to Business Rates (BR) within the Motion, Members were advised that the Council had a BR equalisation reserve set up to manage BR, which were difficult to accurately predict and fluctuated year on year. BR for the last financial year had been better than forecast allowing the Council to top up the reserve and the Council was recommended to now use this reserve (rather than General Funds). However should the Council decide to ringfence some of these monies for alternative purposes this would have a similar impact to the NHB and create a gap for this financial year requiring use of General Fund balances.

A debate ensued during which a number of Members spoke giving their support both for and against the proposed Motion.

In summing up at the end of the debate, Councillor Fluker referred to Southminster being in the lowest 20% of council areas with regards to deprivation and referred to Mr Gove (government minister) saying that NHB should be used for infrastructure. He noted the comments regarding costs and cuts but felt this was a bigger issue and something the Council should be thinking about. He then put his Motion.

In accordance with Procedure Rule No. 13 (3) Councillor A S Fluker requested a recorded vote. This was duly seconded.

The Chairperson then put the Motion in the name of Councillor Fluker to the Council and the voting was as follows:

For the recommendation:

Councillors A S Fluker, L J Haywood, M G Neall, U G C Siddall-Norman, W Stamp and J C Stilts.

Against the recommendation:

Councillors V J Bell, D O Bown, S J Burwood, J Driver, M F L Durham, T Fittock, K Jennings, A M Lay, W J Laybourn, N R Miller, S J N Morgan, R G Pratt, N G F Shaughnessy, R H Siddall, N D Spenceley, P L Spenceley, E L Stephens, N J Swindle, M E Thompson, S White and L L Wiffen

Abstention:

Councillor K M H Lagan

The Chairperson announced that the vote had been lost and the Motion was therefore not agreed.

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

There were none.

11. SOUTH EASTERN AREA PLANNING COMMITTEE MANAGEMENT

Members were reminded that this item of business had been adjourned from the last meeting of the Council (14 September 2023). The related report and an extract from the Minutes of the September meeting were attached to the agenda for Members' reference.

The report sought Members' review of the South Eastern Area Planning Committee (SE) running from Burnham-on-Crouch Town Council (BTC) offices along with options for the future set up of these meetings.

Prior to Members resuming their discussion on this item of business the Director of Strategy and Resources provided a detailed update which included:

- details of the two SE meetings that had taken place since the last Council meeting and how live streaming of these meetings had not been possible.
- the IT resources, both inside and outside of working hours, that had been diverted from other projects to try and resolve the issues relating to SE meetings.
- at the last Council meeting Members had reported that BTC were due to update broadband etc., but to date this had not taken place. However, should the broadband issues be addressed there was still a requirement for local support and the Director reported that had been advised this was not the plan for BTC IT.
- the poor service currently being given to both residents and Members.

The Director drew Members' attention to section 3.8 of the report which set out three options for Members' consideration.

Councillor V J Bell, Chairperson of the SE advised that she had that afternoon received an update from BTC. She informed the Council that BTC had now commenced with work to upgrade the internet and if it was not in place for the December SE meeting it

would be for the January 2024 meeting. The update from BTC included a cost saving of £60 on the room hire, which would remove the provision of a member of BTC staff to open up for the SE meeting etc. Councillor Bell proposed that in light of this information, the importance of democracy and the need to keep the meetings locally, evidenced by the number of people attending, that the Council should agree Option 2 as set out in the report. This was duly seconded.

In response the Director commented that the information from Councillor Bell was not consistent with the latest information received by Officers. He was only able to present in respect of the latest information available to Officers.

A lengthy debate ensued during which a number of Members supported Councillor Bell and SE meetings remaining at BTC offices. However some concerns were also raised regarding the ongoing costs and quality of streaming available to the public.

In response to a question regarding the additional £45,000 per annum detailed in the budget and resources required for option 2 (as set out in the report), the Assistant Director – Resources explained the make-up of the cost which had been based on the number of hours of IT expertise provided for recent SE meetings. She suggested that should Option 2 be agreed a review of those costs could be undertaken, but that unless BTC IT took over the management there would still be some cost for IT expertise required. It was noted that Officers had made numerous attempts to ensure a full IT service, but the problems remained. Should Members agree to continue with meetings at BTC this would result in IT resources having to be pulled and have a direct impact on the corporate resources being delivered for 'Business As Usual' as well as savings options.

Following further debate, Councillor S J N Morgan referred to option 3 being the most cost effective option going forward. He proposed that the Council adopted option 3. The Chairperson advised that there was already a motion on the table.

Members discussed the current streaming issues with SE meetings, and it was commented that there had been issues on occasion with streaming at the Maldon District Council (MDC) chamber. In response the Director of Strategy and Resources informed the Council that overall the quality of the streaming and recording from the MDC chamber generally met the quality standards expected by the Council and the incidents were isolated and had been addressed. He highlighted how the report was not seeking to comment on the democratic discussion regarding whether the SE meetings should be at BTC for local reasons, the report outlined concerns with the quality of the streaming and provided options to deliver what the Council had agreed it would.

During further debate and in response to a query the Monitoring Officer clarified that the two proposals made during the meeting on 14 September 2023 no longer stood as they had been dealt with at the previous meeting.

Councillor Bell repeated her earlier proposal, proposing that the Council adopt Option 2 (as set out in the report) with SE meetings remaining at BTC. This proposal was duly seconded.

In accordance with Procedure Rule No. 13 (3) Councillor V J Bell requested a recorded vote. This was duly seconded.

In response to a point of clarity raised by Councillor A S Fluker, the Chairperson confirmed that if the proposal was agreed and there were concerns within six months it could be brought back to the Council.

The Chairperson then put the proposal in the name of Councillor Bell to the Council and the voting was as follows:

For the recommendation:

Councillors V J Bell, D O Bown, A Fittock, A S Fluker, L J Haywood, K M H Lagan, A M Lay, W J Laybourn, N R Miller, M G Neall, R G Pratt, N G F Shaughnessy, U G C Siddall-Norman, W Stamp, J C Stilts, S White and L L Wiffen.

Against the recommendation:

Councillors M F L Durham, S J N Morgan, E L Stephens and M E Thompson.

Abstention:

Councillors S J Burwood, J Driver, K Jennings, R H Siddall, N D Spenceley, P L Spenceley and N J Swindle.

The Chairperson declared that the Motion was therefore agreed.

RESOLVED that the Council continues to run meetings of the South Eastern Area Planning Committee at Burnham-on-Crouch Town Council offices, as set out in Option 2 (as detailed in the report) investing in additional IT resource to support the meetings and streaming consisting of the following:

- New cabled system;
- New internet line.

12. NORTH ESSEX COUNCILS

The Council considered the report of the Director of Strategy and Resources updating Members on progress since agreeing the North Essex Authorities' (NEA) Memorandum of Understanding (MOU) in December 2022 (attached as Appendix 1 to the report). The report also sought approval to establish the North Essex Councils (NEC) Partnership (the Partnership) and commit resources to enable its objectives to be delivered.

The report highlighted the local authorities located in the north of Essex which made up the NEC and the other strategic partnerships established with other Essex authorities. Since agreement of the MOU senior offices from each NEC had been meeting to discuss and develop an action plan to delivery the aims of the MOU. The NEC Leaders agreed for formalize the Partnership in July 2023 and the report set out a number of outcomes that had been agreed.

It was noted that announcement of the proposed Level 2 Devolution Deal for Greater Essex had strengthened the case for establishment of the NEC and would be a key opportunity for the Council to access funding and have a strategic voice within the Combined Authority. Appendix 2 to the report provided further details of the Devolution deal and a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of potential impacts and opportunities for Maldon District in relation to the devolution proposals was attached at Appendix 3.

To enable the Partnership to put in place the resources necessary to take forward NEC work on behalf of all Councils each constitution council would be required to contribute £20,000 in 2023 / 24. Contributions for 2024 / 25 would be in the region of £40,000 and need to be considered as part of the 2024 / 25 budget process. It was noted that Braintree District Council would be the accountable body for the NEC.

Members were advised that should they not support the recommendations set out in the report the Council would risk jeopardising the positive relationship it had with the NEC and missing out on opportunities as outlined in the report.

The Leader of the Council introduced the report and provided some background information regarding the NEC, the need to ensure that Councils were working together to make them efficient and effective in the future and how through this they could shape together the north of the District. The NEC allowed the Council to access a huge variety of knowledge and expertise which could not be replicated by the Council investing the requested monies itself. The Leader referred to Economic Board and the benefits it had brought to the District and the Council in terms of working with businesses.

The Director of Strategy and Resources presented his report and in response to a question clarified that in respect of the £40,000 mentioned in recommendation (iii) this had been allocated in the budget process for 2024 / 25 and would be agreed through that process not as part of this report.

In reply to some comments the Leader confirmed that businesses across the District were involved and the Council would receive regular reports from meetings as the strategies developed. The Director of Strategy and Resources advised that the NEC would be holding a housing summit to look at how housing issues could be addressed as housing had been identified as a key strategic challenge.

It was confirmed that fee requested was a flat fee across all authorities and based on the potential benefits each Council would receive. It was not based on the size of an organisation, but the value received through the NEC and the Director of Strategy and Resources further highlighted the benefits of the organisation.

The Chairperson then moved the Officers' recommendations as set out in the report. This was duly seconded and agreed.

RESOLVED

- (i) that Maldon District Council (the Council) will work in partnership with those Councils set out in paragraph 3.1 of the report and will be collectively referred to as the North Essex Councils (NEC);
- (ii) that the Council contributes £20,000 from the Transformation Reserve in 2023 / 24 to enable resources to be put in place to manage the work of the partnership;
- (iii) that further funding in 2024 / 25 of up to £40,000 will be considered as part of the 2024 / 25 budget process, for the purposes of establishing a team to collectively represent NEC, establish a detailed term of reference for NEC and develop a clear programme of work.

13. COUNCIL TAX BASE

The Council considered the report of the Interim Chief Finance Officer which sought agreement of the tax base for the financial year 2024 / 25 in order to set the Council's council tax requirement. It was noted that the Council had to notify its tax base calculations to Essex County Council, Essex Fire Authority, the Police and Crime Commissioner for Essex and Parish / Town Councils in order that they can also set their council tax for 2024 / 25.

It was noted that annual setting of the Council's tax base was a pre-requisite for all local authorities under the Local Government Finance Act 1992. Appendices to the report set out the calculation of the tax base (Appendix A) and the tax base for each Parish / Town Council (Appendix B).

The report provided an update on the current collection rate and reduction in the number of local council tax support cases. It was noted that the Council Tax Base figure for 2024 / 25 represented an increase of 1.96% and this related to the rise in the number of chargeable properties, an improved collection rate and decrease in the Local Council Tax Support Scheme.

The Chairperson moved the recommendations as set out in the report. This was duly seconded and agreed.

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 2024 / 25 year shall be set at **26,400.2**.

14. MEMBER VACANCY

The Council considered the report of the Director of Strategy and Resources seeking Council's agreement to appoint to the Liberal Democrat vacancy associated with Councillor K Jennings' recent withdrawal from the Strategy and Resources Committee (S&R).

It was noted that Councillor Jennings had resigned from his seat on the S&R. In accordance with Member Group numbers and political balance provision, the Liberal Democrat Group had nominated Councillor N D Spenceley to the vacant seat.

RESOLVED that Councillor N D Spenceley be appointed to the vacant seat on the Strategy and Resources Committee following the resignation of Councillor K Jennings.

15. ESSEX WIDE DEVOLUTION UPDATE

The Leader of the Council advised how at a recent Essex Leaders' meeting the agreement for a combined authority had been received. Good transport infrastructure and education had been included and alongside this he had raised how people in the Dengie were unable to get a bus to go to colleges etc.

The Director of Strategy and Resources provided a verbal update in relation to Essex Wide Devolution, advising that:

- unfortunately, the deal had not been announced as part of the comprehensive spending review on 22 November.
- whilst the deal and text had been agreed and was in its final draft there was a hold up due to political support at an MP level, and issues had to be resolved before this could move forward.
- should the deal be announced before Christmas it was likely it would go out to consultation in early January 2024.

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

Councillor R G Pratt asked the Leader of the Council if he would help him make the Hythe Quay more accessible to visiting yachtsmen. He referred to the silting at the quay and was happy to discuss the matter outside of the meeting. In response the Leader confirmed he was happy to do this with the Director of Service Delivery and his team, commenting that silting had been an issue for a while.

Councillor W Stamp asked the Leader of the Council if he would support, within three weeks, an all Member briefing on the Burnham-on-Crouch Pontoon project. She was concerned regarding the status and escalating costs related to the project. The Leader confirmed he was happy to support any engagement with Members regarding an update on this project. The Director of Service Delivery confirmed that the briefing would be arranged.

Councillor A S Fluker referred to the Leader of the Council having confirmed or reconfirmed the importance of Members treating each other with respect and dignity and the importance of the Nolan principles. He referred to a meeting of the Strategy and Resources Committee (S&R) where the Leader had made comments about some members of the Committee for which he later apologised. Councillor Fluker asked the Leader if he agreed with him that he was a hypocrite and if he could explain to the Council and residents why he wouldn't do the right thing by his own words to the Council and resign. In response the Leader informed the Council that at the S&R meeting he made no personal comments regarding any Councillor but had made reference to a political party, his apology had been accepted by the Chairperson of that Committee. At no point had he had an issue with his behaviour and always abided by the Nolan principle. The Leader advised he welcomed a conversation with anyone that felt he had behaved inappropriately.

Councillor K Jennings asked the Leader of the Council when a picture of the King would be put up in the Chamber. In response the Chairperson outlined the procedure following the death of her late Majesty and that an official portrait of the King had been requested by Officers. It was his understanding that the official portrait was not being taken until early January 2024. The Chairperson advised in relation to this he had requested that the portrait of her late Majesty be taken down and placed in the Members' Room whilst the Council awaited the new official portrait of the King.

Councillor S White advised her question followed on from that previously asked by Councillor Pratt. She asked the Leader of the Council if it was possible for interested Members to form a group regarding the siltation or a Blackwater group to support Maldon and the District. The Leader of the Council referred to the Council's Working Groups and advised that the Hythe Quay was an asset and therefore it would be appropriate to take this to the Asset Management Working Group. He confirmed that anyone interested in this area could also participate and get involved in the Working Group meetings.

Councillor A S Fluker asked the Leader of the Council if he agreed that the Council had a Siltation Working Group or involvement with one that looks at siltation as well as Maldon Harbour improvement. As that Member he should be contacted and would welcome any Member to join him the next time they had a meeting. The Leader agreed with this.

Councillor M F L Durham asked the Leader of the Council if he agreed there was an area in the District (Northey Island) which was an exemplary model of how to work with salt marsh and our coastline. The Leader agreed with Councillor Durham and added that the Council should be proud of anything like that in its District.

Councillor P L Spenceley asked the Leader of the Council if he had an update regarding when the North Heybridge Flood Alleviation Group would be set up. In response the Leader assured the Council that Members would be updated on this project and referred to importance of this issue.

Councillor K M H Lagan asked the Leader of the Council if he would agree that discussions on the Hythe Quay should involve river users who may be able to work with the Council to remove some of the mud in relation to a slight cost reduction in mooring fees. He further suggested that this be taken to the Director of Strategy and Resources. The Leader agreed that this was an excellent idea but could not confirm whether a discount in fees could be applied, however it was essential for the Council to be more collaborative to bring better solutions. The Leader confirmed that Councillor Lagan could take this to the Director of Strategy and Resources.

17. BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERED BY THE CHAIRPERSON TO BE URGENT

There was none.

18. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves 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. ADJOURNMENT OF THE MEETING

RESOLVED that the meeting be adjourned for a short break at 8:29pm.

20. RESUMPTION OF BUSINESS IN CLOSED SESSION

RESOLVED that the meeting of the Council resumes in closed session at 8:45pm.

21. COMMERCIAL PROJECT DECISION

The Council considered the report of the Director of Strategy and Resources providing an update on the progress of a commercial project and seeking Members' decision on the next steps.

The report provided background information regarding the Council's Affordable Housing needs, including the lack of affordable housing stock across the district. Members noted the Council's decision in August 2020 to purchase land specifically for affordable housing development and the work of Officers and the Corporate Projects Board since then. Following the agreement in July 2021 by the Strategy and Resources Committee to enter into a 'Option Agreement' and in November 2021 the Council had done so. A detailed update was provided in respect of progress with submitting a planning application on the related site, Homes England grant funding and work with Registered Providers (RPs).

At this point the Chairperson reminded the Council that this report was not a planning application but presenting commercial decisions for consideration by Members.

The report set out three options which Members considered and debated. A number of Members raised concern as to whether the proposal now met the objectives set by the Working Group and the net costs to the Council.

During the debate Officers were praised for their work on this project and the report which had been brought forward.

The Chairperson then proposed an amendment to recommendation c) as set out in the report adding to it "and maintain all intellectual property in house and do not sell to any outside bodies". This proposal was duly seconded.

In response to questions the Commercial Manager and Interim Chief Finance Officer provided the Council with details of the proposed housing mix and further update.

The Chairman then moved that recommendation c) as amended be agreed. This was unanimously agreed by the Council.

RESOLVED that the Commercial Project be stopped, and the Council maintains the intellectual property in house and not sell it to any outside bodies.

There being no other items of business the Chairperson closed the meeting at 9.42 pm.

K M H LAGAN
CHAIRPERSON

PLANNING AND ENVIRONMENTAL SERVICES	Charge	VAT	2024/25	2023/24
	£	£	£	£
ENVIRONMENTAL HEALTH				
ENVIRONMENTAL PROTECTION				
Anti Social Behaviour Act 2003				
Fixed Penalty for Graffiti and Fly Posting S43	150.00	-	150.00	150.00
Anti-Social Behaviour Crime and Policing Act 2014				
Failure to comply with a community protection notice	500.00	-	500.00	100.00
Failure to comply with a public space protection order (Dog fouling and other dog restrictions)	500.00	-	500.00	100.00
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	86.00	-	86.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	Deleted			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	53.00	-	53.00	49.00
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	53.00	-	53.00	49.00
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)	116.67	23.33	140.00	130.00
Charge for Housing Act Enforcement (per hour)	58.00	-	58.00	54.00
Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house	1,036.00	-	1,036.00	965.00
charge per each additional room	58.00	-	58.00	54.00
Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house	714.00	-	714.00	665.00
charge per each additional room	58.00	-	58.00	54.00
Request for housing inspection for immigration purposes	203.00	-	203.00	189.00
Fixed Penalty for Litter S88 (1)	500.00	-	500.00	150.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	110.00	-	110.00	110.00
Fly Tipping				
Fly Tipping	1,000.00	-	1,000.00	400.00
Failure to produce waste documentation (commercial)	600.00	-	600.00	300.00
Failure to produce waste documentation (domestic)	600.00	-	600.00	200.00
Failure to produce authority to transport waste	600.00	-	600.00	300.00
Noise Act 1996				
Fixed Penalty for noise from dwellings S8	107.00	-	107.00	100.00
FOOD SAFETY AND HYGIENE				
Export certificate: one off	58.00	-	58.00	54.00
Food Safety revisit				
Food Safety revisit	188.00	-	188.00	175.00
Replacement Food Hygiene Rating Service (FHRS) sticker	11.00	-	11.00	10.00
Sale of Safer Food, Better Business (SFBB) packs	28.00	-	28.00	26.00
Private Water Supplies				
Risk assessment (per hour of officer time maximum £500)	58.00	-	58.00	54.00
Private water supply sampling	Recovery of costs			
Skin Piercing Activities				
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	96.00	-	96.00	89.00
per premises	310.00	-	310.00	289.00
GAMBLING ACT 2005				
Annual Fee				
Adult Gaming Centre	1,000.00	-	1,000.00	1,000.00
Betting premises (other)	600.00	-	600.00	600.00
Betting Premises (track)	1,000.00	-	1,000.00	1,000.00
Bingo premises	1,000.00	-	1,000.00	1,000.00
Casino premises (converted)	3,000.00	-	3,000.00	3,000.00
Casino premises (large)	10,000.00	-	10,000.00	10,000.00
Casino premises (regional)	15,000.00	-	15,000.00	15,000.00
Casino premises (small)	5,000.00	-	5,000.00	5,000.00
Family entertainment centre	750.00	-	750.00	750.00

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

PLANNING AND ENVIRONMENTAL SERVICES	Charge	VAT	2024/25	2023/24
	£	£	£	£
Application Fees for Premises and Application for Provisional Statements				
Adult gaming centre	2,000.00	-	2,000.00	2,000.00
Betting premises (other)	3,000.00	-	3,000.00	3,000.00
Betting premises (track)	2,500.00	-	2,500.00	2,500.00
Bingo premises	3,500.00	-	3,500.00	3,500.00
Casino premises (large)	10,000.00	-	10,000.00	10,000.00
Casino premises (regional)	15,000.00	-	15,000.00	15,000.00
Casino premises (small)	8,000.00	-	8,000.00	8,000.00
Family entertainment centre	2,000.00	-	2,000.00	2,000.00
Application Fee for Premises with Provisional Statement				
Adult gaming centre	1,238.00	-	1,238.00	1,238.00
Betting premises (other)	1,238.00	-	1,238.00	1,238.00
Betting premises (track)	985.00	-	985.00	985.00
Bingo premises	1,238.00	-	1,238.00	1,238.00
Casino premises (large)	5,158.00	-	5,158.00	5,158.00
Casino premises (regional)	8,254.00	-	8,254.00	8,254.00
Casino premises (small)	3,095.00	-	3,095.00	3,095.00
Family entertainment centre	985.00	-	985.00	985.00
Transfer / Reinstatement of Licence				
Adult gaming centre	1,200.00	-	1,200.00	1,200.00
Betting premises (other)	1,200.00	-	1,200.00	1,200.00
Betting premises (track)	950.00	-	950.00	950.00
Bingo premises	1,200.00	-	1,200.00	1,200.00
Casino premises (converted)	1,350.00	-	1,350.00	1,350.00
Casino premises (large)	2,150.00	-	2,150.00	2,150.00
Casino premises (regional)	6,500.00	-	6,500.00	6,500.00
Casino premises (small)	1,800.00	-	1,800.00	1,800.00
Family entertainment centre	950.00	-	950.00	950.00
Variation Fee				
Adult gaming centre	1,000.00	-	1,000.00	1,000.00
Betting premises (other)	1,500.00	-	1,500.00	1,500.00
Betting premises (track)	1,250.00	-	1,250.00	1,250.00
Bingo premises	1,750.00	-	1,750.00	1,750.00
Casino premises (converted)	2,000.00	-	2,000.00	2,000.00
Casino premises (large)	5,000.00	-	5,000.00	5,000.00
Casino premises (regional)	7,500.00	-	7,500.00	7,500.00
Casino premises (small)	4,000.00	-	4,000.00	4,000.00
Family entertainment centre	1,000.00	-	1,000.00	1,000.00
Other Gambling Act Licence Fees				
Change of circumstance	49.00	-	49.00	49.00
Copy of licence	25.00	-	25.00	25.00
LICENSING				
Animal Licensing				
Animal boarding establishments - new application	734.00	-	734.00	683.00
Animal boarding establishments - renewal	403.00	-	403.00	375.00
Animal home boarding - new application	643.00	-	643.00	599.00
Animal home boarding - renewal	373.00	-	373.00	347.00
Dangerous wild animal	412.00	-	412.00	384.00
Dog breeding establishments - new application	624.00	-	624.00	581.00
Dog breeding establishments - reweval	513.00	-	513.00	478.00
Pet shop - new application	794.00	-	794.00	739.00
Pet shop - renewal	463.00	-	463.00	431.00
Riding establishments - new application	665.00	-	665.00	619.00
Riding establishments - renewal	439.00	-	439.00	409.00
Zoo licence (individually determined fees)	Recovery of costs			
Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee				
Doggy Day Care	764.00	-	764.00	711.00
Doggy Day Renewal	463.00	-	463.00	431.00
Exhibition	794.00	-	794.00	739.00
Exhibition Renewal	643.00	-	643.00	599.00
*** New Charges ***				
Licence variation	75.00		75.00	-
Licence revisit to rescore	175.00		175.00	-
Hackney Carriage Licences				
Driver licence (Hackney or Dual) - 3 yrs duration	286.00	-	286.00	266.00
Vehicle licence (excludes vehicles test) - 1 yr duration	287.00	-	287.00	267.00
Vehicle Licence fee reduced for wheelchair accessible vehicles 25%				
Private Hire Licences				
Driver licence (Private Hire (PH) or Dual) - 3 yrs duration	286.00	-	286.00	266.00
Private Hire operators licence (1 car) - 5yrs duration	276.00	-	276.00	257.00
Vehicle licence (excludes vehicles test) - 1 yr duration	287.00	-	287.00	267.00
Vehicle Licence fee reduced for wheelchair accessible vehicles 25%				

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

PLANNING AND ENVIRONMENTAL SERVICES	Charge	VAT	2024/25	2023/24
	£	£	£	£
Town and Police Clauses Act 1847				
Street closures admin charge	88.33	17.67	106.00	99.00
+ Street closures press advert recovery of cost	Recovery of costs			
Local Government Miscellaneous Provisions Act 1982				
Sex establishment licence: application	3,278.00	-	3,278.00	3,052.00
renewal	656.00	-	656.00	611.00
variation	262.00	-	262.00	244.00
MOBILE HOMES ACT 2013				
Application to transfer a site licence	378.00	-	378.00	352.00
Deposit of Site Rules	70.00	-	70.00	65.00
Annual Fee				
Band 2 (9-24 Pitches)	320.00	-	320.00	298.00
Band 3 (25-99 Pitches)	540.00	-	540.00	503.00
Band 4 (100-199 Pitches)	848.00	-	848.00	790.00
Band 5 (more than 200 Pitches)	1,092.00	-	1,092.00	1,017.00
New Site Licence Application and renewals				
Band 1 (1-8 Pitches)	715.00	-	715.00	666.00
Band 2 (9-24 Pitches)	819.00	-	819.00	763.00
Band 3 (25-99 Pitches)	1,133.00	-	1,133.00	1,055.00
Band 4 (100-199 Pitches)	1,366.00	-	1,366.00	1,272.00
Band 5 (more than 200 Pitches)	1,651.00	-	1,651.00	1,537.00
Application to amend a site Licence fee				
Band 1 (1-8 Pitches)	419.00	-	419.00	390.00
Band 2 (9-24 Pitches)	430.00	-	430.00	400.00
Band 3 (25-99 Pitches)	448.00	-	448.00	417.00
Band 4 (100-199 Pitches)	453.00	-	453.00	422.00
Band 5 (more than 200 Pitches)	482.00	-	482.00	449.00
SCRAP METAL DEALERS LICENCES				
Scrap metal dealers collectors licence (3yrs duration)	219.00	-	219.00	204.00
Scrap metal dealers collectors licence renewal (3yrs duration)	170.00	-	170.00	158.00
Scrap metal dealers site licence (3yrs duration)	416.00	-	416.00	387.00
Scrap metal dealers site licence renewal (3yrs duration)	345.00	-	345.00	321.00
Scrap metal dealers variation of a licence	102.00	-	102.00	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)	Deleted			143.00
Rodent contract work	Deleted			
Treatment for squirrels	Deleted			143.00
Treatment for moles	Deleted			143.00
PEST CONTROL - DOMESTIC				
Call out charge	Deleted			82.00
Ants (each property)	Deleted			116.00
Bedbug infestation: 1-3 bed property	Deleted			121.00
4-5 bed property	Deleted			129.00
> 5 bed property	Deleted			
Second call out within 6 weeks of initial treatment at 50% charge	Deleted			
Bees	Deleted			82.00
Brown-tailed moth	Deleted			
Fleas infestation: 1-3 bed property	Deleted			121.00
4-5 bed property	Deleted			129.00
> 5 bed property	Deleted			
Second call out within 6 weeks of initial treatment at 50% charge	Deleted			
Lice and cockroaches	Deleted			82.00
Mice	Deleted			82.00
Rats	Deleted			82.00
Wasps nests	Deleted			82.00
additional nest (treated at same time as first)	Deleted			39.00
RECYCLING				
Green bins: standard annual fee	70.00	-	70.00	56.00
(standard fee: half year pro rata for new customers)	28.00	-	40.00	28.00
Isolated properties annual fee	35.00	-	35.00	30.00
Purchase of Green Bin including Delivery	35.00	-	35.00	31.00
REFUSE COLLECTION				
Household Bulky Waste - 1 to 3 items	45.00	-	45.00	42.00
Household Bulky Waste - 4 to 6 items	90.00	-	90.00	79.00
Household Bulky Waste - 7 to 9 items	135.00	-	135.00	125.00
Household Bulky Waste - 10 to 12 items (maximum)	180.00	-	180.00	166.00

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

<u>PLANNING AND ENVIRONMENTAL SERVICES</u>	Charge	VAT	2024/25	2023/24
	£	£	£	£
Where at least 1 item is Upholstered Furniture (additional cost to above)	16.00	-	16.00	14.50
REFUSE DISPOSAL				
Abandoned vehicles	200.00	-	200.00	200.00
NEW PROPERTIES (6 or more properties)				
Cost per refuse / recycling container to developers including delivery	70.00	-	70.00	65.00
STRAY DOGS				
Stray dog destruction fee	Recovery of costs			
Collection Fee	72.00	-	72.00	55.00
Admin Fee	27.00	-	27.00	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	54.00	-	54.00	50.00

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

<u>SERVICE DELIVERY</u>	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
CEMETERIES					
Search in burial register	Yes	35.00	7.00	42.00	39.00
Use of chapel	No	265.00	-	265.00	247.00
Plot choosing: burial ex woodland non-resident	No	724.00	-	724.00	674.00
burial ex woodland resident	No	362.00	-	362.00	337.00
Plot choosing: cremated remains non-resident	No	242.00	-	242.00	225.00
Plot choosing: cremated remains resident	No	120.00	-	120.00	112.00
Cancellation Fee (Less than 48 hours)	No	269.00	-	269.00	-
Bronze Memorial Plaques					
Plaque on plinth: 6" x 4"	Yes	416.67	83.33	500.00	466.00
Brass plaque 6" x 4"	No	223.00	-	223.00	208.00
Brass plaque 7" x 5"	No	235.00	-	235.00	219.00
Brass plaque on stake 6" x 4" Cremation plots only	No	223.00	-	223.00	208.00
Brass plaque on stake 7" x 5" Cremation plots only	No	235.00	-	235.00	219.00
Perspex plaque on stake 5" x 3" Cremation plots only	No	166.00	-	166.00	155.00
Charges for Right to Place Monument					
Under 18 years		Free			
Additional inscription	No	102.00	-	102.00	95.00
Full kerb set	No	272.00	-	272.00	253.00
Full kerb set and headstone up to 1m	No	398.00	-	398.00	371.00
Headstone up to 1m	No	187.00	-	187.00	174.00
Plaque on a Bench (8" x 2.5") 10 year leave agreement (<i>New Charge</i>)	No	724.00	-	724.00	674.00
Other memorials (<i>cremated remains memorials</i>)	No	133.00	-	133.00	124.00
Exclusive Right of Burial - Non Resident					
10 Year (top up for existing Exclusive Right of Burial (ERB) only)	No	507.00	-	507.00	472.00
10 Year (top up for existing Exclusive right of burial only child)	No	265.00	-	265.00	247.00
10 Year top up for cremated remains existing ERB only child	No	133.00	-	133.00	124.00
11 Year top up for cremated remains existing ERB only Adult	No	253.00	-	253.00	236.00
50 years next in line burial child	No	844.00	-	844.00	786.00
50 years next in line burial adult	No	1,688.00	-	1,688.00	1,572.00
50 years next in line cremated remains child	No	362.00	-	362.00	337.00
50 years next in line cremated remains adult	No	724.00	-	724.00	674.00
99 years next in line cremated remains child	No	604.00	-	604.00	562.00
99 years next in line cremated remains adult	No	1,206.00	-	1,206.00	1,123.00
99 years next in line burial adult	No	2,412.00	-	2,412.00	2,246.00
99 years next in line burial child	No	1,206.00	-	1,206.00	1,123.00
Transfer of exclusive rights of burial	No	85.00	-	85.00	79.00
Exclusive Right of Burial - Resident					
10 years top up for existing ERBs only adult	No	253.00	-	253.00	236.00
10 years top up for existing ERBs only child	No	127.00	-	127.00	118.00
10 years top up for cremated remains existing ERB only adult	No	133.00	-	133.00	124.00
10 year top up for cremated remains existing ERB only child	No	67.00	-	67.00	62.00
50 years next in line burial adult	No	844.00	-	844.00	786.00
50 years next in line burial child	No	422.00	-	422.00	393.00
50 years next in line cremated remains child	No	180.00	-	180.00	168.00
50 years next in line cremated remains adult	No	362.00	-	362.00	337.00
99 years next in line cremated remains child	No	302.00	-	302.00	281.00
99 years next in line cremated remains adult	No	604.00	-	604.00	562.00
99 years next in line burial adult	No	1,206.00	-	1,206.00	1,123.00
99 years next in line burial child	No	604.00	-	604.00	562.00
Interment - Non Resident					
Under 18 years (no charge to customer)	No	1,206.00	-	1,206.00	1,123.00
18 years and over burial	No	2,412.00	-	2,412.00	2,246.00
Under 18 years (no charge to customer)	No	302.00	-	302.00	281.00
18 years and over cremated remains	No	604.00	-	604.00	562.00
Scattering of ashes: under 18 years (No charge to the customer)	No	108.00	-	108.00	101.00
18 years and over	No	205.00	-	205.00	191.00

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

<u>SERVICE DELIVERY</u>	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
Interment - Resident					
Under 18 years (no charge to customer)	No	604.00	-	604.00	562.00
18 years and over burial	No	1,206.00	-	1,206.00	1,123.00
Under 18 years (no charge to customer)	No	139.00	-	139.00	129.00
18 years and over cremated remains	No	272.00	-	272.00	253.00
Scattering of ashes: under 18 years (No charge to the customer)	No	55.00	-	55.00	51.00
18 years and over	No	91.00	-	85.00	85.00
scattering at sea all ages	No	542.00	-	542.00	505.00
Disinterment of cremated remains	No	422.00	-	422.00	393.00
Exhumation of coffin	No	Price on request			
Memorialisation Scheme					
Memorial tree including planting	Yes	286.67	57.33	344.00	320.00
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		1.17	0.23	1.40	1.20
Up to 2hrs		1.50	0.30	1.80	1.60
Weekends					
Pay and display: Saturday (8am to 5pm) up to 1 hour	Yes	1.17	0.23	1.40	1.20
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.50	0.30	1.80	1.60
Saturday (8am to 5pm) 2 to 3 hours	Yes	2.08	0.42	2.50	2.20
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.67	0.53	3.20	2.90
Saturday (8am to 5pm) over 4 hours	Yes	4.50	0.90	5.40	4.90
Saturday Evening 5pm to 10pm	Yes	1.58	0.32	1.90	1.70
Sunday All Day and Bank Holidays	Yes	1.58	0.32	1.90	1.70
Butt Lane (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	1.50	0.30	1.80	1.60
2 to 3 hours	Yes	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	2.67	0.53	3.20	2.90
over 4 hours	Yes	4.50	0.90	5.40	4.90
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.58	0.32	1.90	1.70
Sunday All Day and bank holidays	Yes	1.58	0.32	1.90	1.70
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
monthly	Yes	58.33	11.67	70.00	64.00
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	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	2.67	0.53	3.20	2.90
over 4 hours	Yes	4.50	0.90	5.40	4.90
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.58	0.32	1.90	1.70
Sunday All Day and Bank Holidays	Yes	1.58	0.32	1.90	1.70
			-		
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
monthly	Yes	58.33	11.67	70.00	64.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
Public sector partners (Monday - Friday)		Deleted			

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

<u>SERVICE DELIVERY</u>	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
High St. East (Monday to Saturday - 8am to 5pm)					
Pay and display: up to 1 hour	Yes	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	1.50	0.30	1.80	1.60
2 to 3 hours	Yes	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	2.67	0.53	3.20	2.90
over 4 hours	Yes	4.50	0.90	5.40	4.90
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.90	1.50
Sunday All Day and Bank Holidays	Yes	1.25	0.25	1.90	1.50
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
monthly	Yes	58.33	11.67	70.00	64.00
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		119.17	23.83	143.00	130.00
Maldon Promenade (Monday to Sunday - 8am to 8pm)					
Car: up to 1 hour	Yes	1.38	0.28	1.60	1.50
1 to 2 hours	Yes	2.66	0.53	3.20	2.90
2 to 4 hours	Yes	Deleted			
2 to 5 hours	Yes	6.67	1.33	8.00	7.00
all day	Yes	9.17	1.83	11.00	10.00
Coach: up to 2 hours	Yes	10.00	2.00	12.00	11.00
over 2 hours	Yes	11.08	2.22	24.00	22.00
Coach park - coach / bus season tickets	Yes	Deleted			
Non residents season ticket	Yes	Deleted			
Residents season ticket	Yes	640.83	128.17	769.00	716.00
Residents season ticket (two hours per day)	Yes	159.00	31.80	159.00	148.00
Market Site					
Season ticket: annual	Yes	725.00	145.00	870.00	791.00
6 months	Yes	362.50	72.50	435.00	395.00
monthly	Yes	65.00	13.00	78.00	71.00
Silver Street					
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
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	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	1.42	0.28	1.70	1.50
2 to 3 hours	Yes	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	3.75	0.75	4.50	4.10
over 4 hours	Yes	8.92	1.78	10.70	9.70
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.58	0.32	1.90	1.70
Sunday and Bank Holidays				1.90	
White Horse Lane	Yes				
Maldon Schools permit	Yes	220.83	44.17	265.00	247.00
	Yes				
Town Centre Car Parks					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	81.33	16.27	97.60	88.70
Events Car Parking - day ticket					
Charge to be set by Maldon District Council (MDC) prior to event	Yes				
Electricity Supply (Riverside and Promenade Park)					
Charge per day	Yes	85.00	17.00	102.00	95.00
Deposit	No	Price on application			
Water Supply (Riverside and Promenade Park)					
Stand Pipe Installation	No	Price on application			
Charge per day	Yes	Price on application			
Deposit	No	Price on application			

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<u>SERVICE DELIVERY</u>	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
Beach Hut Hire - Promenade Park					
Daily Charge					
High-Season (April - September)		48.33	9.67	58.00	58.00
Low-Season (October - March)		30.83	6.17	37.00	37.00
A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings		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		
Advertising and Sponsorship					
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes		Price on application		
Events Banners per week (community / charity)	Yes	30.83	6.17	37.00	34.00
Internal park adverts To Be Advised (TBA) (per week)	Yes	30.83	6.17	37.00	34.00
Vehicle advertising TBA (per day)	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	50.00
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	on application	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	78.00	-	78.00	73.00
Off Peak Time					
Daily charge	No	48.00	-	48.00	45.00
Pop Up Trading					
Peak Time (School Holidays/Bank Holidays/ Event Days)					
Market Stall (Frame with Canopy)	No	85.00	-	85.00	79.00
Wheelie Cart	No	67.00	-	67.00	62.00
Wheelie Cart including Fridge	No	72.00	-	72.00	67.00
Electricity	Yes		Price on application		
Off Peak Time			-		
Market Stall (Frame with Canopy)	No	72.00	-	72.00	67.00
Wheelie Cart	No	55.00	-	55.00	51.00
Wheelie Cart including Fridge	No	60.00	-	60.00	56.00
Electricity	Yes		Price on application		
ROUNABOUT SPONSORSHIP					
1 Year agreement - Maldon Town site	Yes		Price on application	on application	
1 Year agreement - Other district site	Yes		Price on application	on application	
3 Year agreement - Maldon Town site	Yes		Price on application	on application	
3 Year agreement - Other district site	Yes		Price on application	on application	
Landscaping scheme (minimum 5 years)	Yes		Price on application	on application	
1 Year Boundary sign Agreement	Yes		Price on application	on application	

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<u>SERVICE DELIVERY</u>	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
PARKS AND SPORTS PITCHES					
Cricket (per game)					
Adult	Yes	89.17	17.83	107.00	100.00
Junior	Yes	51.67	10.33	62.00	58.00
Sports pitch use - parking season ticket (per club)	Yes	130.00	26.00	156.00	145.00
Football (per game)					
Adult	Yes	55.83	11.17	67.00	62.00
Junior	Yes	40.83	8.17	49.00	46.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	130.00	26.00	156.00	145.00
Sports club training / structured activities		10.83	2.17	13.00	12.00
Mini Soccer					
Juniors	Yes	33.33	6.67	40.00	37.00
Netball (per court, per hour)					
Adult	Yes	11.67	2.33	14.00	13.00
Junior	Yes	9.17	1.83	11.00	10.00
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	14.00
3 Month Licence (2 hours per week)	Yes	150.00	30.00	180.00	168.00
6 Month Licence (up to 3 hours per week)	Yes	220.83	44.17	265.00	247.00
12 Month Licence (up to 5 hours per week)	Yes	351.67	70.33	422.00	393.00
RIVERS					
Moorings					
Annual charge: up to 7.99 metres	Yes	150.00	30.00	180.00	168.00
8 to 9.99 metres	Yes	245.83	49.17	295.00	275.00
10 to 14.99 metres	Yes	341.67	68.33	410.00	382.00
15 metres and above	Yes	451.67	90.33	542.00	505.00
Mooring registration fee	Yes	135.83	27.17	163.00	152.00
Transfer of mooring		50% of annual mooring fee			
Residential Mooring Charges					
up to 9.99 metres (per month)		201.67	40.33	242.00	225.00
10 to 14.99 metres (per month)		185.83	37.17	223.00	208.00
15 metres and above (per month)		373.33	74.67	448.00	417.00
Wharfage - Hythe Quay Maldon and Burnham Pontoon					
Daily fees: vessels and multihulls	Yes	21.67	4.33	26.00	24.00
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	2,155.91	431.18	2,587.09	2,408.83
(annual fee can be paid quarterly with no penalty)	Yes	538.98	107.80	646.78	602.21
Monthly fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	197.80	39.56	237.36	221.00
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	151.69	30.34	182.03	147.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	5.00	1.00	6.00	6.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	140.83	28.17	169.00	157.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	140.83	28.17	169.00	157.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	70.83	14.17	85.00	79.00
Commercial team					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					

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PLANNING SERVICES	Charge £	VAT £	2024/25 £	2023/24 £
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)	16.00	-	16.00	15.00
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	37.50	7.50	45.00	42.00
Other Development Control				
High Hedge Complaints	615.00	123.00	738.00	687.00
Street Naming and Numbering				
Adding / removing a name	57.00	-	57.00	53.00
Renaming / renumbering a property	57.00	-	57.00	53.00
Naming / numbering 1-5 properties (per property) inc flats*	85.00	-	85.00	79.00
Naming / numbering 6-25 properties (per property) inc flats*	38.00	-	38.00	35.00
Naming / numbering 26-75 properties (per property) inc flats*	31.00	-	31.00	29.00
Naming / numbering 76+ properties (per property) inc flats*	24.00	-	24.00	22.00
Naming a street (per street)**	124.00	-	124.00	115.00
Change to development after notification	61.00	-	61.00	57.00
Street renaming at residents request	185.00	-	185.00	172.00
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	152.50	30.50	183.00	170.00
additional fee for non-residential searches	27.50	5.50	33.00	31.00
LLC1	28.00	0.00	28.00	26.00
additional fee for non-residential searches	40.83	8.17	49.00	46.00
CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)	19.17	3.83	23.00	21.00
Q6-21	19.17	3.83	23.00	21.00
Q22 only	27.50	5.50	33.00	31.00
Additional enquiry	40.00	8.00	48.00	45.00
Additional parcel of land LLC1	6.00	0.00	6.00	6.00
Additional parcel of land CON29	19.17	3.83	23.00	21.00
Copy of duplicate search	11.67	2.33	14.00	13.00
Search confirmation (up to 3mths old)	11.67	2.33	14.00	13.00
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	28.00	0.00	28.00	26.00

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PLANNING SERVICES Pre-Application Fees and Charges 2024/25

				2024/25	2023/24
Further Details		Cost (£)	20% 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).	25.00	5.00	30.00	30.00
Application Validation	Reviewing application forms and charging for incorrect completion.	25.00	5.00	30.00	30.00
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.	131.67	26.33	158.00	126.00
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.	249.17	49.83	299.00	239.00
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	131.67	26.33	158.00	126.00
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	249.17	49.83	299.00	239.00
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	330.00	66.00	396.00	317.00
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	741.67	148.33	890.00	712.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	495.00	99.00	594.00	475.00
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	890.83	178.17	1,069.00	792.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	890.83	178.17	1,069.00	792.00
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	1,780.83	356.17	2,137.00	1,583.00
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 Local Development Plan (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			

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

PLANNING SERVICES Pre-Application Fees and Charges 2024/25

				2024/25	2023/24
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.	99.17	19.83	119.00	95.00
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.	330.00	66.00	396.00	317.00
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.	805.00	161.00	966.00	773.00
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.	249.17	49.83	299.00	239.00
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.	725.00	145.00	870.00	696.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	99.17	19.83	119.00	95.00
Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	131.67	26.33	158.00	126.00
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	330.00	66.00	396.00	317.00
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	660.83	132.17	793.00	634.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	330.00	66.00	396.00	317.00
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	249.17	49.83	299.00	239.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed	177.50 per obligation	35.50	213.00	158.00
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	249.17	49.83	299.00	239.00

*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.

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TABLE A - NEW DWELLINGS
2024/25

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%		2024/25	2024/25	2024/25	2024/25	2023/24	2023/24	2023/24	2023/24
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	220.00	552.00	850.00	1,082.00	205.00	514.00	791.00	1,007.00
		VAT	44.00	110.40	170.00	-	41.00	102.80	158.20	-
		Total	264.00	662.40	1,020.00	1,082.00	246.00	616.80	949.20	1,007.00
H02	2 Plots	Net	331.00	883.00	1,335.00	1,699.00	308.00	822.00	1,243.00	1,582.00
		VAT	66.20	176.60	267.00	-	61.60	164.40	248.60	-
		Total	397.20	1,059.60	1,602.00	1,699.00	369.60	986.40	1,491.60	1,582.00
H03	3 Plots	Net	387.00	1,214.00	1,760.00	2,240.00	360.00	1,130.00	1,639.00	2,086.00
		VAT	77.40	242.80	352.00	-	72.00	226.00	327.80	-
		Total	464.40	1,456.80	2,112.00	2,240.00	432.00	1,356.00	1,966.80	2,086.00
H04	4 Plots	Net	441.00	1,544.00	2,185.00	2,781.00	411.00	1,438.00	2,034.00	2,589.00
		VAT	88.20	308.80	437.00	-	82.20	287.60	406.80	-
		Total	529.20	1,852.80	2,622.00	2,781.00	493.20	1,725.60	2,440.80	2,589.00
H05	5 Plots	Net	496.00	1,876.00	2,610.00	3,321.00	462.00	1,747.00	2,430.00	3,092.00
		VAT	99.20	375.20	522.00	-	92.40	349.40	486.00	-
		Total	595.20	2,251.20	3,132.00	3,321.00	554.40	2,096.40	2,916.00	3,092.00
	Flats									
F01	1	Net	220.00	552.00	850.00	1,082.00	205.00	514.00	791.00	1,007.00
		VAT	44.00	110.40	170.00	-	41.00	102.80	158.20	-
		Total	264.00	662.40	1,020.00	1,082.00	246.00	616.80	949.20	1,007.00
F02	2	Net	331.00	717.00	1,153.00	1,467.00	308.00	668.00	1,074.00	1,366.00
		VAT	66.20	143.40	230.60	-	61.60	133.60	214.80	-
		Total	397.20	860.40	1,383.60	1,467.00	369.60	801.60	1,288.80	1,366.00
F03	3	Net	387.00	883.00	1,396.00	1,776.00	360.00	822.00	1,300.00	1,654.00
		VAT	77.40	176.60	279.20	-	72.00	164.40	260.00	-
		Total	464.40	1,059.60	1,675.20	1,776.00	432.00	986.40	1,560.00	1,654.00
F04	4	Net	441.00	1,048.00	1,639.00	2,086.00	411.00	976.00	1,526.00	1,942.00
		VAT	88.20	209.60	327.80	-	82.20	195.20	305.20	-
		Total	529.20	1,257.60	1,966.80	2,086.00	493.20	1,171.20	1,831.20	1,942.00
F05	5	Net	496.00	1,214.00	1,882.00	2,394.00	462.00	1,130.00	1,752.00	2,229.00
		VAT	99.20	242.80	376.40	-	92.40	226.00	350.40	-
		Total	595.20	1,456.80	2,258.40	2,394.00	554.40	1,356.00	2,102.40	2,229.00
	Conversion to									
V01	Single Dwelling-House	Net	220.00	662.00	971.00	1,236.00	205.00	616.00	904.00	1,151.00
		VAT	44.00	132.40	194.20	-	41.00	123.20	180.80	-
		Total	264.00	794.40	1,165.20	1,236.00	246.00	739.20	1,084.80	1,151.00
V02	Single Flat	Net	220.00	552.00	850.00	1,082.00	205.00	514.00	791.00	1,007.00
		VAT	44.00	110.40	170.00	-	41.00	102.80	158.20	-
		Total	264.00	662.40	1,020.00	1,082.00	246.00	616.80	949.20	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	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.			232.00	294.00	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.		
		VAT				46.40	-			
		Total				278.40	294.00			

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

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

TABLE B - WORK TO A SINGLE DWELLING
2024/25

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%		2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25
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	220.00 44.00 264.00	441.00 88.20 529.20	111.00 22.20 133.20	221.00 44.20 265.20	728.00 145.60 873.60	364.00 72.80 436.80	927.00 - 927.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net VAT Total	220.00 44.00 264.00	552.00 110.40 662.40	111.00 22.20 133.20	276.00 55.20 331.20	850.00 170.00 1,020.00	425.00 85.00 510.00	1,082.00 - 1,082.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net VAT Total	230.00 46.00 276.00	496.00 99.20 595.20	115.00 23.00 138.00	248.00 49.60 297.60	800.00 160.00 960.00	401.00 80.20 481.20	1,017.00 - 1,017.00
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	240.00 48.00 288.00	662.00 132.40 794.40	120.00 24.00 144.00	331.00 66.20 397.20	991.00 198.20 1,189.20	496.00 99.20 595.20	1,262.00 - 1,262.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net VAT Total	220.00 44.00 264.00	258.00 51.60 309.60	111.00 22.20 133.20	129.00 25.80 154.80	526.00 105.20 631.20	263.00 52.60 315.60	669.00 - 669.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net VAT Total	220.00 44.00 264.00	331.00 66.20 397.20	111.00 22.20 133.20	165.00 33.00 198.00	607.00 121.40 728.40	304.00 60.80 364.80	772.00 - 772.00
Conversions									
D07	First floor & second floor loft conversions	Net VAT Total	220.00 44.00 264.00	441.00 88.20 529.20	111.00 22.20 133.20	221.00 44.20 265.20	728.00 145.60 873.60	364.00 72.80 436.80	927.00 - 927.00
D08	Other work (e.g. garage conversions)	Net VAT Total	220.00 44.00 264.00	220.00 44.00 264.00	111.00 22.20 133.20	111.00 22.20 133.20	485.00 97.00 582.00	243.00 48.60 291.60	618.00 - 618.00
Alterations (including underpinning)									
D09	Renovation of a thermal element	Net VAT Total	111.00 22.20 133.20	111.00 22.20 133.20	56.00 11.20 67.20	56.00 11.20 67.20	243.00 48.60 291.60	121.00 24.20 145.20	309.00 - 309.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	111.00 22.20 133.20	111.00 22.20 133.20	56.00 11.20 67.20	56.00 11.20 67.20	243.00 48.60 291.60	121.00 24.20 145.20	309.00 - 309.00
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	111.00 22.20 133.20	165.00 33.00 198.00	56.00 11.20 67.20	83.00 16.60 99.60	304.00 60.80 364.80	153.00 30.60 183.60	387.00 - 387.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	165.00 33.00 198.00	220.00 44.00 264.00	83.00 16.60 99.60	111.00 22.20 133.20	425.00 85.00 510.00	213.00 42.60 255.60	540.00 - 540.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	220.00 44.00 264.00	367.00 73.40 440.40	111.00 22.20 133.20	184.00 36.80 220.80	648.00 129.60 777.60	324.00 64.80 388.80	824.00 - 824.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	276.00 55.20 331.20	552.00 110.40 662.40	139.00 27.80 166.80	276.00 55.20 331.20	911.00 182.20 1,093.20	455.00 91.00 546.00	1,159.00 - 1,159.00
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.				388.00 78.00 466.00	n/a n/a n/a	- - -

****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

APPENDIX1 to Strategy and Resources Committee (23 November 2023) recommendation to the Council regarding Fees and Charges Schedule 2024 / 25

TABLE C - ALL OTHER NON-DOMESTIC WORK
2024/25

Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2024/25	2024/25	2024/25	2024/25	2024/25	2023/24	2023/24	2023/24	2023/24	2023/24
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 40m ²	Net VAT Total	230.00 46.00 276.00	115.00 23.00 138.00	441.00 88.20 529.20	221.00 44.20 265.20	940.00 - 940.00	214.00 42.80 256.80	107.00 21.40 128.40	411.00 82.20 493.20	206.00 41.20 247.20	875.00 - 875.00
N02	Single storey with floor area not exceeding 40m ² but not exceeding 100m ²	Net VAT Total	258.00 51.60 309.60	129.00 25.80 154.80	570.00 114.00 684.00	286.00 57.20 343.20	1,159.00 - 1,159.00	240.00 48.00 288.00	120.00 24.00 144.00	531.00 106.20 637.20	266.00 53.20 319.20	1,079.00 - 1,079.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Net VAT Total	276.00 55.20 331.20	139.00 27.80 166.80	625.00 125.00 750.00	313.00 62.60 375.60	1,262.00 - 1,262.00	257.00 51.40 308.40	129.00 25.80 154.80	582.00 116.40 698.40	291.00 58.20 349.20	1,175.00 - 1,175.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Net VAT Total	294.00 58.80 352.80	147.00 29.40 176.40	717.00 143.40 860.40	359.00 71.80 430.80	1,416.00 - 1,416.00	274.00 54.80 328.80	137.00 27.40 164.40	668.00 133.60 801.60	334.00 66.80 400.80	1,318.00 - 1,318.00
Alterations												
N05	Cost of work not exceeding £5,000	Net VAT Total	165.00 33.00 198.00	83.00 16.60 99.60	165.00 33.00 198.00	83.00 16.60 99.60	464.00 - 464.00	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net VAT Total	165.00 33.00 198.00	83.00 16.60 99.60	165.00 33.00 198.00	83.00 16.60 99.60	464.00 - 464.00	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net VAT Total	165.00 33.00 198.00	83.00 16.60 99.60	165.00 33.00 198.00	83.00 16.60 99.60	464.00 - 464.00	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
	Installation of new shop front	Net VAT Total	165.00 33.00 198.00	83.00 16.60 99.60	165.00 33.00 198.00	83.00 16.60 99.60	464.00 - 464.00	154.00 30.80 184.80	77.00 15.40 92.40	154.00 30.80 184.80	77.00 15.40 92.40	432.00 - 432.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net VAT Total	220.00 44.00 264.00	111.00 22.20 133.20	220.00 44.00 264.00	111.00 22.20 133.20	618.00 - 618.00	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net VAT Total	220.00 44.00 264.00	111.00 22.20 133.20	220.00 44.00 264.00	111.00 22.20 133.20	618.00 - 618.00	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
	Renovation of thermal elements	Net VAT Total	220.00 44.00 264.00	111.00 22.20 133.20	220.00 44.00 264.00	111.00 22.20 133.20	618.00 - 618.00	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
	Installation of a Raised Storage Platform within an existing building	Net VAT Total	220.00 44.00 264.00	111.00 22.20 133.20	220.00 44.00 264.00	111.00 22.20 133.20	618.00 - 618.00	205.00 41.00 246.00	103.00 20.60 123.60	205.00 41.00 246.00	103.00 20.60 123.60	575.00 - 575.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net VAT Total	331.00 66.20 397.20	165.00 33.00 198.00	441.00 88.20 529.20	221.00 44.20 265.20	1,082.00 - 1,082.00	308.00 61.60 369.60	154.00 30.80 184.80	411.00 82.20 493.20	206.00 41.20 247.20	1,007.00 - 1,007.00
	Fit out of building up to 100m ²	Net VAT Total	331.00 66.20 397.20	165.00 33.00 198.00	441.00 88.20 529.20	221.00 44.20 265.20	1,082.00 - 1,082.00	308.00 61.60 369.60	154.00 30.80 184.80	411.00 82.20 493.20	206.00 41.20 247.20	1,007.00 - 1,007.00

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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REPORT of DIRECTOR OF SERVICE DELIVERY

**to
COUNCIL
14 DECEMBER 2023**

AMENDMENT TO THE SCHEME OF DELEGATION

1. PURPOSE OF THE REPORT

- 1.1 To amend the Scheme of Delegation in relation to applications or action under the Planning Act 2008.

2. RECOMMENDATION

That the Scheme of Delegation is amended to give to the Director of Service Delivery, in consultation with the Chairperson of the District Planning Committee, the following delegated power:

“Following the grant of a Development Consent Order by the Secretary of State or anyone appointed by him, the ability to make any post grant decisions required of the Council, including planning enforcement, in relation to the development”

3. SUMMARY OF KEY ISSUES

3.1 Nationally Significant Infrastructure Projects (NSIPs)

- 3.1.1 Large infrastructure projects that have regional or national significance are granted planning permission (called Development Consent Orders (DCO)) by Secretaries of State and not a Local Planning Authority (LPA) under the Planning Act 2008. Councils are consulted in the development of these proposals and participate in the Examination process that must be undertaken prior to a decision on a DCO application.
- 3.1.2 When conditions are subsequently discharged on planning applications determined by the LPA, this would normally be by the LPA, as would be any Planning Enforcement arising as well. With the DCOs being determined by the Secretary of State however, or by his appointed person or panel, there are some post-grant powers given to local councils instead.

3.2 A12 Chelmsford to A120 Widening scheme

- 3.2.1 The Council has been involved in the A12 Chelmsford to A120 Widening Scheme project since 2017, when the applicant's predecessor organisation Highways England commenced work on exploring options for widening the A12 between Junctions 19 to 25. There have been rounds of public consultation and the Council has engaged and responded since this time when necessary to ensure District matters are considered and take into account.

- 3.2.2 The Council will be aware following the report considered on 8 September 2022 (Minute 248 refers), that National Highways Ltd submitted a draft DCO to the Secretary of State for his consideration and determination. At that meeting, the Council agreed an “Engagement Mandate” and enabled officers and external witnesses to be appointed on its behalf to represent it at the Examination in Public, held between January and July 2023 by the Planning Inspectorate. Delegation was given to the then Director of Strategy, Performance and Governance to approve any formal response or statement as was required in consultation with an A12 DCO Member Consultation Group. This delegation ends, however should the DCO be approved or rejected, by 12 January 2024.
- 3.2.3 Officers fully participated in the Examination in accordance with the Engagement Mandate approved by the Council and have kept the A12 DCO Member Consultation Group briefed. This led to a number of changes to National Highway’s draft DCO and its supporting control documents, which condition how the scheme is proposed to be built, including the diversion of a Cadent gas main through part of the Maldon District.
- 3.2.4 The additional measures that have been secured include the recognition of the intrinsic wildlife value of the Blue Mills Nature Reserve and its associated established woodland, as well as the use of tunnelling bore techniques to install the diverted gas main not only under the upper reach of the River Blackwater, but also under the neighbouring Blue Mills Nature Reserve; safeguarding protected trees and habitats from being uprooted including two rare examples of Black Poplar. Further safeguards have also been secured in the District at Little Braxted to address concerns of inappropriate traffic associated with construction and maintenance using Little Braxted Lane, which will also help avoid harm to be caused to historic assets in the area.

3.3 **Scheme of Delegation**

- 3.3.1 The need to consider specific changes to the Scheme of Delegation has now arisen because it is possible that if the DCO in relation to the A12 Chelmsford to A120 Widening Scheme is granted by the Secretary of State for Transport the Council will become involved in the process that follows to implement the consent, monitor its delivery and planning enforcement.
- 3.3.2 Discharge of land use based conditions especially pre-implementation conditions will need to be determined by Maldon District Council (alongside Braintree District Council, Chelmsford City Council and Colchester City Council) as will any planning enforcement issues. The DCO has short time-limits built into it to engage LPAs, some as little as 28 days. Failure to engage in this time could result in the Council missing the opportunity to influence or control development.
- 3.3.3 As these matters are normally determined by the Director of Service Delivery when the Council grants permission under the regular Town & Country Planning Act legislation, this amendment to the Scheme of Delegation will give the same power to the Director for the equivalent matters for the implementation of DCOs granted by the Secretary of State under the Planning Act 2008.

4. **CONCLUSION**

- 4.1 The proposed amendment to the Scheme of Delegation enables the Council to act swiftly on decisions that relate to Planning Act 2008 matters, rather than bringing the matter to Council or a committee, with the built-in safeguard of requiring the view of the Chairperson of the District Planning, prior to any officer decision.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

5.1 Supporting our communities

- 5.1.1 Residents and businesses will receive the benefit of the timely construction of the A12 widening project, whilst their interests agreed in conditions are upheld as much as possible by officers engaging in post-grant stages of the project.
- 5.1.2 During the preparation of the A12 NSIP DCO, communities and individuals from around the district have been encouraged to participate in the pre-application and Examination stages of the project. This report's recommendations do not improve that but the engagement of the Council during the post-grant stages can help to support this community messaging.

5.2 Enhancing and connecting our place

- 5.2.1 Residents and businesses will receive the benefit of the timely construction of the A12 widening scheme which provides local and regional connections.

5.3 Helping the economy to thrive

- 5.3.1 Businesses will receive the benefit of the timely construction of the A12 widening scheme which provides local and regional connections.

5.4 A greener future

- 5.4.1 The additional protections secured by the Council for habitats and historic assets at the Blue Mills Nature Reserve and Little Braxted will be monitored and controlled through the Council's engagement given by the delegation.

5.5 Provide good quality services.

- 5.5.1 The decision will speed up the process of decision making and ensure that the council maximises its chances to influence the time-limited post-granting processes of the A12 scheme's delivery.

6. IMPLICATIONS

- (i) **Impact on Customers** – Medium - This report recommends that the Scheme of Delegation is amended to ensure the council can effectively respond to the demands of the A12 Nationally Significant Infrastructure Project (NSIP) DCO, ensuring that the safeguards secured to further protect the residents and businesses in the District can be monitored and controlled the LPA within the strict time-limited set by the DCO.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Medium – The primary risks are Reputation and Environmental given that without the approvals this report is seeking, the ability of the Council to engage swiftly and effectively in an NSIP post-grant procedure will otherwise impact on the District's residents and businesses, will be reduced.
- (iv) **Impact on Resources (financial)** – Medium – A Planning Performance Agreement (PPA) with National Highways will be used to assist the Council in

meeting some of the additional cost burden created by the post-granting works. For this to be effective, it needs to empower officers to work effectively and swiftly on the Council's behalf.

- (v) **Impact on Resources (human)** – Low – Officers working on the project for the Council need to be empowered to work as proactively as possible for the benefit of the District whilst the scheme is delivered by National Highways and other parties.

Background Papers: None.

Enquiries to:

Matt Winslow, Assistant Director of Planning and Implementation

Simon Quelch, Lead Legal Specialist



**REPORT of
DIRECTOR OF STRATEGY AND RESOURCES
COUNCIL
14 DECEMBER 2023**

SCHEDULE OF MEETINGS 2024 / 25

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings for the 2024 / 25 municipal year is presented for the Council's consideration.

2. RECOMMENDATION

That the schedule of meetings for the 2024 / 25 municipal year be approved as set out at **APPENDIX 1**.

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** – so far as is possible, the Area Planning Committees are on a four-weekly cycle and held on consecutive weeks.
- 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 confirmation will be provided nearer the time.
- 3.6 **Recess** – With the exception of Planning Committees, there is a four week recess in August, a three-week recess Christmas and two weeks at Easter. These recesses 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 option attached as **APPENDIX 1** represents a framework for meetings of the Council and its Committees.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

- 5.1 An efficient and effective committee structure supports the Council's priorities as set out in the Corporate Plan 2023 – 27.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – None
- (v) **Impact on Resources (human)** – None.

Background Papers: None.

Enquiries to:

Cheryl Hughes, Assistant Director - Programmes, Performance and Governance.

SCHEDULE OF MEETINGS 2024 / 25

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	APRIL	29		3		8		12		16	
Tuesday		30		4		9		13		17	
Wednesday		1		5	DP (Provisional) [15]	10		14	NW [4]	18	SE [4]
Thursday		2	ELECTIONS (Police and Crime Commission)	6	PGA [13]	11	COUNCIL [8]	15		19	PGA [9]
Friday		3		7		12		16		20	
Monday	MAY 2024	6	BANK HOLIDAY	10		15		19		23	
Tuesday		7		11		16		20		24	
Wednesday		8		12		17	NW [4]	21	SE [4]	25	CAC [4]
Thursday		9		13	S&R [13]	18	PGA [6]	22		26	S&R [9]
Friday		10		14		19		23		27	
Monday		13		17		22		26	BANK HOLIDAY	30	
Tuesday		14		18		23		27		1	
Wednesday		15		19	NW [4]	24	SE [4]	28	CAC [4]	2	
Thursday		16	STAT. ANN. COUNCIL	20		25	S&R [6]	29		3	
Friday		17		21		26		30		4	
Monday		20		24		29		2		7	
Tuesday		21		25		30		3		8	
Wednesday		22	NW [7]	26	SE [5]	31	CAC [4]	4	DP (Provisional) [13]	9	NW [4]
Thursday		23	SE [6] NB DAY	27		1		5		10	O&S CRIME
Friday		24		28		2		6		11	
Monday		27	BANK HOLIDAY	1		5		9		14	
Tuesday		28		2		6		10		15	
Wednesday		29	CAC [6]	3	CAC [5]	7		11	NW [4]	16	SE [4]
Thursday		30		4		8		12	COUNCIL [9]	17	
Friday		31		5		9		13		18	

	RECESS – No MDC Meetings (except planning)		MDC Council meetings		Bank Holiday		LGA Conference		School Holidays		No MDC Meetings
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APPENDIX 1

Monday	21	2	13	24	7
Tuesday	22	3	14 NW [6] NB DAY	25	8
Wednesday	23 CAC [4]	4 NW [4]	15 SE [5]	26 DP (Provisional) [13]	9 SE [4]
Thursday	24 COUNCIL [6]	5	16 PGA [10]	27 O&S CRIME (20)	10
Friday	25	6	17	28	11
Monday	28	9	20	3	14
Tuesday	29	10	21	4	15 CAC [4]
Wednesday	30	11 SE [4]	22 CAC [5]	5 NW [4]	16
Thursday	31	12 COUNCIL [7]	23 S&R (BUDGET)	6 PGA [7]	17
Friday	1	13	24	7	18 GOOD FRIDAY
Monday	4	16	27	10	21 EASTER MONDAY
Tuesday	5	17	28	11	22
Wednesday	6 NW [4]	18 CAC [4]	29	12 SE [4]	23
Thursday	7 PGA [7]	19	30 S&R [11]	13 S&R [7]	24
Friday	8	20	31	14	25
Monday	11	23	3	17	28
Tuesday	12	24	4	18	29
Wednesday	13 SE [4]	25 CHRISTMAS DAY	5 NW [3]	19 CAC [4]	30
Thursday	14 S&R [7]	26 BOXING DAY	6	20	1
Friday	15	27	7	21	2
Monday	18	30	10	24	5 BANK HOLIDAY
Tuesday	19	31	11	25	6
Wednesday	20 CAC [4]	1 NEW YEARS' DAY	12 SE [4]	26	7
Thursday	21 S&R (BUDGET)	2	13 COUNCIL (BUDGET)[9]	27	8
Friday	22	3	14	28	9
Monday	25	6	17	31	12
Tuesday	26	7	18	1	13
Wednesday	27 DP (Provisional) [12]	8	19 CAC [4]	2 NW [4]	14
Thursday	28	9	20	3 COUNCIL [7]	15 STAT. ANN. COUNCIL
Friday	29	10	21	4	16

RECESS – No MDC Meetings (except planning)	MDC Council meetings	Bank Holiday	LGA Conference	School Holidays	No MDC Meetings
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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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