



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

CHIEF EXECUTIVE
Doug Wilkinson

04 December 2024

Dear Councillor

You are summoned to attend the meeting of the;

COUNCIL

on **THURSDAY 12 DECEMBER 2024 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

Chief Executive





AGENDA COUNCIL

THURSDAY 12 DECEMBER 2024

1. **Chairperson's notices**

2. **Apologies for Absence**

3. **Minutes - 14 November 2024** (Pages 5 - 12)

To confirm the Minutes of the extraordinary Council meeting held on 14 November 2024 (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 Committee detailed below. Please note that the Minutes of this meetings is not enclosed as they have not been approved at Committee level.

a) **Strategy and Resources Committee - 21 November 2024** (Pages 13 - 30)

Fees and Charges Schedule 2025 / 26

RECOMMENDED that with the exception of the car parking and pontoon charges in Burnham-on-Crouch, the detailed Fees and Charges Schedule for 2025 / 26 as set out in **APPENDIX A** be agreed, following the Council's approval of the Fees and Charges Policy on 24 October 2024.

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

To note that since the last Council, up until Wednesday 4 December 2024 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

North Western Area Planning Committee	6 November 2024
South Eastern Area Planning Committee	13 November
Strategy and Resources Committee	21 November
District Planning Committee	27 November

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

10. **Planning Policy Working Group Review of the Maldon and Heybridge Central Area Masterplan** (Pages 31 - 50)

To consider the report of the Planning Policy Working Group (copy enclosed).

11. **Review of the Council's Net Zero Carbon Emissions Trajectory and Ambitions** (Pages 51 - 58)

To consider the report of the Deputy Chief Executive, (copy enclosed).

12. **Corporate Plan Review** (Pages 59 - 88)

To consider the report of the Chief Executive, (copy enclosed).

13. **Council Tax Base** (Pages 89 - 96)

To consider the report of the Interim Chief Finance Officer (copy enclosed).

14. **Consultation Response - Remote Attendance and Proxy Voting** (Pages 97 - 106)

To consider the report of the Assistant Director – Programmes, Performance and Governance (copy enclosed).

15. **Waste Contract Task and Finish Group - Member Attendance** (Pages 107 - 108)

To consider the report of the Assistant Director: Place and Community, (copy enclosed).

16. **Appointment of Parish Councillor to the Joint Standards Committee** (Pages 109 - 110)

To consider the report of the Monitoring Officer (copy enclosed).

17. **Schedule of Meetings 2025 / 26** (Pages 111 - 114)

To consider the report of the Assistant Director – Programmes, Performance and Governance (copy enclosed).

18. **2024 / 25 Schedule of Meetings**

To consider moving the Performance, Governance and Audit Committee meeting scheduled for Thursday 6 March 2025 to Thursday 20 February 2024. This request is to allow the Committee to meet deadlines relating to the 2023 / 24 Accounts.

19. **Questions to the Leader of the Council in accordance with Procedure Rule 1 (3)(m)**
 20. **Business by reason of special circumstances considered by the Chairperson to be urgent**
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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

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

Health and Safety

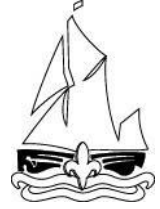
Please be advised of the different levels of flooring within the Council Chamber.

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)
14 NOVEMBER 2024**

PRESENT

Chairperson Councillor K M H Lagan

Vice-Chairperson Councillor R G Pratt

Councillors M G Bassenger, V J Bell, D O Bown, S J Burwood, J Driver,
M F L Durham, CC, A Fittock, A S Fluker, L J Haywood,
J C Hughes, K Jennings, A M Lay, N R Miller, S J N Morgan,
C P Morley, 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 and
M E Thompson

389. CHAIRPERSON'S NOTICES

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

390. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W J Laybourn, S White and L L Wiffen.

391. MINUTES - 8 OCTOBER 2024

RESOLVED

- (i) that the Minutes of the meeting of the Council held on 8 October 2024 be received.

Minute No. 338 – Approval of Absence of Councillor

Councillor L J Haywood advised that she had not voted in respect of this item of business. This was duly noted.

RESOLVED

- (ii) that subject to the above amendment the Minutes of the meeting of the Council held on 8 October 2024 be confirmed.

392. DECLARATION OF INTEREST

There were none.

393. PUBLIC QUESTIONS

In accordance with the Council's public speaking protocol, it was noted that the following question had been received from Edwina Mosuro who was in attendance and read out her question:

Question:

The lives and well being of the residents and children of the Sharpes Meadow estate are being risked and detrimentally impacted on a daily basis as a result of the complete lack of safe pedestrian access routes to schools and essential amenities within the wider Heybridge area.

The Local Development Plan details three pedestrian access routes via Westcombe Park. None of these have been completed, leaving Broad Street Green Road (with its fast, frequent, and heavy industrial traffic, 40mph speed limit, and extremely narrow roads and pavements) the only available (but wholly unsafe) pedestrian access route.

On behalf of the Sharpes Meadow residents I therefore ask;

What actions are Maldon District Council taking to;

- a) expedite the opening of the safe access routes via Westcombe Park, and,
- b) review and improve the safety of pedestrian access via Broad Street Green Road,

and when will these actions be delivered?

The Leader of the Council had provided the following response which had been published prior to the meeting:

Response:

I am aware of the strength of feeling in the local community of Sharpes Meadow to secure better access into Heybridge and the wider area than those that have been approved under different planning applications in North Heybridge and Great Totham over several years. The 'Three pedestrian accesses' stated in the question were not in the Local Development Plan (LDP) however, as the LDP does not deal with the specific details of planning applications for development sites. We are aware however that early masterplanning work to establish broad development principles for the wider geographic area, including land adjoining and near the application site, set ambitions for the North Heybridge Garden Suburb to achieve walkable connections into the existing residential areas that would benefit both existing and new residents.

In respects of facilitating new connections into the neighbouring Westcombe Park development, the Council must determine the planning applications it receives in accordance with the planning law and any principles formally established by the Outline Planning Application, which was approved by the Planning Inspectorate at appeal in 2019. Officers have reviewed the planning history and clarified what pedestrian connections were approved in that appeal, and that does not include all of the aspirational connections considered in the earlier masterplan. For the connections that are approved, I agree that these should come forward as quickly as possible to address the isolation new residents are experiencing in terms of connections to services and safe and convenient access routes. I must stress however that the Council cannot legally compel developers to bring forward the relevant planning applications or

highway consents that would allow those footpaths to be built any quicker than the developer intends to. However, the Council is engaging with the developer and Essex County Council who are the Highway Authority, as proactively as possible to determine if alternative solutions exist to the existing connectivity challenges faced by local residents, mindful that further applications will come forward in due course.

In respects of Broad Street Green Road, I know that Councillors in this Chamber are already working collaboratively to apply to Essex County Council as the Highway Authority to make the case for much needed investment in the road's parallel footpaths and improvements to pedestrian and road user safety through speed reduction measures.

It was noted that the following question had been received from Mr David Sismey who was in attendance and read out his question:

Question:

Can the council update Maldon residents whether a breach has yet occurred in respect of the planning condition imposed on the North Heybridge planning development that the western end of the relief road be complete prior to 100 occupations at the site? As of today, how many occupations have occurred at this development including those used for marketing and has the council independently confirmed this?

The Leader of the Council had provided the following response which had been published prior to the meeting:

Response:

According to the Council's Building Control records there have been 115 completions on the site and the Council has been informed that 87 are currently occupied and registered for Council Tax. Therefore, as it stands at present, the developer has not reached 100 homes occupied which triggers the planning condition about the relief road.

394. CHAIRPERSON'S ANNOUNCEMENTS

On behalf of the Council, the Chairperson welcomed Doug Wilksinson, Chief Executive of the Council who was attending his first Council meeting since taking up his new role.

The Chairperson thanked Members for the attendance and care they had given during the remembrance commemorations over the district referring to the fantastic support displayed across the whole of the district.

The Council joined the Chairperson in wishing his Majesty the King a very happy birthday.

The Chairperson advised that he was suspending Procedure Rule 8(3) the need to stand when addressing the Chairperson.

395. 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 6 November 2024 for which Minutes had been published.

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

There were none.

397. COUNCIL CONSTITUTION UPDATE - NEW CORPORATE LEADERSHIP STRUCTURE

The Council considered the report of the Monitoring Officer seeking Members' approval of some further changes to the Constitution in light of the appointment of a Chief Executive and Deputy Chief Executive in place of the existing three Corporate Directors model.

It was noted that the new corporate leadership structure was due to be effective from 2 December 2024 and the Constitution needed to be updated to reflect the shift in responsibility. Appendix A to the report was an extract from the General Provisions document scheduling those previous approved designations involving a Director and / or where a change of Officer is involved. A required to change to the Access to Information Procedure Rules was also set out in this appendix.

A number of revisions to the Council's Scheme of Delegation were also required and the contents page extracted from the Scheme of Delegation was attached at Appendix B and detailed proposed revisions highlighted where the Scheme had been affected by the current changes.

The Leader of the Council presented the report, welcoming Doug Wilkinson (Chief Executive) and Ben Cookson (Interim Chief Finance Officer) who had recently joined the Council. He congratulated Paul Dodson (Director of Strategy and Resources) on his recent appointment as Deputy Chief Executive. The Leader then moved the recommendations set out in the report and these were duly seconded and agreed.

RESOLVED

- (i) That the proposed revisions to the Scheme of Delegation documents as detailed in Appendices A and B to the report be agreed, to take effect from 2 December 2024;
- (ii) that Officers continue to be authorised to make any further consequential updates to these and associated Constitutional documents to reflect the change in the corporate leadership structure.

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

Councillor S J N Morgan referred to the recent change to inheritance tax relief announced in the Autumn 2024 budget and asked the Leader of the Council if he would agree that the Government had let down farmers by breaking its promise not to introduce a family farm tax. He spoke further regarding this matter including the harm it would cause to farms and asked the Leader to investigate what support the Council could give, engage with local farmers and community representatives, create a list of those farmers within the District likely to be affected by this situation and consider making formal representation to the Secretary of State for Environment, Food and Rural Affairs. In response, the Leader advised that if the Council was to engage in this it would result in a pressure on the Economic Team. However, he advised that if the

Council, through its Economic Team were approached by a farm in trouble or a difficult situation they would do their utmost to support them.

Councillor W Stamp asked the Leader of the Council for an update from the Maldon Summit that had recently taken place. In response the Leader advised that in addition to the Maldon Summit alongside the Chief Executive he had recently attended the first NHS Working Group and at both meetings had been robust about the use of Council assets without any long-term plan coming forward from the NHS. He provided the Council with further details of the discussions from the meetings which included reviewing a list of sites provided by the NHS, the need for the NHS to also consider the site of St Peters Hospital and how the Council as a Planning Authority would do its utmost to support the NHS in coming up with solutions. There had also been discussion about the Maldon Relief Road and the Leader informed Members that Essex County Council (ECC) had changed the design of the road, making it more of a relief road than previously. The Council would continue working with ECC to provide solutions both in Maldon and connecting outside of the District. Members were advised that there had also been some discussion regarding the lack of bus services, specifically on the Dengie, and long-term solutions and outcomes for this.

Councillor M F L Durham referred to the earlier question from Councillor Morgan and the equally serious issue impacting on businesses in the Maldon District regarding the imposition of VAT on school fees. He provided further detail around this subject and asked the Leader of the Council if he would write to the Government to express concern because it had a direct impact on the businesses in the District. The Leader agreed and commented on the pressure the change put on local schools. He suggested that the Group Leaders discuss and draft a letter which any Member could then put their name to, should they wish.

Councillor A S Fluker asked the Leader of the Council whether the Council was Member of the Association for Public Service Excellence, otherwise known as APSE and if it had any liability regarding the legal action brought against Members of the Association by Thurrock Council? The Leader of the Council advised that he would respond to Councillor Fluker in writing.

Councillor Fluker referred to confirmation by the Leader at the last Council meeting that the Council would be entering into a 20-year Leisure Contract. He asked the Leader if he would agree that prior to the tender process starting the Council should have consulted with residents to ensure that proposals meet their needs? The Leader explained that he had not been involved in the process but would provide a written response to Councillor Fluker.

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

The Chairperson announced that in accordance with Section 100b(4) of the Local Government Act 1972 he had agreed to allow the Monitoring Officer to raise an urgent item of business.

400. URGENT BUSINESS - APPOINTMENT OF COUNCILLORS AT BURNHAM-ON-CROUCH TOWN COUNCIL

The Council considered the urgent report of the Monitoring Officer seeking Members' approval to appoint two Councillors to Burnham-on-Crouch Town Council (the Town Council) under Section 91(1) of the Local Government Act 1972.

It was noted that only three Town Councillors remained on the Town Council following the resignation of seven Town Councillors resulting in the Town Council not being quorate as its Standing Orders required a minimum number of four Councillors at any meeting. In order for the Town Council to perform its statutory duties it must legally be quorate. In accordance with the Law where there were so many vacancies, the District Council may by order appoint persons to fill all or any of the vacancies until other Councillors are elected to take up office.

Following presentation of the report by the Monitoring Officer, Councillor W Stamp proposed that recommendation (i) be amended and Councillors U G C Siddall-Norman, V J Bell and R G Pratt be appointed to the Town Council with immediate effect.

In response to a question regarding the appointed Councillors leaving the Town Council once it was quorate, the Monitoring Officer advised that this would be reviewed but assured Members that any transition would be done as smoothly and efficiently as possible.

The Chairperson referred to the proposed amendment to recommendation (i), this was duly seconded and upon a vote being taken agreed.

The Monitoring Officer responded to a question explaining that by Law the Council had to make sure the Town Council was quorate and therefore appoint Members to it. However, the Town Council would act as a separate organisation and therefore there should not be any comeback on the Council.

The Chairperson then moved recommendation (ii) as set out in the report and this was duly agreed.

RESOLVED

- (i) That Councillors V J Bell, R G Pratt and U G C Siddall-Norman be temporarily appointed to Burnham-on-Crouch Town Council;
- (ii) That the Council authorises the making of an Order pursuant to Section 91 of the Local Government Act 1972 for the temporary appointment of two Councillors to enable Burnham-on-Crouch Town Council to act lawfully on the terms set out in the draft order attached at Appendix 1 to the report.

401. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

402. LEISURE CONTRACT PROCUREMENT UPDATE

The Council considered the report of the Director of Service Delivery updating Members on the outcome of the competitive procurement process to identify a new leisure services provider for a contract period of between 10 and 25 years and seeking award of a new 20-year contract commencing on 1 February 2025.

The report provided background information leading up to the Council agreeing Officers to undertake a competitive procurement exercise and the results. Appendix 1 to the

report set out the preferred bidder identified. The report set out the requirements that the Council had to follow under the Public Contracts Regulations 2015.

The Chief Executive presented the report, and this was followed by a short presented by the Commercial Manager which highlighted the options available to Members, as set out in the report.

The Chairperson then moved the recommendations as set out in the report and these were duly seconded.

During the lengthy debate that followed a number of Members expressed their views both in support and against the new Leisure Contract and the procurement process undertaken. In response to questions raised the Commercial Manager and the Council's External Consultant (Mr Thompson) provided the Council with additional information.

In accordance with Procedure Rule No. 13 (3) Councillor W Stamp requested a recorded vote, and this request was duly seconded.

The Council thanked the Chief Executive, Commercial Manager and External Consultant for their work on this contract.

The Chairperson then put all four recommendations on-block to the Council and the voting was as follows:

For the recommendation:

Councillors M G Bassenger, V J Bell, D O Bown, J Driver, M F L Durham, A Fittock, L J Haywood, J C Hughes, N R Miller, S J N Morgan, C P Morley, R G Pratt, N G F Shaughnessy, R H Siddall, N D Spenceley, P L Spenceley, E L Stephens, N J Swindle and M E Thompson.

Against the recommendation:

Councillors A S Fluker, K Jennings, K M H Lagan, A M Lay, M G Neall, U G C Siddall-Norman, W Stamp and J C Stilts.

Abstention:

Councillor S J Burwood.

At this point, Councillor K M H Lagan requested that his vote against the recommendation be recorded. This was duly noted.

RESOLVED

- (i) That the outcome of the procurement process undertaken in line with the Public Contracts Regulations 2015 (Appendix 1 to the report) be noted;
- (ii) That the preferred bidder (Bidder 3) be awarded the Council's Leisure Contract for a contractual term of 20-years, commencing on 1 February 2025;
- (iii) That it be noted that the preferred bid requires an initial capital investment (to be paid back over the lifetime of the contract from the increased management fee) and an update to the 2024 / 25 Capital and Treasury Management Strategy (the subject of a separate report on the agenda for this meeting);

- (iv) That 5% of net income received annually be ring-fenced in a Leisure Contract sinking fund for any future Council maintenance liabilities (any surplus balances of the sinking fund will be rolled forward to future years);
- (v) That the Leisure Contract Working Group Terms of Reference are amended to include:
 - a review of progress against the new contract;
 - monitoring the performance of the Leisure provider (every three months)
 - providing an update to the Council on an annual basis.

403. UPDATED CAPITAL & INVESTMENT, MINIMUM REVENUE PROVISION AND TREASURY MANAGEMENT STRATEGIES 2024 / 25

The Council considered the report of the Interim Chief Finance Officer seeking Members approval of the updated Capital & Investment, Minimum Revenue Provision (MRP) and Treasury Management Strategies attached as Appendices to the report.

The Chairperson drew Members' attention to the revised version of the report and appendices which had been circulated prior to the meeting.

It was noted that the Council was required to regularly review the above Strategies to ensure they remained up to date and relevant. The Interim Chief Finance Officer presented the report, advising that updates to the Strategies required approval, in light of the investment required to support the award of the new Leisure Contract and other changes to the capital programme since the Strategies had been approved by the Council in February 2024. The report provided further detail of each update proposed.

The Chairperson moved the recommendations set out in the report and these were duly seconded.

In response to a question the Interim Chief Finance Officer provided Members with some background information regarding the long-term impact on the Council's reserves.

The Chairperson then put the recommendations which were duly agreed by assent.

RESOLVED

- (i) That the Updated 2024 / 25 Capital and Investment Strategy (Appendix 1 to the report), which includes the revised 2024 / 25 Capital Programme, an increase to the Operational Boundary for Borrowing, a section outlining the Objectives of the Strategy, and improvements to the Risk Management section, be approved;
- (ii) That the Updated 2024 / 25 Minimum Revenue Provision (MRP) Policy Statement (Appendix 2), which includes new methodology for calculating MRP, be approved;
- (iii) That the Updated 2024 / 25 Treasury Management Strategy (Appendix 33), which includes updates to the Capital Financing Requirement and Liability Benchmark calculations, be approved.

There being no other items of business the Chairperson closed the meeting at 9.30 pm.

K M H LAGAN
CHAIRPERSON

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<u>PLANNING AND ENVIRONMENTAL SERVICES</u>	VAT	Charge	VAT	2025/26	2024/25
		£	£	£	£
Casino premises (regional)	No	8,254.00	-	8,254.00	8,254.00
Casino premises (small)	No	3,095.00	-	3,095.00	3,095.00
Family entertainment centre	No	985.00	-	985.00	985.00

PLANNING AND ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2025/26	2024/25
		£	£	£	£
Transfer / Reinstatement of Licence					
Adult gaming centre	No	1,200.00	-	1,200.00	1,200.00
Betting premises (other)	No	1,200.00	-	1,200.00	1,200.00
Betting premises (track)	No	950.00	-	950.00	950.00
Bingo premises	No	1,200.00	-	1,200.00	1,200.00
Casino premises (converted)	No	1,350.00	-	1,350.00	1,350.00
Casino premises (large)	No	2,150.00	-	2,150.00	2,150.00
Casino premises (regional)	No	6,500.00	-	6,500.00	6,500.00
Casino premises (small)	No	1,800.00	-	1,800.00	1,800.00
Family entertainment centre	No	950.00	-	950.00	950.00
Variation Fee					
Adult gaming centre	No	1,000.00	-	1,000.00	1,000.00
Betting premises (other)	No	1,500.00	-	1,500.00	1,500.00
Betting premises (track)	No	1,250.00	-	1,250.00	1,250.00
Bingo premises	No	1,750.00	-	1,750.00	1,750.00
Casino premises (converted)	No	2,000.00	-	2,000.00	2,000.00
Casino premises (large)	No	5,000.00	-	5,000.00	5,000.00
Casino premises (regional)	No	7,500.00	-	7,500.00	7,500.00
Casino premises (small)	No	4,000.00	-	4,000.00	4,000.00
Family entertainment centre	No	1,000.00	-	1,000.00	1,000.00
Other Gambling Act Licence Fees					
Change of circumstance	No	49.00	-	49.00	49.00
Copy of licence	No	25.00	-	25.00	25.00
LICENSING					
Animal Licensing					
Fees are comprising of Part A (covering the cost of the application) and Part B (costs of issuing and associated activites). If a licence is refused then only Part B fees will be refunded.					
Animal boarding establishments - new application	No	750.00	-	750.00	734.00
Animal boarding establishments - renewal	No	412.00	-	412.00	403.00
Animal home boarding - new application	No	657.00	-	657.00	643.00
Animal home boarding - renewal	No	381.00	-	381.00	373.00
Dangerous wild animal	No	421.00	-	421.00	412.00
Dog breeding establishments - new application	No	638.00	-	638.00	624.00
Dog breeding establishments - revewal	No	524.00	-	524.00	513.00
Pet shop - new application	No	811.00	-	811.00	794.00
Pet shop - renewal	No	473.00	-	473.00	463.00
Riding establishments - new application	No	680.00	-	680.00	665.00
Riding establishments - renewal	No	449.00	-	449.00	439.00
Zoo licence (individually determined fees)	No	Recovery of costs			
Any costs incurred by the Council in processing a licensing application (e.g. vet's fees) are charged to the applicant.					
Doggy Day Care	No	781.00	-	781.00	764.00
Doggy Day Renewal	No	473.00	-	473.00	463.00
Exhibition	No	811.00	-	811.00	794.00
Exhibition Renewal	No	657.00	-	657.00	643.00
*** New Charges ***					
Licence variation		77.00		77.00	75.00
Licence revisit to rescore		179.00		179.00	175.00
Hackney Carriage Licences					
Driver licence (Hackney or Dual) - 3 yrs duration	No	292.00	-	292.00	286.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No	293.00	-	293.00	287.00
Vehicle Licence fee reduced for wheelchair accessible vehicles 25%					
Private Hire Licences					
Driver licence (Private Hire (PH) or Dual) - 3 yrs duration	No	292.00	-	292.00	286.00
Private Hire operators licence (1 car) - 5yrs duration	No	282.00	-	282.00	276.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No	293.00	-	293.00	287.00
Vehicle Licence fee reduced for wheelchair accessible vehicles 25%					
Town and Police Clauses Act 1847					
Street closures admin charge	Yes	90.00	18.00	108.00	106.00
+ Street closures press advert recovery of cost	Yes	Recovery of costs			
Local Government Miscellaneous Provisions Act 1982					
Sex establishment licence: application	No	3,350.00	-	3,350.00	3,278.00
renewal	No	670.00	-	670.00	656.00
variation	No	268.00	-	268.00	262.00
MOBILE HOMES ACT 2013					
Fees are comprising of Part A (covering the cost of the application) and Part B (costs of issuing and associated activites). If a licence is refused then only Part B fees will be refunded.					
Application to transfer a site licence	No	386.00	-	386.00	378.00
Deposit of Site Rules	No	72.00	-	72.00	70.00
Annual Fee					
Band 2 (9-24 Pitches)	No	327.00	-	327.00	320.00
Band 3 (25-99 Pitches)	No	552.00	-	552.00	540.00
Band 4 (100-199 Pitches)	No	867.00	-	867.00	848.00
Band 5 (more than 200 Pitches)	No	1,116.00	-	1,116.00	1,092.00
New Site Licence Application and renewals					
Band 1 (1-8 Pitches)	No	731.00	-	731.00	715.00
Band 2 (9-24 Pitches)	No	837.00	-	837.00	819.00
Band 3 (25-99 Pitches)	No	1,158.00	-	1,158.00	1,133.00
Band 4 (100-199 Pitches)	No	1,396.00	-	1,396.00	1,366.00
Band 5 (more than 200 Pitches)	No	1,687.00	-	1,687.00	1,651.00
Application to amend a site Licence fee					
Band 1 (1-8 Pitches)	No	428.00	-	428.00	419.00
Band 2 (9-24 Pitches)	No	439.00	-	439.00	430.00
Band 3 (25-99 Pitches)	No	458.00	-	458.00	448.00

<u>PLANNING AND ENVIRONMENTAL SERVICES</u>	VAT	Charge	VAT	2025/26	2024/25
		£	£	£	£
Band 4 (100-199 Pitches)	No	463.00	-	463.00	453.00
Band 5 (more than 200 Pitches)	No	493.00	-	493.00	482.00

PLANNING AND ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2025/26	2024/25
		£	£	£	£
SCRAP METAL DEALERS LICENCES					
Fees are comprising of Part A (covering the cost of the application) and Part B (costs of issuing and associated activites). If a licence is refused then only Part B fees will be refunded.					
Scrap metal dealers collectors licence (3yrs duration)	No	224.00	-	224.00	219.00
Scrap metal dealers collectors licence renewal (3yrs duration)	No	174.00	-	174.00	170.00
Scrap metal dealers site licence (3yrs duration)	No	425.00	-	425.00	416.00
Scrap metal dealers site licence renewal (3yrs duration)	No	353.00	-	353.00	345.00
Scrap metal dealers variation of a licence	No	104.00	-	104.00	102.00
Scrap metal dealers additional site	No	77.00	-	77.00	75.00
ENVIRONMENTAL WASTE					
RECYCLING					
Green bins: standard annual fee	No	72.00	-	72.00	70.00
(standard fee: half year pro rata for new customers)	No	29.00	-	29.00	28.00
Isolated properties annual fee		39.00	-	39.00	35.00
Purchase of Green Bin including Delivery	No	37.00	-	37.00	35.00
REFUSE COLLECTION					
Household Bulky Waste - 1 to 3 items	No	46.00	-	46.00	45.00
Household Bulky Waste - 4 to 6 items	No	92.00	-	92.00	90.00
Household Bulky Waste - 7 to 9 items	No	138.00	-	138.00	135.00
Household Bulky Waste - 10 to 12 items (maximum)	No	184.00	-	184.00	180.00
Where at least 1 item is Upholstered Furniture (additional cost to above)		16.00	-	16.00	16.00
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	No	75.00	-	75.00	70.00
STRAY DOGS					
Stray dog destruction fee					
Statutory Fine for a stray dog	No	25.00	-	25.00	***New***
Administration Fee	No	74.00	-	74.00	72.00
Admin Fee	No	28.00	-	28.00	27.00
Kenneling per night	No				
Vets fees					
STREET CLEANSING					
Return of abandoned trolleys	No	55.00	-	55.00	54.00

SERVICE DELIVERY	VAT	Charge	VAT	2025/26	2024/25
		£	£	£	£
CEMETERIES					
Search in burial register	Yes	35.83	7.17	43.00	42.00
Use of chapel	No	271.00	-	271.00	265.00
Plot choosing: burial ex woodland non-resident	No	740.00	-	740.00	724.00
burial ex woodland resident	No	370.00	-	370.00	362.00
Plot choosing: cremated remains non-resident	No	247.00	-	247.00	242.00
Plot choosing: cremated remains resident	No	123.00	-	123.00	120.00
Cancellation Fee (Less than 48 hours)	No	275.00	-	275.00	269.00
Saturday Service for Ashes Only	No	150.00	-	150.00	***New***
Bronze Memorial Plaques					
Plaque on plinth: 6" x 4"	Yes	425.83	85.17	511.00	500.00
Brass plaque 6" x 4"	No	228.00	-	228.00	223.00
Brass plaque 7" x 5"	No	240.00	-	240.00	235.00
Brass plaque on stake 6" x 4" Cremation plots only	No	228.00	-	228.00	223.00
Brass plaque on stake 7" x 5" Cremation plots only	No	240.00	-	240.00	235.00
Perspex plaque on stake 5" x 3" Cremation plots only	No	170.00	-	170.00	166.00
Cremation Headstone Fees					
Memorial with first 60 characters - Resident	No	1,227.00	-	1,227.00	***New***
Memorial with first 60 characters - None Resident	No	1,227.00	-	1,227.00	***New***
Blank memorial pre-purchase - Resident	No	920.00	-	920.00	***New***
Blank memorial pre-purchase - None Resident	No	920.00	-	920.00	***New***
Inscription on a pre-purchased memorial (first 60 characters)	No	350.00	-	350.00	***New***
Additional characters on headstone or vases (per character)	No	4.10	-	4.10	***New***
Optional Extras:					
Stone chippings	No	66.50	-	66.50	***New***
Granite heart or book (includes 60 characters)	No	358.00	-	358.00	***New***
Photograph	No	337.50	-	337.50	***New***
Replacement granite vase (6" x 6")	No	105.00	-	105.00	***New***
Replacement flower holder	No	25.00	-	25.00	***New***
Charges for Right to Place Monument					
Under 18 years		Free			
Additional inscription	No	104.00	-	104.00	102.00
Full kerb set	No	278.00	-	278.00	272.00
Full kerb set and headstone up to 1m	No	407.00	-	407.00	398.00
Headstone up to 1m	No	191.00	-	191.00	187.00
Plaque on a Bench (8" x 2.5") 10 year leave agreement (<i>New Charge</i>)	No	740.00	-	740.00	724.00
Other memorials (<i>cremated remains memorials</i>)	No	136.00	-	136.00	133.00
Exclusive Right of Burial - Non Resident					
10 Year (top up for existing Exclusive Right of Burial (ERB) only)	No	518.00	-	518.00	507.00
10 Year (top up for existing Exclusive right of burial only child)	No	271.00	-	271.00	265.00
10 Year top up for cremated remains existing ERB only child	No	136.00	-	136.00	133.00
11 Year top up for cremated remains existing ERB only Adult	No	259.00	-	259.00	253.00
50 years next in line burial child	No	863.00	-	863.00	844.00
50 years next in line burial adult	No	1,725.00	-	1,725.00	1,688.00
50 years next in line cremated remains child	No	370.00	-	370.00	362.00
50 years next in line cremated remains adult	No	740.00	-	740.00	724.00
99 years next in line cremated remains child	No	617.00	-	617.00	604.00
99 years next in line cremated remains adult	No	1,233.00	-	1,233.00	1,206.00
99 years next in line burial adult	No	2,465.00	-	2,465.00	2,412.00
99 years next in line burial child	No	1,233.00	-	1,233.00	1,206.00
Transfer of exclusive rights of burial	No	87.00	-	87.00	85.00

SERVICE DELIVERY	VAT	Charge £	VAT £	2025/26 £	2024/25 £
Exclusive Right of Burial - Resident					
10 years top up for existing ERBs only adult	No	259.00	-	259.00	253.00
10 years top up for existing ERBs only child	No	130.00	-	130.00	127.00
10 years top up for cremated remains existing ERB only adult	No	136.00	-	136.00	133.00
10 year top up for cremated remains existing ERB only child	No	68.00	-	68.00	67.00
50 years next in line burial adult	No	863.00	-	863.00	844.00
50 years next in line burial child	No	431.00	-	431.00	422.00
50 years next in line cremated remains child	No	184.00	-	184.00	180.00
50 years next in line cremated remains adult	No	370.00	-	370.00	362.00
99 years next in line cremated remains child	No	309.00	-	309.00	302.00
99 years next in line cremated remains adult	No	617.00	-	617.00	604.00
99 years next in line burial adult	No	1,233.00	-	1,233.00	1,206.00
99 years next in line burial child	No	617.00	-	617.00	604.00
Interment - Non Resident					
Under 18 years (no charge to customer)	No	1,233.00	-	1,233.00	1,206.00
18 years and over burial	No	2,465.00	-	2,465.00	2,412.00
Under 18 years (no charge to customer)	No	309.00	-	309.00	302.00
18 years and over cremated remains	No	617.00	-	617.00	604.00
Scattering of ashes: under 18 years (No charge to the customer)	No	110.00	-	110.00	108.00
18 years and over	No	210.00	-	210.00	205.00
Interment - Resident					
Under 18 years (no charge to customer)	No	617.00	-	617.00	604.00
18 years and over burial	No	1,233.00	-	1,233.00	1,206.00
Under 18 years (no charge to customer)	No	142.00	-	142.00	139.00
18 years and over cremated remains	No	278.00	-	278.00	272.00
Scattering of ashes: under 18 years (No charge to the customer)	No	56.00	-	56.00	55.00
18 years and over	No	87.00	-	87.00	85.00
scattering at sea all ages	No	554.00	-	554.00	542.00
Disinterment of cremated remains	No	431.00	-	431.00	422.00
Exhumation of coffin	No	Price on request			
Memorialisation Scheme					
Memorial tree including planting	Yes	293.33	58.67	352.00	344.00
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	1.30
Up to 2hrs		1.58	0.32	1.90	1.80
Weekends					
Pay and display: Saturday (8am to 5pm) up to 1 hour	Yes	0.92	0.18	1.10	1.30
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.25	0.25	1.50	1.80
Saturday (8am to 5pm) 2 to 3 hours	Yes	2.08	0.42	2.50	2.40
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.83	0.57	3.40	3.20
Saturday (8am to 5pm) over 4 hours	Yes	4.75	0.95	5.70	5.40
Saturday Evening 5pm to 10pm	Yes	1.67	0.33	2.00	1.90
Sunday All Day and Bank Holidays					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.90
1 to 3 hours	Yes	1.25	0.25	1.50	1.90
all day	Yes	4.75	0.95	5.70	1.90
Season ticket: annual	Yes	587.50	117.50	705.00	671.25

SERVICE DELIVERY	VAT	Charge £	VAT £	2025/26 £	2024/25 £
Butt Lane (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	1.17	0.23	1.40	1.30
1 to 2 hours	Yes	1.58	0.32	1.90	1.80
2 to 3 hours	Yes	2.08	0.42	2.50	2.40
3 to 4 hours	Yes	2.83	0.57	3.40	3.20
over 4 hours	Yes	4.75	0.95	5.70	5.40
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.67	0.33	2.00	1.90
Sunday and bank holidays					
Pay & display: up to 1 hour	Yes	1.04	0.26	1.10	1.90
1 to 3 hours	Yes	1.60	0.40	1.50	1.90
all day		4.32	1.08	5.70	1.90
Season ticket: annual	Yes	689.17	137.83	827.00	788.00
6 months	Yes	345.00	69.00	414.00	394.00
monthly	Yes	61.25	12.25	73.50	70.00
Friary Fields (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 3 hours	Yes	2.08	0.42	2.50	2.40
3 to 4 hours	Yes	2.83	0.57	3.40	3.20
over 4 hours	Yes	4.75	0.95	5.70	5.40
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.67	0.33	2.00	1.90
Sunday All Day and Bank Holidays		***Delete***			1.90
			-		
Sunday All Day and bank holidays:					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.90
1 to 3 hours	Yes	1.25	0.25	1.50	1.90
all day	Yes	4.75	0.95	5.70	1.90
Season ticket: annual	Yes	689.17	137.83	827.00	788.00
6 months	Yes	345.00	69.00	414.00	394.00
monthly	Yes	61.25	12.25	73.50	70.00
High St. East (Monday to Saturday - 8am to 5pm)					
Pay and display: up to 1 hour	Yes	1.17	0.23	1.40	1.30
1 to 2 hours	Yes	1.58	0.32	1.90	1.80
2 to 3 hours	Yes	2.08	0.42	2.50	2.40
3 to 4 hours	Yes	2.83	0.57	3.40	3.20
over 4 hours	Yes	4.75	0.95	5.70	5.40
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.67	0.33	2.00	1.90
Sunday All Day and bank holidays:					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.90
1 to 3 hours	Yes	1.25	0.25	1.50	1.90
all day	Yes	4.75	0.95	5.70	1.90
Season ticket: annual	Yes	689.17	137.83	827.00	788.00
6 months	Yes	345.00	69.00	414.00	394.00
monthly	Yes	61.25	12.25	73.50	70.00
Hythe Quay					
Season ticket: Annual		125.00	25.00	150.00	143.00
Maldon Promenade (Monday to Sunday - 8am to Closing)					
Car: up to 1 hour	Yes	1.40	0.28	1.70	1.60
1 to 2 hours	Yes	2.80	0.56	3.40	3.20
2 to 5 hours		***Delete***			8.00
all day	Yes	6.67	1.33	8.00	11.00
Coach: up to 2 hours		***Delete***			12.00
all day	Yes	8.33	1.67	10.00	24.00
Residents season ticket	Yes	689.17	137.83	827.00	788.00
Residents season ticket (two hours per day)	Yes	135.00	27.00	170.00	162.00

<u>SERVICE DELIVERY</u>	VAT	Charge £	VAT £	2025/26 £	2024/25 £
Market Site					
Season ticket: annual	Yes	689.17	137.83	827.00	870.00
6 months	Yes	345.00	69.00	414.00	435.00
monthly	Yes	61.25	12.25	73.50	78.00
Silver Street					
Season ticket: annual	Yes	689.17	137.83	827.00	788.00
6 months	Yes	345.00	69.00	414.00	394.00
monthly		Pro rata charge			
White Horse Lane (Monday to Saturday - 8am to 5pm)					
Pay & display: up to 1 hour	Yes	1.17	0.23	1.40	1.30
1 to 2 hours	Yes	1.58	0.32	1.90	1.80
2 to 3 hours	Yes	2.08	0.42	2.50	2.40
3 to 4 hours	Yes	3.92	0.78	4.70	4.50
over 4 hours	Yes	9.33	1.87	11.20	10.70
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.67	0.33	2.00	1.90
Sunday All Day and bank holidays:					
Pay & display: up to 1 hour	Yes	1.08	0.22	1.30	1.90
1 to 3 hours	Yes	1.67	0.33	2.00	1.90
all day	Yes	8.33	1.67	10.00	1.90
Maldon Schools permit	Yes	237.50	47.50	285.00	271.00
Foundry Lane Burnham on Crouch (Monday to Saturday 8am to 5pm)					
Pay & display: up to 1 hour		0.88	0.22	1.10	***New***
1 to 2 hours		1.28	0.32	1.60	***New***
2 to 3 hours		1.68	0.42	2.10	***New***
3 to 4 hours		2.56	0.64	3.20	***New***
Sunday and Bank Holidays		1.60	0.40	2.00	***New***
Millfields Burnham on Crouch (Monday to Saturday 8am to 5pm)					
Pay & display: up to 1 hour		0.88	0.22	1.10	***New***
1 to 2 hours		1.28	0.32	1.60	***New***
2 to 3 hours		1.68	0.42	2.10	***New***
3 to 4 hours		2.56	0.64	3.20	***New***
All day		4.24	1.06	5.30	***New***
Sunday and Bank Holidays		1.60	0.40	2.00	***New***
Riverside Park Burnham on Crouch (Monday to Saturday 8am to 5pm)					
Pay & display: up to 1 hour		0.88	0.22	1.10	***New***
1 to 2 hours		1.28	0.32	1.60	***New***
2 to 3 hours		1.68	0.42	2.10	***New***
3 to 4 hours		2.56	0.64	3.20	***New***
All day		4.24	1.06	5.30	***New***
Sunday and Bank Holidays		1.60	0.40	2.00	***New***
White Horse Lane					
Maldon Schools permit	Yes	285.00	57.00	285.00	271.00
Town Centre Car Parks					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	85.42	17.08	102.50	97.60
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	89.17	17.83	107.00	102.00
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		

SERVICE DELIVERY	VAT	Charge £	VAT £	2025/26 £	2024/25 £
Beach Hut Hire - Promenade Park					
Daily Charge					
High-Season (April - September)		49.17	9.83	59.00	58.00
Low-Season (October - March)		31.67	6.33	38.00	37.00
FUNFAIRS AND CIRCUSES - Minimum of:					
Damage deposit	No		Price on application		
Poster removal deposit	No		Price on application		
Circus at Promenade Park					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
Circus at Riverside Park					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
Funfair at Riverside Park					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
Travelling Funfair at Promenade Park					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
PARKS AND OPEN SPACES					
Memorial Benches					
Rustic bench	No	1,568.00	-	1,568.00	1,534.00
Cast iron bench	No	1,593.00	-	1,593.00	1,559.00
Advertising and Sponsorship					
Events Banners per week (main gate entrances on railings x2 + free el)	Yes		Price on application		
Events Banners per week (<i>community / charity</i>)	Yes	31.67	6.33	38.00	37.00
Internal park adverts To Be Advised (TBA) (<i>per week</i>)	Yes	31.67	6.33	38.00	37.00
Vehicle advertising TBA (<i>per day</i>)	Yes		Price on application		
Sponsorship	Yes		By negotiation		
Event Land Hire Charge - Council Park or Open Space					
Event licence / Permit fee (minimum fee payable on acceptance of eve	Yes	42.50	8.50	51.00	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		
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	80.00	-	80.00	78.00
Off Peak Time					
Daily charge	No	49.00	-	49.00	48.00
Pop Up Trading					
Peak Time (School Holidays/Bank Holidays/ Event Days)					
Market Stall (Frame with Canopy)	No	87.00	-	87.00	85.00
Wheelie Cart	No	68.00	-	68.00	67.00
Wheelie Cart including Fridge	No	74.00	-	74.00	72.00
Electricity	Yes		Price on application		
Off Peak Time			-		
Market Stall (Frame with Canopy)	No	74.00	-	74.00	72.00
Wheelie Cart	No	56.00	-	56.00	55.00
Wheelie Cart including Fridge	No	61.00	-	61.00	60.00
Electricity	Yes		Price on application		

<u>SERVICE DELIVERY</u>	VAT	Charge £	VAT £	2025/26 £	2024/25 £
ROUNABOUT SPONSORSHIP					
1 Year agreement - Maldon Town site	Yes		Price on application		
1 Year agreement - Other district site	Yes		Price on application		
3 Year agreement - Maldon Town site	Yes		Price on application		
3 Year agreement - Other district site	Yes		Price on application		
Landscaping scheme (minimum 5 years)	Yes		Price on application		
1 Year Boundary sign Agreement	Yes		Price on application		
PARKS AND SPORTS PITCHES					
Cricket (per game)					
Adult	Yes	90.83	18.17	109.00	107.00
Junior	Yes	52.50	10.50	63.00	62.00
Sports pitch use - parking season ticket (per club)	Yes	132.50	26.50	159.00	156.00
Football (per game)					
Adult	Yes	56.67	11.33	68.00	67.00
Junior	Yes	41.67	8.33	50.00	49.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	132.50	26.50	159.00	156.00
Sports club training / structured activities		10.83	2.17	13.00	13.00
Mini Soccer					
Juniors	Yes	34.17	6.83	41.00	40.00
Netball (per court, per hour)					
Adult	Yes	11.67	2.33	14.00	14.00
Junior	Yes	9.17	1.83	11.00	11.00
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	153.33	30.67	184.00	180.00
6 Month Licence (up to 3 hours per week)	Yes	225.83	45.17	271.00	265.00
12 Month Licence (up to 5 hours per week)	Yes	359.17	71.83	431.00	422.00
RIVERS					
Moorings					
Annual charge: up to 7.99 metres	Yes	153.33	30.67	184.00	180.00
8 to 9.99 metres	Yes	250.83	50.17	301.00	295.00
10 to 14.99 metres	Yes	349.17	69.83	419.00	410.00
15 metres and above	Yes	461.67	92.33	554.00	542.00
Mooring registration fee	Yes	139.17	27.83	167.00	163.00
Transfer of mooring		50% of annual mooring fee			
Residential Mooring Charges					
up to 9.99 metres (<i>per month</i>)		205.83	41.17	247.00	242.00
10 to 14.99 metres (<i>per month</i>)		190.00	38.00	228.00	223.00
15 metres and above (<i>per month</i>)		381.67	76.33	458.00	448.00
Wharfage - Hythe Quay Maldon and Burnham Pontoon					
Daily fees: vessels and multihulls	Yes	22.50	4.50	27.00	26.00
Annual fees: Available to Fully Rigged Thames Sailing barges operator	Yes	3,449.45	689.89	2,644.00	2,587.09
(annual fee can be paid quarterly with no penalty)	Yes	862.36	172.47	661.00	646.78
Monthly fees: Available to Fully Rigged Thames Sailing barges operator	Yes	316.48	63.30	243.00	237.36
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	157.50	31.50	186.00	182.03
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	144.17	28.83	173.00	169.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	144.17	28.83	173.00	169.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	72.50	14.50	87.00	85.00
Burnham On Crouch Pontoon (Commercial Mooring only)				1,000.00	***New***
Commercial team					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					

PLANNING SERVICES	VAT	Charge	VAT	2025/26	2024/25
		£	£	£	£
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	16.00
DEVELOPMENT CONTROL					
Designs and Patents Act 1989					
Plan copies - per sheet: A4	Yes	0.08	0.02	0.10	0.10
A3	Yes	0.17	0.03	0.20	0.20
A2	Yes	0.83	0.17	1.00	1.00
die line	Yes	1.67	0.33	2.00	2.00
Ordinance Survey Maps					
Handling fee	Yes	1.67	0.33	2.00	2.00
Site plans (max 6 copies) - per extract	Yes	38.33	7.67	46.00	45.00
Other Development Control					
High Hedge Complaints	Yes	628.33	125.67	754.00	738.00
Section 106					
S106 Monitoring Fee - Basic with no funding clauses and standard wording	Yes	110.00	22.00	132.00	***New***
S106 Major 10 houses and under with funding clauses	Yes	673.00	134.60	807.60	***New***
S106 Major over 10 houses and under 100 with funding clauses	Yes	877.00	175.40	1,052.40	***New***
S106 Major over 100 houses with funding and bespoke clauses	Yes	1,315.00	263.00	1,578.00	***New***
Street Naming and Numbering					
Adding / removing a name	No	58.00	-	58.00	57.00
Renaming / renumbering a property	No	58.00	-	58.00	57.00
Naming / numbering 1-5 properties (per property) inc flats*	No	87.00	-	87.00	85.00
Naming / numbering 6-25 properties (per property) inc flats*	No	39.00	-	39.00	38.00
Naming / numbering 26-75 properties (per property) inc flats*	No	32.00	-	32.00	31.00
Naming / numbering 76+ properties (per property) inc flats*	No	25.00	-	25.00	24.00
Naming a street (per street)**	No	127.00	-	127.00	124.00
Change to development after notification	No	62.00	-	62.00	61.00
Street renaming at residents request	No	189.00	-	189.00	185.00
Written confirmation of postal address details	No	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets					
** number of new street names only					
LAND CHARGES					
Premises exempt as per legislation: church halls, village halls & non-commercial venues					
CON29 (part 1): standard fee	Yes	155.83	31.17	187.00	183.00
additional fee for non-residential searches	Yes	28.33	5.67	34.00	33.00
LLC1		***Delete***			28.00
additional fee for non-residential searches		***Delete***			49.00
CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)	Yes	20.00	4.00	24.00	23.00
Q6-21	Yes	20.00	4.00	24.00	23.00
Q22 only	Yes	28.33	5.67	34.00	33.00
Additional enquiry	Yes	40.83	8.17	49.00	48.00
Additional parcel of land LLC1		***Delete***			6.00
Additional parcel of land CON29	Yes	20.00	4.00	24.00	23.00
Copy of duplicate search	Yes	11.67	2.33	14.00	14.00
Search confirmation (up to 3mths old)	Yes	11.67	2.33	14.00	14.00
Personal Searches					
CON29R standard enquiry (when viewed in person)		Free			
Local land charges register (in person): print out		***Delete***			
view		***Delete***			
Local land charges LLC1 certificated		***Delete***			28.00

PLANNING SERVICES Pre-Application Fees and Charges 2025/26

				2025/26	2024/25
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).	25.55	5.11	30.66	30.00
Application Validation	Reviewing application forms and charging for incorrect completion.	25.55	5.11	30.66	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.	134.56	26.91	161.48	158.00
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.	254.65	50.93	305.58	299.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commerical properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	134.56	26.91	161.48	158.00
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 commerical properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	254.65	50.93	305.58	299.00
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 commerical properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	337.26	67.45 -	404.71	396.00
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 commerical properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	757.98	151.60	909.58	890.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	505.89	101.18	607.07	594.00
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	910.43	182.09	1,092.52	1,069.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	910.43 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	182.09	1,092.52	1,069.00
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	1,820.01 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	364.00	2,184.01	2,137.00
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 or six dwellings 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			

PLANNING SERVICES Pre-Application Fees and Charges 2025/26

				2025/26	2024/25
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.	101.35	20.27	121.62	119.00
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.	337.26	67.45	404.71	396.00
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.	822.71	164.54	987.25	966.00
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.	254.65	50.93	305.58	299.00
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.	740.95	148.19	889.14	870.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	101.35	20.27	121.62	119.00
Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	134.56	26.91	161.48	158.00
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	337.26	67.45	404.71	396.00
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	675.37	135.07	810.45	793.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	337.26	67.45	404.71	396.00
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	254.65	50.93	305.58	299.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed	181.41 per obligation	36.28	217.69	213.00
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	254.65	50.93	305.58	299.00
Writing off an Enforcement Notice	Where residents want an enforcement notice lifted	300.00	60.00	360.00	***New***
Pre App pre sale meeting for Listed Buildings	Discussing a listed building with a prospective purchaser to help them understand their responsibility	150.00	30.00	180.00	***New***

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

TABLE A - NEW DWELLINGS
2025/26

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%		2025/26	2025/26	2025/26	2025/26	2024/25	2024/25	2024/25	2024/25
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	253.00	634.00	975.00	1,242.00	248.00	620.00	954.00	1,215.00
		VAT	50.60	126.80	195.00	-	49.60	124.00	190.80	-
		Total	303.60	760.80	1,170.00	1,242.00	297.60	744.00	1,144.80	1,215.00
H02	2 Plots	Net	380.00	1,013.00	1,532.00	1,950.00	372.00	991.00	1,499.00	1,908.00
		VAT	76.00	202.60	306.40	-	74.40	198.20	299.80	-
		Total	456.00	1,215.60	1,838.40	1,950.00	446.40	1,189.20	1,798.80	1,908.00
H03	3 Plots	Net	444.00	1,393.00	2,019.00	2,570.00	434.00	1,363.00	1,976.00	2,515.00
		VAT	88.80	278.60	403.80	-	86.80	272.60	395.20	-
		Total	532.80	1,671.60	2,422.80	2,570.00	520.80	1,635.60	2,371.20	2,515.00
H04	4 Plots	Net	507.00	1,773.00	2,507.00	3,192.00	496.00	1,735.00	2,453.00	3,123.00
		VAT	101.40	354.60	501.40	-	99.20	347.00	490.60	-
		Total	608.40	2,127.60	3,008.40	3,192.00	595.20	2,082.00	2,943.60	3,123.00
H05	5 Plots	Net	569.00	2,152.00	2,995.00	3,812.00	557.00	2,106.00	2,931.00	3,730.00
		VAT	113.80	430.40	599.00	-	111.40	421.20	586.20	-
		Total	682.80	2,582.40	3,594.00	3,812.00	668.40	2,527.20	3,517.20	3,730.00
Flats										
F01	1	Net	253.00	634.00	975.00	1,242.00	248.00	620.00	954.00	1,215.00
		VAT	50.60	126.80	195.00	-	49.60	124.00	190.80	-
		Total	303.60	760.80	1,170.00	1,242.00	297.60	744.00	1,144.80	1,215.00
F02	2	Net	380.00	824.00	1,323.00	1,685.00	372.00	806.00	1,295.00	1,649.00
		VAT	76.00	164.80	264.60	-	74.40	161.20	259.00	-
		Total	456.00	988.80	1,587.60	1,685.00	446.40	967.20	1,554.00	1,649.00
F03	3	Net	444.00	1,013.00	1,602.00	2,039.00	434.00	991.00	1,568.00	1,995.00
		VAT	88.80	202.60	320.40	-	86.80	198.20	313.60	-
		Total	532.80	1,215.60	1,922.40	2,039.00	520.80	1,189.20	1,881.60	1,995.00
F04	4	Net	507.00	1,203.00	1,880.00	2,394.00	496.00	1,177.00	1,840.00	2,342.00
		VAT	101.40	240.60	376.00	-	99.20	235.40	368.00	-
		Total	608.40	1,443.60	2,256.00	2,394.00	595.20	1,412.40	2,208.00	2,342.00
F05	5	Net	569.00	1,393.00	2,159.00	2,748.00	557.00	1,363.00	2,113.00	2,689.00
		VAT	113.80	278.60	431.80	-	111.40	272.60	422.60	-
		Total	682.80	1,671.60	2,590.80	2,748.00	668.40	1,635.60	2,535.60	2,689.00
Conversion to										
V01	Single Dwelling-House	Net	253.00	759.00	1,114.00	1,419.00	248.00	743.00	1,090.00	1,388.00
		VAT	50.60	151.80	222.80	-	49.60	148.60	218.00	-
		Total	303.60	910.80	1,336.80	1,419.00	297.60	891.60	1,308.00	1,388.00
V02	Single Flat	Net	253.00	634.00	975.00	1,242.00	248.00	620.00	954.00	1,215.00
		VAT	50.60	126.80	195.00	-	49.60	124.00	190.80	-
		Total	303.60	760.80	1,170.00	1,242.00	297.60	744.00	1,144.80	1,215.00
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.		266.00	338.00	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.		260.00	331.00
		VAT			53.20	-			52.00	-
		Total			319.20	338.00			312.00	331.00

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

TABLE B - WORK TO A SINGLE DWELLING
2025/26

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%		2025/26	2025/26	2025/26	2025/26	2025/26	2025/26	2025/26	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 *	Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *		Regularisation Charge *
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **				Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **	Notice	Charge *	
D01	Separate single storey extension with floor area not exceeding 40m²	Net VAT Total	253.00 50.60 303.60	507.00 101.40 608.40	128.00 25.60 153.60	253.00 50.60 303.60	835.00 167.00 1,002.00	418.00 83.60 501.60	1,064.00 - 1,064.00	248.00 49.60 297.60	496.00 99.20 595.20	125.00 25.00 150.00	248.00 49.60 297.60	817.00 163.40 980.40	409.00 81.80 490.80	1,041.00 - 1,041.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net VAT Total	253.00 50.60 303.60	634.00 126.80 760.80	128.00 25.60 153.60	317.00 63.40 380.40	975.00 195.00 1,170.00	487.00 97.40 584.40	1,242.00 - 1,242.00	248.00 49.60 297.60	620.00 124.00 744.00	125.00 25.00 150.00	310.00 62.00 372.00	954.00 190.80 1,144.80	477.00 95.40 572.40	1,215.00 - 1,215.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net VAT Total	264.00 52.80 316.80	569.00 113.80 682.80	132.00 26.40 158.40	285.00 57.00 342.00	918.00 183.60 1,101.60	459.00 91.80 550.80	1,167.00 - 1,167.00	258.00 51.60 309.60	557.00 111.40 668.40	129.00 25.80 154.80	279.00 55.80 334.80	898.00 179.60 1,077.60	449.00 89.80 538.80	1,142.00 - 1,142.00
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	275.00 55.00 330.00	759.00 151.80 910.80	137.00 27.40 164.40	380.00 76.00 456.00	1,137.00 227.40 1,364.40	568.00 113.60 681.60	1,448.00 - 1,448.00	269.00 53.80 322.80	743.00 148.60 891.60	134.00 26.80 160.80	372.00 74.40 446.40	1,113.00 222.60 1,335.60	556.00 111.20 667.20	1,417.00 - 1,417.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net VAT Total	253.00 50.60 303.60	295.00 59.00 354.00	128.00 25.60 153.60	148.00 29.60 177.60	604.00 120.80 724.80	301.00 60.20 361.20	769.00 - 769.00	248.00 49.60 297.60	289.00 57.80 346.80	125.00 25.00 150.00	145.00 29.00 174.00	591.00 118.20 709.20	295.00 59.00 354.00	752.00 - 752.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net VAT Total	253.00 50.60 303.60	380.00 76.00 456.00	128.00 25.60 153.60	190.00 38.00 228.00	697.00 139.40 836.40	350.00 70.00 420.00	887.00 - 887.00	248.00 49.60 297.60	372.00 74.40 446.40	125.00 25.00 150.00	186.00 37.20 223.20	682.00 136.40 818.40	342.00 68.40 410.40	868.00 - 868.00
Conversions																
D07	First floor & second floor loft conversions	Net VAT Total	253.00 50.60 303.60	507.00 101.40 608.40	128.00 25.60 153.60	253.00 50.60 303.60	835.00 167.00 1,002.00	418.00 83.60 501.60	1,064.00 - 1,064.00	248.00 49.60 297.60	496.00 99.20 595.20	125.00 25.00 150.00	248.00 49.60 297.60	817.00 163.40 980.40	409.00 81.80 490.80	1,041.00 - 1,041.00
D08	Other work (e.g. garage conversions)	Net VAT Total	253.00 50.60 303.60	253.00 50.60 303.60	128.00 25.60 153.60	128.00 25.60 153.60	558.00 111.60 669.60	279.00 55.80 334.80	709.00 - 709.00	248.00 49.60 297.60	248.00 49.60 297.60	125.00 25.00 150.00	125.00 25.00 150.00	546.00 109.20 655.20	273.00 54.60 327.60	694.00 - 694.00
Alterations (including underpinning)																
D09	Renovation of a thermal element	Net VAT Total	127.00 25.40 152.40	127.00 25.40 152.40	63.00 12.60 75.60	63.00 12.60 75.60	279.00 55.80 334.80	139.00 27.80 166.80	355.00 - 355.00	124.00 24.80 148.80	124.00 24.80 148.80	62.00 12.40 74.40	62.00 12.40 74.40	273.00 54.60 327.60	136.00 27.20 163.20	347.00 - 347.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	127.00 25.40 152.40	127.00 25.40 152.40	63.00 12.60 75.60	63.00 12.60 75.60	279.00 55.80 334.80	139.00 27.80 166.80	355.00 - 355.00	124.00 24.80 148.80	124.00 24.80 148.80	62.00 12.40 74.40	62.00 12.40 74.40	273.00 54.60 327.60	136.00 27.20 163.20	347.00 - 347.00
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	127.00 25.40 152.40	190.00 38.00 228.00	63.00 12.60 75.60	95.00 19.00 114.00	347.00 69.40 416.40	175.00 35.00 210.00	444.00 - 444.00	124.00 24.80 148.80	186.00 37.20 223.20	62.00 12.40 74.40	93.00 18.60 111.60	340.00 68.00 408.00	171.00 34.20 205.20	434.00 - 434.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	190.00 38.00 228.00	253.00 50.60 303.60	95.00 19.00 114.00	128.00 25.60 153.60	487.00 97.40 584.40	243.00 48.60 291.60	620.00 - 620.00	186.00 37.20 223.20	248.00 49.60 297.60	93.00 18.60 111.60	125.00 25.00 150.00	477.00 95.40 572.40	238.00 47.60 285.60	607.00 - 607.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	253.00 50.60 303.60	422.00 84.40 506.40	128.00 25.60 153.60	212.00 42.40 254.40	743.00 148.60 891.60	372.00 74.40 446.40	945.00 - 945.00	248.00 49.60 297.60	413.00 82.60 495.60	125.00 25.00 150.00	207.00 41.40 248.40	727.00 145.40 872.40	364.00 72.80 436.80	925.00 - 925.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	316.00 63.20 379.20	634.00 126.80 760.80	158.00 31.60 189.60	317.00 63.40 380.40	1,044.00 208.80 1,252.80	522.00 104.40 626.40	1,330.00 - 1,330.00	309.00 61.80 370.80	620.00 124.00 744.00	155.00 31.00 186.00	310.00 62.00 372.00	1,022.00 204.40 1,226.40	511.00 102.20 613.20	1,301.00 - 1,301.00
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					446.00 89.00 535.00	n/a n/a n/a	- - -	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.				436.00 87.00 523.00	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

TABLE C - ALL OTHER NON-DOMESTIC WORK
2025/26
Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2025/26	2025/26	2025/26	2025/26	2025/26	2024/25	2024/25	2024/25	2024/25	2024/25
Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge	Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net VAT Total	264.00 52.80 316.80	132.00 26.40 158.40	507.00 101.40 608.40	253.00 50.60 303.60	1,079.00 - 1,079.00	258.00 51.60 309.60	129.00 25.80 154.80	496.00 99.20 595.20	248.00 49.60 297.60	1,056.00 - 1,056.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net VAT Total	295.00 59.00 354.00	148.00 29.60 177.60	654.00 130.80 784.80	327.00 65.40 392.40	1,330.00 - 1,330.00	289.00 57.80 346.80	145.00 29.00 174.00	640.00 128.00 768.00	320.00 64.00 384.00	1,301.00 - 1,301.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net VAT Total	316.00 63.20 379.20	158.00 31.60 189.60	717.00 143.40 860.40	359.00 71.80 430.80	1,448.00 - 1,448.00	309.00 61.80 370.80	155.00 31.00 186.00	702.00 140.40 842.40	351.00 70.20 421.20	1,417.00 - 1,417.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net VAT Total	338.00 67.60 405.60	169.00 33.80 202.80	824.00 164.80 988.80	412.00 82.40 494.40	1,626.00 - 1,626.00	331.00 66.20 397.20	165.00 33.00 198.00	806.00 161.20 967.20	403.00 80.60 483.60	1,591.00 - 1,591.00
	Alterations											
N05	Cost of work not exceeding £5,000	Net VAT Total	190.00 38.00 228.00	95.00 19.00 114.00	190.00 38.00 228.00	95.00 19.00 114.00	532.00 - 532.00	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net VAT Total	190.00 38.00 228.00	95.00 19.00 114.00	190.00 38.00 228.00	95.00 19.00 114.00	532.00 - 532.00	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net VAT Total	190.00 38.00 228.00	95.00 19.00 114.00	190.00 38.00 228.00	95.00 19.00 114.00	532.00 - 532.00	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00
	Installation of new shop front	Net VAT Total	190.00 38.00 228.00	95.00 19.00 114.00	190.00 38.00 228.00	95.00 19.00 114.00	532.00 - 532.00	186.00 37.20 223.20	93.00 18.60 111.60	186.00 37.20 223.20	93.00 18.60 111.60	521.00 - 521.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net VAT Total	253.00 50.60 303.60	128.00 25.60 153.60	253.00 50.60 303.60	128.00 25.60 153.60	709.00 - 709.00	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net VAT Total	253.00 50.60 303.60	128.00 25.60 153.60	253.00 50.60 303.60	128.00 25.60 153.60	709.00 - 709.00	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00
	Renovation of thermal elements	Net VAT Total	253.00 50.60 303.60	128.00 25.60 153.60	253.00 50.60 303.60	128.00 25.60 153.60	709.00 - 709.00	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00
	Installation of a Raised Storage Platform within an existing building	Net VAT Total	253.00 50.60 303.60	128.00 25.60 153.60	253.00 50.60 303.60	128.00 25.60 153.60	709.00 - 709.00	248.00 49.60 297.60	125.00 25.00 150.00	248.00 49.60 297.60	125.00 25.00 150.00	694.00 - 694.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net VAT Total	380.00 76.00 456.00	190.00 38.00 228.00	507.00 101.40 608.40	253.00 50.60 303.60	1,242.00 - 1,242.00	372.00 74.40 446.40	186.00 37.20 223.20	496.00 99.20 595.20	248.00 49.60 297.60	1,215.00 - 1,215.00
	Fit out of building up to 100m2	Net VAT Total	380.00 76.00 456.00	190.00 38.00 228.00	507.00 101.40 608.40	253.00 50.60 303.60	1,242.00 - 1,242.00	372.00 74.40 446.40	186.00 37.20 223.20	496.00 99.20 595.20	248.00 49.60 297.60	1,215.00 - 1,215.00

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 PLANNING POLICY WORKING GROUP

to
COUNCIL
12 DECEMBER 2024

PLANNING POLICY WORKING GROUP REVIEW OF THE MALDON AND HEYBRIDGE CENTRAL AREA MASTERPLAN

1. PURPOSE OF THE REPORT

- 1.1 To present to Council the recommendations of the Planning Policy Working Group (PPWG) following Councillor J C Stilts' Motion to the Council on 14 December 2023.

2. RECOMMENDATIONS

- (i) That the Maldon and Heybridge Central Area Masterplan Action Plan work is permitted to continue until after the Local Development Plan (LDP) Review is completed;
- (ii) That the Maldon and Heybridge Central Area Masterplan is reviewed for relevance thereafter as part of LDP Review or subsequent processes.

3. SUMMARY OF KEY ISSUES

- 3.1 At the Council meeting on 14 December 2023, it was 'Resolved that an immediate review of the 2017 Maldon and Heybridge Central Area Masterplan and Action Plan be brought forward through the Planning Policy Working Group'. Such review 'encouraged officers to bring the review forward at the earliest opportunity' but 'within the time constraints and budget they currently had' (Minute No. 401 refers).
- 3.2 The Maldon and Heybridge Central Area Masterplan Supplementary Planning Document (CAMP SPD) was adopted by the Council in November 2017 as a SPD to expand upon the Maldon District LDP Strategic Policy S5 *Maldon and Heybridge Central Area* Objectives. The CAMP SPD was a requirement of the LDP and covered a period of over ten years setting out an action plan which identified 18 spatially specific projects to be worked on during that time to meet the LDP's Strategic Policy S5 Objectives. The CAMP projects were prioritised in 2017 as short term (up to 5 years), medium term (5 - 10 years) and long term (10 years+).
- 3.3 CAMP, as an SPD, is not part of the statutory Development Plan, rather it elaborates on the details of how LDP's Strategic Policy S5 Objectives could be achieved. The Strategic Policy S5 Objectives and Key Projects are however set out on pages 36-39 of the LDP which reinforces their presence in planning policy.
- 3.4 During March to July 2024, meetings, presentations, and structured site visits with the PPWG were carried out to the CAMP's three sub-areas ('*Maldon Central*' - the 'Market Town' focus of Maldon's High Street; the '*Leisure Quarter*' - focussed on the District's most visited places at Hythe Quay and Promenade Park and the '*Causeway*

Regeneration Area' - focussed on the District's largest employment area in Heybridge) as follows:

- 3.4.1 **14 March 2024** focused on familiarisation with the CAMP Action Plan with accompanying Masterplan Priority Programme 2018-2023 and the current Masterplan Priority Programme 2022-2027. These five-yearly priority programmes are monitored via the Extended Leadership Team (ELT) Project Board, (Corporate Leadership Team (CLT) and performance monitoring to the Performance, Governance and Audit Committee (PGA). It was noted that five of the 18 CAMP Projects have been delivered or are now BAU (Business As Usual) activities in the first five years up to 2022 to meet the LDP Strategic Policy S5 Objectives and Key Projects. A further two projects have been delivered in 2023 from the current Masterplan Priority Programme 2022 - 2027. The remaining 11 projects have actions and timelines to progress to 2027 (**APPENDIX 1**). The PPWG were also informed of new and emerging strategies and plans that strengthen the CAMP evidence base that have been since adoption in 2017 to progress CAMP projects especially for 'connectivity and movement' by sustainable means in the 'entire central area', public realm and landscaping enhancements, regenerative site development projects and mitigation of flood risk. Four 'options' were presented to the PPWG to inform a recommendation back to the Council (**APPENDIX 2**). Consequently, the PPWG requested separate, structured sites visits to the three sub-areas to better understand how the CAMP projects are meeting the LDP Strategic Policy S5 Objectives.
- 3.4.2 **3 June 2024** – Site Visit 1 to Maldon Central (High Street to Hythe Quay including public car parks) **APPENDIX 3** refers.
- 3.4.3 **7 June 2024** – Site Visit 2 to the Leisure Quarter (Promenade Park and its environs including the England Coast Path, waste depot, recycling centre, Millennium Wood (Battle of Maldon Millennium [991AD to 1991]) and Blackwater Leisure complex) **APPENDIX 3** refers.
- 3.4.4 **10 June 2024** – Site Visit 3 to the Causeway Regeneration Area (Station Road, Bates Road, The Causeway and Heybridge Creek) **APPENDIX 3** refers.
- 3.4.5 **26 July 2024** – CAMP Review Summary Meeting – All PPWG Member questions, observations, comments, and ideas from the three site visits were captured during the visits and presented back to the PPWG. After the comprehensive review of CAMP, the PPWG made their informed decision for the recommendation back to the Council feeling that this should incorporate a combination of Options 1 and 2. The PPWG requested an All Member Briefing be held on its CAMP Review prior to reporting back to the Council for Members 'to be clear on the relationship between Strategic Policy S5 'Maldon and Heybridge Central Area', LDP, and the Maldon and Central Area Masterplan Supplementary Planning Document (CAMP SPD) and any review of either as part of the LDP Review or subsequent processes'.
- 3.4.6 **16 October 2024** – All Member Briefing 'PPWG CAMP Review' (Presentation in Background Papers).

4. CONCLUSION

- 4.1 At the CAMP Review Summary Meeting on 26 July 2024 PPWG considered the four Options presented to them at the start of the CAMP Review on 14 March 2024. **APPENDIX 2** refers. PPWG agreed a combination of Option 1 and Option 2 was appropriate as set out in the '*Recommendations*' to this Report at 2(i) and 2(ii). The

following conclusions were presented to the CAMP All Member Briefing on 16 October 2024.

- 4.2 Delivery and progress of CAMP Projects via the monitored Masterplan Priority Programmes are meeting the LDP Strategic Policy S5 Objectives via public and private sector investment and regeneration in the Causeway Regeneration Area and supporting and promoting tourism in the most visited places in the District at Hythe Quay and Promenade Park. It is evident that this is also supporting the maintainance of the Maldon High Street retail function, whilst helping it diversify by adapting to behavioural changes brought on by Covid-19, the growing trend of on-line shopping, and access to the High Street by more sustainable travel modes, since CAMP SPD was adopted in 2017.
- 4.3 BAU through the separate Member-led groups including the Maldon High Street Focus Group, Climate Action Working Group, Asset Management Working Group, Coastal Flood and Management Working Group, Car Park Task and Finish Working Group and the Council's function as the Local Planning Authority for planning applications, conservation and heritage and planning enforcement in the Maldon and Heybridge Area, ensures CAMP Projects are visible in their progress, are still a mechanism for change in activities to manage, implement or investigate CAMP Project progress and delivery.
- 4.4 Partnership working with Essex County Council as the Highway Authority is supporting the 'connectivity and movement' and climate action priorities to 'reduce Greenhouse Gas Emissions' (GGEs) from transport to improve air quality Projects in CAMP. The recent All Member Briefing on the draft Maldon District Future Transport Strategy on 2 September 2024, the report to Council on the Essex Transport Strategy Framework Consultation (12 September 2024 report to Council) and commencement of the Maldon and Heybridge Local Cycling and Walking Infrastructure Plan (LCWIP) are prioritising sustainable travel and active travel in the CAMP defined area; CAMP therefore remains relevant to help define the strategic context for development and change in its area.
- 4.5 Because of changes to the NPPF in December 2023 after the Motion was carried and the proposed changes to the updated NPPF in September 2024 (due to be decided on by Spring 2025), PPWG will continue to review the LDP Strategic Policy S5 Objectives via the ongoing LDP Review.
- 4.6 The '*Recommendations*' in this Report following the 14 December 2023 Motion to Council are based on a comprehensive review of CAMP by PPWG between March and July 2024 and by updating all Members on 16 October 2024 at the CAMP Review All Member Briefing.

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

5.1 Supporting our communities

- 5.1.1 Access to quality public open space, community facilities and options for active travel are the Objectives of CAMP Projects to meet LDP Strategic Policy S5 Objectives.

5.2 Enhancing and connecting our place

- 5.2.1 Sustainable transport options as alternatives to car travel to reach employment, leisure and recreation and to access facilities and services are the Objectives of

CAMP Projects to meet LDP Strategic Policy S5 Objectives. Active travel for health and wellbeing and delivery of highway infrastructure for safe, dedicated routes are Objectives of CAMP Projects to meet LDP Strategic Policy S5 Objectives.

5.3 **Helping the economy to thrive**

- 5.3.1 CAMP SPD is an economically driven Masterplan to support the local commercial, retail and tourism economies meeting the LDP Strategic Policy S5 Objectives and thus supporting significant housing growth in Maldon and Heybridge.

5.4 **Smarter finances**

- 5.4.1 The range and status of the Maldon & Heybridge CAMP supports the compilation of bids for third party funding by providing evidence of coordinated action and investment for multiple outcomes.

5.5 **A greener future**

- 5.5.1 CAMP projects consider sustainable and active travel modes in its connectivity and movement framework where dominance of the motor vehicle causes poor air quality and congestion impacts. CAMP projects consider electric vehicle (EV) charging implementation and flood resilience infrastructure to lessen the impacts of climate change meeting the LDP Strategic Policy S5 Objectives.

6. **IMPLICATIONS**

- (i) **Impact on Customers** – As an SPD, CAMP has been through public consultation with residents, businesses and visitors and significant stakeholder engagement with key partners and statutory consultees prior to its adoption. The CAMP and LDP Strategic Policy S5 Objectives ensure the District's main commercial, retail and tourism economies are sustained and improved.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – The CAMP SPD is adopted by the Council and can be reviewed as part of the ongoing LDP Review. CAMP SPD supports risk management and provides opportunities to other council and partner projects.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.

Background Papers:

Maldon District Local Development Plan 2024-2029, Maldon District Council (MDC), 2017
Maldon and Heybridge Central Area Masterplan SPD, MDC, 2017
Lower High Street Action Plan, MDC, 2020
Air Quality Management Area Action Plan, MDC 2020
North Quay Regeneration Development Brief SPD, MDC, 2020
Climate Action Strategy, MDC, 2021 (under review)
All Member Briefing PowerPoint presentation

Enquiries to: Jackie Longman, Principal Place Officer.

Table 1: 18 CAMP Projects' progress as mechanisms for change/positive change presented to PPWG 14 March 2024 and at All Member Briefing 16 October 2024

Projects delivered/or moved into BAU

- **Lower High Street Action Plan**
 - Lower High Street Action Plan, MDC – approved by Council June 2020
 - BAU via Member led High Street Focus Group
- **The Causeway Strategic Flood Risk Review**
 - The Causeway Strategic Flood Risk Review, ECC/MDC 2021
- **North Quay Regeneration**
 - North Quay Development Brief SPD, MDC – adopted by Council December 2020
- **Butt Lane Car Park Enhancements** (Market review, visitor signage and information point)
- **The Causeway Corridor**
 - The Causeway Landscape and Public Realm Strategy, MDC 2021
- **England Coast Path and Northey Island Connectivity** – routes ratified by ECC/NE, signage installed, and path improvements implemented

Projects in progress

- **Enterprise Centre** – requires Gateway Review
- **Heybridge Creek Connection** – M&H LCWIP
- **Heybridge Creek Improvements** – Houseboat review commenced
- **Maldon Riverside Path** – M&H LCWIP
- **Upper High Street Improvements**
 - Air Quality Management Area (Market Hill) Action Plan Measures – approved by Council June 2020
 - Voluntary Clean Air Zone commenced June 2024
- **Destination Hub** – requires Gateway Review
- **Hythe Quay Improvements Initiative** – with MHCLG (formerly DLUHC) bid
- **Promenade Park Management Plan**
- **The Street and Bembridge Industrial Estate**
- **Blackwater Estuary Moorings**
- **Wyndham Heron and The Roothings** – in LDP Review Call for Sites

Delivered

- **Leigh Industrial Estate**
 - Site redevelopment delivered by private investment – now called 'Maldon Trade Park'

Figure 1. Extract Strategic Policy S5 'Maldon and Heybridge Central Area' Key Projects, para 2.82, page 39, LDP, presented to PPWG 14 March 2024

Key Projects

Entire Masterplan Area
Entire Masterplan Area
Entire Masterplan Area

Maldon Central Area
Maldon Central Area
Maldon Central Area
Maldon Central Area
Maldon Central Area

Leisure Quarter

Leisure Quarter
Leisure Quarter

Causeway Regen' Area

Improved connectivity (between the 3 sub-areas)
Riverside access (public access improved and delivered)
Vocational training and skills (feasibility of improved and increased education and training provision)

Town Market (provision of permanent high quality town centre market)
Lower High Street (feasibility of street market and/or promotion of food and drink quarter)
Car Park Review (Effective town centre car park management and usage)
The Hythe 1 (Increased leisure provision e.g. café/restaurant facility and associated retail uses)
The Hythe 2 (Improved boating access and mooring facilities)

Promenade Park Visitor Centre (provision of multi-use hub in the park to provide exhibition and conference space; café/restaurant facility; 'parks' office space; associated retail; evening uses; and other community functions)

Leisure Quarter 1 (Increased leisure uses with associated retail use)
Leisure Quarter 2 (investigate feasibility of a park and ride facility to improve public transport connectivity between the Leisure Quarter and the Town Centre)

The Causeway and Sadd's Wharf (In line with other LDP policies, employment led mixed use development incorporating a range of employment generating uses such as: leisure, recreation, retail, hotel accommodation and modern office space)

Extract: Policy S5 Maldon and Heybridge Central Area, page 36, LDP – the 10 Principles informing CAMP Project Objectives

Policy S5**The Maldon and Heybridge Central Area**

The Central Area incorporates Maldon Central, the Causeway Regeneration Area and the Leisure Quarter. The Central Area will continue to act as the focal point within the District for retail, commercial, industrial, community and tourism activities. It will be a thriving and vibrant destination that has strong connections with surrounding areas and is supported by its heritage assets, waterways and green spaces. The development and regeneration strategy for the Central Area comprises the following:

- 1) Development and regeneration will take place having regard to a masterplan endorsed by the Council;
 - 2) Maldon Town Centre will be promoted as a market town that serves a wider rural catchment area. Proposals for retail, office, housing, community, leisure uses and other town centre uses will be supported where they contribute to regeneration and diversification of the centre. The provision of a high quality market will be encouraged and supported;
 - 3) Renewal of the Causeway Regeneration Area to improve the supply of high quality Use Class B floorspace (commercial and industrial), and increase employment. This will include the provision of: modern workspaces suitable for small and medium sized enterprises; start-up units; support for existing businesses that are seeking to expand and mixed-use developments which enable significant numbers of jobs to be created;
- Retain the role of the Central Area as a tourist, arts and cultural centre, offering a range of accommodation and visitor attractions and facilities;
- 5) Increase public access next to, and enhance the setting of the riverside to create a vibrant environment that incorporates a range of uses;
 - 6) Maintain and encourage the wider use of walking and cycling across the area through an improved public realm and improved linkages and connectivity between the town centre, the Causeway, the Hythe, and the Leisure Quarter and other key attractions;
 - 7) Preserve and enhance the quality of the historic character including the built environment, archaeology and historic skyline within the context of its riverside, estuarine and rural location;
 - 8) Actively manage traffic and visitors to the town and surrounding area through enhanced public transport provision and the use of effective car park management;
 - 9) Protect the sensitive environmental relationship between the Central Area and the adjacent environmentally designated areas including the River Blackwater and Chelmer and Blackwater Navigation; and
 - 10) Minimise all forms of flood risk and ensure that flood infrastructure are effectively managed.

Acronym Key:

BAU	Business As Usual
CAMP	Central Area MasterPlan
DLUHC	Department for Levelling Up, Housing and Communities
ECC	Essex County Council
LDP	Local Development Plan
M&H LCWIP	Maldon and Heybridge Local Cycling and Walking Infrastructure Plan
MDC	Maldon District Council
MHCLG	Ministry of Housing, Communities and Local Government
NE	Natural England
PPWG	Planning Policy Working Group
SPD	Supplementary Planning Document

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The four Options presented to PPWG 14 March 2024 in reviewing CAMP:

1. **CAMP SPD is formally reviewed as per the Motion** involving public consultations, Member briefings, review of the detailed LDP Strategic Policy S5 Objectives and CAMP projects (those that remain to be delivered), followed by testing via Sustainability Appraisal & Environmental Assessments.

This would be a new planning policy project that would need to be formally set out in the statutory Local Development Scheme (LDS), which would require a report to Council. In this report, the Council would need to determine how it is to fund the SPD update (as it is not part of the LDP Review or Planning Policy budgets) and how it will resource the project alongside existing commitments. If it wishes to prioritise this over the existing LDS commitments this will involve additional staffing resources not currently planned for in the review of the LDP. This is also not set out in the LDS, and the LDS would have to be amended via a report to Council.

2. **CAMP SPD could be permitted to continue** until such time as the Council can deal with the procedural changes to the planning system on the horizon. The PPWG will have to consider all the Council's SPDs in the future anyway and determine whether they become Supplementary Plans or if their key contents can instead be incorporated into policy.

3. **CAMP SPD could be revoked in its entirety** - CAMP is the associated SPD linked to LDP Strategic Policy S5; Strategic Policy S5 specifies there is an accompanying Masterplan at S5(1). However if the SPD is revoked, the LDP Strategic Policy is still there in the LDP which sets out high level Objectives and without the SPD it would not carry as much weight as the detail is set out in the CAMP SPD, nor would it be as effective if any developments came forward in the area covered by the Strategic Policy but lacking in steer from the CAMP SPD.

Funding bids for both the District and Essex County Council already use the CAMP SPD as part of their business case as they are linked back to the delivery. They could also become less effective without the detail of the CAMP SPD; they cannot rely solely on the LDP Strategic Policy S5. Projects in strategies not yet adopted i.e. the draft Maldon District Future Transport Strategy (dMFDTS) and Maldon and Heybridge Local Cycling and Walking Infrastructure Plan (LCWIP) which refer to the CAMP SPD within their 'golden thread' could be affected without it and at risk of not being progressed.

4. **Cease active work on any projects in CAMP SPD** that do not have funding attached to them and are not in other strategies/SPDs with the remainder of CAMP continuing. Any projects where the funding falls away or do not progress in other strategies would also have no further work progressed on them.

Acronym Key:

CAMP	Central Area MasterPlan
dMFDTS	Draft Maldon District Future Transport Strategy
LCWIP	Local Cycling and Walking Infrastructure Plan
LDP	Local Development Plan
LDS	Local Development Scheme
PPWG	Planning Policy Working Group
SPD	Supplementary Planning Document

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Site Visit 1 Maldon Central led by JL and AK (Market Town / High St and link to Hythe Quay)

11am Meet at top of Market Hill junction with High St (benches by red telephone kiosks opp. Town Hall)

1pm Ends at bottom of Market Hill via Downs Road and Chandlers Quay to Fullbridge

Where are we going?



Project 1 Upper High Street Improvements, pages 34-35, Masterplan SPD

Project 3 Butt Lane Car Park Enhancements, page 37, Masterplan SPD (Complete Project/BAU)



Project 2 Lower High Street Improvements, pages 36 and 37, Masterplan SPD



Project 4 Hythe Quay Improvements Initiative, pages 40 and 41, Masterplan SPD



Project 5 Maldon Riverside Path pages 44 and 45, Masterplan SPD

Supporting LDP Policy S5 objectives

Entire Masterplan Area	Improved connectivity (between the 3 sub-areas)
Entire Masterplan Area	Riverside access (public access improved and delivered)
Maldon Central Area	Town Market (provision of permanent high quality town centre market)
Maldon Central Area	Lower High Street (feasibility of street market and/or promotion of food and drink quarter)
Maldon Central Area	Car Park Review (Effective town centre car park management and usage)
Maldon Central Area	The Hythe 1 (Increased leisure provision e.g. café/restaurant facility and associated retail uses)
Maldon Central Area	The Hythe 2 (Improved boating access and mooring facilities)

Masterplan Projects to deliver LDP Policy objectives

Project 1	Upper High Street Improvements, Maldon
Project 2	Lower High Street Improvements Action Plan, Maldon
Project 3	Butt Lane Car Park Enhancements, Maldon
Project 4	Hythe Quay Improvement Initiative, Maldon
Project 5	Maldon Riverside Path, Maldon

What you will see and discuss**Air Quality Management Area (Market Hill) Action Plan 2020-25, approved by Council June 2020 -**

Clean Air Route consultation by MDC EH with residents (April 2024) - congestion and only access to town centre car parks from north of District over Fullbridge (from Heybridge, Great Totham and wider area)

Historic High Street, 800m long, dominated by vehicle movement – shared space scheme Market Hill junction with High Street (**Project 1 Upper High St Improvements**), more room for pedestrians and cyclists (picked up by dMDFTS as priority project and M&H LCWIP for cycle stands and wider pavements for pedestrians with prams, buggies, wheelchairs/mobility scooters)

A diverse High Street offer (on-line shopping and Covid have changed traditional High Streets - loss of retail offer and everyday services - 6 banks closed in last few years, ex-bank buildings filled with more 'nail salons and barbers', takeaways and food and drink outlets/bars dominating new uses). Should we accept less of the High St as 'primary retail frontage' through policy? - AK to talk about High St use review.

Vacant buildings along entire length of High Street now – pre-Covid and when Masterplan adopted it was only the Lower High St (between Wantz Road and Mill Road) that had a high vacancy rate.

Projects delivered in first five years and business as usual (BAU): Lower High St Action Plan (Project 2) implementation overseen by Member-led High Street Focus Group and new Maldon Market (delivered by UKSPF) – **Project 3 Butt Lane Car Park Enhancements**

Lower High St is the 'gateway' from High St to Hythe Quay and Promenade Park (Leisure Quarter) offer (and vice versa from Hythe Quay and Promenade Park to the historic High Street/town centre offer) supported by **Lower High Street Action Plan, approved by Council June 2020**

MDC Assets at Hythe Quay - Redundant River Bailiff Hut and old Classroom – re-use to support tourism/culture experience to improve community and visitor experience – supported by LUF 'culture' bid June 2022 (unsuccessful).

Hythe Quay pedestrian area levels – improve public realm for pedestrians and cyclists that currently compete with car parking and car manoeuvres to and from the Hythe Quay (supported by LUF 'culture' bid June 2022 and LU allocation for culture 2024) – move car parking to highway side and introduce public EV charging on MDC asset.

Waterside access / N1 Cycle Route connecting to Fullbridge and England Coast Path walking route around entire District coastline (**Project 5 Maldon Riverside Path**)

Task: If a first-time visitor to the town, how would you know there is a wonderful quay, with potential new uses for 'local' food and drink offer (heritage food – oysters, seafood, beer and wine)

and waterside park a stone's throw away. What do you think of the town centre signage to the Leisure Quarter from the High Street?

Site Visit 2 Leisure Quarter (JL and LS)

11am Meet at Coach Park, Park Drive/Mill Road corner

1pm Leave via Church Road, to Lower High Street or back to car park

Where are we going

--- Key pedestrian route	Existing buildings	England Coast path	Sports areas
PP Permanent parking	Playing areas	P&R Park and Ride	Attractive places
OP Overflow parking	Sports areas	Δ Campsite	Parking space
Y Yacht club and boat park	Attractive places	PP Permanent parking	Camping ground
	Parking space	X Removal of parking and reinstatement of park open space	Destination Hub area of search



Above: Existing and proposed new leisure quarter at Promenade park.

Area Strategy for the Leisure Quarter, page 70, Masterplan SPD

Supporting Policy S5, LDP Objectives

Entire Masterplan Area	Improved connectivity (between the 3 sub-areas)
Entire Masterplan Area	Riverside access (public access improved and delivered)
Leisure Quarter	Promenade Park Visitor Centre (provision of multi-use hub in the park to provide exhibition and conference space; café/restaurant facility; park rangers' office space; associated retail; evening uses; and other community functions)
Leisure Quarter	Leisure Quarter 1 (Increased leisure uses with associated retail use)
Leisure Quarter	Leisure Quarter 2 (investigate feasibility of a park and ride facility to improve public transport connectivity between the Leisure Quarter and the Town Centre)

Masterplan Projects

Project 15	Destination Hub, Maldon – No funding or strategy
Project 16	Promenade Park Management Plan, Maldon – Damian Spring progressing this project
Project 17	Blackwater Estuary Moorings, Maldon – LUF bid (unsuccessful) dMDFTS potential project
Project 18	England Coast Path and Northey Island Connectivity, Maldon/Heybridge – project complete

What you will see and discuss (entire MDC asset)

Coach car park (to support visitor economy) and Maldon Museum offer (as attraction in Leisure Quarter)

Main car park – Promenade Park as a long stay 'town centre' status car park (**Car Parking and Traffic Management, pages 20 and 21, Masterplan SPD**) supporting:

- Park & Ride, Park and Stride (to and from town centre)
- town centre business community (who currently pay up to £8 per day to park in the main town centre car parks)
- the visitor economy with coach parking allocation

Park & Stride and Park & Ride for sustainable movement and connectivity and to manage vehicle congestion in the town (**Movement and Connectivity Framework, pages 18 and 19, Masterplan SPD**).

Promenade Park should have low level lighting and improved signage to and from main car park and coach car park for all year-round use of the park and to connect to town centre by Park & Ride or Park & Stride (**Movement and Connectivity Framework, pages 18 and 19, Masterplan SPD**)

The main car park should be formalised to individual spaces and become a long stay car park to ease pressure on town centre car parks and to support employment in the town (**Car Parking and Traffic Management, pages 20 and 21, Masterplan SPD**)

Competing demands on the park from car parking, sport facilities (cricket, football), attractions (Splash Park, Galleon, Adventure Golf, Petting Zoo, England Coast Path etc) plus Events calendar (Fireworks, Markets, Car shows, Smoke and Fire, Oyster Festival etc) – (**Project 16 Prom Park Management Plan**)

Awkward exit out of Promenade Park conflicting with tip access/exit and entrance to Park Drive Gym

Tip and Depot – relocation to free up for visitor attractions (see Area Strategy image above)

Mooring facilities to arrive on water/waterside access (**Project 17 Blackwater Estuary Moorings**) to encourage more day trips by water.

England Coast Path route (and its continuation via Hythe Quay and on to Fullbridge) (**Projects 18 ECP and Northey Island Connectivity**)

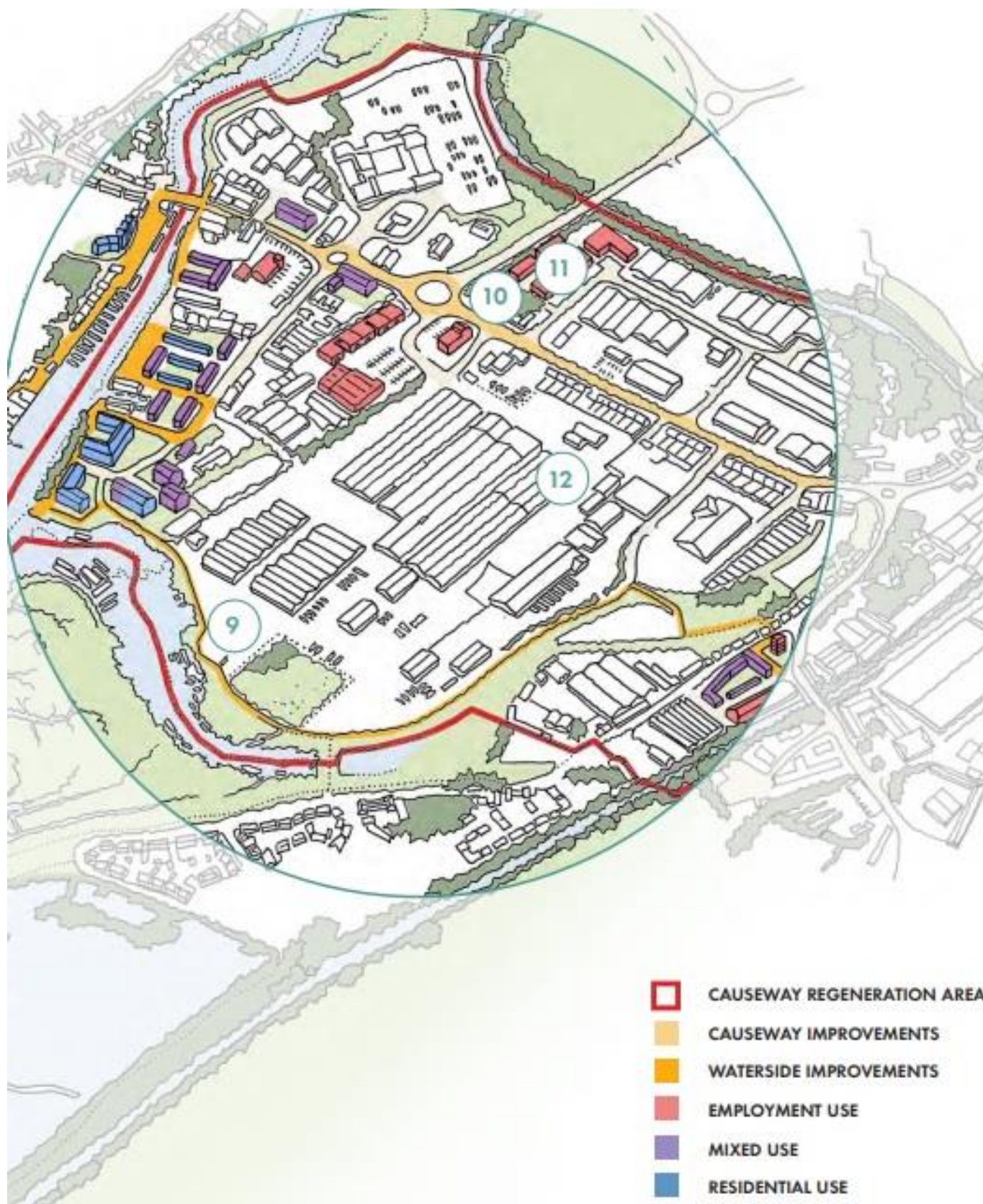
New building to interpret culture, flora, fauna of the District and including a top-quality restaurant for all year round use, enable accommodation and attractions bookings (digital), offer community space and replace 'out of date toilet block' (**Project 15 Destination Hub**)

Task: If you are visiting for the first time - Where is the High Street? What do you think of the signposting and messaging that there is a fantastic town centre and high street offer a stone's throw away, walking on the ECP or cycling to visit the wider coast and countryside of the District?

Site Visit 3 Causeway Regeneration Area (JL and LS)

11am - Meet at Fullbridge - park in Blackwater Retail Park or Tesco car parks (first 3 hours are free).

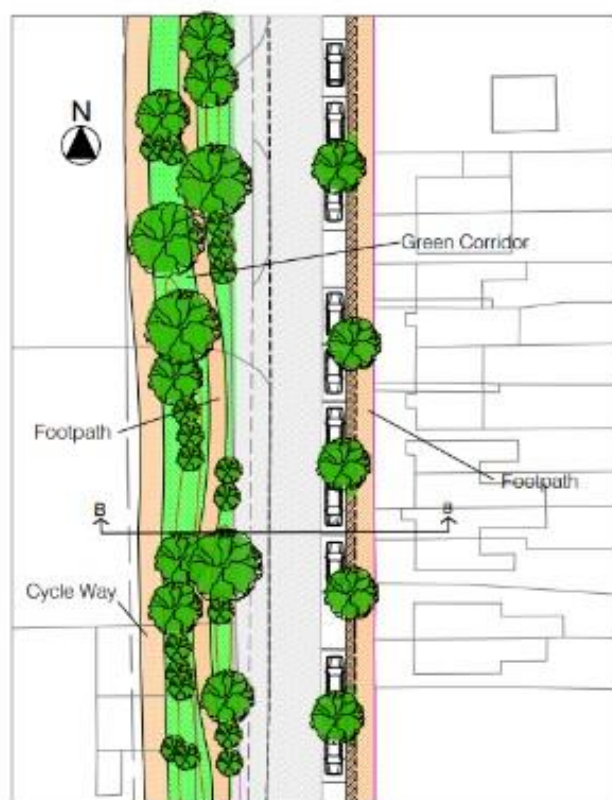
1pm - Leave via The Causeway (where parked)

Where are we going?

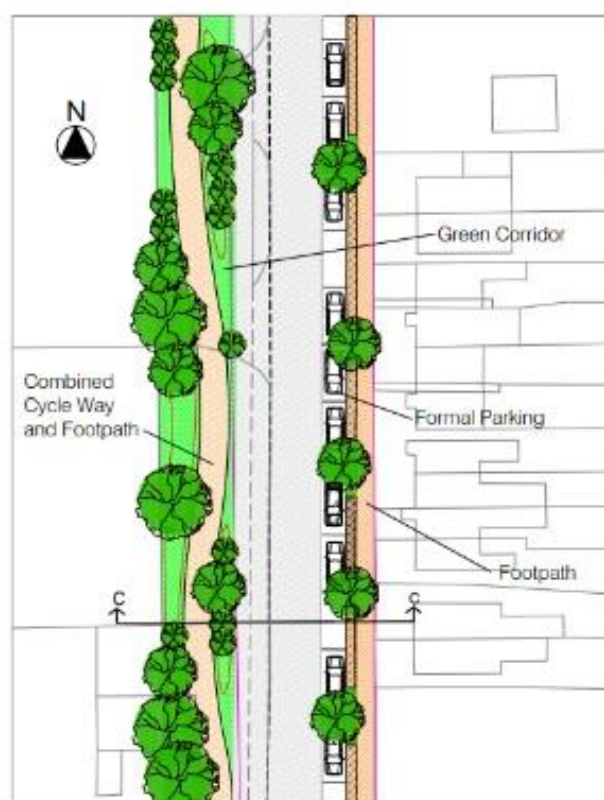
Causeway Regeneration Area Strategy, page 58, Masterplan SPD



Development Framework, page 24, Masterplan SPD



2: Option 1: Segregated Pedestrian and Cycleway Network



3: Option 2: Combined Pedestrian and Cycleway Network

Causeway Landscape and Public Realm Strategy, page 10 - complete project (Project 8 Causeway Corridor) – picked up by dMDFTS (priority projects delivery plan) and M&H LCWIP

Supporting Policy S5, LDP Objectives

Entire Masterplan Area	Improved connectivity (between the 3 sub-areas)
Entire Masterplan Area	Riverside access (public access improved and delivered)
Entire Masterplan Area	Vocational training and skills (feasibility of improved and increased education and training provision)

Causeway Regen' Area	The Causeway and Sadd's Wharf (In line with other LDP policies, employment led mixed use development incorporating a range of employment generating uses such as: leisure, recreation, retail, hotel accommodation and modern office space)
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Masterplan Projects

Project 6	North Quay Regeneration, Maldon (North Quay Regeneration Brief SPD completed)
Project 7	Heybridge Creek Connection, Heybridge
Project 8	The Causeway Corridor, Heybridge (Landscape and Public Realm Strategy completed)
Project 9	Heybridge Creek Improvements, Heybridge
Project 10	Enterprise Centre, Maldon/Heybridge?
Project 11	Leigh Industrial Estate, Maldon/Heybridge (completed with private investment)
Project 12	The Causeway Strategic Flood Risk Review, Heybridge (completed)
Project 13	Wyndham Heron and The Roothings, Heybridge
Project 14	The Street and Bembridge Industrial Estate, Heybridge

What you will see and discuss

Successful redevelopment to regenerate the area (Lidl, Blackwater Retail Park, Travelodge, Hunter's Garage redevelopment)

Need identified to lift the profile of the District's main employment area (unsafe roads for walking and cycling and poor public realm) – see approved (via planning condition on Travelodge) **Causeway Landscape and Public Realm Strategy, 2020**

Employment-led 'redevelopment and regeneration sites' (**Development Framework, page 24, Masterplan SPD**) – see 'h' mixed use redevelopment of Hunter's Garage site (residential and commercial units). **North Quay Regeneration Area Development Brief SPD** (Project 6)

Redevelopment and regeneration sites (housing) – put forward through Call for Sites consultation, LDP Review (**Projects 13 Wyndham Heron and The Roothings**)

Transport related improvements (poor transport connections are holding the area back from regenerating):

- Maldon Link Road/Hatfield Peverel Bypass to connect to new Junction 21, A12 is gaining traction
- Delivery plan to dMDFTS could prioritise projects in the Masterplan area
- M&H LCWIP could attract funding for improved walking and cycling on The Causeway connecting Maldon and Heybridge.
- M&H LCWIP could also support tourism related connections on the ECP via Heybridge Creek, also connecting Maldon and Heybridge by the coast route (Project 7 Heybridge Creek Connection and Project 8 Causeway Corridor).

The Causeway SFRA (completed project (**Project 12 Causeway Strategic Flood Risk Review**) is currently co-working with MDC Climate Action Lead, to introduce 'rain gardens' as a flood resilience measure.

Task: Do you think new retail development outside of the High Street has impacted on the High Street offer? What do you think could uplift the employment area's profile?

New Evidence via LDP Review:

Employment Land and Premises Study (published ??) retain Causeway as employment land?

Maldon District Strategic Flood Risk Assessment (published ??)

Draft Maldon District Future Transport Strategy, ECC, June 2023

Draft routes for Maldon and Heybridge Local Walking and Cycling infrastructure Plan, April 2024

Acronym Key:

AK	Planning Policy Officer
BAU	Business As Usual
CAMP	Central Area MasterPlan
dMFDTS	draft Maldon District Future Transport Strategy
ECC	Essex County Council
ECP	England Coast Path
EH	Environmental Health
EV	Electric Vehicle
JL	Principle Place Officer
LDP	Local Development Plan
LU	Levelling-Up
LUF	Levelling-Up Fund
LS	Planning Policy Officer
M&H LCWIP	Maldon and Heybridge Local Cycling and Walking Infrastructure Plan
MDC	Maldon District Council
NE	Natural England
SPD	Supplementary Planning Document



REPORT of DEPUTY CHIEF EXECUTIVE

to
COUNCIL
12 DECEMBER 2024

REVIEW OF THE COUNCIL'S NET ZERO CARBON EMISSIONS TRAJECTORY AND AMBITIONS

1. PURPOSE OF THE REPORT

- 1.1 To update the Council on the work and considerations of the Net-Zero Working Group in relation to the Council's current ambition to be 'a carbon neutral District and a Net Zero Council by 2030'.
- 1.2 To seek agreement from Members to revise the Council's current ambition in order to ensure that it can be delivered practicably with regard to existing legal agreements, available budget / resources and available technology.
- 1.3 To seek a mandate from Members to revise the Council's Climate Action Strategy 2021-2030 to ensure that it accurately reflects the actions being taken by the Council to achieve net zero carbon emissions.

2. RECOMMENDATIONS

- (i) That Members consider and note the challenges and barriers identified by the Net-Zero Working Group which are likely to prevent the Council fully decarbonising its assets and activities by 2030;
- (ii) That with consideration of these issues, and with regard to the current national and county policy agenda, that the Council agrees to adopt and publish the revised Climate Emergency Statement attached in **APPENDIX A**;
- (iii) That that the Climate Action Strategy 2021-2030 be revised to include a series of published milestones that will set out how the Council will reduce emissions as and when it is able to practicably do so but by no later than 2050;
- (iv) That Officers revise the current 'Climate Pledges' within the Climate Action Strategy and Climate Action Plan to ensure that they remain relevant to residents, businesses and community groups;
- (v) That the revised Climate Action Strategy be brought back to the Council for consideration and adoption in Spring 2025.

3. SUMMARY OF KEY ISSUES

- 3.1 Members will be aware that at the Council meeting on 11 July 2024, officers presented a report on the Council's net-zero carbon emissions including a report

detailing the Council's baseline emissions and an outline of the potential challenges and barriers which may prevent the Council from achieving net-zero by 2030.

- 3.2 As outlined in this paper, in the baseline year (2022 / 23), the Council emitted 1,199 tonnes (t) Carbon Dioxide equivalent (CO₂e) as a result of its activities and operations. Approximately 43% (514 tCO₂e) was emitted from leased assets including the Council's leisure centres, 35% (418.1 tCO₂e) was from Council travel including the Council's refuse fleet and around 13.5% (161.8 tCO₂e) was associated with the use of Council buildings and facilities.
- 3.3 The report outlined that, were the Council to fully decarbonise its assets and activities (implementing the best-case scenario), CO₂e emissions could be reduced to approximately 119 tCO₂e. This remaining carbon emission would need to be offset.
- 3.4 To achieve this level of decarbonisation by 2030, the Council would need to invest significantly in decarbonisation technologies and the necessary changes would need to be implemented at pace (commenced within the 2024 / 25 financial year) and there would be significant, currently unbudgeted, costs.
- 3.5 A number of barriers to achieving net-zero by 2030 were also identified including:
- the recent purchase of diesel refuse vehicles (delivered in May and June 2024), which have an 8-year lifespan.
 - the procurement of a new leisure contract resulting in uncertainty around the decarbonisation of these assets until such time as a contract has been awarded.
 - uncertainty around future investment in the Princes Road Offices until decisions have been made over its long-term use and viability.
- 3.6 Following discussion of this report, Members agreed the creation of a Member and Officer Working Group to consider the Council's route to net-zero and as appropriate make recommendations to Council on its strategy for achieving net-zero. This Working Group comprises the following Members and Officers:
- Councillor J C Stilts- Chairperson of the Working Group
 - Councillor D O Bown
 - Councillor R H Siddall
 - Councillor U G C Siddall-Norman
 - Councillor P L Spenceley
 - Richard Holmes (Director of Service Delivery)
 - Hannah Wheatley (Assistant Director - Place and Community)
 - Nick Chapman (Head of Environmental Health, Waste and Climate)
 - Claire Williamson (Technical Lead - Climate Action)
- 3.7 The Net Zero Working Group met on 9 September and 15 October 2024.
- 3.8 The Working Group has initially sought to focus on what is required for the Council to achieve full decarbonisation (as outlined in the trajectory to net-zero). The Working Group has sought to adopt an evidence-based approach to fully understand the relative advantages / disadvantages, associated costs, resourcing implications and barriers to decarbonising each key element of the Council's assets and activities.

- 3.9 Officers have agreed to support this work by seeking to commission appropriate technical studies of the Council's key sources of carbon emissions (as outlined in paragraph 3.2 above). Such reports will identify the scale of the challenge to fully decarbonise the Council's activities including identifying realistic timescales for necessary changes, nature and scale of infrastructure works, potential resource requirements and indicative budget costs. Where possible Officers will also outline interim steps and "quick wins" that can help the Council make cost effective changes to reduce emissions in advance of a fully completed decarbonisation scheme.
- 3.10 The Council has already obtained a technical report identifying the measures needed to decarbonise the Princes Road Offices, Princes Road Depot and the Prom Park Depot. This report was presented to the Working Group on 9 September 2024. The findings of this report will be brought back to Council as an options paper in Spring 2025. However, it has been identified that it may take up to four years (i.e. anticipated completion by 2029) to implement all of the required changes for the Princes Road Offices and depots. Such work would be subject to the Council successfully obtaining a 'Public Sector Decarbonisation Scheme (PSDS)' grant (not guaranteed), appropriate match funding being provided by the Council (currently a minimum of 12%), sufficient technical resource being allocated to the delivery of the project and is dependent on a decision by members on the future of the offices themselves. Were a PSDS grant not available for this work anticipated costs for the required decarbonisation works is anticipated to be around £1.8 million.
- 3.11 The Working Group has agreed that a similar technical study is required to assess the challenges to transition our vehicle fleet to net-zero. Officers are currently in the process of commissioning this work with an anticipated outcome date of March 2025.
- 3.12 Whilst this technical report is not yet available, there are a number of challenges associated with decarbonisation of the Council's direct vehicle fleet and those of its contractors:
- 3.13 At the Council meeting on 30 March 2023, Members agreed to extend the Council's contract for the provision of Waste and Recycling Services. As part of this contract extension, Members agreed for the Council to purchase 22 waste vehicles to enable the provision of the contract until 2032. These new vehicles are all diesel and in accordance with the agreed payback schedule are not due for replacement until after 2032.
- 3.14 It is unclear that existing Hydrogen or Electric Vehicle (EV) technologies are suitable for use within Maldon District. Whilst it is anticipated technology will continue to improve; a detailed viability assessment would be required.
- 3.15 Electric waste vehicles currently cost approximately £580,000 compared with £130,000 for a 26t diesel equivalent. Whilst EV fuel (charging) and servicing costs are significantly cheaper than the diesel equivalent, the Council would need to understand how this change would be funded.
- 3.16 Significant infrastructure changes would be required at our current Waste Depot both to increase power capacity and to ensure sufficient space to install EV charging infrastructure. Alternatively, a secondary site may be required.
- 3.17 Changes to contractor vehicles would need to be specified as part of a contract (either as a requirement for bidding or as a term of contract). This in turn may increase the cost of any contract tender and may limit those who are able to bid for a contract.

- 3.18 The Council's leased assets and particularly its leisure centres are currently the largest contributor to Council emissions of CO₂e. Whilst the Working Group will seek to adopt a similar evidence-based approach for these assets, it has been agreed that officers will not undertake a technical assessment of what is required until such time as the future operator has been determined.
- 3.19 Following consideration of the technical challenges outlined above, the uncertainties in respect of current and future technologies and currently available resources (both officer and budgets), the net-zero working group has concluded that at present the Council is unable to fully decarbonise its assets and activities by 2030.
- 3.20 Furthermore, the difficulties and challenges identified during the Council's own assessments are likely to be replicated by its residents and local businesses. As a result, the Working Group considers that the Council's current ambition to be "a carbon neutral District by 2030" is unachievable.
- 3.21 Members will be aware that Essex County Council has set a 2050 carbon neutral target for the county. National policy set by central government also appears to be aligning with this date. Whilst these dates should not dictate Maldon District Council's ambitions, it is important to recognise that local and national policy will have a significant influence on the Council's ability to deliver its net-zero agenda.
- 3.22 Having regard to the information presented above, the Net-Zero Working Group now suggests that the Council considers a revision of its current ambitions to be a carbon neutral District and a net zero council by 2030 and that it considers adoption of a revised 'Climate Emergency Statement' as detailed in **APPENDIX A** to this report.
- 3.23 As outlined in **APPENDIX A**, the Working Group considers that the wording of the Council's aspiration should be changed to:
- "To develop a Climate Action Strategy with the aim to transition to a carbon neutral District and a net zero Council as quickly as practicably possible (but no later than 2050) having appropriate regard to Council finance, available resources and obtainable technology".
- 3.24 Subject to members agreeing the revised 'Climate Emergency Statement,' it is proposed that officers conduct a comprehensive review of the Council's Climate Action Strategy and Climate Action Plan to be presented to the Council in spring 2025.
- 3.25 This review shall include the development of realistic and measurable milestones for the phased reduction of carbon emissions produced by Council assets and activities between 2025 and 2050. These milestones will be aligned to relevant dependencies such as service contracts, purchase agreements, technological requirements, available funding and will provide clear assurance as to how the Council intends to reduce its carbon emissions.
- 3.26 Encompassed with the Climate Action Strategy review the Council will also seek to revise its Climate Pledges with the intention of making them more relatable to its residents, local businesses, and visitors. The Council will seek whenever possible to identify clear and measurable indicators of progress that are tied to quantifiable reductions in carbon emissions.

4. CONCLUSION

- 4.1 The Council's current ambitions to be a carbon neutral District by 2030 and ensure that all strategic decisions, budgets, and approaches to planning and regulatory decisions are in line with a shift to net-zero carbon by 2030. These targets were set by the Council in its Climate Emergency Statement on 4 February 2021 and they are not legally binding.
- 4.2 Several significant barriers have been identified that will impact upon the Council's ability to achieve net-zero by 2030 including financial resources needed to convert / upgrade buildings and change vehicles, availability and applicability of technology, relevant expertise, and constraints of national policy.
- 4.3 With consideration of the challenges identified the Net-Zero Working Group has concluded that the Council is unable to decarbonise its own assets by 2030. Equally similar challenges are likely to be experienced by residents and local businesses and consequently the Council's current ambition to be "a carbon neutral District by 2030" is unachievable.
- 4.4 The Net-Zero Working Group is recommending that the Council recognise the constraints and difficulties identified and agree to adopt a revised Climate Emergency Statement as outlined in **APPENDIX A**.
- 4.5 If this revised Climate Action Statement is agreed, Officers will seek to undertake a full revision of the current Climate Action Strategy to include clear and measurable milestones for the reduction of Council emissions and a review of the existing Climate Pledges.

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

5.1 Supporting our communities

- 5.1.1 The Council is a key facilitator and 'leader by example' of the district wide transition to net-zero. The Council has a key role in demonstrating to local businesses and residents how it is possible to fully decarbonise its assets and activities.
- 5.1.2 Climate change will affect all residents, businesses, and visitors of Maldon District. As a Local Authority, the Council has a vital role to play in achieving national net zero targets. The Council as an anchor organisation is uniquely placed to provide vision and leadership to local communities by raising awareness, influencing behaviour, and being a driver for local action that makes a real difference to the local environment.
- 5.1.3 Unfortunately, analysis of the Council's baseline emission data has indicated that the Council is unable to meet its current ambition of being net-zero by 2030 in a financially responsible and sustainable way. It is appropriate for the Council to acknowledge the challenges it has encountered and to amend our current ambition to an alternate target that is realist and achievable.

5.2 Smarter finances

- 5.2.1 The Council has an obligation to manage public finances responsibly and ensure that it achieves best value from its infrastructure investments. Analysis of the Council's baseline carbon emission data suggests that significant and currently unbudgeted investment is required if the Council is to achieve net-zero by 2030. The approach

proposed in this report seeks to spread the required infrastructure investments for decarbonisation across a longer more sustainable investment period. Whenever decarbonisation investment will be aligned to coincide with identified changes in service (new contracts) or already identify investment programmes (i.e. replacement of fleet vehicles). This will minimise the impact on Council finances whilst ensuring continuous progress towards net-zero.

5.3 **A greener future**

- 5.3.1 This report advocates a data-based approach to inform the Council's journey to decarbonisation.

5.4 **Provide good quality services.**

- 5.4.1 This report attempts to balance the Council's need to maintain day to day operational services with an ambition to achieve net-zero carbon emissions as quickly as possible and at the latest by 2050.

6. **IMPLICATIONS**

- (i) **Impact on Customers** – The report acknowledges challenges in the Council delivering on its current ambition to become a net-zero district by 2030. It is recognised that whilst the Council is not solely responsible for district wide carbon emissions any delay in fully decarbonising Council activities may be seen as exacerbating the impact of climate change on our residents.
- (ii) **Impact on Equalities** – The impacts of climate change are predicted to disproportionately impact upon the poorest in society (for example those least able to adapt to increase flood risks) and consequently any delay to achieving net zero may have an impact on equality.
- (iii) **Impact on Risk (including Fraud implications)** – A methodical and informed approach to operational net zero helps to reduce the risk of carbon emission increases and helps the Council to be better prepared for when future climate and environment legislation and standards come into force.
- (iv) **Impact on Resources (financial)** – This report considers how the Council will realistically deliver full decarbonisation of its activities and assets with consideration to realistic financial constraints. A methodical and informed approach to operational net zero and the creation of decarbonisation plans will help with future funding applications.
- (v) **Impact on Resources (human)** – This report recognises resource constraints applicable to the delivery of net-zero initiatives by the Council and advocates a more sustainable approach to the delivery of decarbonisation activities.

Background Papers:

[The Council's Climate Action Strategy 2021-2030](#)

Enquiries to:

Claire Williamson, Technical Lead: Climate Action

Nick Chapman, Head of Environmental Health, Waste and Climate Action.



Maldon District Council - Climate Emergency Statement

December 2024

Maldon District Council herewith seeks to declare a Climate Emergency. In doing so we acknowledge the growing consensus that unless we significantly reduce UK and global greenhouse gas emissions, the consequences of climate change will be severe.

The District of Maldon is bounded by 70 miles of coastline and there are a number of areas where sea defences are at risk of being below the acceptable level of protection, potentially causing flooding to valuable agricultural land. Additionally, our district is affected by localised flooding from surface and ground water including overflowing watercourses and ditches.

Areas of air quality concern have also been identified within our District due to the use of older, more polluting heavy goods vehicles.

With the prospect of greater development occurring across the district and the increased risk of sea levels and rising pollution, we will seek to identify ways to reduce carbon emissions across the Maldon District, by developing strong partnership links, supporting transport initiatives, encouraging greener developments and supporting green infrastructure.

Our aspiration is:

To develop a Climate Action Strategy with the aim to transition to a carbon neutral District and a net zero Council as quickly as practicably possible (but no later than 2050) having appropriate regard to available resources and obtainable technology.

To support and work with all other relevant agencies towards making Maldon District and its parishes net-zero carbon within the timescale.

To work with, influence and inspire partnerships across the District to help deliver the goals through all relevant strategies, plans and shared resources.

To include young people in the process, ensuring that they have a voice in shaping the future.

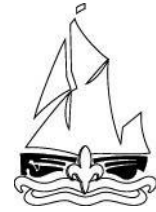
We make this declaration to show our commitment to making a positive change which will benefit our residents and future generations.

Signed:

Councillor Richard Siddall
Leader of Maldon District Council

Mr Doug Wilkinson
Chief Executive, Maldon District Council

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REPORT of CHIEF EXECUTIVE

to
COUNCIL
12 DECEMBER 2024

CORPORATE PLAN REVIEW

1. PURPOSE OF THE REPORT

- 1.1 To seek approval of the revised Corporate Plan 2025-2028 (**APPENDIX 1**).

2. RECOMMENDATIONS

- (i) That Members approve the revised Corporate Plan 2025-2028 attached at **APPENDIX 1**;
- (ii) That Members note that the Corporate Plan 2025-2028 will be brought back to the Council if there are any significant changes or new requirements to consider.

3. SUMMARY OF KEY ISSUES

- 3.1 The Corporate Plan 2023-2027 was approved by the Council in February 2023. The Plan sets out the strategic vision, priorities and objectives over that period. Activities and work delivered by Officers are aligned to the Corporate Plan through annual service plans which are reported through our performance framework. The Plan is also used as a policy framework in shaping the annual budget of the Council to resource the delivery of the key priorities as identified in the Plan.
- 3.2 The Corporate Plan 2023-2027 is coming to the end of its second year. It is at this mid-way point that a review is prudent to ensure the Corporate Plan continues to be relevant, up to date and is informed by Member priorities.
- 3.3 The review of the corporate plan has been carried out jointly with Members and Officers through a series of review meetings held throughout October and November 2024.
 - 3.3.1 The main proposed changes requested by Members have been incorporated and include a reduction from six priorities to five. The priority Smarter Finances has been removed as our approach to delivering effective and sustainable finances is set out in the Corporate Plan's 'How we work' guiding principles section on page 11 of **APPENDIX 1**. Finance performance will continue to be monitored and reported through existing governance arrangements.
- 3.4 The language used in the Corporate Plan has been simplified to help all stakeholders understand the action the Council will take and what the Council's actions will achieve, for us as a local authority and for the District.

- 3.5 The date of the Plan has been reset to 2025-2028 and is a three-year plan.
- 3.6 The Corporate Plan is evidence based and sets out the main challenges for the District.
- 3.7 The Corporate Plan can be used as a supporting document when we bid for grant funding from government and other external funding bodies.
- 3.8 The proposed Corporate Plan 2025-2028 sets out revised and updated priorities. They are Supporting our Communities, Investing in our district, Growing our economy, Protecting our environment, and Delivering good quality services as set out in **APPENDIX 1**.

4. CONCLUSION

- 4.1 It is necessary to maintain and periodically review Maldon District Council's Corporate Plan as the landscape we operate in continues to evolve and new challenges arise. Seeking Members' views and updating data at key stages of delivery are important. The review has provided the opportunity to refresh and update the Corporate Plan where necessary and ensure alignment of annual service plans, which report through the Council's performance reporting framework. All monitoring of key performance indicators is reviewed by the Performance, Governance and Audit committee.

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

5.1 Supporting our communities

- 5.1.1 The Corporate Plan is the blueprint setting out the Council's vision and priorities including Supporting our communities and will be delivered through annual service plans.

5.2 Enhancing and connecting our place

- 5.2.1 This priority will change to 'Investing in our district' and will be delivered through annual service plans and performance will be reported through the Council's performance framework.

5.3 Helping the economy to thrive

- 5.3.1 This priority will change to 'Growing our economy' and will be delivered through annual service plans and performance will be reported through the Council's performance framework.

5.4 Smarter finances

- 5.4.1 This priority will be removed from the Corporate Plan, our approach to delivering effective and sustainable finances is set out in the Corporate Plan's 'How we work' guiding principles section on page 11 of **APPENDIX 1**. Finance performance reporting will continue as is.

5.5 **A greener future**

- 5.5.1 This priority will change to 'Protecting our environment' and will be delivered through annual service plans and performance will be reported through the Council's performance framework.

5.6 **Provide good quality services.**

- 5.6.1 This priority will change to 'Delivering good quality services' and will be delivered through annual service plans and performance will be reported through the Council's performance framework.

6. **IMPLICATIONS**

- (i) **Impact on Customers** – Continues to put the customer first and delivers the commitments in the Customer charter.
- (ii) **Impact on Equalities** – Language has been simplified to improve accessibility.
- (iii) **Impact on Risk (including Fraud implications)** – None.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – The review will require officers to ensure ongoing engagement with Members and to ensure all supporting administrative documents, templates and processes reflect the updated changes.

Background Papers:

[Corporate Plan 2023-2027](#)

Enquiries to:

Georgina Button, Assistant Director, Strategy, Partnerships and Communications.

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MALDON DISTRICT

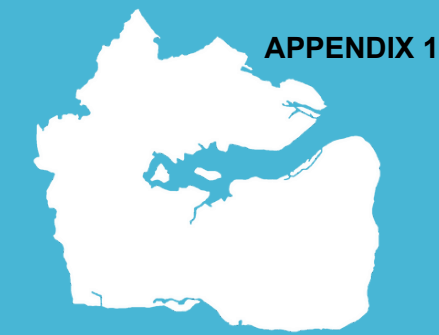
CORPORATE PLAN 2025-2028

'Where Quality of Life Matters'

maldon.gov.uk/corporateplan



Maldon District Corporate Plan 2025-2028



Foreword

Welcome to Maldon District Council's Corporate Plan 2025-2028, which sets out the Council's priorities for the next three years. The plan reflects our firm commitment to serving our community and shaping a thriving future for everyone in our district; placing the importance of quality of life at the forefront of our efforts.

The next three years is a critical time for us to advance the most important issues concerning our residents. Our five priorities focus on improving services and outcomes for the community, lobbying our partners to deliver and improve the District's infrastructure to ensure we are sustainable, and that the District continues to be a great place to work, live and enjoy.

Page 64

We will use our resources efficiently to deliver value for money for our residents, we will invest in our staff, develop the skills and infrastructure we need, and modernise our services at pace to be both financially and environmentally sustainable for the future. We can be proud of the services we deliver; however, we understand the need to do more to meet our residents' needs. We also recognise the role residents play in keeping our recycling rates high and supporting our waste services.

We continue to deliver the One Maldon District Partnership, which focuses on health and wellbeing and community outcomes and provides cost of living support. Our annual community festival, UFest, demonstrates the power of partnership working with over 50 local partners. We maximise how we spend UK Shared Prosperity Funds, investing in the District and delivering exciting projects that achieve greater outcomes for our people, place, and communities. Importantly, we also continue to invest in our parks, opens spaces, and leisure services.

As a small local authority, prioritising what can be delivered with the resources we have will always present tough decisions. We will continue to deliver a balanced budget for the coming years, looking at the demand for services, and our capacity to deliver them. We will also seek opportunities to work with other authorities and local partner agencies.

Our five priorities are centred on supporting our communities, growing our economy, investing in our district, protecting our environment, and delivering good quality services.

Everyone at the Council aims to improve quality of life in the District, and we are committed to delivering the services and support our residents and businesses need.

Leader and Chief Executive of Maldon District Council



"As someone who has lived in the district since I was a small child, I know how important it is for residents to have a council that works effectively, delivers for them, and has a positive reputation. We have to always recognise that we are here for residents, businesses, and visitors."

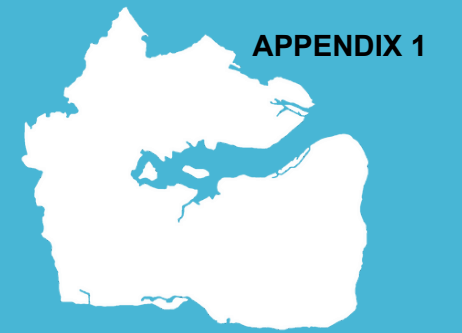
Councillor Richard Siddall - Leader of Maldon District Council



"The Maldon District Corporate Plan 2025-2028 outlines a clear commitment to improving the quality of life for all who live, work, and visit the district. Its five key priorities emphasise delivering quality services, enhancing infrastructure through partnerships, promoting sustainability, and fostering a vibrant community. As Chief Executive, my focus is to ensure the successful implementation of this plan, working closely with our dedicated staff and council members to drive the strategic priorities forward delivering for our residents over the next three years."

Doug Wilkinson - Chief Executive Officer of Maldon District Council

Corporate Plan 2025-2028



Our vision

To be a sustainable council, promoting the district and all that it has to offer. To support our communities through excellent partnership working and to maintain and improve quality of life.

Our priorities

- Supporting our communities
- Investing in our district
- Growing our economy
- Protecting our environment
- Delivering good quality services.

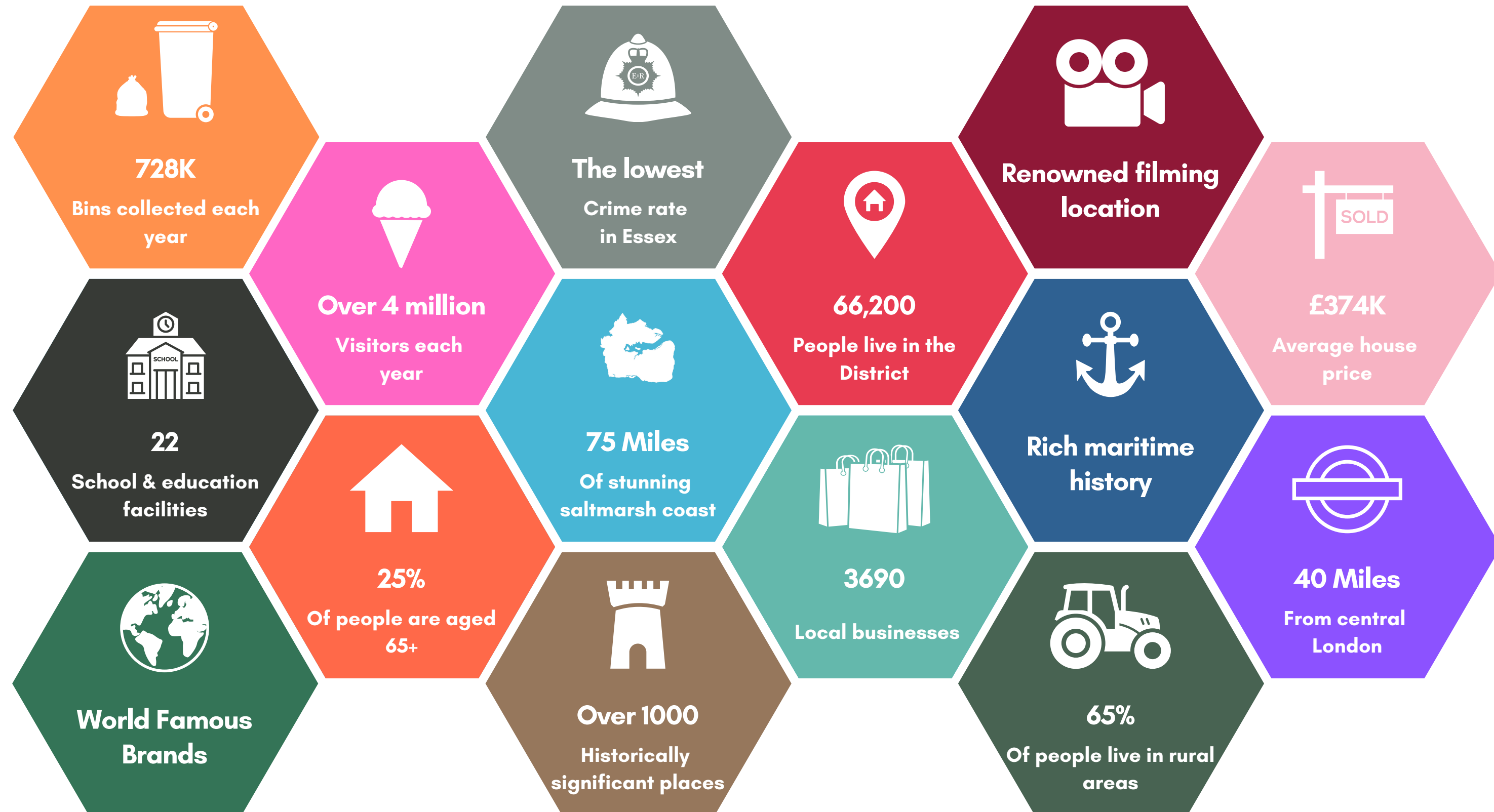
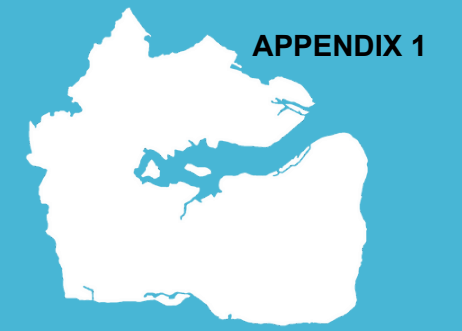
How we will deliver

We are committed to running a local authority that puts residents first, is a great place to work, delivering good quality services whilst working in partnership to support communities. To deliver this plan, we will build on good practice and continue to:

- Listen to the needs of our residents
- Make best use of resources
- Adopt modern ways of working
- Use digital tools to be more efficient
- Deliver commercial projects that benefit the district
- Get the most out of working with our local partner organisations and agencies
- As a smaller local authority in the county, we will lobby for infrastructure and investment
- Bid for funding from government and funding bodies
- Promote the district and the good work we do
- We will champion equality, diversity and inclusion.



The Maldon District

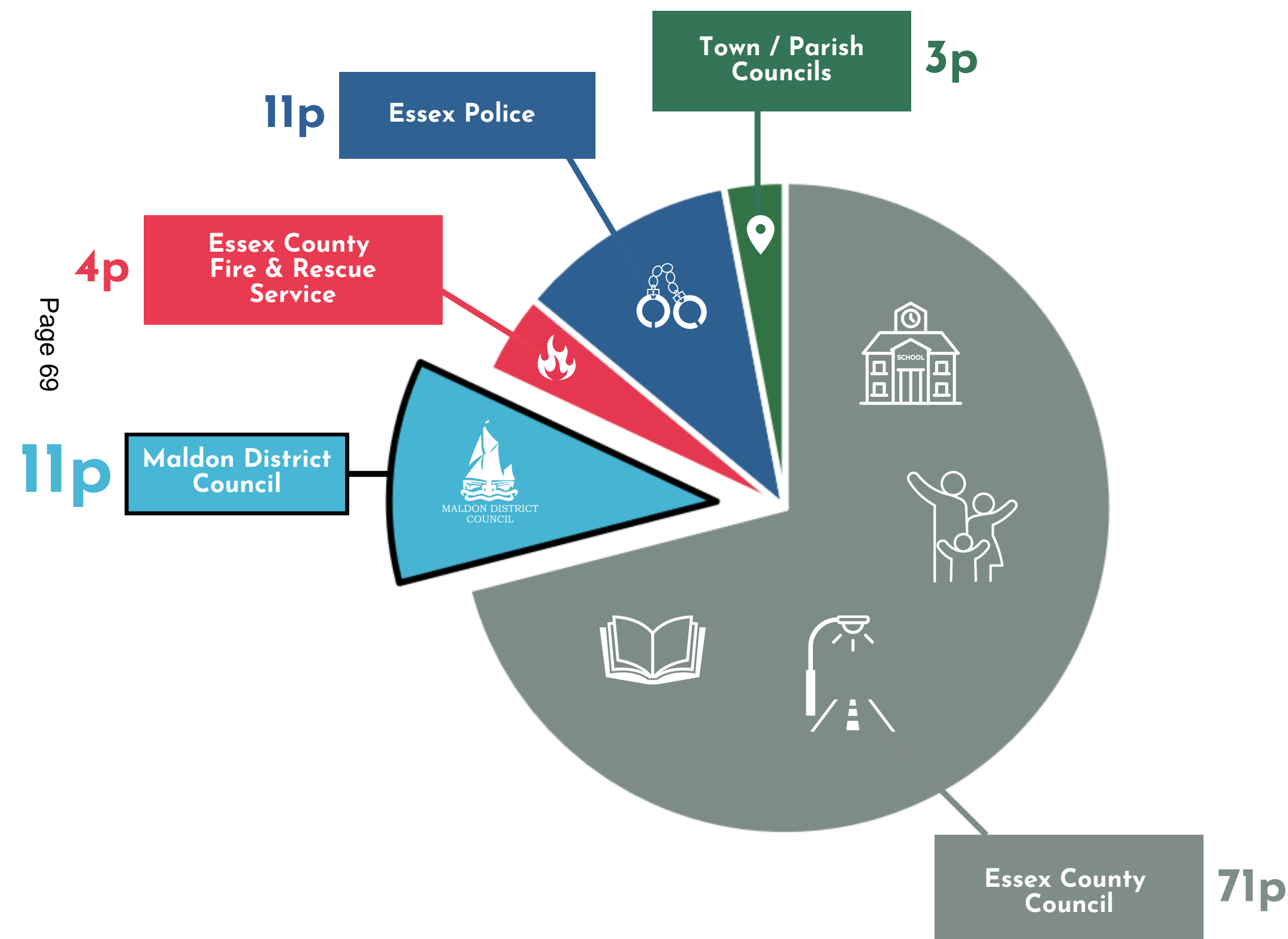
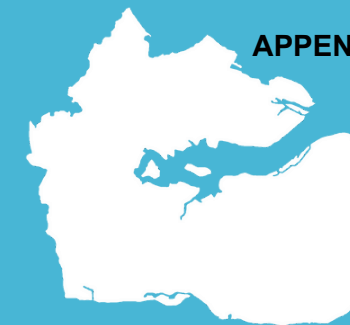




"WHERE QUALITY OF LIFE MATTERS"

TOLLESBURY - AERIAL ESSEX

How your Council Tax is spent



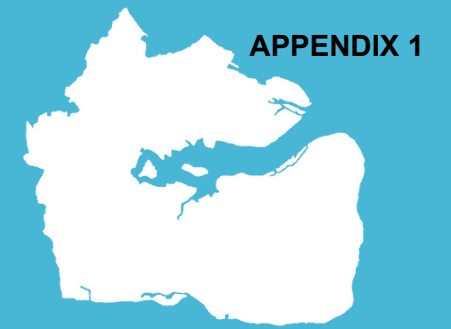
For every pound that you pay in Council tax, just **11p** is given to **Maldon District Council** and pays for:

- Refuse collections
- Street cleansing
- Planning
- Leisure services
- Parks and community facilities.

The other **89p** is given to public services provided by **Essex County Council (ECC)**, **Essex Police**, **Essex County Fire & Rescue Service**, and **Parishes and Town Councils**.

(The above information is based on 2024/2025 charges and will be updated when 2025/2026 data is published).

Challenges facing the District



Infrastructure and Access to Services

The district has the highest travel time in Essex to reach key services, including, GPs, hospitals, primary schools, and food stores.

Local transport links and public transport services need investment to improve travel options and help maintain a good quality of life.



**28.5 minute
average travel time
(Essex average is
19.4 minutes)**

Climate Emergency

The effects of climate change are one of the biggest challenges of our time. In 2021, we declared a Climate Emergency and committed to developing a roadmap to net zero.

Flooding in Essex is set to double by 2040, impacting 75,000 homes. Sea levels closest to the district are projected to rise between 1.2 meters and 1.6 meters by 2096.

The 'Our Home, Our Future' climate action strategy outlines the steps and measures we are taking to tackle this crisis and embed sustainability in everything we do.



**Sea levels set to
rise between 1.2m
and 1.6m by 2096**

Health and Care

Many residents are in good health with life expectancy higher than the England average.

However, the prevalence of some health conditions, including the decline in mental health and higher levels of obesity highlights that more can be done.

We will actively work with partners as part of the Mid Essex Alliance and One Maldon District partnership to respond to these challenges.



**22.9% of reception
age children are
classified as obese**

Cost of Living

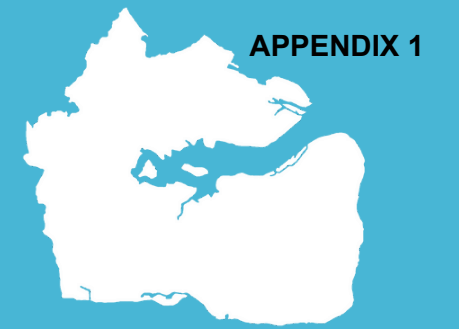
The Cost of Living crisis is ongoing and we are seeing an increase in demand for foodbanks and difficulties in paying bills. 203 residents were supported by the Emergency Storage Container between January 2023 - January 2024.

The district has two areas of higher deprivation, with large areas of the district being rurally isolated. The council has trialled a series of low cost community supermarket sessions, with plans now underway to deliver the supermarket to the district's deprived and rurally isolated areas via a mobile unit.



**Vulnerable young
families and older
people need
support**

Challenges facing the District



Housing

The district needs more homes to meet the demand of our growing population and government targets, including affordable homes and temporary housing.

In the current housing market, an average priced house (374k) will cost 11.1 times the average wage in the district.

The district also needs to have sufficient commercial land. All development in the district needs to balance protection of our countryside and natural environment, support regeneration and enable new houses to be well designed, whilst being carbon and energy efficient.



374K average house price

Digital Exclusion

Several rural and deprived areas in the district are at risk of digital exclusion due to access to gaining digital skills, affordability and network infrastructure.

There are five rural and urban areas in the District where we need to reduce digital exclusion.



5 areas in the district score over 5 out of 10 on the Digital Exclusion Risk Index (DERI)

Economy

In recent years, businesses across the district, and country, have experienced the challenges of continuing to trade through the pandemic, the increasing costs of doing business (utilities and inflationary pressure) and the impact of world economic events.

The district offers one of the lowest number of industrial premises in North Essex. This can stifle businesses starting, growing and moving to the area.

Over 85% of businesses are micro businesses, employing 0-9 employees.



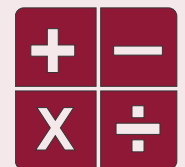
Over 85% of businesses in Maldon only employ 0-9 employees

Skills and Education

The adult workforce in the district are lower skilled, this is compounded by a lack of educational provision in the district.

The percentage of students in the district achieving Grade 5 or above in English and maths GCSE is lower than the national average.

The district has lower than national average attainment for RQF3 and above qualifications for those aged 16-64.



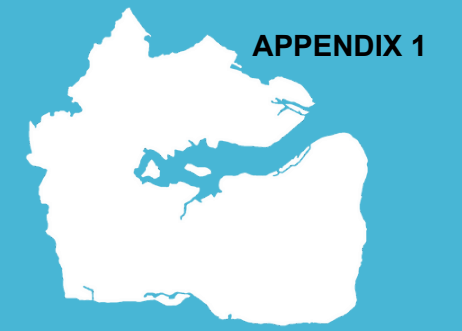
0 Further or higher education institutions other than Sixth Form provision



"WHERE QUALITY OF LIFE MATTERS"

BEELEIGH - MISCHA HALLER

How we work



We are committed to running an organisation that puts our residents first, delivers value for money, and works with our communities. We will underpin our work with our guiding principles to ensure we operate good standards and effective processes.



Finance & Income

We will effectively use our financial resources and approach to procurement and risk management to deliver value for money.

We will continue to seek funding and deliver commercial activities to invest in the district and deliver projects that benefit the district.



Technology

We will utilise modern technology and collaborative tools to efficiently work together.

We prioritise the security and resilience of the systems we use and the data we manage.

We are committed to digital transformation.



Performance

We use evidence and data to inform decision making.

We will hold ourselves and our delivery partners to account for service performance.

We will deliver projects through a robust and effective project management office.



Governance

We will ensure we deliver a robust corporate and political governance framework that sets out the responsibilities of the Council.

We will maintain an up to date constitution to ensure effective decision making, within a democratically elected body that is consistent, accountable and transparent.

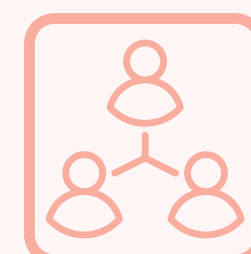


Meaningful engagement

We will engage with our residents, businesses, delivery partners, councillors and staff to deliver our priorities and to inform the work we do.

We will promote the district and the good work we do.

We will deliver 'warn and inform' communications in times of emergency.



Culture & Values

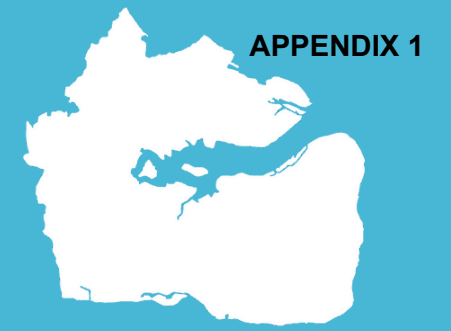
We are committed to organisational development.

We will develop and invest in our people to attract and retain talented staff.

We will provide modern ways of working to enable staff to achieve and maintain a healthy work-life balance.

We will embed a positive and inclusive culture, and encourage staff and councillors to champion our values.

Strategy through to delivery



It is important that we evidence how we are achieving our Corporate Plan priorities. We do this by linking our vision and priorities to what we do through our golden thread, as shown below. We ensure the work we are delivering is reviewed through our performance reporting framework.

It is through our annual service plans that we set out our approach to delivery and the services and projects we aim to deliver in each reporting fiscal year. It also sets out the resources we have to deliver our work and what we are aiming to achieve.

Each month, service plan highlight reports are produced. These set out the progress of the work we are doing and is a helpful tool to present any risks and challenges that could impact delivery and to seek operational decision making and guidance. The data and progress updates from our service plans inform our quarterly performance reporting. Our quarterly performance reporting monitors existing and new key performance indicators.

We ensure all staff have objectives (SMART objectives). These specifically set out their work and are aligned to the priorities in the Corporate Plan.





DELIVERING OUR PRIORITIES

"WHERE QUALITY OF LIFE MATTERS"

BLACKWATER ESTUARY – AERIAL ESSEX

Supporting our communities



What we are doing

- Continue to deliver the One Maldon District, 'multi-agency' partnership action plan. This already delivers our community festival U-fest and will deliver a 'Thriving Places' community engagement and funding scheme to local groups.
- Using a resident and community engagement approach called Asset Based Community Development (ABCD) to roll-out health and wellbeing initiatives, and alliance funding to encourage and jointly deliver healthy activities.
- Coordinate physical and mental health activities working with our leisure services partners, voluntary, community and sports partners to help vulnerable residents' wellbeing, particularly for our older residents and families needing support.
- Provide opportunities for residents to attend a community hub programme of events, and work with partners to promote information on a range of health and wellbeing topics, and cost of living help and support.
- Promote community safety initiatives that are delivered through our Community Safety Partnership programme.



What this achieves

- Prevention activities in health are vital. Working with our partners increases the potential for our residents to take part in health and wellbeing activities to improve health and to reduce the overwhelming demand on our NHS services.
- This work also improves mental health and reduces isolation for our vulnerable groups whilst also helping to strengthen communities.
- Informs the demand for important services such as SEND provision.
- Keeps crime levels low and helps people in the district feel safe.

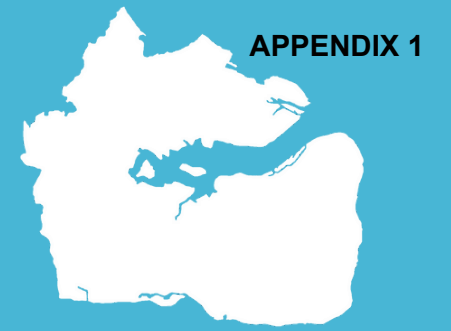




"WHERE QUALITY OF LIFE MATTERS"

DENGIE PENINSULA – MISCHA HALLER

Investing in our district



What we are doing

- Investing in our assets to update and install leisure equipment and improvements to open spaces and parks.
- Delivering an updated Local Development Plan
- Working with partners to make a case for inward investment
- Working with partners to improve travel options and lobby for infrastructure
- Ensuring effective negotiation and use of developer contributions
- Delivering UK Shared Prosperity Fund Investment Plan
- Developing a new culture strategy
- Delivering commercial projects that benefit the district.



What this achieves

- Providing a better place for residents, businesses and visitors.
- To ensure the right developments are in the right places
- Improves environmental quality
- Delivers well designed housing and healthy places
- Improves everyone's ability to travel in and around the district
- Investment in culture, improving our offering to residents, businesses and visitors.
- Income generation to help maintain services and ensure the council remains financially sustainable.

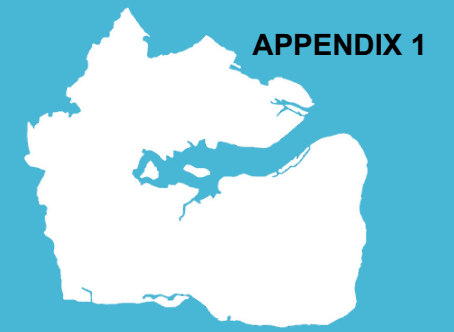




"WHERE QUALITY OF LIFE MATTERS"

HEYBRIDGE BASIN - AERIAL ESSEX

Growing our economy



APPENDIX 1

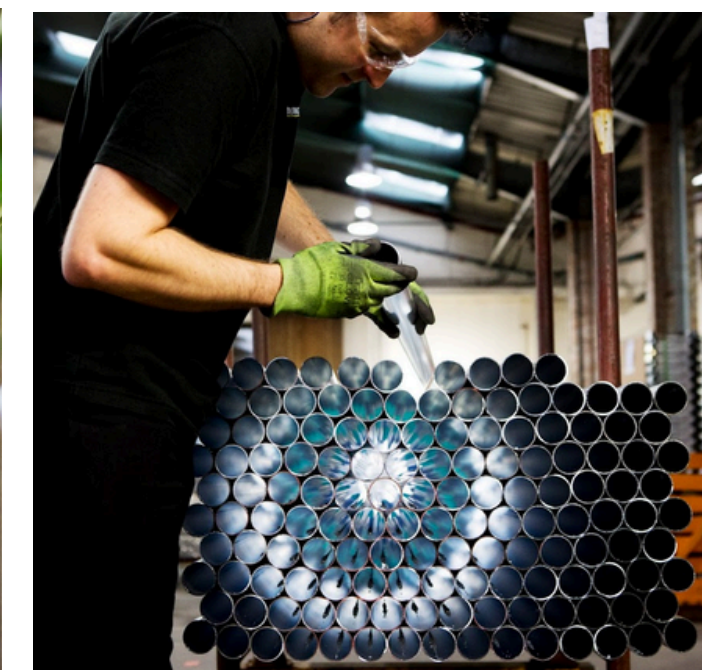
What we are doing

- Delivering the 'Supporting Local Business' programme to engage and support businesses across the district.
- Working with our partners to promote grants, training, and support schemes to local businesses and residents
- Continuing to deliver the UK Shared Prosperity Fund investment plan
- Delivering the Maldon District Tourism Group action plan
- Working with our local authority partners to develop and deliver the North Essex Economic Board Strategy and the North Essex Councils' Growth Plan.



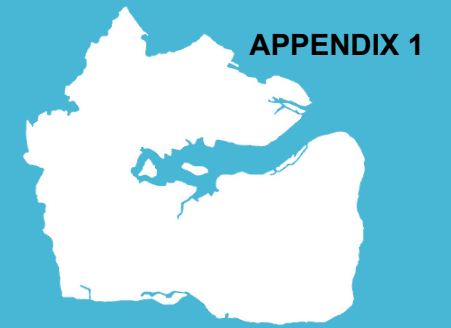
What this achieves

- A local network of businesses with access to a range of support
- Delivery of skills to help businesses be more resilient
- Businesses wishing to set up or relocate to the district
- An increase in visitor numbers who stay longer and spend more
- The district's economic strengths and challenges are included in North Essex economic strategies and plans.





Protecting our environment



What we are doing

- Delivery of Annual Climate Action Plan
- Taking steps to reduce the Council's 'Carbon Footprint'
- Supporting the implementation of Electric Vehicle Charging
- Training staff and Members to become Climate Literate
- Working with the North Essex Climate Partnership to reduce countywide carbon emissions
- Helping our communities take climate action
- Implementing measures to improve local air quality
- Helping to reduce waste and recycle more
- Taking action to preserve and enhance the environment.



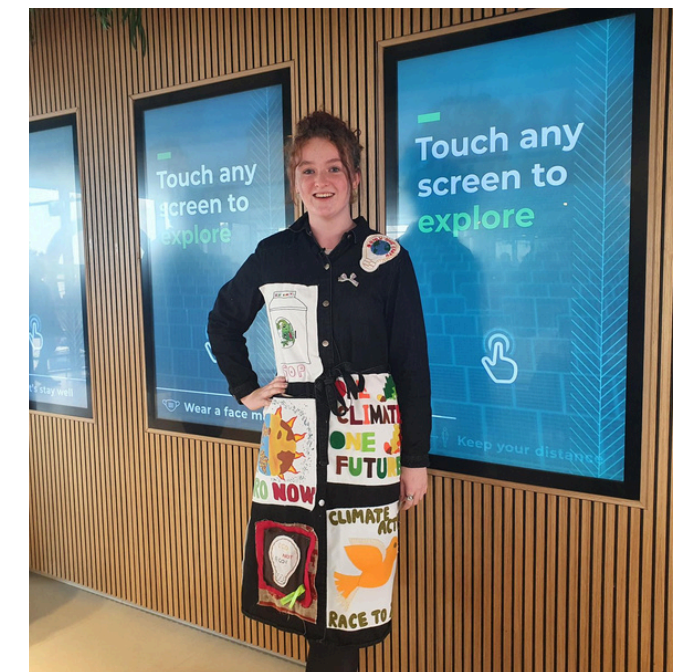
Every reroute away
from Market Hill
makes a difference

#cleanairroute



What this achieves

- Limits the impact of climate change and improves sustainability
- Shows Climate Leadership to our residents and businesses
- Improves the health and wellbeing of our residents
- Reduces waste and increases efficiency
- Preserves the quality of our environments.

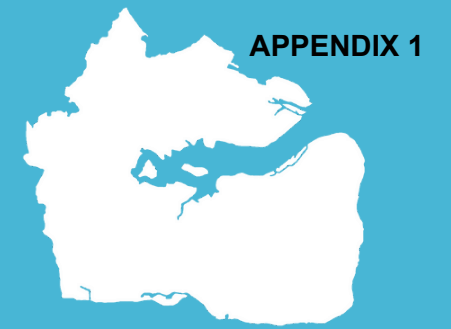




"WHERE QUALITY OF LIFE MATTERS"

NORTH FAMBRIDGE - AERIAL ESSEX

Delivering good quality services



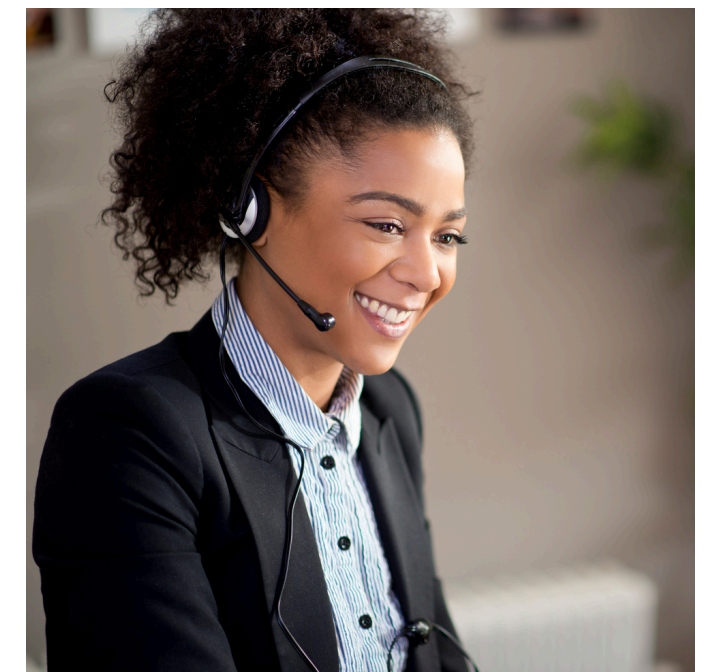
APPENDIX 1

What we are doing

- Delivering the commitments in our Customer Charter
- Providing help and support to our most vulnerable people
- Continuously listen and strive to improve the customer experience
- Providing online services for most of our customers, whilst making sure we also provide telephone and in person support when it is needed
- Giving help and support to our residents by working well with our local partners
- Working with partners to find solutions to support the high demand for affordable housing
- Supporting businesses to meet legislation requirements and maintain standards
- Protecting public health and safety
- Improving the effectiveness of the services we deliver both internally and externally.

What this achieves

- Services are accessible and inclusive
- Ensures customers are treated fairly
- A good experience for our customers
- Services are value for money
- A well maintained and safe district to live and work in, and visit.
- Vital housing support and reduced homelessness.

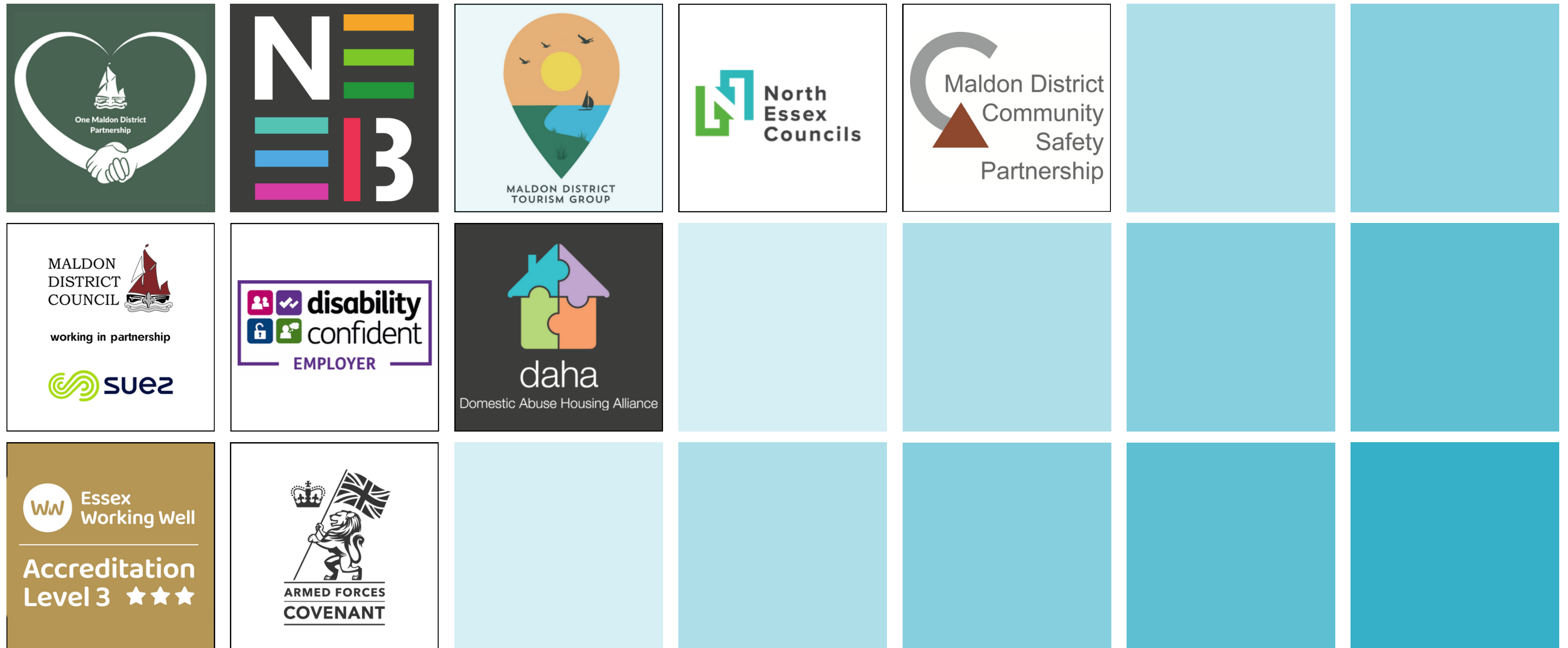
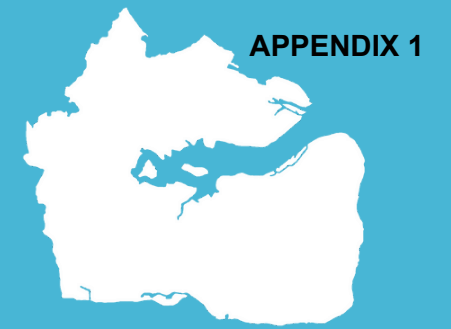




"WHERE QUALITY OF LIFE MATTERS"

ALTHORNE - AERIAL ESSEX

Our Partnerships and Accreditations



MALDON DISTRICT

CORPORATE PLAN 2025-2028

'Where Quality of Life Matters'

The data sources and evidence base cited in this document are regularly reviewed and maintained by the Council's Strategy, Partnerships and Communications Team.

For any supporting information, please contact:
strategy.team@maldon.gov.uk

maldon.gov.uk/corporateplan



HYTHE QUAY AERIAL ESSEX

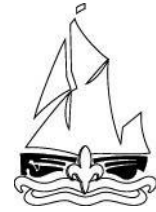


WICKFORD - SOUTHMINSTER LINE: GREATER ANGLIA



MALDON DISTRICT
COUNCIL

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REPORT of INTERIM CHIEF FINANCE OFFICER

to
COUNCIL
12 DECEMBER 2024

COUNCIL TAX BASE

1. PURPOSE OF THE REPORT

- 1.1 The Council is required to agree its tax base for the financial year 2025 / 26 in order to set its council tax requirement.
- 1.2 The Council has to notify its tax base calculations to Essex County Council, Essex Fire Authority and the Police and Crime Commissioner for Essex and Parish / Town Councils in order that they can also set their council tax for 2025 / 26.

2. RECOMMENDATION

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 **26,854.4**.

3. SUMMARY OF KEY ISSUES

- 3.1 The Local Government Finance Act 1992 amended by S84 of the Local Government Act 2003 set out the requirements allowing each Local Authority to make its arrangements for adopting the Council Tax base. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (SI 2012:2914) provides amended statutory guidance to incorporate the changes resulting from the introduction of the Local Council Tax Support Scheme (LCTSS).
- 3.2 The Council Tax varies between the different bands according to proportions laid down in legislation. These proportions are based around Band D and are fixed so that the bill for a dwelling in Band A will be a third of the bill for a dwelling in Band H. Applying the relevant proportion to each band's net property base produces the number of Band D equivalent properties for the area.
- 3.3 The Council Tax Base figure is an integral part of the calculations for setting the level of Council Tax, and is the number of chargeable properties adjusted for certain factors, e.g. single persons' discounts, local council tax support, exemptions etc.
- 3.4 The 2025 / 26 tax base is calculated as determined in The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, with Local Council Tax Support, discounts and exemptions, as at 7 October 2024. **APPENDIX A** shows the calculation of the tax base whilst **APPENDIX B** sets out the tax base for each Parish / Town Council.

- 3.5 The Parish / Town Councils will be notified of their individual tax base so that they can set their Parish / Town precepts and calculate their Band D Council Tax for 2025/26. The Council requests the receipt of Parish / Town Council precepts by 7 January 2025 ahead of setting its own council tax requirement in February 2025.
- 3.6 It should be noted that whilst calculated and shown separately in **APPENDIX B**, the following Parishes' tax bases are combined to set their precept and therefore their Band D Council Tax.
- Asheldham and Dengie;
 - Hazeleigh and Woodham Mortimer;
 - Langford and Ulting.
- 3.7 The collection rate used in the tax base calculation for 2025 / 26 is 97.7%, which is 0.1% below the budgeted collection rate set for the current year. Due to the reduction in various reliefs and support to Council Tax Payers this year, there has been a slight reversal of the trend of improvement in collection since the Covid-19 pandemic.
- 3.8 The number of local council tax support cases have reduced since 2024 / 25 by 48 Band D equivalents.
- 3.9 The Council Tax Base figure set for 2024 / 25 is 26,400.2, so the 2025 / 26 figure represents an increase of 454.2 or 1.72%. The key reasons for the increase are a rise in the number of chargeable properties along with a decrease in LCTSS, less a slight decrease in expected collection rate. An annualised estimate of the number of new dwellings that are expected to be added to the valuation list and becoming chargeable during 2025 / 26 has also been included (244.9 Band D equivalents).

4. CONCLUSION

- 4.1 The annual setting of the Council's tax base is required to set the council tax for the following year.

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

5.1 Supporting our communities

- 5.1.1 The Council Tax Base is an important component for calculating the Council Tax chargeable to Maldon District residents for 2025 / 26. This provides key funding for the community.

5.2 Enhancing and connecting our place

- 5.2.1 As explained in paragraph 5.1.1.

5.3 Helping the economy to thrive

- 5.3.1 None directly.

5.4 Smarter finances

- 5.4.1 As explained in paragraph 5.1.1.

5.5 **A greener future**

5.5.1 None directly.

5.6 **Provide good quality services.**

5.6.1 As explained in paragraph 5.1.1.

6. IMPLICATIONS

- (i) **Impact on Customers** – As explained in paragraph 5.1.1.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk (including Fraud implications)** – None identified.
- (iv) **Impact on Resources (financial)** – The increase in tax base will increase the Council's council tax revenue for 2025 / 26.
- (v) **Impact on Resources (human)** – None identified.

Background Papers: None.

Enquiries to: Lance Porteous, Lead Finance Specialist.

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MALDON DISTRICT COUNCIL - COUNCIL TAX BASE 2025 / 26

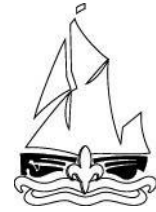
		Band A Disabled Reduction	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Total Chargeable Dwellings			2,473.0	3,946.0	8,599.0	5,647.0	4,698.0	3,153.0	1,688.0	188.0	30,392.0
Less Exempt Dwellings			163.0	78.0	112.0	77.0	53.0	24.0	12.0	0.0	519.0
Less Demolished Dwellings			2.0	0.0	0.0	1.0	2.0	0.0	0.0	0.0	5.0
Chargeable Dwellings			2,308.0	3,868.0	8,487.0	5,569.0	4,643.0	3,129.0	1,676.0	188.0	29,868.0
Less Disabled Reductions			3.0	16.0	43.0	35.0	34.0	21.0	19.0	7.0	178.0
Plus Revised Bands due to Disabled Reductions		3.0	16.0	43.0	35.0	34.0	21.0	19.0	7.0	0.0	178.0
Chargeable Dwellings - Revised		3.0	2,321.0	3,895.0	8,479.0	5,568.0	4,630.0	3,127.0	1,664.0	181.0	29,868.0
Less Number of dwelling equivalents where discounts and premiums apply		0.3	347.5	449.4	701.2	349.8	212.5	102.8	57.5	3.8	2,224.5
Number of dwellings equivalents after applying discounts and premiums to calculate tax base		2.8	1,973.5	3,445.7	7,777.9	5,218.3	4,417.5	3,024.3	1,606.5	177.3	27,643.5
Less Local Council Tax Support Scheme		0.6	472.7	528.5	723.4	188.6	65.1	24.4	8.3	0.0	2,011.6
Equivalent of Chargeable Dwellings		2.1	1,500.9	2,917.2	7,054.5	5,029.6	4,352.4	2,999.8	1,598.2	177.3	25,631.9
Ratio to Band D		5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Band D Equivalents		1.2	1,000.6	2,268.9	6,270.6	5,029.6	5,319.6	4,333.1	2,663.6	354.5	27,241.7
Add Estimated Growth											244.9
Band D Equivalents											27,486.6
Less Non-Collection Rate	2.3%										632.2
Estimated Council Tax Base for 2025/26	97.7%										26,854.4

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Maldon District Council**2025 / 26 Council Tax Base by Parish / Town Council**

	2024 / 25 Estimated Tax Base with Growth	2025 / 26 Estimated Tax Base with Growth
Parish / Town Council	Band D	Band D
Althorne	509.1	511.7
Asheldham	70.3	68.6
Bradwell	341.1	341.6
Burnham-on-Crouch	3,712.0	3,794.0
Cold Norton	508.3	510.0
Dengie	47.6	46.6
Goldhanger	318.1	310.4
Great Braxted	181.5	186.0
Great Totham	1,338.1	1,415.4
Hazeleigh	57.5	127.7
Heybridge	2,820.9	2,865.6
Heybridge Basin	273.8	276.3
Langford	90.1	87.7
Latchingdon	484.1	535.1
Little Braxted	80.0	82.1
Little Totham	194.6	194.6
Maldon	5,907.3	5,962.3
Mayland	1,484.9	1,496.2
Mundon	146.4	147.5
North Fambridge	537.3	539.9
Purleigh	585.8	579.7
Southminster	1,633.3	1,657.2
St. Lawrence	593.7	594.8
Steeple	187.7	189.5
Stow Maries	83.4	87.5
Tillingham	405.9	410.7
Tollesbury	1,031.0	1,023.3
Tolleshunt D'Arcy	446.5	463.9
Tolleshunt Knights	426.4	429.6
Tolleshunt Major	271.3	275.5
Ulting	78.9	78.4
Wickham Bishops	1,018.9	1,022.1
Woodham Mortimer	258.9	260.8
Woodham Walter	275.3	282.0
TOTAL	26,400.2	26,854.4

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REPORT of CHIEF EXECUTIVE

to
COUNCIL
12 DECEMBER 2024

CONSULTATION RESPONSE - REMOTE ATTENDANCE AND PROXY VOTING

1. PURPOSE OF THE REPORT

- 1.1 To agree a formal response on behalf of Maldon District Council (MDC) to the government consultation on remote attendance and proxy voting.

2. RECOMMENDATION

That Council endorses the draft consultation response at **APPENDIX A**.

3. SUMMARY OF KEY ISSUES

- 3.1 This government consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance at local authority meetings. It also tests views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely. Anyone can access and respond to the consultation at <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/>
- 3.2 The consultation closes on 19 December 2024 and it is suggested that a formal response from MDC is given.
- 3.3 The Group Leaders have been engaged and they broadly felt the Council should support remote attendance for cases of exceptional circumstances i.e. illness, and that proxy voting would present issues, particularly in the case of semi-judicial Committees like planning where the debate should inform the way a Member votes.
- 3.4 A draft consultation response has been put together on this basis, with a copy attached at **APPENDIX A**. Members are requested to endorse this response or provide any additional comments.

4. CONCLUSION

- 4.1 This paper seeks approval for the draft consultation response as set back.

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

- 5.1 None.

6. IMPLICATIONS

- (i) **Impact on Customers** – Thought has been given in the draft response to the impact on our residents.
- (ii) **Impact on Equalities** – Suggestions around remote and proxy voting are identified as ways to support those with caring responsibilities or even physical disabilities that would normally prevent their involvement in local politics, being able to engage.
- (iii) **Impact on Risk (including Fraud implications)** – Thought has been given in the draft response to risk such as private and confidential discussion and pre-determination, for which we would need to also look at local protocols.
- (iv) **Impact on Resources (financial)** – Not applicable (n/a).
- (v) **Impact on Resources (human)** – N/a.

Background Papers: None.

Enquiries to:

Cheryl Hughes, Assistant Director - Programmes, Performance and Governance or
Emma Holmes, Lead Specialist: Legal and Monitoring Officer.

Draft Consultation response – enabling remote attendance and proxy voting at local authority meetings

1. In what capacity are you responding to this consultation?

- ☐ An elected member of a council body
- ☒ A council body
- ☐ A member of the public
- ☐ A local government sector body

Please indicate the local authority type:

- ☐ Town or Parish Council
- ☒ District or Borough Council
- ☐ Unitary Authority
- ☐ County Council
- ☐ Combined Authority / Combined County Authority
- ☐ Fire and Rescue Authority
- ☐ Police and Crime Panel
- ☐ Other local authority type

If other, please specify

2. Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

- ☒ Yes
- ☐ No

If you answered 'No' to question 2, select 'Continue' and go directly to question 4.

3. If you answered 'Yes' to question 2, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- ☐ Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance
- ☒ Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies
- ☐ There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance

Add any further comments

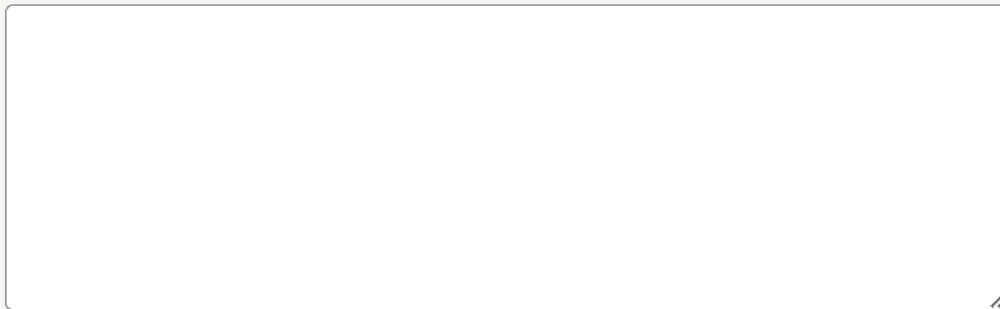
If the legislation didn't make limits, we would place these limits ourselves, for example only allowing in set circumstances such as illness

4. If you are an elected member, can you anticipate that you personally may seek to attend some of your council meetings remotely?

- ☐ Yes
- ☐ No
- ☒ I am not an elected member

4a. If you answered 'No' to question 4, please explain your answer below:

Explain your answer



4b. If you answered 'Yes' to question 4, please indicate below which of the following options best describes your likely pattern of attending meetings remotely:

- ☐ Very occasionally
- ☐ From time to time
- ☐ Regularly but not always
- ☐ All the time

5. If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- ☐ Less than 10%
- ☒ More than 10% but less than 50%
- ☐ More than 50% but less than 90%
- ☐ Most of them 90% to 100%

6. The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- ☐ Councils should be able to allow full remote attendance at up to half of council meetings within a 12-month calendar period
- ☒ Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances
- ☐ Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence

Add any other comments that you have

For example severe weather/ storms, which have previously caused us to cancel meetings

7. Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Tick all the options that correspond with your view and use the free text box for any other comments.

- ☒ Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance
- ☒ Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings
- ☒ Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location

Add any other comments that you have

we had an online meeting protocol during covid that we would look to revisit to ensure remote/ hybrid process was clear . It would also be good for the government to highlight these principles as part of the legislation. We would also look to update our code of conduct to say private meetings should not be done in a private location.



8. Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because:

- ☒ It is a positive modernising measure
- ☒ It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve
- ☒ Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance

Add any other reasons that it should be considered

Should not be considered because:

- ☒ Councillors should be physically present at all formal meetings
- ☒ It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils
- ☒ It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings

Add any other reasons that it should be considered

Face to Face debate allows for a better exchange of views

9. In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics? For example, those with disabilities or caring responsibilities.

- ☒ It would benefit members
- ☐ It would disadvantage members
- ☐ Neither

Add any further comments you have on this question

It would allow Councillors flexibility in those exceptional circumstances.

10. In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- ☐ Yes
- ☒ No
- ☐ Unsure

11. If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- ☐ Physical or medical conditions
- ☐ Caring responsibilities
- ☐ Parental leave or other responsibilities

Add any other reasons

12. Are there circumstances in which you feel proxy voting would not be appropriate?

Add your comments

as members are often swayed during debate, and our groups do not always vote together, this may not be relevant as its hard to know how someone would have voted.
For quasi judicial committees such as planning we would also not support this, on the basis it could lead to calls around pre-determination

13. If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

Add your comments

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**REPORT of
ASSISTANT DIRECTOR: PLACE AND COMMUNITY**

**to
COUNCIL
12 DECEMBER 2024**

WASTE CONTRACT TASK AND FINISH GROUP – MEMBER ATTENDANCE

1. PURPOSE OF THE REPORT

- 1.1 To seek agreement from the Council for the nomination of two or more additional Member representatives on the Waste Contract Task and Finish Group.

2. RECOMMENDATIONS

- (i) That the Council agrees to expand Member representation on the Waste Contract Task and Finish Group;
- (ii) That additional Member representatives are confirmed by the Council ahead of the next Waste Contract Task and Finish Group (date to be confirmed in January 2025).

3. SUMMARY OF KEY ISSUES

- 3.1 The Waste Contract Task and Finish Group (the Group) was reconvened in November 2024 to consider the 2025 / 26 savings proposals put forward in relation to Green Waste and Refuse collections. The Group consists of five council officers and four Members; Councillors R H Siddall, A S Fluker, M F L Durham and D O Bown.
- 3.2 The Waste Contract Task and Finish Group met on 26 November 2024, at which only two members were in attendance.
- 3.3 No substitutions were sent on behalf of the Members unable to attend the meeting.
- 3.4 With only four member representatives currently in this Group, it does not meet quorum if two or more Members are unable to attend (50%).
- 3.5 The recommendation reduces governance and decision making risk if the Council has better Member representation on this Group.
- 3.6 The 2025 / 26 waste savings proposals risk not being as thoroughly debated or scrutinised prior to recommendations back to the Strategy and Resources Committee.

4. CONCLUSION

- 4.1 By nominating a further two or more Member representatives to sit on the Waste Contract Task and Finish Group, this ensures the Group achieves quorum for the

meetings to proceed and is both effective and robust when considering the 2025 - 26 waste savings proposals.

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

5.1 Smarter finances

- 5.1.1 The proposals being discussed in the Waste Contract Task and Finish Group could deliver significant savings to the Council, so these need to be properly debated prior to recommendation to the Strategy & Resources Committee.

5.2 A greener future

- 5.2.1 The proposals encourage residents to recycle more and support the Government's Simpler Recycling initiative.

5.3 Provide good quality services.

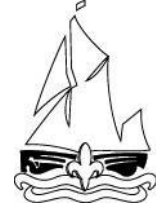
- 5.3.1 The proposals will continue to ensure the Council delivers good quality services to residents and can be better scrutinised with more Members in the Waste Contract Task and Finish Group.

6. IMPLICATIONS

- (i) **Impact on Customers** – Any recommendations from the Waste Contract Task and Finish Group will be taken to the Strategy and Resources Committee and the Council for their consideration before any proposals are taken forward.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – None.
- (iv) **Impact on Resources (financial)** – There will only be a financial impact if the proposals are supported by Members for Council Officers to implement. These financial implications would be costed as part of the project scoping exercise.
- (v) **Impact on Resources (human)** – There will only be an impact if the proposals are supported by Members for Council Officers to implement. The resource requirements would be established as part of the project scoping exercise.

Background Papers: None.

Enquiries to: Hannah Wheatley, Assistant Director - Place and Community.



REPORT of MONITORING OFFICER

**to
COUNCIL
12 DECEMBER 2024**

APPOINTMENT OF PARISH COUNCILOR TO THE JOINT STANDARDS COMMITTEE

1. PURPOSE OF THE REPORT

- 1.1 To appoint a Parish Councillor to the vacant seat on the Joint Standards Committee.

2. RECOMMENDATION

That the Council appoints one of the two candidates to the Joint Standards Committee for the remaining Municipal Year.

3. SUMMARY OF KEY ISSUES

- 3.1 Following the resignation of Councillor Peter Davey from Althorne Parish Council there is now a vacancy on the Joint Standards Committee.
- 3.2 The Council's Joint Standards Committee is made up of two Parish / Town Councillors who do not have voting rights but who provide an independent view from a Parish / Town perspective of any complaints received.
- 3.3 The Monitoring Officer requested expressions of interest from all Parish / Town Councils to fill this vacancy.
- 3.4 Two Parish Councillors have expressed an interest in this role, Councillor Michael John Hall (Mike Hall) and Councillor Robert Harding.
- 3.5 Both Councillors have provided a brief summary of their experience for Members information which has been circulated prior to the meeting.

4. CONCLUSION

- 4.1 The current vacancy needs to be filled to ensure that the Joint Standards Committee has a complete membership in line with the Council's constitution.

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

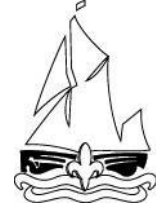
- 5.1 **Provide good quality services.**
- 5.1.1 Ensuring that all Committees have full membership allows for effective decision making.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – Not applicable.
- (iv) **Impact on Resources (financial)** – Not applicable.
- (v) **Impact on Resources (human)** – Not applicable.

Background Papers: None

Enquiries to: Emma Holmes, Monitoring Officer.



**REPORT of
ASSISTANT DIRECTOR - PROGRAMMES, PERFORMANCE AND GOVERNANCE
COUNCIL
12 DECEMBER 2024**

SCHEDULE OF MEETINGS 2025 / 26

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings for the 2025 / 26 municipal year is presented for the Council's consideration.

2. RECOMMENDATION

That the schedule of meetings for the 2025 / 26 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, 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 **Overview and Scrutiny Committee meetings** – As requested by the Overview and Scrutiny Committee Working Group, this schedule includes provision for meetings of the Overview and Scrutiny Committee. These meetings are provisional dates and confirmation will be provided nearer the time.
- 3.7 **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 (including Fraud implications)** – 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 2025 / 26

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	28		2		7		11		15	
Tuesday		29		3		8		12		16	
Wednesday		30		4	CAC [7]	9		13	NW [4]	17	SE [4]
Thursday		1	ELECTION (Essex County Council)	5	PGA [13]	10	COUNCIL [8]	14		18	PGA [9]
Friday		2		6		11		15		19	
Monday		5	BANK HOLIDAY	9		14		18		22	
Tuesday		6		10		15		19		23	
Wednesday		7		11	DP (Provisional) [15]	16	NW [4]	20	SE [4]	24	CAC [4]
Thursday	MAY 2025	8		12	S&R [13]	17	PGA [6]	21		25	S&R [9]
Friday		9		13		18		22		26	
Monday		12		16		21		25	BANK HOLIDAY	29	
Tuesday		13		17		22		26		30	
Wednesday		14		18	NW [4]	23	SE [4]	27	CAC [4]	1	
Thursday		15	STAT. ANN. COUNCIL	19	O&S (Provisional)	24	S&R [6]	28		2	
Friday		16		20		25		29		3	
Monday		19		23		28		1		6	
Tuesday		20		24		29		2		7	
Wednesday		21	NW [7]	25	SE [4]	30	CAC [4]	3	DP (Provisional) [13]	8	NW [4]
Thursday		22		26		31		4	O&S (Provisional) [11]	9	O&S CRIME
Friday		23		27		1		5		10	
Monday		26	BANK HOLIDAY	30		4		8		13	
Tuesday		27		1		5		9		14	
Wednesday		28	SE [7]	2	CAC [5]	6		10	NW [4]	15	SE [4]
Thursday		29		3		7		11	COUNCIL [9]	16	
Friday		30		4		8		12		17	

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

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