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MALDON DISTRICT COUNCIL

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18 November 2026

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

CHIEF EXECUTIVE
Doug Wilkinson

Dear Councillor

You are summoned to attend the meeting of the;

STRATEGY AND RESOURCES COMMITTEE

on **THURSDAY 26 NOVEMBER 2026** 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.

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A copy of the agenda is attached.

Yours faithfully

Chief Executive

COMMITTEE MEMBERSHIP:

CHAIRPERSON	Councillor A Fittock
VICE-CHAIRPERSON	Councillor M G Bassenger
COUNCILLORS	J R Burrell-Cook S Dodsley J Driver M F L Durham A S Fluker K M H Lagan A M Lay S J N Morgan U G C Siddall-Norman

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

AGENDA
STRATEGY AND RESOURCES COMMITTEE
THURSDAY 26 NOVEMBER 2026

1. **Chairperson's Notices**

2. **Apologies for Absence**

3. **Minutes of the Last meeting** (Pages 5 - 12)

   To consider the Minutes of the Strategy and Resources Committee held on 24 September 2026 (copy enclosed).

4. **Disclosure 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 Participation**

   To receive the views of members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

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

6. **Budget Monitoring Report - Quarter 2** (Pages 13 - 26)

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

7. **Rural Settlement List 2027/28** (Pages 27 - 30)

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

8. **Whistleblowing Policy** (Pages 31 - 42)

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

9. **Armed Forces Covenant Delivery Group** (Pages 43 - 46)

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

10. **Long Lease Agreement - Foreshores at River Blackwater and Downs Road Boatyard** (Pages 47 - 50)

    To consider the report of the Director of Neighbourhood Services and Communities (copy enclosed).

11. **Asset Disposal Policy** (Pages 51 - 60)

To consider the report of the Director of Neighbourhood Services and Communities (copy enclosed).

12. **Medium Term Financial Strategy Update** (Pages 61 - 78)

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

13. **Fees and Charges Proposals 2027/28** (Pages 79 - 118)

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

14. **Amendment to Minutes** (Pages 119 - 122)

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

15. **Any other items of business that the Chairperson of the Committee decides are urgent**

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
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Health and Safety
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MINUTES of
STRATEGY AND RESOURCES COMMITTEE
24 SEPTEMBER 2026

PRESENT

Chairperson	Councillor A Fittock
Vice-Chairperson	Councillor M G Bassenger
Councillors	J R Burrell-Cook, S Dodsley, J Driver, A S Fluker, K M H Lagan, S J N Morgan, P L Spenceley and M E Thompson (Substitute for M F L Durham)
In attendance	Councillor(s) K Jennings

1. CHAIRPERSON'S NOTICES

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

2. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors M F L Durham and U G C Siddall-Norman.

It was noted that in accordance with notice duly given Councillor M E Thompson was attending as a substitute for Councillor Durham.

3. MINUTES OF THE LAST MEETING

RESOLVED

(i) that the Minutes of the meeting of the Committee held on 23 July 2026 be received.

Minute No. 6 – Anti-Corruption Policy Suite
The Chairperson advised that an amendment was required to this Minute to remove the reference to Appendix E (Whistleblowing Policy) as this Appendix was not circulated with the report and therefore was not considered by the Committee at this meeting. This amendment was duly noted.

RESOLVED

(ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 23 July 2026 be confirmed.

4. DISCLOSURE OF INTEREST

Councillor J R Burrell-Cook declared, that in relation to Agenda Item 6 – Motion Referred to this Committee from the Council, he was the Chairperson of the Saltmarsh Coast Tourism Group and the T26 Maldon District Tourism Group. He explained that a high street sub-group had already been planned and discussed. In response to a question to the Monitoring Officer, it was confirmed that Councillor Burrell-Cook was not required to leave the meeting for this item of business.

5. PUBLIC PARTICIPATION

No requests had been received.

6. MOTION FROM COUNCILLOR K JENNINGS (MOTION 01/2026)

The Committee considered the following Motion proposed by Councillor K Jennings and seconded by Councillor R H Siddal referred to the Committee by the Council. Further consideration was given to the report of the Director of Strategy and Improvement which provided information regarding the Motion and set out a number of recommendations for Members consideration.

> **Motion:**
> "To create a retail working group, that works with partners to deliver support and create retail business opportunities across the district. This should be a similar model to One Maldon District, with representatives from the retail sector, other partners and other local authorities, to ensure our high streets across the district (not just Maldon) to ensure that our high streets and retail businesses continue to grow and thrive."

The Chairperson drew members' attention to the report of the Director of Strategy and Improvement which included two recommendations for Members' consideration. These were duly seconded.

The Director of Strategy and Improvement introduced Mr Cole, Head of Economic Development, to the Committee, advising that both officers were happy to answer any questions.

During the debate that followed and in response to questions raised the following information was provided.

- The North Essex Economic Board had a full programme of projects which runs to March 2027 and, alongside this, the number of Maldon District business breakfasts had increased. District-wide engagement platforms were not sector specific but inclusive of all business sizes and sectors. It was noted that priority was given to employment size rather than sectors.
- The Council did not currently provide specific high street support, as all business support programmes were designed to encompass small and medium-sized enterprises. However, there could be capacity to review this provision should Members wish support to be provided.
- There were a number of regional and national business groups, such as the Federation of Small Businesses, the Institute of Essex Directors, and the Essex Chamber of Commerce, that supported place making on a larger scale. Sector-specific representation for high streets did not generally exist.

- The Council had previously supported Burnham-on-Crouch and Maldon Business Boards. An example was given of a high street-specific externally funded campaign which provided the Council with funding to work with businesses.
- Essex County Council were due to host a high street workshop in the coming week, and this would be attended by the Head of Economic Development. The focus would be on high streets and microbusinesses, and Officers were keen to identify any opportunities that could be brough forward as a result.

Following further discussion, Councillor Jennings provided Members with additional detailed information about his Motion and the concept behind it.

It was clarified that the recommendations within the report were to give opportunity for Officers to understand and digest all information and then compile that information into a full report to this Committee. The report would include associated costs, over and above business-as-usual activity, to allow Members to make an informed design around whether the proposed Group should be started. The Chief Executive suggested that retail should be considered within the wider economic development agenda, alongside other areas such as business engagement, skills education and tourism rather than in isolation. Through recommendation (i) Officers would explore mechanisms to support and engage with retail and other business sectors in a meaningful way, taking account of resource capacity, alignment with the Corporate Plan and the Council's investment priorities.

Councillor J R Burrell-Cook drew Members' attention to the Saltmarsh Coast Tourism Community Interest Company, launched in March 2026 with support of Officers, which brought together high street businesses, producers, food producers, maritime operators and a range of other businesses to form the sub-groups that would help to drive tourism from a regenerative tourism perspective. He felt that the Motion proposed to be duplicating some of the work already started. The Chairperson clarified that recommendation (i) proposed that Officers consider all projects to identify any gaps that could be addressed through a focus group and the Chief Executive confirmed that Officers would not seek to duplicate work already being undertaken.

The Chairperson then moved recommendation (i) as set out in the report. This was duly seconded and upon a vote being taken was agreed. He then moved recommendation (ii) which was duly seconded and agreed. Councillor Burrell-Cook advised that he had abstained from both votes.

RESOLVED

i) That Officers investigate the feasibility and viability of a business and economic engagement forum, aligned to the priorities of the Corporate Plan.

ii) That, subject to (i) above, the outcome of this work is presented to the Strategy and Resources Committee to make an informed decision on the establishment of a business and economic engagement forum.

7. BUDGET MONITORING REPORT - QUARTER 1

The Committee considered the report of the Director of Finance providing an updated financial position for the period ended 30 June 2026 (quarter one (Q1)). It was noted that Q1 was early in the financial year and may be subject to changes in the coming months.

The report provided the Council's financial forecast for the full year ending 31 March 2027, including revenue and capital forecasts and the impact these would have on retained reserves. It highlighted that performance was closely aligned to budget which demonstrated good financial management in operational areas.

The Director presented the report and Members noted the detailed information set out in the report including:

- Appendix 4 to the report detailed a £110k virement to align the directorate salary budgets following the recent staffing restructure.
- **Revenue Budget Monitoring (Q1)** – It was noted that, overall, the Council was within 0.71% of the budget, with a target of 1% above or below the budget. The most material individual forecast overspend related to planning appeals and, to mitigate the uncertainty within the service base budget, the use of an earmarked reserve was being considered as a mechanism to manage these costs. Appendix 1 to the report provided detail of the underspend relating to savings from vacant posts across all directorates.
- **Capital Budget Monitoring (Q1)** – The forecast for the capital budget projected an overspend of £65k against the revised 2026/27 Capital Programme, and the main project details were set out in Appendix 2 to the report.
- **Reserves** –Members noted a number of items highlighted in the report which were expected to impact on the reserves position in Quarter two. Reserves brought into 2026 / 27 were set out in Appendix 3 to the report.

In response to a question regarding planning appeals, further information was provided by the Director of Finance. It was confirmed that the Director was working closely with other Directors, particularly the Director of Place, Planning and Growth to look at better understanding the outlook around appeals, especially in light of the new National Planning Policy Statement.

Reference was made to Appendix 2 – Capital Forecast and it was highlighted that the total of the column 'Q1 Forecast: Capital Outturn 2026/27' appeared to be incorrect. The Director of Finance highlighted that this was not an error but a result of the figures being rounded and Officers would look to correct this.

In response to a question from Councillor A S Fluker regarding resurfacing Orchard Meadows Car Park in Southminster, the Chairperson advised that Officers would provide Councillor Fluker with the information requested outside of the meeting.

The Chairperson then moved the recommendations and these were duly seconded and agreed.

RESOLVED

(i) That Members acknowledged, as set out in the report and Appendix 1, that the forecast revenue outturn as at 30 June 2026 was £101,000 over budget (0.7%)

(ii) That Members considered, as set out in the report and Appendix 2, the forecast capital outturn as at 30 June 2026 which was for a total capital programme delivery of £7,054k against the revised budget of £7,119k.

(iii) That the balances within the Earmarked Reserves and General Fund set out in Appendix 3 to the report be acknowledged;

(iv) That the revenue budget reconciliation set out in Appendix 4 to the report be acknowledged.

8. MEDIUM TERM FINANCIAL STRATEGY UPDATE

The Committee considered the report of the Director of Finance presenting the revised Medium-Term Financial Strategy (MTFS), set out at Appendix 1 to the report, as the framework within which the budget for 2027 / 28 would be prepared.

The Director of Finance introduced his report which provided an update on the following areas:

- **Timetable** - The report set out the timetable for preparing the 2027/28 budget, with options developed and refined ahead of approval by the Council in February 2027.
- **Funding gap** - The report outlined an estimated funding gap of £1.498 million, arising from inflationary pressures of £1.119 million and reduced government funding of £379,000. It highlighted that Core Spending Power was expected to remain broadly flat at around £11.5 million, with future council tax increases offset by reductions in government funding.
- **Impact of Local Government Reorganisation (LGR)** - The report highlighted uncertainty over the timing of LGR and assumed an implementation date of April 2029 for financial planning purposes.
- **Options** - The report considered three financial strategy options and recommended combining budget savings with prudent use of reserves.
- **Proposed Strategy** - The report proposed combining budget reviews, savings and cost controls with prudent use of reserves to support LGR readiness and long-term financial sustainability. Appendix 1 to the report provided the updated MTFS.
- **Strategy Implementation** - The report proposed closer scrutiny of spending and income to reduce service costs towards available funding levels, with any remaining gap met from reserves. The Director confirmed that services would be protected through stronger oversight and cost control rather than specific savings targets.
- **Next Steps** - The report proposed detailed scrutiny of spending, with revised budgets and savings options due to be presented to the Committee in November 2026.

Councillor A S Fluker commented that the report was well-written and provided all the information required by Members. He proposed that the recommendations set out in the report be agreed. This proposal was duly seconded.

In response to a question, the Director of Finance confirmed that figures presented were based on a Council Tax increase of 2.99%.

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

RESOLVED

(i) That the timetable for the preparation of the 2027 / 28 be endorsed;

(ii) That Members noted the risks faced by the Council and how the Medium-Term Financial Strategy would help to address them;

(iii) That the overall financial strategy proposed and the resulting actions be endorsed.

9. DISCRETIONARY FEES AND CHARGES POLICY 2027/28

Prior to consideration of the report, Councillor A S Fluker sought clarification from the Monitoring Officer regarding whether he had a disclosable interest in this item of business as he had a building regulations application being determined by the Council. In response, the Monitoring Officer advised that this was not necessary as the report related to the Council policy rather than any individual fees.

The Committee considered the report of the Director of Finance setting out the overarching principles through which Discretionary Fees and Charges would be set for 2027 / 28. It was noted that the detailed Fees and Charges would be updated based on these policies and brought forward alongside the budget proposals for 2027 / 28.

The Director presented his report, advising that it set out the principles through which the Council would endeavour to set the fees and charges to be applied, and that it aligned with the budget process. He reminded Members that a large proportion of fees and charges were set nationally. For nationally set fees and charges, the Council was required to advertise them and apply the charges in line with national guidance.

The table at paragraph 3.2.2 of the report set out the locally set ('discretionary') fees and charges and the factors that needed to be considered in setting charges for the coming year. If agreed, the Director would proceed to work through the exact levels of fees and charges for recommendation to the Council for consideration at its February 2027 meeting.

In response to a question regarding fees and charges for planning services, the Director advised that this was one of the areas he was discussing with the team.

Councillor K M H Lagan referred to Principle G, as set out the report, and highlighted the importance of this referring to concessionary reductions as the Council supported some local organisations through reductions.

The Chairperson moved the recommendation set out in the report. This was duly seconded and agreed by assent.

RESOLVED that the overarching principles for Discretionary Fees and Charges policies, as set out below be approved.

Ref	Principle	Commentary
A	Annual review	All discretionary fees and charges should be reviewed annually in terms of the tariff applied, recent activity trends, and the overall income achieved.
B	Promote access to services	The Council exists to provide important services to local people. Fees and charges should be applied in a way that promotes access to discretionary services. They should not be a barrier to services.
C	Full cost recovery	Fees and charges for council services should be set on the basis of full cost recovery. That is, charges should be calculated such that all costs are recovered as part of the overall charge – direct delivery costs, indirect service management costs and overhead support costs (such as ICT, HR (Human Resources), accommodation etc.).

Ref	Principle	Commentary
D	Non-profit making	Fees and charges are calculated to recover the full cost of the service provided, not to make a surplus or profit. Some cross subsidy may occur between charges levied in the same service area, but the overall objective is to support the cost of discretionary services not to secure a commercial profit.
E	Income = tariff x take up	The tariff or charge applied is one part of a wider value chain. The other part is the activity volume. Together, tariff and volume generate the overall income to the Council.
F	Standard +2% uplift	The MTFS (Medium-Term Financial Strategy) assumes a standard uplift of 2% per year on income from fees and charges. This may mean that • all charges increase by 2% per year; or • that some charges increase by more (or less) than 2%, with an expected overall increase of 2%; or • that activity is expected to increase by 2% in order to secure and overall income increase of 2% with no change to the tariff applied. However, where actual inflationary pressures are higher than 2%, it is expected that income is similarly increased to maintain the full cost recovery approach.
G	Inclusive	Options for concessionary reductions in fees and charges can be considered in line with wider council policies. How concessions are evidenced and applied should be simple, efficient and appropriate.
H	Benchmarked	The level of charges set be compared to similar charges levied by local commercial competitors or other local authorities.
I	Flexible over time	Annual review of fees and charges should also consider the introduction of new charges or the rescinding of old charges.
J	Consistent with other policies	Consistency between fees and charges and other wider policies and strategies of the council, including the corporate plan objectives.

There being no other items of business the Chairperson closed the meeting at 8.27 pm.

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CHAIRPERSON

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REPORT of
DIRECTOR OF FINANCE

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

BUDGET MONITORING REPORT – QUARTER 2

1. PURPOSE OF THE REPORT

1.1 To provide Members of the Committee with an updated Quarter 2 (Q2) financial position for the Council for the period ended 30 September 2026. Covering the first half of the year, this report provides a good indication of the likely outturn and identifies a firm basis to support planning for the coming year.

1.2 This matter is brought forward for consideration with the agreement of the Chairperson of this Committee to provide assurance that the financial management of the council is effective and ensure the sustainability of council operations now and into the future.

2. RECOMMENDATIONS

(i) That Members comment on the forecast revenue outturn as at 30 September 2026 which is £126,000 over budget (0.9%) and the analysis of this;

(ii) That Members confirm the change in treatment of Planning Appeal costs;

(iii) That Members agree the adjustments recommended arising from previous Committee decisions for one-off funding now the actual values are known and adjustments can be made;

(iv) That Members consider the forecast capital outturn as at 30 September 2026, which is £7,578k against the revised budget of £7,526k and the commentary on this;

(v) That Members accept the balances held as Earmarked Reserves and General balances;

(vi) That the revenue budget reconciliation be noted.

3. KEY ISSUES

3.1 **Overview**

3.1.1 This is a positive report which provides details of the current financial position of the council and the expected position at the end of the financial year. All key measures are performing within expectations – revenue spending is close to budget, as is capital spending, debt is being reduced and reserves continue to be at a good level.

There are some variations to budgeted estimates, but these are detailed in the report and under review. A further update will be provided in the next report.

3.2 **Revenue Budget Monitoring – Quarter 2**

3.2.1 The Quarter 2 Budget Monitoring report provides a financial forecast for the Council for the full year ending 31 March 2027 including revenue and capital forecasts and the impact of those on retained reserves (general and earmarked) as at 30 September 2026. This is the mid-point of the year and allows considerable certainty in the forecast. It also helps identify any issues to be addressed in the budget planning for the coming year.

3.2.2 Within the revenue forecast (**APPENDIX 1**), it is assumed that final approvals will be given for a number of transfers to and from reserves. These are detailed below and reflect decisions previously taken by Members to fund in principle to a defined limit and where full costs are now known, and the transactions can be fully applied.

3.3 **Revenue Budget Monitoring – Quarter 2**

3.3.1 The forecast for the revenue budget projects an overspend of £137,000 against the 2026/27 budget equating to a variance of 0.96% of budget, just within the target +/- 1% tolerance.

3.3.2 <u>Planning appeals</u>

3.3.2.1 The Quarter 1 report highlighted a key pressure relating to planning appeals, where the applicant had appealed against the decision taken by Committee. Review of previous appeals costs shows that most appeals cost around £100,000 (although this can vary for size, complexity etc). Currently 5 appeals are anticipated to take place within the current year. Previous budget provision was to the value of £184,000 – which is clearly insufficient for potential costs of around £500,000. Further, the budget is part of 'base' budgets – that is, anticipated budgets ongoing from year to year. This does not reflect the highly variable frequency of appeals. It has therefore been determined by the s151 officer, in consultation with the Committee Chair and Chief Officers, that it would be preferable to remove the base budget provision and instead fund the appeals from reserves, creating an Earmarked Reserve for this purpose. This will enable transparent reporting of likely costs while also recognising that the Director of Place, Planning and Growth is not truly accountable for these costs.

3.3.2.2 As a result, the Q2 revenue forecast assumes all planning appeals costs are fully funded from reserves, removing that pressure. The reserves position is updated accordingly.

3.3.3 The current revenue forecast is summarised below and shows a forecast variance of £126k more than budgeted. This is a favourable position overall but relies upon significant pay underspending due to the delay of recruiting to posts either newly created or already vacant within Council structures. This is a one-off benefit which will not be available to support non-pay spending in the coming year.

Directorate	Budget (£000s)	Forecast P6 (£000s)	(Under) /Over Budget (£000s)
Neighbourhood and Community Services (NHC)	6,614	6,636	22

Directorate	Budget	Forecast	(Under) /Over
Strategy and Improvement	3,286	3,378	92
Place, Planning and Growth	1,595	1,655	61
Finance (Operational)	1,681	1,653	(28)
Legal and Governance	1,060	1,066	6
Chief Executive	325	325	0
Corporate Finance	475	499	24
Operational Total	**15,035**	**15,212**	**177**
Minimum Revenue Provision (MRP) and Investment Income	(800)	(851)	(51)
Total	**14,235**	**14,361**	**126**

Figure 1 - summary revenue forecast at Quarter 2

3.4 A number of adjustments are included in the £126k overspend position reported above. These adjustments are shown in the following table. The adjustments have already been approved in principle by Councillors, but the actual spending is now known and adjustments can be made.

directorate	purpose	value	rationale	governance
NHC	Dredging costs	(£100,000)	completion of funds transfer from reserves per council decision now final account is settled	13 Feb. 2025 Council meeting for £135k
	Tree Surgery	(£60,000)	underspent in 25/26; recouped to reserves pending spending review in 26/27; now being returned to the service	130k supplementary estimate agreed in November 2022
	Cemeteries management software ('Plotbox')	(£55,000)	underspent in 25/26; recouped to reserves pending spending review in 26/27; now being returned to the service	November 2025 Strategy and Resources Committee (S&R) Minute No. 357 refers
	Climate action plan	(£41,000)	underspent in 25/26; recouped to reserves pending spending review in 26/27; now being returned to reserves	Budget approved in 24/25
	Base budget from EPR	£364,000	application of EPR to offset additional costs of waste collection; this is the base budget released as a result of that which can be recouped to reserves	appropriate use of grant funding
Neighbourhood & Community Services		**£108,000**		

directorate	purpose	value	rationale	governance
Place, Planning and Growth	Housing strategy	(£85,000)	underspent in 25/26; recouped to reserves pending spending review in 26/27; now being returned to the service	Approved in 25/26 Budget unspent and now being spent in 26/27
	Local Plan delivery	(£595,000)	per Council decision and spending plan included	10 Sept. 2026 by the Council
	Planning appeals (funding)	(£500,000)	allocation of general fund general balance, offset by the contribution below	S&R Nov. '26
	Planning appeals (recouping base budget disapplied)	£184,000	recurrently reduces base budget	S&R Nov. '26
Place, Planning and Growth		**(£996,000)**		
Strategy and Infrastructure (S&I)	Recruitment capacity (Essex County Council (ECC))	(£50,000)	implementation of phase 2 of restructure	Chief Executive (CX) (Head of Paid Service (HoPS)) delegations
S&I	Council Chamber	(£119,968)	upgrade to AV system in the chamber	Member approval
S&I	Community Grant	(£172,000)	Underspent in 25/26 recouped in reserves, spending review in 26/27 being returned to the service	Member approval (UKSPF Match funding)
Corporate Finance	Corp. finance (Insurances)	(£88,000)		Delegations
Legal and Governance (L&G)	Compensation payment against legal claim	(£22,000)	settlement of long-standing legal dispute	agreed by Monitoring Officer (MO) and S&R Chairperson
Other areas		**(£451,968)**		
total		**(£1,339,968**		

Figure 2 – Q2 adjustments included based on previous decisions where final values are now known

3.5 To notify the Committee that funding was agreed for the Promenade Park Management Plan (PPMP). The Wi-Fi project was part of the PPMP and has been ongoing since last year. Due to anti-social behaviour in Promenade Park, additional works were required to protect the equipment from damage. This resulted in an additional £15,000 cost to install more substantial posts for the Wi-Fi receivers. This cost has been funded from an underspend within another project.

3.6 In Figure 2, it can be seen that there is a forecast overspend in Strategy and Improvement. This is largely driven by the forecast in ICT services, offset by pay underspending elsewhere in the directorate. ICT costs are under review as a result to ensure that appropriate budget provision is made for the coming year.

3.7 It was identified previously in this report that the overall position is heavily reliant on underspending in pay budgets. The table below provides more detail on this position. This shows that pay budgets overall are underspent by £647k, which is a combination of 53 Full Time Equivalent (FTE) vacancies across the Council, which generates an underspend of £1.8m. Against this, where posts are critical to service delivery and so interim staff are employed, costs of interim staff amount to £1.2m. This results in the over £647k underspend in all pay budgets. The majority of interim costs are in planning (Development Control) services. These staff are covering vacancies to ensure that the expected level of service delivery can be achieved. There is ongoing work to recruit permanent staff and to convert interims to permanent contracts where possible.

Directorate	FTE (budget)	FTE (actual)	FTE (variance)	Budget (£000s)	Forecast outturn (£000s)	(Under) / Overspend (£000s)	Agency / Interim Forecast (£000s)	Net (£000s) plus net cost
Neighbourhood Services and Communities	75.79	62.79	15.00	4,084	3,556	(528)	230	(298)
Place, Planning and Growth	68.21	46.21	22.00	3,091	2,433	(658)	917	259
Strategy and Improvement	42.49	35.49	7.00	2,580	2,200	(380)	13	(367)
Finance	39.96	31.96	8.00	2,325	2,114	(211)	0	(211)
Legal and CX	9.00	8.00	1.00	870	840	(30)	26	(30)
Total	**235.45**	**184.45**	**53.00**	**12,950**	**11,142**	**(1,807)**	**1,186**	**(647)**

Figure 3 – pay analysis at Quarter 2

3.8 **Capital budget Monitoring – Quarter 1**

3.8.1 The forecast for the capital budget projects a potential overspend of £52,000 against the revised 2026/27 Capital programme of £7,526k. This is based on current information but may well change during the remainder of the year.

3.8.2 At the end of September 2026, the capital programme spend was 24% of budget. This compares to 13% at the same time last year.

Capital Programme 2026/27	Total Budget (£000)	Predicted (£000)	Potential variance (£000)	
Leisure Centres	3,522	3,522	0	In progress - 1 of 5 schemes completed. Includes works undertaken by MDC (as landlord) and works led by Place Leisure.
Promenade Park	1,930	1,944	15	4 of 13 schemes completed (Secret Garden, service roads resurfacing, drainage for Maldon Saints/Bowls club accommodation, recycling bins)
Playsites	660	656	(4)	In progress
Housing	539	539	0	In progress

Capital Programme 2026/27	Total Budget (£000)	Predicted (£000)	Potential variance (£000)	
Sports	225	225	0	Not yet started
Other Parks and Open spaces	220	224	4	Complete
Town centre car parks	87	87	0	In progress
Council Offices	80	109	30	In progress
Vehicles	65	65	0	1 of 3 schemes completed
Public Conveniences	58	58	0	Not yet started
Brickhouse Farm	55	48	(7)	In progress
I.T.	47	61	14	In progress
Cemeteries	20	18	(2)	Not yet started
Riverside Park	18	21	3	In progress
	7,526	**7,578**	**52**	

Figure 4 – capital programme forecast as at Quarter 2

3.8.3 Schemes completed in the year so far are set out in the table below.

Project Description	budget
Schemes brought forward from last year	
Recycling bins	£45k
Prom park secret garden project	£24k
Kiosk Refurbishment	£30k
Princes Road, Fire system, windows and doors	£80k
UK Shared Prosperity Fund (UKSPF) Riverside Park HER space Burnham-on-Crouch	£18k
Coronation Shelter	£110k
Subtotal	£307k
New schemes this year	
Recycling Bins – Promenade Park	£45k
Prom roads resurfacing	£126k
Maldon Saints / Bowls club drainage	£21k
Leisure centre Air handling unit	£47k
Ventrac Tough deck flail	£15k
Secret Garden project	£24.5k
Road repairs Station Road, Burnham-on-Crouch	£220k
Subtotal	£498.5k
Total	**£807.5k**

Figure 5 – capital programme - completed schemes so far this year

3.9 **Reserves**

3.9.1 The Council holds a number of earmarked reserves (provisions) for specific purposes and the General Fund Balance as a general unallocated amount.

3.9.2 At the start of the financial year, earmarked reserves totalled £2.8m and general fund reserves totalled £7.6m. While there were no formal decisions in Quarter 1 (Q1) requiring an allocation or draw on reserves, there are a number of items expected to impact on the reserves position in Q2. These include the creation of a provision for the Local Plan delivery work, purchase of Friary Fields as six Temporary Accommodation units, and some use of underspends identified at the end of the last financial year which were moved to general reserves pending a clearer view of spending needs in the new year. Within the General Fund Balance, a 'core' reserve of £2.3m is retained as a funding source 'of last resort'.

3.9.3 Reserves brought into 2026/27 are detailed at **APPENDICES 2A** and **2B**, which is aligned to the pre-audit (draft) accounts.

3.10 **Debt (General Fund)**

3.10.1 At the end of September 2026, the Council was owed £326,000 for debts invoiced from the General Fund. Of this, £94,359 was overdue (over 55 days old). Of this, £57,993 is covered by payment plans (e.g. standing orders), £24,042 has been passed to debt collection agencies, and £11,472 is being progressed by Council officers.

3.11 **Other matters**

3.11.1 The Council has received two claims which it is in the process of reviewing. One relates to the impact of the cancellation of the 'Fire and Smoke' event planned for Promenade Park, the other to the review of the Tollesbury planning decision. While it is likely that costs will arise from these claims, it is not possible to estimate the likely cost to the council at present as that will be contingent on decisions made by third parties (independent legal advance, insurers or actuaries assessments etc).

4. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

4.1 **Delivering good quality services.**

4.1.1 Regular reporting and monitoring of the Council's financial position is a key control in ensuring the Council makes the best use of its resources and is able to make informed decisions to support our residents.

5. IMPLICATIONS

(i) **Impact on Customers** – None directly.

(ii) **Impact on Equalities** – None directly.

(iii) **Impact on Risk (including Fraud implications)** – None directly.

(iv) **Impact on Resources (financial)** – The subject of the report.

(v) **Impact on Resources (human)** – None directly.

(vi) **Impact on Devolution / Local Government Reorganisation** – The financial position of the Council will be scrutinised in advance of reorganisation as part of planning for LGR delivery. This report is written with that scrutiny in mind.

Background Papers: None.

Enquiries to: Ben Jay, Director of Finance.

APPENDIX 1

Revenue forecast

Directorate	Budget (£000s)	Forecast P6 (£000s)	(Under) /Over Budget (£000s)	Commentary
Neighbourhood Services and Communities	6,614	6,636	22	Some overspending in repairs and maintenance due to unforeseen asset problems, offset by pay underspending
Strategy & Improvement	3,286	3,378	92	Overspending on ICT services costs due to investment in cyber security and cost overruns in software licencing, offset by pay underspending.
Place, Planning and Growth	1,595	1,655	61	Overspending on interim staff costs and planning fee income predicted lower than budget.
Finance (Operational)	1,681	1,653	(28)	Staff underspending
Legal and Governance	1,060	1,066	6	Not Applicable (NA)
Chief Executive	325	325	0	NA
Corporate Finance	475	499	24	NA
Operational Total	**15,035**	**15,212**	**177**	**177**
MRP and Investment Income	(800)	(851)	(51)	Investment income higher than estimated
Total	**14,235**	**14,361**	**126**	**126**

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APPENDIX 2A

Reserves

Reserve	Opening balance 1 Apr 2026 £000	Transfers (in) Q1 £000	Transfers out Q1 £000	Transfers (in) Q2 £000	Transfers out Q2 £000	Projected closing balance 31 Mar 27 £000
Business Continuity	-	-	-	-	-	-
Blackwater Dredging Reserve	-	-	-	(100)	-	(100)
Community grants	-	-	-	-	-	-
Community Housing Fund Grant	(93)	-	-	-	-	(93)
Local Plan	(400)	-	-	(1,600)	595	(1,405)
Community Safety	(75)	-	-	-	18	(57)
Community Sports Network/Health and Wellbeing	-	-	-	-	-	-
Council Tax and Business Rates equalisation	(1,364)	-	-	-	-	(1,364)
Local Government Re-organisation	(1,000)	-	-	-	-	(1,000)
Domestic Abuse Support reserve	(84)	-	-	-	-	(84)
Economic Development	(10)	-	-	-	-	(10)
Electoral Registration	(121)	-	-	-	-	(121)
Football Development Officer (FDO) external funding from Plume	-	-	-	-	-	-
Feasibility Study reserve	-	-	-	-	-	-
Heritage projects	-	-	-	-	-	-
HM Land Registry (HMLR) Project reserve	-	-	-	-	-	-
Homeless reduction Act Grant	(57)	-	-	-	-	(57)
Income and Expenditure Budget Equalisation	-	-	-	-	-	-
Insurance liability	-	-	-	-	-	-

APPENDIX 2A

Reserve	Opening balance 1 Apr 2026 £000	Transfers (in) Q1 £000	Transfers out Q1 £000	Transfers (in) Q2 £000	Transfers out Q2 £000	Projected closing balance 31 Mar 27 £000
Neighbourhood Plan Applications	-	-	-	-	-	-
Pensions Reserve	(240)	-	-	-	-	(240)
Planning Appeals (app 2b)	-	-	-	(600)	184	(416)
Repairs and renewals fund	(123)	-	-	-	-	(123)
Revenue commitments	-	-	-	-	-	-
Revenues and Benefits Staffing reserve	-	-	-	-	-	-
Sports Development	(31)	-	-	-	-	(31)
Corporate Delivery Reserve	-	-	-	-	-	-
Transformation	-	-	-	-	-	-
Waste Contract Implementation	-	-	-	-	-	-
Total Specific Reserves	(3,598)	-	-	(2,300)	797	(5,101)
General Fund unallocated	(9,344)			(364)	2,833	(6,875)
Total Revenue Reserves	(12,942)			(2,664)	3,630	(11,976)
Capital Receipts reserve	(1,023)	-	-	-	800	(223)
Capital Grants Unapplied reserve (S106)	(654)					(654)
Total Reserves	(14,619)			(2,664)	4,430	(12,853)

APPENDIX 2B

Planning appeals to be funded from earmarked reserves

Planning appeals costs		
2026/27 costs (actual)		
1	Cemetery	£115,921
2	Spratts Farm	£102,868
	Sub Total Actual costs	**£218,789**
2026/27 costs (estimated)		
3	South of Fambridge Road Althorne	£118,800
4	6 to 108 Mell Road Tollesbury	£113,095
5	Land North of David Fisher Way Southminster	£113,095
	Sub Total Estimated costs	**£344,990**
	all 2026/27 costs	**£563,779**

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REPORT of
DIRECTOR OF FINANCE

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

RURAL SETTLEMENT LIST 2027/28

1. PURPOSE OF THE REPORT

1.1 To propose a Rural Settlement List for the financial year 2027/28 to determine and award Rural Rate Relief to eligible businesses.

2. RECOMMENDATION

That the Rural Settlement List attached as **APPENDIX A**, be approved.

3. SUMMARY OF KEY ISSUES

3.1 Section 42 of the Local Government Act 1988, as amended, places an obligation on local authorities to publish a Rural Settlement List each financial year for the purpose of determining the eligibility for Mandatory Rural Rate Relief for businesses in the District. Once in place, the list must be reviewed, updated if necessary and republished each year. To amend such a list, S42B of the above Act confirms the Council must, for a period of three months before the start of the chargeable financial year, make available for inspection a draft of the list. This report sets out that list at **APPENDIX A**.

3.2 Rural rate relief can be claimed by eligible businesses (e.g. where it is the only post office or pub in a rural settlement), provided the population of the rural settlement is below 3,000 residents.

3.3 In 2025/26, approval of this list by the council enabled officers to ensure that five businesses were able to access £12,000 in rural rate reliefs.

3.4 The Committee may recall that it is sometimes raised by Councillors whether Mayland and Maylandsea should be included. They are included but are combined (Minute No. 356 of the meeting of 20 November 2025). The list of rural settlements does not directly map to other, similar, listings of community areas in the district. The listings included are based on the statutory guidance and the objective of maximising the benefit to local businesses within that guidance.

3.5 It is necessary to review and refresh this policy annually.

3.6 No changes are proposed to the list approved for 2027-28

4. CONCLUSION

4.1 Members are asked to approve the Rural Settlement List for 2027 / 28 set out in **APPENDIX A.**

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 **Delivering good quality services**

5.1.1 A rural Settlement List enables the award of mandatory business rate relief to rural businesses

6. IMPLICATIONS

(i) **Impact on Customers** – The granting of Rural Rate Relief to eligible businesses within the Rural Settlements enhances the work of the Council and ties in with Corporate objectives.

(ii) **Impact on Equalities** – None

(iii) **Impact on Risk (including Fraud implications)** – None

(iv) **Impact on Resources (financial)** – Without a rural settlement list the cost of any rural relief could fall on the Council.

(v) **Impact on Resources (human)** – None

(vi) **Impact on Devolution / Local Government Reorganisation** - None

Background Papers:
(Public Pack)Minutes Document for Strategy and Resources Committee, 20/11/2025 19:30

Enquiries to: Michelle LaMarre, Head of Revenues and Benefits.

APPENDIX A

Maldon District Council - Rural Settlement List 2027

The following have been designated as Rural Settlement Areas under Section 47 of the Local Government Finance Act 1988:

ALTHORNE – NORTH
ALTHORNE _ SOUTH
ASHELDHAM
BRADWELL-ON-SEA
BRADWELL WATERSIDE
COLD NORTON
DENGIE
GOLDHANGER
GREAT BRAXTED
GREAT TOTHAM – NORTH
GREAT TOTHAM -SOUTH
HAZELEIGH
HEYBRIDGE BASIN
LANGFORD
LATCHINGDON
LITTLE BRAXTED
LITTLE TOTHAM
MUNDON
NORTH FAMBRIDGE -NORTH
NORTH FAMBRIDGE -SOUTH
PURLEIGH
ST. LAWRENCE
STEEPLE
STOW MARIES
TILLINGHAM
TOLLESBURY
TOLLESHUNT D'ARCY
TOLLESHUNT KNIGHTS
TOLLESHUNT MAJOR
ULTING
WICKHAM BISHOPS
WOODHAM MORTIMER
WOODHAM WALTER

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REPORT of
DIRECTOR OF LEGAL AND GOVERNANCE

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

WHISTLEBLOWING POLICY

1. PURPOSE OF THE REPORT

1.1 To consider and approve the Council's revised Whistleblowing Policy and Procedure 2026.

2. RECOMMENDATION

That the Whistleblowing Policy and Procedure 2026 attached at **APPENDIX 1** to this report be approved.

3. SUMMARY OF KEY ISSUES

3.1 The Council's Whistleblowing Policy and Procedure has been reviewed in 2026 to ensure that it remains clear, current and fit for purpose.

3.2 The revised policy provides staff and workers with guidance on reporting suspected wrongdoing, explains how concerns will be considered and investigated, and confirms the protection and support available to those who raise genuine concerns.

3.3 The Policy works alongside the Council's Anti-Fraud Strategy, Anti-Money Laundering Policy, Anti-Corruption and Bribery Policy, and the Member and Officer Codes of Conduct.

3.4 The 2026 review updates the document's structure and procedure so that the routes for raising concerns, confidentiality arrangements, investigation process, external disclosures, roles and responsibilities, and key contacts are set out clearly.

3.5 Following approval, the revised Policy will be implemented, circulated to staff and Members, and reviewed as required in response to legislative or organisational change.

4. CONCLUSION

4.1 Approval of the revised Whistleblowing Policy and Procedure 2026 will provide a clear and current framework for raising, considering and investigating concerns about suspected wrongdoing

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 The revised Policy supports an open, accountable and well-governed organisation by providing a clear route for concerns about wrongdoing to be raised and addressed.

5.2 **Delivering good quality services**

5.2.1 Clear arrangements for reporting and investigating concerns support effective governance, accountability and continuous improvement in service delivery.

5.3 **Supporting our communities**

5.3.1 Promoting openness and accountability helps maintain public confidence in the Council and the services it provides.

6. IMPLICATIONS

(i) **Impact on Customers** - Safeguarding Council finances, identifying and dealing with any fraudulent activities.

(ii) **Impact on Equalities** – There are no direct equality implications arising from the recommendations in this report.

(iii) **Impact on Risk (including fraud implications)** – The revised Policy reduces governance and fraud risk by providing clear arrangements for concerns to be raised, assessed and investigated.

(iv) **Impact on Resources (financial)** – There are no direct financial implications arising from approval of the Policy. Any investigation will be managed within available resources unless the circumstances require specialist external support.

(v) **Impact on Resources (human)** – Officers may be required to assess and investigate concerns raised under the Policy as part of their existing responsibilities.

(vi) **Impact on Devolution / Local Government Reorganisation** – There are no direct implications arising from the recommendations in this report.

Background Papers: None.

Enquiries to: Emma Holmes Director of Legal and Governance.

Whistleblowing Policy and Procedure

MALDON
DISTRICT COUNCIL

Document Control Sheet

Document title	Whistleblowing Policy & Procedure
Summary of purpose	To provide staff with guidance on the procedure for reporting suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, that they confidentiality will be respected, and to reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.
Prepared by	Monitoring Officer
Status	
Version number	
To be approved by	Strategy and Resources Committee
Approval date	
Date of implementation	
Review frequency	
Next review date	
Circulation	
Published on the Council's website	

Validity Statement

Users of the Policy and Procedure should ensure that they are consulting the currently valid version of the document.

MALDON
DISTRICT COUNCIL

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Maldon District Council – Whistleblowing Policy and Procedure

1 Policy Statement

1.1 Maldon District Council (the "Council") is committed to the provision of the highest quality services for the benefit of residents ~~the local community and~~ and takes ~~to~~ full accountability for those services.

1.2 Despite policies and procedures designed to uphold the highest standards of conduct and service, the Council recognises that malpractice can occur and that illegal or unethical conduct may go undetected. ~~Although the Council has set in place rules, regulations, quality standards and procedures to ensure that the highest standards of conduct and commitment to service are observed, it recognises that malpractice, or of unknowingly harbouring illegal or unethical conduct can occur from time to time.~~

1.2 The Council is not prepared to tolerate any such malpractice in the performance and delivery of its services and will treat any complaints very seriously.

1.3 The Council encourages all individuals to raise concerns about the conduct of others in the business or the way in which the business is run. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.

1.4 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

2 Policy Principles

2.1 Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. All staff should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

2.2 The purpose of this policy is:

a) To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.

b) To provide staff with guidance as to how to raise those concerns.

c) To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

3 Who is responsible for this policy?

3.1 The Council has overall responsibility for the effective operation of this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.

3.2 The Legal and Governance directorate ~~HR Department~~ has day-to-day operational responsibility for this policy, and you should refer any questions about this policy to

them in the first instance. The Legal and Governance directorate ~~HR Department must~~ will ensure that regular and appropriate training is provided to all managers and other staff who may deal with concerns or investigations under this policy.

3.3 This policy will be reviewed periodically by the Legal and Governance directorate~~HR Department~~.

3.4 All staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Legal and Governance directorate ~~HR Department~~ where appropriate.

4 Scope of this Policy

4.1 This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns of the Council.

5 What is Whistleblowing?

5.1 **Whistleblowing** is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity;
- failure to comply with any legal or professional obligation or regulatory requirements;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- sexual harassment;
- bribery under the Council's Anti-corruption and Bribery Policy;
- facilitating tax evasion;
- financial fraud or mismanagement;
- breach of the Council's internal policies and procedures including but not limited to;
  - Anti-corruption and Bribery Policy
  - Anti-fraud Strategy
  - Anti-money Laundering Policy
  - Code of Conduct;

  ~~its Code of Conduct;~~
- conduct likely to damage the Council's reputation or financial wellbeing;

- unauthorised disclosure of confidential information;
- negligence; or
- the deliberate concealment of any of the above matters.

5.2 A **whistleblower** is a person who raises a genuine concern relating to any of the above. If an individual has any genuine concerns related to suspected wrongdoing or danger affecting any of the Council's activities (a whistleblowing concern) they should report it under this policy.

5.3 This policy should not be used for complaints relating to an individual's own personal circumstances, such as the way they have been treated at work. In those cases, an individual should use the Grievance Policy and Procedure as appropriate.

5.4 If a complaint relates to an individual's own personal circumstances but they also have wider concerns regarding one of the areas set out at paragraph 5.1 above (for example, a breach of the Council's internal policies), the individual should discuss with their line manager, or if not appropriate, the Head of Legal ~~Business Improvement Officer~~ which route is the most appropriate.

5.5 If an individual is uncertain whether something is within the scope of this policy they should seek advice from their line manager, or if not appropriate, the Head of Legal~~the Business Improvement Officer,~~ whose contact details are at the end of this policy.

6 Raising a Whistleblowing Concern

6.1 In the first instance, the Council hopes that an individual will be able to raise any concerns with their line manager, either verbally or in writing. They may be able to agree a way of resolving the concern quickly and effectively. In some cases, they may refer the matter to the Head of Legal~~Business Improvement Manager~~. However, if the individual reasonably believes their line manager to be involved in the wrongdoing, or if for any other reason the individual does not wish to approach their line manager, for example, if the matter is more serious, they can report the issue to the Head of Legal~~Business Improvement Manager~~ or another officer designated in this policy.

6.2 If an individual is not sure whether or not to raise a concern, they should discuss the issue with their line manager or the Head of Legal~~HR Department. .~~

7 Confidentiality

7.1 The Council hopes that staff will feel able to voice whistleblowing concerns openly under this policy. However, if an individual would like to raise a concern confidentially, ~~we~~ the Council will make every effort to keep their identity secret. If it is necessary for anyone investigating a concern to know that individual's identity, this will be discussed with them.

7.2 The Council does not encourage staff to make disclosures anonymously, although it will make every effort to investigate anonymous disclosures. Staff should be aware that proper investigation may be more difficult or impossible if further information from

the individual cannot be obtained. It is also more difficult to establish whether any allegations are credible. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to the Monitoring Officer (Director of Legal and Governance) ~~Business Improvement Manager~~ or one of the other contact points listed below and appropriate measures can then be taken to preserve confidentiality. If an individual is in any doubt, they can seek advice from Protect, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are at the end of this policy.

~~7.2~~7.3 An ~~I~~individual can make an anonymous complaint to the Monitoring Officer via the Legal Services Sharepoint Homepage. ~~the Legal Section SharePoint page at https://maldondistrictcouncil.sharepoint.com/sites/Legal~~

8 Investigation and Outcome

8.1 Once a concern has been raised, an initial assessment will be carried out to determine the scope of any investigation. The individual will be informed of the outcome of the assessment. It may be necessary for the individual to attend additional meetings in order to provide further information.

8.2 The line manager will arrange an investigation of the matter (either by investigating the matter themselves if they have the appropriate investigation skills or immediately passing the issue to someone in a more senior position). In some cases, the Council may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator (or investigators) may make recommendations for change to enable the Council to minimise the risk of future wrongdoing.

8.3 A meeting will be arranged with the individual as soon as possible to discuss the concern. Staff are entitled to bring a colleague or union representative to any meetings under this policy. Any companion must respect the confidentiality of the disclosure and any subsequent investigation.

8.4 The investigation may also involve other individuals involved giving a written statement. The individual's statement will be taken into account, and they will be asked to comment on any additional evidence obtained.

8.5 The line manager (or the person who carried out the investigation) will then report to the ~~Group Manager~~ Head of Service or Chief Executive as appropriate, which will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. If disciplinary action is required, the line manager (or the person who carried out the investigation) will report the matter to the HR Department.

8.6 The Council will aim to keep the whistleblower informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent the Council from giving specific details of the investigation, an outcome or any disciplinary action taken as a result. Staff should treat any information about the investigation as confidential.

8.7 If it is concluded that a whistleblower has made false allegations maliciously, the whistleblower will be subject to disciplinary action.

9 If you are not satisfied

9.1 While the Council cannot always guarantee the outcome staff are seeking, it will try to deal with the concern fairly and in an appropriate way. By using this policy, staff can help the Council to achieve this.

9.2 If an individual feels that a concern has not been handled correctly, they should inform the Monitoring Officer (Director of Legal and Governance) ~~Business Improvement Manager~~ who will arrange for another manager to review the investigation carried out, make any necessary enquiries and make their own report to the Head of Service ~~Group Manager~~ or Chief Executive as appropriate. Any approach to the Monitoring Officer (Director of Legal and Governance)~~Business Improvement Manager~~ will be treated with the strictest confidence and the individual's identity will not be disclosed without their prior consent.

10 External disclosures

10.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases staff should not find it necessary to alert anyone externally.

10.2 The law recognises that in some circumstances it may be appropriate for staff to report their concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media.

10.3 The Council strongly encourages staff to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Protect, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Their contact details are at the end of this policy.

10.4 Whistleblowing concerns usually relate to the conduct of the Council's staff, but they may sometimes relate to the actions of a third party, such as a customer, supplier or service provider. In some circumstances the law will protect an individual if they raise the matter with the third party directly. However, the Council encourages staff to report such concerns internally first, in line with this policy. Staff should contact their line manager~~s~~, or the Head of Legal~~HR Department or the Business Improvement Manager~~ for guidance.

11 Protection and Support for Whistleblowers

11.1 It is understandable that whistleblowers are sometimes worried about possible repercussions. The Council aims to encourage openness and will support workers who raise genuine concerns under this policy, even if they turn out to be mistaken.

11.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If an individual believes that they have suffered any such treatment, they should inform the Head of Legal ~~HR~~

~~Department~~ immediately. If the matter is not remedied, the individual should raise it formally using the Council's Grievance Policy and Procedure.

11.3 Staff must not threaten or retaliate against whistleblowers in any way. If an individual is involved in such conduct, they may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

12 Roles and Responsibilities

12.1 Line Managers are expected to:

- Be familiar with the policy and be clear on the distinction between a grievance and a complaint raised under the scope of this policy.
- Treat all such disclosures as confidential and seek the advice of the Head of Legal ~~Human Resources~~ should they become aware of a complaint raised under this policy.
- Take all complaints raised under this policy or any other complaints policy, seriously and seek to resolve issues as soon as practicable.
- Undertake or participate in an investigation into a complaint raised under this procedure as appropriate.
- Not treat any individual detrimentally who has raised a concern under this policy.

12.2 The Head of Legal ~~Internal Audit function~~ will:

- In conjunction with the appropriate line manager/Head of Service ~~Directorate if appropriate~~, will ensure that any matter raised under this procedure will be investigated fairly thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the individual who raised the issue.
- Provide advice and guidance on the use of this policy.

13 Designated Officers under this Procedure

13.1 The following officers are designated contacts under this policy:

Head of Legal
~~***Director of Service Delivery***~~

~~***Director of Strategy, Performance & Governance***~~

~~***Director of Resources***~~

Monitoring Officer (Director of Legal and Governance)

13.2 The Monitoring Officer (Director of Legal and Governance) ~~Directors~~ has~~ve~~ overall responsibility for the maintenance and operation of this policy. That officer maintains a record of concerns raised and the outcomes (but in a form which does not compromise confidentiality) and will report as necessary to the Council.

14 Contacts

Protect (Independent whistleblowing charity)	Helpline: 020 3117 2520 Website: *https://protect-advice.org.ukOpens in a new window*

REPORT of
DIRECTOR OF STRATEGY AND IMPROVEMENT

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

ARMED FORCES COVENANT DELIVERY GROUP

1. PURPOSE OF THE REPORT

1.1 To update Members on Maldon District Council's renewed commitment to the Armed Forces Covenant and the progress made since signing the Council's new pledge in February 2026.

2. RECOMMENDATION

That Members delegate authority to the Director of Strategy of Improvement, in consultation with the Leader of the Council, to support the delivery of the Council's commitments and oversee progress against the Armed Forces Covenant Action Plan.

3. SUMMARY OF KEY ISSUES

3.1 The Armed Forces Covenant is a national commitment which recognises that those who serve, or have served, in the Armed Forces, together with their families, should be treated fairly and should face no disadvantage because of their service.

3.2 Maldon District Council formally renewed its Armed Forces Covenant pledge on 12 February 2026, reaffirming its commitment to supporting the Armed Forces community across the district.

3.3 The Council currently holds Bronze accreditation under the Defence Employer Recognition Scheme and has identified opportunities to strengthen delivery and work towards attaining a Silver accreditation.

3.4 Since renewing the pledge, officers have been developing arrangements to support delivery of the Council's commitments and to provide a more structured approach to monitoring progress.

3.5 Key areas of focus include:

- Raising awareness of support available to members of the Armed Forces community.
- Strengthening partnerships with local and national support organisations.
- Promoting employment and volunteering opportunities.
- Recognising and celebrating the contribution of serving personnel, reservists, veterans and military families.

- Supporting future progression through the Defence Employer Recognition Scheme.

3.6 A draft Action Plan has been prepared to translate the Covenant commitments into practical actions, ownership arrangements and measurable outcomes. Current priorities include recruitment practices, staff awareness, partnership engagement, leisure opportunities, civic participation and support for remembrance activities.

3.7 An Armed Forces Delivery Group has been established, comprising the Head of Health Integration and Wellbeing, relevant officers, and colleagues and Members with previous service experience. The Group will ensure activity reflects local needs and priorities, implement the Council's Covenant commitments and deliver the Action Plan. It will be overseen by the Director of Strategy and Improvement, in consultation with the Leader of the Council.

4. CONCLUSION

4.1 Renewing the Armed Forces Covenant will strengthen the Council's support for serving personnel, veterans, reservists and military families across the district. The Delivery Group and Action Plan will provide clear oversight, helping to turn the Council's commitments into practical, meaningful outcomes for the Armed Forces community.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 **Supporting our communities**

5.1.1 Supporting the Armed Forces Covenant contributes to the Council's wider ambitions to support healthy communities, strengthen partnerships and promote inclusion across the district.

5.2 **Delivering good quality services**

5.2.1 The Covenant supports an inclusive approach to service delivery and demonstrates the Council's commitment to ensuring fair access to services and opportunities for all residents.

6. IMPLICATIONS

(i) **Impact on Customers** – The Action Plan delivery will have a positive impact by strengthening awareness of, and access to, support and services for serving personnel, reservists, veterans and their families across the district.

(ii) **Impact on Equalities** – The work supports equality of access by helping to ensure that serving personnel, reservists, veterans and their families are not disadvantaged because of their service. No adverse equality impacts have been identified.

(iii) **Impact on Risk (including Fraud implications)** – The Delivery Group will strengthen oversight of the Council's Covenant commitments and reduces the risk of actions not being delivered or monitored effectively. No specific fraud implications have been identified.

(iv) **Impact on Resources (financial)** – Delivering the Action Plan will have no direct financial implications. Any expenditure required will be managed through the Council's usual budgetary and governance processes. An annual budget for the Armed Forces Covenant is already in place.

(v) **Impact on Resources (human)** – The Head of Health Integration and Wellbeing will support delivery of the Action Plan as part of their role. Officers and ex-serving colleagues who wish to contribute will be engaged through the appropriate processes, with their line manager's agreement.

(vi) **Impact on Devolution / Local Government Reorganisation** – No direct implications have been identified at this stage. The Delivery Group will provide a clear mechanism for maintaining oversight of the Council's Armed Forces Covenant commitments and supporting continuity through any future changes to local government arrangements.

Background Papers: None.

Enquiries to: Matt Turner, Head of Health Integration and Wellbeing.

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REPORT of
DIRECTOR OF NEIGHBOURHOOD SERVICES AND COMMUNITIES

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

LONG LEASE AGREEMENT: FORESHORES AT RIVER BLACKWATER AND DOWNS ROAD BOATYARD

1. PURPOSE OF THE REPORT

1.1 To request agreement for a renewal lease of 25 years for the foreshore abutting Downs Recreation Ground at River Blackwater.

1.2 To request agreement for a renewal lease of 25 years for the foreshore adjoining Downs Road Boatyard to bring both leases in line with each other.

2. RECOMMENDATION

That the Council agrees a renewal lease for 25 years for the foreshore abutting Downs Recreation Ground at River Blackwater and the foreshore at Downs Road Boatyard allowing both leases to expire in 2051.

3. SUMMARY OF KEY ISSUES

3.1 The current tenant is a long-standing tenant of Maldon District Council. The leaseholder runs a business from the adjoining boatyard using both leased foreshores as necessary access points.

3.2 The current tenant has held a lease for the abutting Downs Recreation Ground at River Blackwater (see **APPENDIX 1 – image A**) with Maldon District Council since 1993. The lease was initially granted for a period of seven years and then extended to 25 years.

3.3 The tenant has leased the foreshore area adjoining Downs Road Boatyard (**APPENDIX 1 - image B**) since 2008 under a separate 20-year lease. As this lease is nearing the end of its term, approval is sought to extend the lease period to align them.

3.4 The lease for the foreshore adjoining Downs Road Boatyard has expired; however, the tenant remains in lawful occupation under the security of tenure provisions of the Landlord and Tenant Act 1954. This enables the tenant to continue occupying the premises on the existing lease terms while a renewal lease is negotiated and completed.

3.5 As the security of tenure provisions of the Landlord and Tenant Act 1954 were not excluded from either lease, the current tenant, has statutory rights to seek a renewal tenancy. In practice, this means that the Council is required to grant a new lease on broadly similar terms, unless there are statutory grounds for opposing renewal.

3.6 The Council is therefore working with the tenant to agree new lease terms for both the foreshore abutting Downs Recreation Ground on the River Blackwater and the foreshore adjoining Downs Road Boatyard. As the additional foreshore lease was granted in 2008 for a term of 20 years, it is proposed that the renewal arrangements align the terms of both leases.

4. CONCLUSION

4.1 The current tenant has a legal right a new lease on similar terms for the foreshore abutting Downs Recreation Ground at River Blackwater and foreshore adjoining Downs Road Boatyard under the provisions of the Landlord and Tenant Act 1954. The proposed 25-year lease will meet our legal obligations and ensure stability for the business.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 **Growing our economy**

5.1.1 The agreement of a new lease and lease extension will provide stability for the long running business, allowing continued investment in the skills and facilities required to contribute to Maldon's maritime heritage.

6. IMPLICATIONS

(i) **Impact on Customers** – None.

(ii) **Impact on Equalities** – None.

(iii) **Impact on Risk (including Fraud implications)** – If Members do not approve the proposed lease renewal, the tenant has the right to seek renewal of the tenancy by applying to Court. The Court will likely grant a new lease and will set the terms, rent etc over which the Council will have less control.

(iv) **Impact on Resources (financial)** – There will be no impact on the Council's Finances, as a result of agreeing these lease extensions.

(v) **Impact on Resources (human)** – The legal work will be carried out in house.

(vi) **Impact on Devolution / Local Government Reorganisation** – None currently.

Background Papers: None.

Enquiries to: Jon Sharkey, Director of Neighbourhood Services and Communities.

Image A - foreshore abutting Downs Recreation Ground at River Blackwater

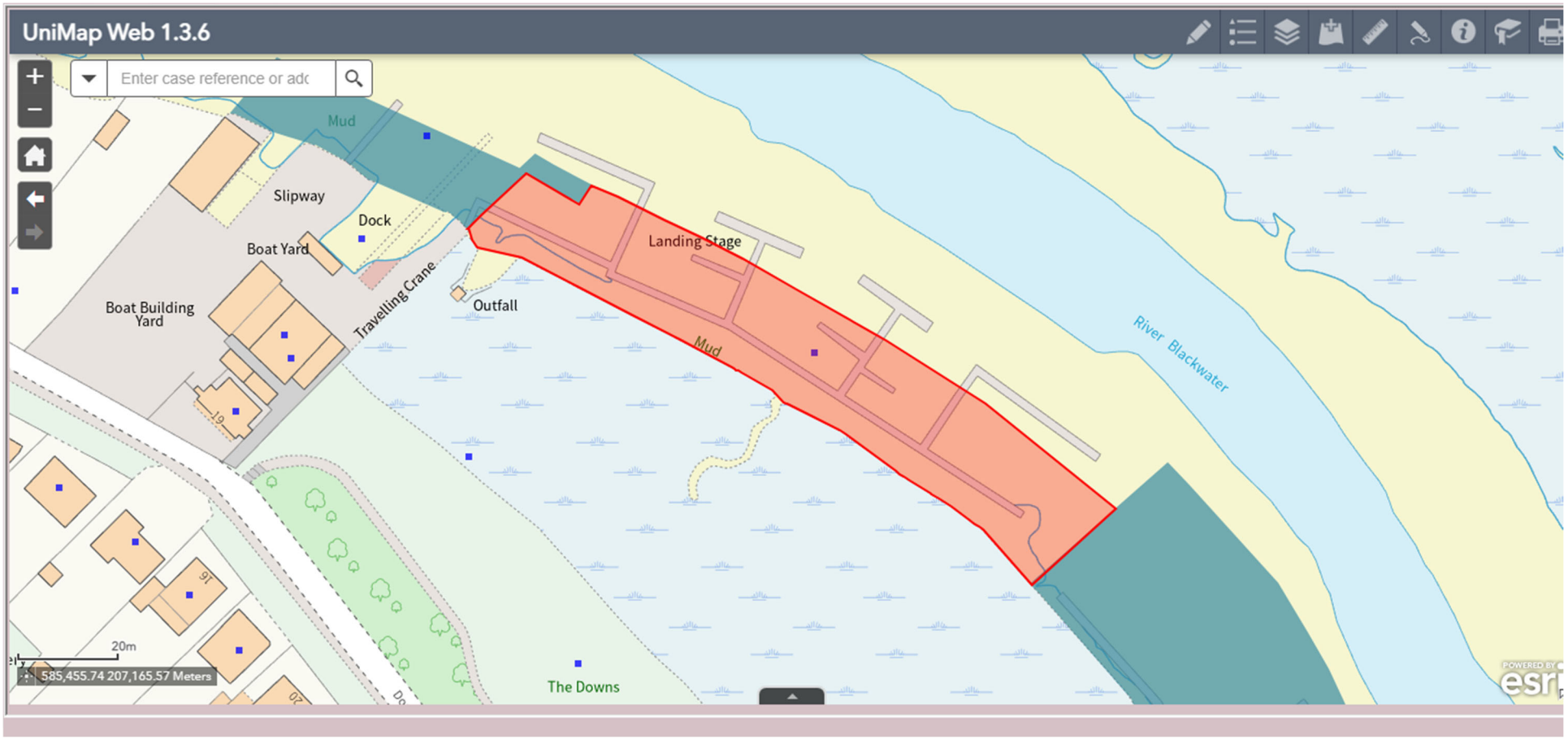


Image B - foreshore adjoining Downs Road Boatyard



REPORT of
DIRECTOR OF NEIGHBOURHOOD SERVICES AND COMMUNITIES

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

ASSET DISPOSAL POLICY

1. PURPOSE OF THE REPORT

1.1 To consider and approve the Council's Asset Disposal Policy, attached at **APPENDIX 1** to this report.

2. RECOMMENDATION

That the Council's Asset Disposal Policy attached at **APPENDIX 1** to this report be approved.

3. SUMMARY OF KEY ISSUES

3.1 The Assets Disposal Policy, attached at **APPENDIX 1**, establishes a consistent and transparent framework for assessing and progressing the disposal of Council-owned land and property.

3.2 The Policy identifies three principal disposal routes: open market disposal, disposal to special purchasers and Community Asset Transfer. Proposals will be assessed against the Council's operational and strategic requirements, supported by appropriate valuation, legal and financial advice. Community Asset Transfer applicants will need to demonstrate measurable public benefit, community support, financial sustainability and suitable governance, operational and management capacity.

3.3 The Policy sets out a staged process covering initial assessment, due diligence, options appraisal, independent valuation, engagement, approval and legal completion, together with post-completion monitoring and updates to Council records.

3.4 Decisions remain subject to the Constitution and Scheme of Delegation. Any decision for a large site disposal either by sale or lease will still require Council approval. This policy ensures a consistent approach to all requests and ensures Officers have a clear policy to follow when making delegated decisions for disposals currently set out within the constitution.

3.5 Appropriate safeguards, including restrictive covenants, overage, clawback and reversionary provisions, will be considered to protect the Council's interests where appropriate.

3.6 Applicants or purchasers will normally meet the Council's legal and reasonable professional costs unless otherwise agreed in writing.

3.7 Disposals will not normally be progressed where an asset remains required for Council purposes, a substantially similar request has been determined within the preceding six months, or an application fails to meet the relevant criteria.

4. CONCLUSION

4.1 Approval of the Assets Disposal Policy will provide a clear governance process for the public and officers dealing with requests to purchase Council assets,

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 **Delivering Good Quality Services**

5.1.1 Having a clear policy will allow the Council to provide clear guidance and transparency regarding the management of Council assets. This will allow officers to provide a clear process and criteria for assessment of disposal requests.

6. IMPLICATIONS

(i) **Impact on Customers** – There are no direct impact on customers arising from the recommendations in this report.

(ii) **Impact on Equalities** – There are no direct equality implications arising from the recommendations in this report.

(iii) **Impact on Risk (including fraud implications)** – The Policy ensures that all decisions are made in a clear and consistent matter reducing the risk of challenge.

(iv) **Impact on Resources (financial)** – There are no direct financial implications arising from approval of the Policy. Any decisions made will have an impact on Council finances, but these will be advised in any future disposal reports.

(v) **Impact on Resources (human)** – None.

(vi) **Impact on Devolution / Local Government Reorganisation** – There are no direct implications arising from the recommendations in this report.

Background Papers:
APPENDIX 1 – Asset Disposal Policy
APPENDIX 2 – Asset Disposal Policy Flowchart

Enquiries to: Frank Britt, Principal Assets Manager



ASSETS DISPOSAL POLICY

Document Control Sheet

Document title	**Assets Disposal Policy**
Summary of purpose	**Policy setting out how disposals of assets will be assessed**
Prepared by	**Frank Britt**
Status (Draft / Final)	**Draft**
Version number	**1.0**
To be approved by	**Strategy and Resources Committee**
Approval date	
Date of implementation	
Review frequency	**Every 3 years**
Next review date	
Circulation	
Published on the Council Website	

Introduction

The Council owns a significant amount of land and property to support service delivery, community wellbeing, regeneration and corporate priorities. These assets need to be carefully managed in order to ensure that the Council's objectives are realised and that value for money is achieved from their use. This Policy sets out how Maldon District Council will identify, appraise and dispose of land and/or property in a lawful, transparent, and value-for-money way, whilst enabling community organisations to take on assets where that will deliver greater public benefit. This Policy is intended to replace previous practices and consolidate the Council's asset disposal strategy, criteria and governance into a single, clear framework.

Strategic Objectives

The Policy is guided by the following strategic objectives:

- To secure value
- To support the Council's Corporate objectives by enhancing housing, regeneration, service transformation, housing, etc
- To minimise costs through active reduction of liabilities
- To encourage local benefit/community use
- To enhance transparency over and clear oversight of disposals in view of Local Government Reorganisation.

Legal and Regulatory Principles

In disposing of its assets the Council must:

- Secure "best consideration" (or justify undervalue under the General Disposal Consent) supported by appropriate professional valuation advice.
- Use Community Asset Transfers ("CATs") where community ownership/control of assets (e.g., sports pitches**,** scout huts, community halls) will likely create sustained public value and help local groups grow and thrive**.**
- Comply with the applicable duties for Open Space land and maintain robust, transparent decision-making records.
- Manage legal/commercial risks, including consideration of title constraints and restrictions**,** overage/clawback provisions**,** and potential Subsidy/State Aid issues.

Local Government Reorganisation (LGR)

The Council anticipates that LGR could affect asset ownership, governance and delegations. This document will be reviewed and updated on any reorganisation to reflect new statutory structures and responsibilities, including transition protocols for "in-flight" disposals and CATs.

Scope

The Policy applies to:

Freehold disposals of land and buildings
Grant of long leases (over 14 years)
Grant of leases where annual rent is over £25,000
Development agreements involving land transfers

The Constitution provides delegated authority for Officers to make decisions in relation to the following:

- Leases under 14 years in length with an annual rent below £25,000
- Permanent grants of rights or future rights over land (such as easements and options)
- Assignments of leases. The principals of this policy will apply in these circumstances.

This Policy does not replace:

The Council's Constitution
Financial Regulations
Scheme of Delegation
Procurement rules
Planning legislation.

Options for Disposal

1. **Open market** (private treaty, auction, or tender) to achieve best consideration where appropriate;
2. **Disposals to** S**pecial Purchasers** where this demonstrably secures best overall terms.
3. **Community Asset Transfer** where a community outcome justifies **undervalue** (within the **£2m** threshold) and delivers measurable benefit.

The Council will not generally not consider disposal of an asset which is required to ensure the delivery of Council Services.

1. Open Market Disposal

   The decision to dispose on the open market will be taken in line with the Scheme of Delegation. For freehold disposals and leasehold interests over 7 years, the properties will be advertised and bids will be invited in the form of sealed bids by an agreed date or through open auction.

   Whenever possible the Council will advertise for the disposal by means of advert placed in an appropriate media and/or through the appointed agents.

   Where appropriate, recommendations will be sought on appropriate terms, methods of sale and valuations from an independent agent or valuer.

   So far as possible the Council will seek to include suitable overage, clawback provisions and restrictive covenants on title to ensure that the Council benefits from potential future uplifts in value.

2. Disposals to Special Purchasers

   The Council may dispose to purchasers to whom a particular asset has special value because of advantages arising from its ownership that would not be available to general purchasers in the open market. Such “Special Purchasers” may include adjoining owners and parties with an interest in the property where a disposal will release additional, or synergistic (marriage) value, to be shared with the Council.

   There will be no obligation upon the Council to sell the asset at below market value. Such off market disposals will be subject to an independent valuation to demonstrate that the offer received are in line with, or better than, best value.

   Existing Tenants may be included in this category. Existing Tenants, where no issues have been raised during the term of their existing lease who are considered “good tenants” will be considered a special purchaser. The rental charged for these tenants will usually increase as a minimum by a relevant price index to ensure it reflects inflationary pressure.

   The Council will again seek to include suitable overage, clawback provisions and restrictive covenants on title to ensure that the Council benefits from potential future uplifts in value.

3. <u>Community Asset Transfer (“CAT”) Approach</u>

   There are five key areas that any organisation will need to demonstrate to the Council before a CAT can be considered

- How the community and local people will benefit from the transfer including social value
- That there is community support for the transfer, and

- That they have sufficient financial sustainability and expertise to cover repairs, maintenance and on-going operational costs.
- That the transfer offers protection of the Authorities statutory and fiduciary responsibilities,
- Can demonstrate suitable management ability.

Additionally the Council will have regard to the following guidance that will inform any application:

- Eligibility & preferred recipients**:** Incorporated community organisations, sports clubs, charities, or parish/town councils with suitable governance and financial capacity.
- Business case: CAT business case requirements will be proportionate to risk/scale:
- Need and outcomes: clear economic/social/environmental benefits linked to local priorities.
- Viability: forward plan and sustainability (income, maintenance of the asset, compliance).
- Capacity and governance: skills, track record, safeguarding, insurance.
- Asset plan: repairs, statutory compliance, and investment proposals.
- Heads of terms: tenure, rent/purchase price, user access, KPIs, and monitoring. (These reflect common local authority CAT frameworks.)

Governance Roles & Responsibilities

- **Members (Prior engagement with Senior Leadership Team (SLT) & Strategic Assets Working Group (SAWG) ahead of strategy resources committee and/or full council)**: Approve disposals and CATs above delegated thresholds, having considered legal, financial, valuation and community impacts.
- **Section 151 Officer / Finance**: Ensure value for money and proper accounting, including impacts of undervalue.
- **Monitoring Officer / Legal**: Ensure compliance with legislation and advise on conditions such as overage, restrictive covenants, reversion, and clawback
- **Asset Management Team**: Initial assessment of all applications to ensure they meet the required criteria and the rejection of any that do not. Commission RICS-compliant valuation advice and lead transactions.

Disposal Process

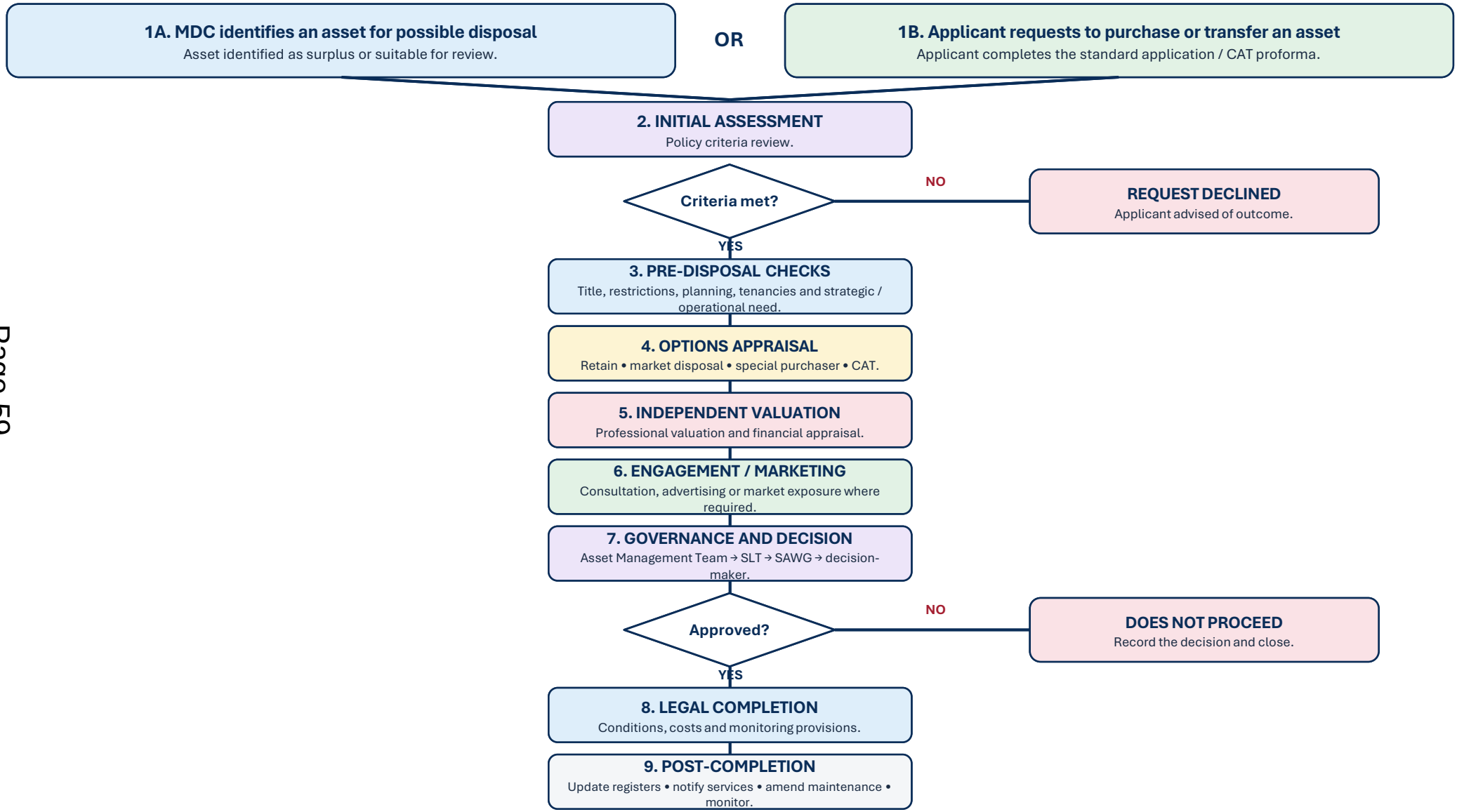
1. **Initiation**: Asset identified as surplus, or the Council is approached by an external organisation, community group or other applicant requesting consideration for a Community Asset Transfer or purchase. Applicants will be required to complete the Council's standard proforma so that the request can be assessed consistently and proportionately. That proforma will prescribe the criteria by which the application will be assessed and should those criteria not be met, the application will be declined.

2. **Pre-disposal checks**: Title, covenants/restrictions, planning, existing tenancies
3. **Options appraisal**: Market disposal vs CAT vs retention and refurbishment and/or alternative use by the Council (Asset Management Team – summary to SLT, ahead of SAWG)
4. **Independent Valuation**: Professional valuation and financial appraisal
5. **Engagement**: Where CAT/open space applies, run proportionate consultation/advertising and capture responses.
6. **Decision**: Member approval
7. **Legal completion**: Appropriate conditions, including clawback, overage, reversionary provisions and restrictive covenants, will be included where required, together with a post-completion monitoring plan. The Council's legal costs and any other reasonable professional costs incurred in progressing the disposal will be payable by the applicant or purchaser, unless otherwise agreed in writing.
8. **Asset Register Update**: Key risks will be noted and logged in the asset risk register. These include undervaluation, legal challenge and failure to achieve strategic goals.
9. MDC General Update: Other departments within MDC to be formally advised of the disposal ie Finance, Revs & Bens,
10. The transferred asset is to be removed from any maintenance contract or schedule unless an agreement is reached with the new owner to continue.

Restrictions on disposal: The Council will not normally progress a disposal application in the following circumstances:

- The asset is required for, or remains of use to, the Council for service delivery, operational, strategic, regeneration or other corporate purposes.
- A previous decision has been made in relation to the same or substantially similar disposal request within the preceding six months.
- The property is currently tenanted, the application has been made by a third party rather than the tenant, and there is more than 12 months remaining on the current tenancy, lease or occupation agreement, save in exceptional circumstances.
- The disposal application from third parties or CAT does not meet the criteria prescribed above for such disposals.

ASSET DISPOSAL FLOWCHART



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REPORT of
DIRECTOR OF FINANCE

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

MEDIUM TERM FINANCIAL STRATEGY UPDATE

1. PURPOSE OF THE REPORT

1.1 This report presents the revised Medium Term Financial Strategy (MTFS) as the framework within which the budget for 2027/28 will be prepared. This November 2026 update takes account of budgetary performance so far in the year 2026/27 together with discussion on strategic financial priorities with the Finance Member Working Group.

2. RECOMMENDATIONS

That Members:

(i) continue to endorse the timetable for budget preparation for 2027/28;

(ii) consider the risks the Council faces and how the MTFS helps to address those;

(iii) discuss the initial proposed savings and growth bids brought forward by Officers;

(iv) consider the actions required of Officers to ensure services for residents are planned for in a financially sustainable manner;

(v) approve the creation of an Earmarked Reserve for receipts arising from business rates retained arising from renewable energy projects to be link to capital projects.

3. SUMMARY OF KEY ISSUES

3.1 Overview

3.1.1 This report demonstrates good progress in the preparation of budgets in all areas for the coming year. The route to a balanced position is now clear and allows care discussion and review of any required policy decisions and financial schedules to ensure the robustness of the estimates being prepared.

3.2 Timetable

3.2.1 The proposed timetable for preparing the budget for 2027/28 is set out below. This timetable proposes initial work over the summer period to identify options for budgets which can be revised and revised through the autumn. The settlement has already

been published as a draft (indicative) position as part of the multi-year settlement set out by government in December 2025.

Month	Activity	Progress
July	Member priorities identified for 2027/28 budgets.	Done (through Finance Member Working Group)
August-September	The Senior Leadership Team (SLT) work on developing plans in line with Member priorities	Substantially completed through reviews of budget performance in the current year and assessment of risks and opportunities affecting next year.
October	First draft of options	Discussed by Officers and the Finance Member Working Group.
November	Second draft of options	This meeting.
December	Final draft of options (pre settlement)	Not Applicable (NA)
January	Budget proposals (post settlement)	NA
February Council	Budget council meeting – budget and council tax for 2027/28	NA

Figure 1 – budget preparation timetable

3.3 Risks and opportunities

3.3.1 The key risks faced by the Council include

- the need to prepare for Local Government Reorganisation (LGR), or possible variations on that;
- a real-terms reduction in government funding between 2025/26 and 2026/27;
- ongoing inflationary pressures on Council spending.

3.3.2 Summary chart of total Core Spending Power, 2024-29 (below). This shows how, after two years of inflation-related growth (the change between 2024/25 and 2025/26 and then to 2026/27), the coming two years see a 'flat cash' position, with the overall funding remaining around £11.5m per year (no uplift for inflation).

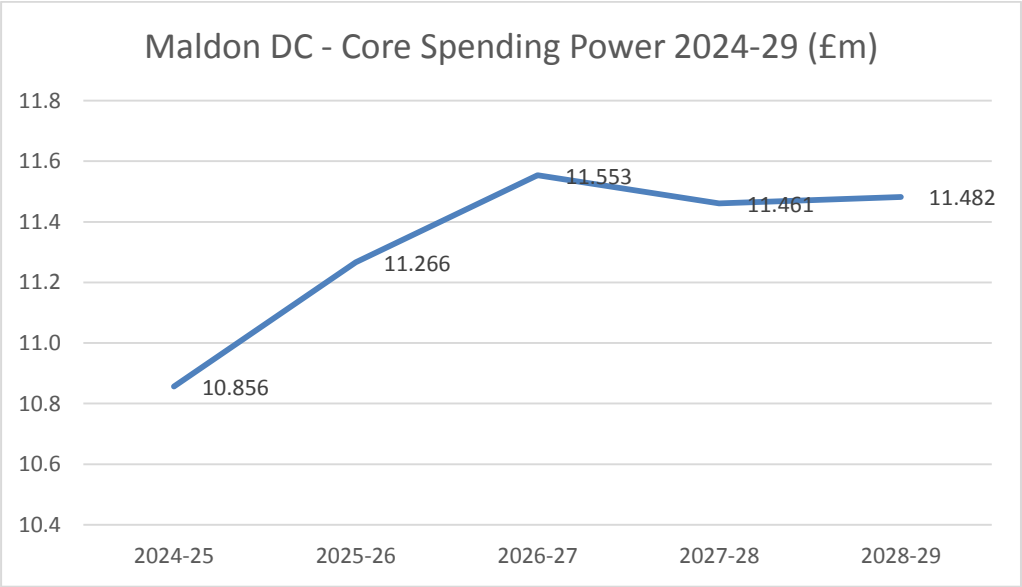


Figure 2 – Maldon District Council Core Spending Power, 2024-29 (chart)

3.3.3 Detail of indicative Core Spending Power from 2026/27 Financial Settlement. This highlights how the increase in council tax across all years is offset in the coming two years (2028/29 and 2029/30) by reductions in government funding.

Maldon					
Illustrative Core Spending Power of Local Government					
	2024-25 £ millions	2025-26 £ millions	2026-27 £ millions	2027-28 £ millions	2028-29 £ millions
Fair Funding Allocation	-	-	4.431	3.945	3.435
Baseline Funding Level	-	-	1.570	1.606	1.638
Revenue Support Grant	-	-	2.861	2.339	1.796
Legacy Funding Assessment	4.603	4.670	-	-	-
Legacy Business Rates	3.182	3.446	-	-	-
Legacy Grant Funding	1.421	1.224	-	-	-
Council tax requirement	5.947	6.230	6.536	6.856	7.192
Homelessness, Rough Sleeping and Domestic Abuse	0.156	0.183	0.341	0.378	0.399
Total Transitional Protections	-	-	0.117	0.283	0.457
95% income protection	-	-	-	-	-
100% income protection	-	-	0.117	0.283	0.457
Grants rolled in to Revenue Support Grant[12]	0.151	0.183	-	-	-
Adjustment Support Grant	-	-	0.129	-	-
Core Spending Power	**10.856**	**11.266**	**11.553**	**11.461**	**11.482**

Figure 3 – Maldon DC Core Spending Power, 2024-29 (values)

3.4 Impact of LGR

3.4.1 Previously, LGR had been expected to lead to the end of the council as a statutory public body in April 2028. This would cap financial risks for this Council and opens alternative ways to handle those risks in future years. However, the recently announced review of the decision means that there remains some uncertainty over the timing of LGR. This council must therefore proceed on the assumption that LGR takes place (as indicated in the 'rewiring the state' policy statement made by the Prime Minister) while also preparing a position that would be sustainable in the event that LGR is deferred or delayed. For planning purposes, it is now assumed that the effective date will be moved to April 2029.

3.4.2 For the next update of the MTFS, it is intended that a further year be added such that the planning period covers the coming year and the three years thereafter.

3.5 Options for strategic planning

3.5.1 The table below presents some high-level options for the financial strategy of the Council as set out in the previous report. These are set out below. Based on Member consideration at the Finance Member Working Group, option 3 is recommended.

Option	Considerations	Recommendation
1 – Use of Reserves **(Budget shortfall is funded from reserves.)**	This would leave a significant gap to be dealt with by the successor authority (under LGR) or by the council (if LGR is delayed or deferred). Eventually, savings or spending reductions would be required.	Reject. This option defers addressing the problem in a way that increases the problem.
2 – Savings/cuts **(Budget shortfall is met through savings or cuts.)**	Residents and partner organisations would not be well served if cuts were applied to balance base budgets despite reserves being available. The services passed to a successor under LGR, or retained if LGR was delayed or deferred, would be struggling and possibly unfit for purpose.	Reject. This option would retain funds available yet see services reduced.
3 – Blend of reserves (1) and savings (2) **(Budget shortfall is reduced through review of budget structures, with any remaining gap being funded from reserves.)**	This solution would see steps taken to reduce the budget shortfall with the balance remaining being funded from reserves. This keeps a balance between good service delivery and prudent use of reserves. It either passes 'fit for purpose' council services to a successor or enables the council to continue in a sustainable manner if needed.	Accept. This balances cost control with appropriate use of reserves. It plans to secure good service delivery now and in the future for residents in a sustainable manner.

Figure 4 – high-level options to address estimated budget deficits

3.6 LGR options

3.6.1 In essence there are three options for LGR implementation – rapid, slow, or not at all. Either a rapid or a slower implementation will largely continue previous planning, even if the configuration to be implemented is changed.

3.6.2 In the event of a longer delay, deferral, or outright cessation of LGR, the finance outlook for the council changes substantially: The Council will need to plan for financial sustainability in the longer term, despite the current national funding policy which indicates 'flat' cash with no inflation funding in the coming years. Options for addressing these three scenarios are set out below.

3.6.3 This report has been drafted while the latest announcement has been made by the government. While scenario (b) is now most likely, the other scenarios are included for background. All three scenarios remain relevant in terms of how Maldon District Council (MDC) finances can be managed through the medium term, including work on benchmarking, sharing and aligning services, and ensuring the Council and its assets are maintained to a fit-for-purpose level.

LGR Scenario	Issues	Suggested strategy
a. Quick LGR (April 2029?)	No major issues	1. Re-start officer engagement per previous planning; 2. Continue work on ensuring budget accuracy and benchmarking council costs. 3. Continue to invest in assets to ensure that all assets are transferred 'in good order'; develop asset management plan. 4. Monitor likely application of reserves to effectively forecast contribution to successor authority
b. Slow LGR (April 2030?)	Need to ensure ongoing staff engagement with programme of closing MDC and transitioning to a new unitary authority through longer run-in period.	1. Review objectives and milestones arising from scenario (a) above; 2. Consider how much pre-work could be completed. 3. Model reserves position in more detail.
c. No LGR (cancelled, no clear delivery date etc)	Future funding has no inflationary increase, so the gap between spending requirements and funding will widen progressively. Reserves can smooth the way to a solution, but long-term solutions are likely to hinge on service redesign (make/buy/share) and will need extensive planning including convergence.	1. Balance recurrent spending and funding (without damaging services) 2. Use LGR insights to support benchmarking in all areas, including fees and charges 3. Seek opportunities to collaborate; develop convergence plans to mitigate inflation pressures in the medium/long term. Begin this early so that the financial requirement coincides with operational delivery.

Figure 5 – high-level options to address uncertainty relating to LGR options

3.7 **Proposed strategy**

3.7.1 Based on discussion with the Finance Member Working Group, it is intended that:

- a viable overall financial strategy is developed which combines elements of budget review, savings, and cost control, with prudent use of reserves.
- the significance of the LGR decision within the MDC financial outlook is recognised, and that plans are developed aligned to scenario (c) – no LGR – as this will aid progress if LGR does continue but will also enable early planning if the council needs to reduce net costs within the MTFS planning horizon.

4. IMPACT OF THE STRATEGIC PRIORITIES ON THE FINANCIAL PLAN

4.1 The last update of the MTFS set out options to support reducing the gap as including:

(i) removing planned spending where this is not fully aligned to corporate objectives including LGR-readiness

(ii) moving some budget provision out of ongoing base budgets and into earmarked reserves where these budgets are to be used for unpredictable, periodic costs (such as appealed planning decisions).

(iii) fees and charges can also be reviewed to identify options to increase incomes, for example where a freeze in a tariff leads to increased take-up and so increased overall income

(iv) review of how government grants are being applied to spending to maximise use of grant funding.

4.2 It is intended to target spending reductions (or income increases) in order that the net ongoing cost of services is moved towards the current level of core spending power plus Extended Producer Responsibility (EPR) funding (around £12.2m per year), with one-off additional spending being funded from reserves. Reserves will continue to be used appropriately to ensure that assets are maintained such that services within the district are not interrupted and for them to be replenished where possible.

4.3 Retained business rates from planning permissions granted by the Council in respect of renewable energy sources (e.g. solar farms) have previously been a further source of income for the Council. The introduction of the revised three-year settlement based on the Fair Funding Review 2.0 was not explicit in the treatment of this funding, despite considerable detail being provided over the treatment of business rates more generally.

4.4 A number of Councils were hesitant around the inclusion of this income in 2026/27 budgets, although some are now including it in plans for this year and/or next year. There remains some uncertainty over the treatment of this funding through the medium term, as it may be repurposed through the imminent local government funding policy statement, further detail arising from the Budget 2026 investments in mayoral authorities, or the forthcoming ‘Rewiring the State’ white paper.

4.5 A value of £750k is included in the forecast budget position for 2027/28, which represents 75% of previously estimated income. The current update of the MTFP anticipates that some of this sum will be recouped to reserves. It is proposed that an earmarked reserve should be established to provide visibility of the amounts retained and how they are applied.

4.6 An updated summary MTFP arising from these considerations combined with the latest information based on the mid-year budget review is set out below (with detail in **APPENDICES 1a, 1b** and **2**). This shows a gap position for 2027/28 which is substantially closed (subject to further discussion and review) and an improved position in the following years. The basis of the planning assumptions are included as **APPENDIX 1b**.

	2026/27 £000s year 0	2027/28 £000s year 1	2028/29 £000s year 2 LGR scenario (a)	2029/30 £000s year 3 LGR scenario (b)
September 2026 MTFS				
estimated net spending	12,272.0	13,585.4	14,804.4	16,073.4
estimated funding	(12,272.0)	(12,160.7)	(12,181.7)	(10,592.0)
gap arising	0.0	1,424.7	2,622.7	5,481.4
November 2026 MTFS				
estimated net spending	12,272.0	12,973.5	14,213.0	15,759.5
estimated funding	(12,272.0)	(12,973.3)	(12,307.0)	(12,220.1)
gap arising	0.0	0.2	1,905.9	3,539.4
change in the estimated gap	*0.0*	*(1,424.5)*	*(716.7)*	*(1,942.0)*

Figure 6 – movement in values between the September 2026 and the November 2026 MTFS updates

4.7 The overall change in 2027/28 is an improvement of £0.666m. This is due to the following factors:

Area	Sept to Nov. MTFS change	Comment
Savings / income increases proposed	£2,127k increase	No savings had been identified in the September update. Proposals are set out below. This includes increases in income in some areas.
Growth pressures	£901k increase	Estimated growth pressures have been reduced, notably based on estimated staffing being compared to likely staff costs in the coming year. This includes contributions to reserves.
Inflation pressures	£198k decrease	Reduction on anticipated inflationary pressures based on revised information
Total	**£1,424k improvement**	

Figure 7 – analysis of the £1.424m improvement in 27/28 estimates set out in figure 6

4.8 **Proposed savings**

4.8.1 Proposed savings have been identified as follows. The values attached are considered to be reasonable estimates at the current time but will be refined in the coming weeks. The options put forward are in alignment with the areas of activity set out in paragraph 4.1 (above).

Savings proposed	Estimated benefit £000s	Red, Amber, Green (RAG) rating and rationale
Application of 100% of EPR grant to waste services especially those where financial pressures are currently being experienced. Release of base budget as a result. (Ongoing)	£370	Fully controllable; deliverable from 1 April if adopted

Savings proposed	Estimated benefit £000s	Red, Amber, Green (RAG) rating and rationale
Additional investment income; this assumes that cash balances will remain high through the coming year, supported by externalisation of borrowing.	£250	Controllable in terms of planning adequate cash balances; but market movements will be unpredictable
Removal of base budget provision for planning appeals, to be replaced by use of earmarked reserves. (Ongoing)	£180	Fully controllable; proposed implementation in the current year
Estimated 10% overall benefit from increases to discretionary planning fees based on benchmarking undertaken as part of the LGR preparation process. (Ongoing)	£80	Substantially controllable; potential to implement revised charges in the current year. Value is based on £800k average income per year.
Deletion of 2 funded posts in the finance team, with some of the funding released being applied to enhanced external support on technical accounting. (Ongoing)	£70	Fully controllable; proposed implementation in the current year
Additional income included from car parking fees based on analysis of performance in the current year and previous years. (Ongoing)	£50	Fully controllable; income is highly stable from year to year and the average yield is not fully reflected in the income budget.
Additional benefit arising from review of staffing structures implemented at April 2026 and other government grants receivable which may fund activity currently funded through base budgets. (Ongoing)	£30	Largely controllable - a number of potential opportunities have already been identified.
Legal fee income	£15	Uncertain; Estimate based on previous activity.
Housing - Stephen's House rental income	£20	Fully controllable; budget correction.
Total savings proposed	**£1,065**	

Figure 8 – ongoing savings proposals for 2027/28

4.8.2 Initial budget growth has been identified from a combination of service-led requests and identified budget pressures. The current summary is as follows and shows initial bids amounting to around £2.23m per year across the MTFS period.

Growth and pressures	27/28 bids	28/29 bids	29/30 bids	3 year total
On-going	**£824,200**	**£667,367**	**£517,033**	**£2,008,600**
Strategy & Improvement	**£523,000**	**£447,667**	**£372,333**	**£1,343,000**
software	£226,000	£150,667	£75,333	£452,000
pay	£177,000	£177,000	£177,000	£531,000
partnership funding	£110,000	£110,000	£110,000	£330,000
to replace prev grant funding	£7,000	£7,000	£7,000	£21,000
engagement	£3,000	£3,000	£3,000	£9,000
Place, Planning and Growth	**£201,500**	**£126,500**	**£51,500**	**£379,500**
interim	£195,000	£120,000	£45,000	£360,000
advertising	£4,000	£4,000	£4,000	£12,000
LA contract	£2,500	£2,500	£2,500	£7,500
Legal & Governance	**£95,200**	**£88,700**	**£88,700**	**£272,600**
pay	£62,700	£62,700	£62,700	£188,100
training	£20,000	£20,000	£20,000	£60,000
corporate and democratic	£6,500			£6,500
data management	£6,000	£6,000	£6,000	£18,000
Neighbourhood and Communities	**£4,500**	**£4,500**	**£4,500**	**£13,500**
supplies	£4,500	£4,500	£4,500	£13,500
time limited	**£135,000**	**£60,000**	**£0**	**£195,000**
Strategy & Improvement	**£80,000**	**£60,000**	**£0**	**£140,000**
partnership funding	£60,000	£60,000	£0	£120,000
training	£20,000			£20,000
Legal & Governance	**£35,000**			**£35,000**
data management	£35,000			£35,000
Neighbourhood and Communities	**£20,000**			**£20,000**
consultancy	£20,000			£20,000
Growth & Pressures Total	**£959,200**	**£727,367**	**£517,033**	**£2,203,600**

Figure 9 – initial growth bids and pressures proposals for 2027/28

4.9 Capital

4.9.1 Bids have been received based on assessments of likely investment requirements, considering previous policy intention of ensuring that assets were fit for purpose and fit for the future. Some work has been undertaken to profile these bids. Overall capital bids on a three-year basis amount to £8m, with a further £0.5m in proposed repairs and renewals.

Summary Capital Bids	2027/28	2028/29	2029/30	Totals
Site	**£'000**	**£'000**	**£'000**	**£'000**
Prom Park	895	390	445	1,730
Playsites	758	700	750	2,208
Drapers Farm	375	240	-	615
Town centre car parks	250	210	-	460
Council Offices	395	200	330	925
Community Centres	143	-	275	418
Blackwater Leisure Centre	290	-	-	290
Burnham Riverside Park	155	135	-	290
Cemeteries	197	80	90	367

Summary Capital Bids	2027/28	2028/29	2029/30	Totals
Site	**£'000**	**£'000**	**£'000**	**£'000**
IT	161	61	61	283
Vehicles	157	80	130	367
Parks Depot	40	-	-	40
Miscellaneous Properties	40	-	-	40
Other	10	-	-	10
Total	3,866	2,096	2,081	8,043
Proposed Repairs and Renewals	538	-	-	538
Total all bids	**4,404**	**2,096**	**2,081**	**8,581**

Figure 10 – initial capital and repairs & renewals proposals for 2027/28

4.10 **Impact on reserves**

4.10.1 The detailed impact on reserves has been calculated but is not yet included due to significant areas of uncertainty. These include the government decision on LGR; the value of growth & pressures, the value of savings, and the value of capital investment to be applied. Key calls upon reserves are set out in the table below.

Item	value
Capital programme to March 2026	£3.6m
Possible calls on reserves in 2027/28	
- Growth (£3m overall)	£1.1m
- Capital and repairs (£8.5m overall)	£4.4m
- Local plan (£2m overall)	£0.8m
- Minimum balance	£2.3m
Possible calls on reserves	**£12.2m**

Figure 10 – possible calls on reserves

4.10.2 All controllable elements of the MTFP are under review including savings opportunities or increased income; growth bids; and asset maintenance and development plans. These will be revised and finalised for the January 2027 meeting.

4.11 **Risks and opportunities**

4.11.1 The report highlights that LGR continues to be the most consequential factor in the medium term. Government have now confirmed April 2029 for the vesting of a new authority, but the decision over the configuration to be implemented is not expected ahead of the new calendar year.

4.11.2 Pending that decision, this financial strategy update continues to focus on ensuring consistent delivery of good quality services to local residents, in line with the Corporate Plan priorities. A key aspect of that is to ensure that assets used by

residents, including leisure centres, sports facilities, parks, cemeteries, toilets, and other facilities are maintained in good order. A further aspect of that is to ensure that staff and residents benefit from effective digital tools. Ensuring that the Corporate Plan is supported by clear plans for the management of physical and digital assets, with all three aligned to the MTFS will be a key priority as the budget proposals are finalised.

4.12 **Sensitivity analysis**

4.12.1 The decision on LGR is a key aspect of the sensitivity analysis for the MTFP. How and when this transpires has a key impact on the operational planning. Other key factors identified in this report include inflation pressures through staff pay and the supply chain, government funding, and the availability of reserves. The MTFP highlights how inflation can impact financial plans.

4.12.2 Pay - The estimated £540k pressure on pay budgets of £13.5m represents around 4% on pay budgets, arising from a combination of increases to national living wage and pay agreements. A 1% change represents around £135k.

4.12.3 Inflation - Small changes up or down in the estimated inflationary pressure in the coming years will not materially impact the current forecast. Government funding, and the short-term loss of inflationary funding, is a similar pressure. A 1% change in funding would amount to a change of £115k. However, the current pattern of assumed council tax increases offset by reducing government funding makes any change unlikely.

4.12.4 Reserves - Reserves are being applied principally to fund investment in assets (capital programme). There is no funding source for this other that internal resources (reserves) or external (borrowing). The current and proposed capital programme amounts to around £7m per year. A 1% change would amount to £70k.

4.12.5 The majority of Council costs are stable, as Council activity remains determined within statute and political expectation. Key decisions therefore relate to costs outside core activity – one-off costs such as for investment projects. The Council budgets are therefore significantly sensitive to changes in political priorities as these often impact on the rates of maintenance and investment in local assets.

4.13 **Next steps**

4.13.1 Officers will continue to review base budgets to ensure that the ongoing costs of the council are appropriately identified and only relevant costs and necessary growth is proposed. Revised proposals will be presented to the Committee in January 2027.

5. CONCLUSION

5.1 The MTFS is an opportunity to review the financial outlook for the council and to plan in advance for any issues identified. The report identifies issues and sets out options to tackle them.

5.2 The MTFS is also a means to provide assurance that public funds are being applied to clear operational and political priorities, stretching available resources as far as possible. That is why the MTFS will often identify a funding gap, to be tackled through further prioritisation of resources. This report also identifies calls on resources and that further prioritisation is required, in the usual manner.

6. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

6.1 **Delivering good quality services**

6.1.1 The report presents options for delivering good quality services while also enhancing overall cost control.

7. IMPLICATIONS

(i) **Impact on Customers** – There should be no noticeable impact on customers, other than the available funding be more effectively deployed and services being always available to residents as planned.

(ii) **Impact on Equalities** – None directly.

(iii) **Impact on Risk (including Fraud implications)** – The report highlights key risks and how these may be mitigated.

(iv) **Impact on Resources (financial)** – The subject of the report.

(v) **Impact on Resources (human)** – None directly – proposed activity will be undertaken through a refocusing of current resources not through a new workstream being developed.

(vi) **Impact on Devolution / Local Government Reorganisation (LGR)** – The proposals in this report will support sufficient preparation for LGR while ensuring that the Council remains sustainable in the even that LGR is delayed or deferred.

Background papers:
Previous MTFS reports including:

- February 2026 (Council) and
- September 2026 (Strategy and Resources Committee).

Enquiries to: Ben Jay, Director of Finance.

APPENDIX 1a

Medium Term Financial Strategy (MTFS update as at November 2026

November 2026 MTFS (spending)	2026/27	2027/28	2028/29	2029/30
	£000s	£000s	£000s	£000s
	year 0	year 1	year 2	year 3
Technical changes:				
Base budget brought forward	13,080.3	13,096.1	13,431.5	15,013.0
Reversal of prior year one-off growth	(206.3)	(479.7)	(135.0)	(60.0)
Inflation:				
Increase in Salaries	540.1	567.1	594.1	653.5
Contract Inflation (incl. Waste)	712.3	796.0	846.0	896.0
Fees & Charges/other	(433.5)	(442.2)	(451.0)	(460.0)
Base budget after technical and unavoidable pressures	**13,692.9**	**13,537.3**	**14,285.6**	**16,042.4**
Savings and Growth:				
Savings (recurrent)	(824.0)	(1,065.0)	0.0	0.0
Recurrent Pressures and Growth	1,198.7	824.2	667.4	517.0
Non-recurrent Growth	479.7	135.0	60.0	0.0
Reserve Funding for growth	(1,451.2)	0.0	0.0	0.0
Net Cost of Services (after savings and growth)	**13,096.1**	**13,431.5**	**15,013.0**	**16,559.5**
Investment Income	(800.0)	(850.0)	(800.0)	(800.0)
Contribution to reserves	0.0	392.0	0.0	0.0
Collection fund (surplus) / deficit from PFY	(24.1)	0.0	0.0	0.0
Total non-service budgets	(824.1)	(458.0)	(800.0)	(800.0)
Net operational spending	12,272.0	12,973.5	14,213.0	15,759.5

November 2026 MTFS (funding)	2026-27	2027-28	2028-29	2029/30
	£000s	£000s	£000s	£000s
Estimated Yield from Council Tax	(6,536.0)	(6,856.0)	(7,192.0)	(7,504.8)
Fair Funding allocation	(4,431.0)	(3,945.0)	(3,435.0)	(2,941.0)
Homelessness, Rough Sleeping and Domestic Abuse	(341.0)	(378.0)	(399.0)	(430.7)
Transitional protections	(246.0)	(283.0)	(457.0)	(457.0)
New Homes Bonus	0.0	0.0	0.0	0.0
Core Spending Power	**(11,554.0)**	**(11,462.0)**	**(11,483.0)**	**(11,333.4)**
EPR Funding	(698.7)	(761.3)	(824.0)	(886.7)
Retained business rates from renewable energy plans approved locally		(750.0)	TBC	TBC
Reserves funding	(19.3)		0.0	0.0
Total Funding	**(12,272.0)**	**(12,973.3)**	**(12,307.0)**	**(12,220.1)**

gap	**0.0**	**0.2**	**1,905.9**	**3,539.4**

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Medium-Term Planning Assumptions

1) <u>Net spending</u>

a) The construction of the budget each year begins with the **brought forward budget** from the previous year.

b) **One-off budget adjustments are removed**. Any other technical adjustments required under proper financial practice must also be made.

c) **Salaries** are inflated at 3% based on the spine column points on the pay scale through the MTFS period, based on recent experience (this is 4.5% for apprentices and those on the National Living Wage).
   i) Estimates provide for 13.8% to 15% for employers' national insurance contributions, depending on salary;
   ii) Employers contributions are assumed at 20.9%.
   iii) Salaries are based on a staffing structure agreed by the Head of Paid Service.
   iv) MTFS estimates are based on detailed calculations (by post) carried out as part of budget setting each year.

d) **Contract spending** is also assumed to increase at 3% per year (CPI was 3.1% in September 2026 and CPI is commonly used as the inflator in council contracts).

e) **Fees and charges** are assumed, for planning purposes, to yield an additional 2% per year through the planning period. This is tested through actual changes proposed to the schedule of fees and charges.

f) **Savings** are developed based on review of current financial performance and underlying budget provision.

g) **Pressures** are defined as being unavoidable increases in net costs based on current policy priorities approved by Councillors.

h) **Growth** is defined as avoidable or discretionary. Most often the discretion lies with Councillors who may decide to fund specific policy priorities or not.

i) **Recurrent** items are ongoing; **non-recurrent** items are not ongoing and may be one-off (for one year) or may last for 2 years but are not expected to persist indefinitely.

2) <u>Funding</u>

a) **Core Spending Power** is taken from the 3-year financial settlement, 2026/27 to 2028/29.
   i) Later years assume **council tax** continues to increase at 2.99% per year for the increase in the charge with 1.5% per year for growth in the taxbase.
   ii) The **Fair Funding Allocation** is assumed to continue to be reduced in line with the current indicative settlement values.
   iii) The grant for **Homelessness, Rough sleeping and Domestic abuse** is expected to continue to grow in line with current indicative values.
   iv) **Transitional protections** are assumed to remain unchanged from 2028/29.

b) **Extended Producer Responsibility** (EPR) grant funding has seen inflationary growth. It is assumed that this continues.

c) **Retained business rates arising from planning permissions granted by the council in respect of renewable energy sources.** This is under review to confirm the ability of the council to retain these funds through the planning period, in view of new legislation arising (Fair Funding Review 2.0, devolution and new powers/funding for mayors, Budget 2026, and the forthcoming Local Government Funding Policy Statement due imminently. If confirmed, this will provide a helpful source of funding to progress capital and similar local investments.

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APPENDIX 2

MTFS update as at September 2026

Operational Budgets	2026/27	2027/28	2028/29	2029/30
	£000s	£000s	£000s	£000s
Technical changes:				
Base budget brought forward	13,080.3	13,096.1	14,185.4	15,304.4
Virement reversals	0.0	0.0	0.0	0.0
Reversal of prior year one-off growth	(206.3)	(479.7)	0.0	0.0
Inflation:				
Increase in Salaries	540.1	840.0	840.0	840.0
Contract Inflation (incl. Waste)	712.3	796.0	796.0	796.0
Fees & Charges/other	(433.5)	(517.0)	(517.0)	(517.0)
Base budget after technical and unavoidable pressures	**13,692.9**	**13,735.4**	**15,304.4**	**16,423.4**
Savings and Growth:				
Savings	(824.0)	0.0	0.0	0.0
Recurrent Pressures and Growth	1,198.7	450.0	0.0	0.0
Non-recurrent Growth	479.7	0.0	0.0	0.0
Reserve Funding for growth	(1,451.2)	0.0	0.0	0.0
Net Cost of Services	**13,096.1**	**14,185.4**	**15,304.4**	**16,423.4**
Investment Income	(800.0)	(600.0)	(500.0)	(350.0)
Collection fund (surplus)/ deficit from PFY	(24.1)	0.0	0.0	0.0
Total non-service budgets	**(824.1)**	**(600.0)**	**(500.0)**	**(350.0)**
Net operational spending	**12,272.0**	**13,585.4**	**14,804.4**	**16,073.4**

Funding	2026-27	2027-28	2028-29	2029/30
	£000s	£000s	£000s	£000s
Estimated Yield from Council Tax	(6,536.0)	(6,856.0)	(7,192.0)	(6,521.7)
Fair Funding allocation	(4,431.0)	(3,945.0)	(3,435.0)	(2,941.0)
Homelessness, Rough Sleeping and	(341.0)	(378.0)	(399.0)	(430.7)
Transitional protections	(246.0)	(283.0)	(457.0)	0.0
New Homes Bonus	0.0	0.0	0.0	0.0
Core Spending Power	(11,554.0)	(11,462.0)	(11,483.0)	(9,893.3)
EPR Funding	(698.7)	(698.7)	(698.7)	(698.7)
Reserves funding	(19.3)	0.0	0.0	0.0
Total Funding	**(12,272.0)**	**(12,160.7)**	**(12,181.7)**	**(10,592.0)**
gap	**0.0**	**1,424.7**	**2,622.7**	**5,481.4**

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REPORT of
DIRECTOR OF FINANCE

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

FEES AND CHARGES PROPOSALS 2027/28

1. PURPOSE OF THE REPORT

1.1 To provide Members of the Committee with an overview of progress around the preparation of the schedules of fees and charges for the coming year, together with the current proposals arising.

1.2 This matter is brought forward for consideration with the agreement of the Chairperson of this Committee to provide assurance that the financial management of the council is effective and ensure the sustainability of council operations now and into the future.

2. RECOMMENDATIONS

(i) That Members consider and comment on the approach to preparing the schedule of fees and charges for 2027/28, as set out in section 3 of this report, and the related development of budgets for that year;

(ii) That Members note that any further changes arising from the ongoing review of fees and charges will be reported to this Committee in January 2027 for consideration, before all charges are submitted to the Council in February 2027 as part of the budget 2027/28 papers.

To the Council:

(iii) That the proposed Fees and Charges for 2027/28, attached at **APPENDIX 1**, be approved to facilitate budget setting.

3. KEY ISSUES

3.1 Overview

3.1.1 This report provides the Committee with background information relating to the preparation of the schedules of fees and charges for the coming year. This is a significant piece of work and requires inputs from many different services. Good progress has been made, as evidenced in the report.

3.2 Approach to fees and charges

3.2.1 Councillors and officers are mindful of the need to avoid unnecessary pressure being placed on local residents, many of whom are already challenged by the rising cost of living. At the same time, there is a need to secure £4.5m of funding through fees and

charges to support the ongoing operations of the Council, especially given the reduction in government funding set out in last year's financial settlement.

3.2.2 The aim is therefore to ensure that the various tariffs applied balance income generation and affordability. To achieve this, officers have reviewed current fees and charges schedules and made proposals focused on how best to secure the necessary income. This has included benchmarking tariffs in key areas and analysing data held from recent years to better understand customer behaviours.

3.2.3 In addition, reviews of current tariff schedules are considering where new charges may be required; where out of date charges can be removed; and where current charge items can be reasonably combined to make information easier to navigate.

3.3 **Specific service approaches**

3.3.1 Car parking: Parking tariffs are an important source of income. However, it is not always necessary to increase charges to secure increased income. Ensuring that tariffs are attractive leads to higher levels of occupancy for parking bays, thus generating more income. The service has analysed the last three years' data to better understand how to balance car locations and accessibility with the ability to levy charges. This includes consideration of locations and user expectations. For example, approaching charges for Promenade Park differently than for car parks off high street or commercial areas. Charges can be retained at lower levels to encourage use of some car parks, while other car parks (for example, with higher turnover of spaces or closer to amenities) have had higher charges proposed to discourage but not prevent use. The proposed tariffs reflect these and other similar considerations.

3.3.2 Planning (discretionary charges): Reviewing current tariffs and comparing them with other similar councils has identified that many discretionary charges for planning services are comparatively low. The opportunity is being taken to increase those charges to ensure that planning applications continue to be accessible but that charges are more comparable with other similar areas. In a similar way, legal advice is often required as part of finalising Section 106 (S106) arrangements, and charges for legal advice are being introduced (on a cost recovery basis and reflecting benchmarking).

3.3.3 Building control: Fees for certification of building works are being reviewed in conjunction with Brentwood Borough Council. A format recommended through sectoral specialists has been adopted and a six-week 'baselining' activity is under way to better understand how officer time is required to support different types of work. This analysis will provide an evidence-based approach to setting fees as well as providing benchmark information locally.

3.3.4 Cemeteries: During the first half of the current year, there has been a reduction to cemeteries income largely due to reduced activity by comparison with the previous year. The service is looking into this to better understand whether this is due to a wider decline in the deathrate or to specific local circumstances. This work is informing proposals for next years tariffs and the estimated income arising.

4. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

4.1 **Delivering good quality services.**

4.1.1 Regular review of fees and charges helps maintain a balance between income generation and access to services. Fees and charges income supports wider investment in service delivery.

5. IMPLICATIONS

(i) **Impact on Customers** – Tariffs levied for services delivered to customers and residents have a direct impact on their experience of the service.

(ii) **Impact on Equalities** – Charges are applied in a standard way. Discounts and preferential access are detailed within the schedules of charges.

(iii) **Impact on Risk (including Fraud implications)** – Clear schedules of charges help ensure that transactions are undertaken transparently.

(iv) **Impact on Resources (financial)** – The subject of the report.

(v) **Impact on Resources (human)** – None directly.

(vi) **Impact on Devolution / Local Government Reorganisation** – The work already undertaken on LGR preparation has highlighted some areas where local charges vary between authority areas. Benchmarking is using this information.

Background Papers: None.

Enquiries to: Ben Jay, Director of Finance.

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Proposed Fees and Charges for 2027/28

ENVIRONMENTAL SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
ENVIRONMENTAL WASTE					
RECYCLING - Budget Expectation £1,013,000					
Green bins: standard annual fee	No	75.00	-	75.00	75.00
(standard fee: half year pro rata for new customers)	No	32.00	-	32.00	32.00
Purchase of Green Bin including Delivery	No	38.00	-	38.00	38.00
REFUSE COLLECTION - Budget Expectation £48,000					
Household Bulky Waste - 1 to 3 items	No	48.00	-	48.00	48.00
Household Bulky Waste - 4 to 6 items	No	96.00	-	96.00	96.00
Household Bulky Waste - 7 to 9 items	No	144.00	-	144.00	144.00
Household Bulky Waste - 10 to 12 items (maximum)	No	192.00	-	192.00	192.00
Where at least 1 item is Upholstered Furntiture (additional cost to above)	No	17.00	-	17.00	17.00
REFUSE DISPOSAL					
Abandoned vehicles	No	200.00	-	200.00	200.00
NEW PROPERTIES (6 or more properties) - Budget Expectation £12,000					
Cost per refuse / recycling container to developers including delivery	No	78.00	-	78.00	78.00

ENVIRONMENTAL SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
GAMBLING ACT 2005 - Budget Expectation £2,600, Premises Licences Budget Expectation £57,900					
Annual Fee					
Adult Gaming Centre	No	1,000.00	-	1,000.00	1,000.00
Betting premises (other)	No	600.00	-	600.00	600.00
Betting Premises (track)	No	1,000.00	-	1,000.00	1,000.00
Bingo premises	No	1,000.00	-	1,000.00	1,000.00
Casino premises (converted)	No	3,000.00	-	3,000.00	3,000.00
Casino premises (large)	No	10,000.00	-	10,000.00	10,000.00
Casino premises (regional)	No	15,000.00	-	15,000.00	15,000.00
Casino premises (small)	No	5,000.00	-	5,000.00	5,000.00
Family entertainment centre	No	750.00	-	750.00	750.00
Application Fees for Premises and Application for Provisional Statements					
Adult gaming centre	No	2,000.00	-	2,000.00	2,000.00
Betting premises (other)	No	3,000.00	-	3,000.00	3,000.00
Betting premises (track)	No	2,500.00	-	2,500.00	2,500.00
Bingo premises	No	3,500.00	-	3,500.00	3,500.00
Casino premises (large)	No	10,000.00	-	10,000.00	10,000.00
Casino premises (regional)	No	15,000.00	-	15,000.00	15,000.00

APPENDIX 1

ENVIRONMENTAL SERVICES	**VAT**	**Charge £**	**VAT £**	**2027/28 £**	**2026/27 £**
Casino premises (small)	No	8,000.00	-	8,000.00	8,000.00
Family entertainment centre	No	2,000.00	-	2,000.00	2,000.00
Application Fee for Premises with Provisional Statement					
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 (large)	No	5,000.00	-	5,000.00	5,000.00
Casino premises (regional)	No	8,000.00	-	8,000.00	8,000.00
Casino premises (small)	No	3,000.00	-	3,000.00	3,000.00
Family entertainment centre	No	950.00	-	950.00	950.00
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

ENVIRONMENTAL SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
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

APPENDIX 1

ENVIRONMENTAL SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Hackney Carriage Licences - Budget Expectation £21,500					
Driver licence (Hackney or Dual) - 3 yrs duration	No	303.00	-	303.00	303.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No	304.00	-	304.00	304.00
Vehicle Licence fee reduced for wheelchair accessible vehicles 25%					
Private Hire Licences					
Driver licence (Private Hire (PH) or Dual) - 3 yrs duration	No	303.00	-	303.00	303.00
Private Hire operator's licence (1 car) – 5 yrs duration	No	293.00	-	293.00	293.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No	304.00	-	304.00	304.00
Vehicle Licence fee reduced for wheelchair accessible vehicles 25%					
Town and Police Clauses Act 1847					
Street closures admin charge	Yes	93.33	18.67	112.00	112.00
+ Street closures press advert recovery of cost	Yes			Recovery of costs	
Local Government Miscellaneous Provisions Act 1982					
Sex establishment licence: application	No	3,477.00	-	3,477.00	3,477.00
renewal	No	695.00	-	695.00	695.00
variation	No	278.00	-	278.00	278.00

APPENDIX 1

ENVIRONMENTAL SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
ENVIRONMENTAL HEALTH					
ENVIRONMENTAL PROTECTION - Budget Expectation £8,800					
Anti-Social Behaviour Act 2003					
Fixed Penalty for Graffiti and Fly Posting S43	No	150.00	-	150.00	200.00
Reduced fee pay within 10 days	No	100.00	-	100.00	NEW
Anti-Social Behaviour Crime and Policing Act 2014					
Failure to comply with a community protection notice	No	100.00	-	100.00	100.00
Reduced fee pay within 10 days	No	75.00	-	75.00	NEW
Failure to comply with a public space protection order (Dog fouling and other dog restrictions)	No	100.00	-	100.00	100.00
Reduced fee pay within 10 days	No	75.00	-	75.00	NEW
Clean Neighbourhoods and Environment Act 2005					
Nuisance Parking	No	100.00	-	100.00	100.00
Abandoning a vehicle	No	200.00	-	200.00	NEW
Reduced fee pay within 10 days	No	130.00	-	130.00	NEW
Dog fouling	No	100.00	-	100.00	NEW
Reduced fee pay within 10 days	No	75.00	-	75.00	NEW

APPENDIX 1

ENVIRONMENTAL SERVICES	**VAT**	**Charge £**	**VAT £**	**2027/28 £**	**2026/27 £**
Environmental Protection Act 1990 (EPA)					
Copy of contaminated land register entry per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	No	56.00	-	56.00	56.00
emailed copy				Free	
Copy of radioactive substances notification per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of radioactive substances register: bound paper copy	No	56.00	-	56.00	56.00
emailed copy				Free	
per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	Yes	0.08	0.02	0.10	0.10
downloaded from website				Free	
Environmental searches / professional reports (per enquiry)	Yes	123.33	24.67	148.00	148.00
Charge for Housing Act Enforcement (per hour)	No	61.00	-	61.00	61.00
Fees are comprising of Part A (covering the cost of the application) and Part B (costs of issuing and associated activities). If a licence is refused, then only Part B fees will be refunded.					
Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house	No	1,099.00	-	1,099.00	1,099.00
charge per each additional room	No	61.00	-	61.00	61.00
Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house	No	758.00	-	758.00	758.00
charge per each additional room	No	61.00	-	61.00	61.00
Request for housing inspection for immigration purposes	No	215.00	-	215.00	215.00

APPENDIX 1

ENVIRONMENTAL SERVICES	**VAT**	**Charge £**	**VAT £**	**2027/28 £**	**2026/27 £**
Littering - Environmental Protection Act 1990 s88	No	500.00	-	500.00	500.00
Reduced fee pay within 10 days	No	150.00	-	150.00	NEW
Industrial and commercial waste receptacle offences- Environmental Protection Act 1990 s 47ZA	No	100.00	-	100.00	110.00
Reduced fee pay within 10 days	No	60.00	-	60.00	NEW
Fly-Tipping- Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016	No	1,000.00	-	1,000.00	1,000.00
Reduced fee pay within 10 days	No	750.00	-	750.00	NEW
Household waste duty of care- Environmental Protection Act 1990, s34ZA	No	600.00	-	600.00	600.00
Reduced fee pay within 10 days	No	450.00	-	450.00	NEW
Failure to produce a waste transfer note- Environmental Protection Act 1990, s34A	No	300.00	-	300.00	300.00
Reduced fee pay within 10 days	No	180.00	-	180.00	NEW
Unauthorised distribution of free literature on designated land (Environmental Protection Act 1990 s88)	No	150.00	-	150.00	150.00
Reduced fee pay within 10 days	No	100.00	-	100.00	NEW
Noise Act 1996					
Fixed Penalty for noise from dwellings S8	No	110.00	-	110.00	110.00
Noise exceeding permitted level – licensed premises (Noise Act 1996 s8)	No	500.00	-	500.00	500.00
FOOD SAFETY AND HYGIENE - Budget Expectation £5,700					
Export certificate: one off	No	61.00	-	61.00	61.00

ENVIRONMENTAL SERVICES		VAT	Charge £	VAT £	2027/28 £	2026/27 £
Food Safety revisit		No	199.00	-	199.00	199.00
Replacement Food Hygiene Rating Service (FHRS) sticker		No	11.00	-	11.00	11.00
Sale of Safer Food, Better Business (SFBB) packs		No	30.00	-	30.00	30.00
Private Water Supplies - Budget Expectation £500						
Risk assessment (per hour of officer time maximum £500)		No	61.00	-	61.00	61.00
Private water supply sampling					Recovery of costs	
Skin Piercing Activities						
Ear piercing, electrolysis, tattooing, acupuncture:	per practitioner	No	102.00	-	102.00	102.00
	per premises	No	329.00	-	329.00	329.00
LICENSING - Budget Expectation £5,500						
Animal Licensing						
Fees are comprising of Part A (covering the cost of the application) and Part B (costs of issuing and associated activities). If a licence is refused, then only Part B fees will be refunded.						
Animal boarding establishments - new application		No	779.00	-	779.00	779.00
Animal boarding establishments - renewal		No	428.00	-	428.00	428.00
Animal home boarding - new application		No	682.00	-	682.00	682.00
Animal home boarding - renewal		No	395.00	-	395.00	395.00
Dangerous wild animal		No	437.00	-	437.00	437.00

ENVIRONMENTAL SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Dog breeding establishments - new application	No	662.00	-	662.00	662.00
Dog breeding establishments - renewal	No	544.00	-	544.00	544.00
Pet shop - new application	No	842.00	-	842.00	842.00
Pet shop - renewal	No	491.00	-	491.00	491.00
Riding establishments - new application	No	706.00	-	706.00	706.00
Riding establishments - renewal	No	466.00	-	466.00	466.00
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.					
Dog Day Care	No	811.00	-	811.00	811.00
Dog Day Renewal	No	491.00	-	491.00	491.00
Exhibition	No	842.00	-	842.00	842.00
Exhibition Renewal	No	682.00	-	682.00	682.00
Licence variation		66.67	13.33	80.00	80.00
Licence revisit to rescore		155.00	31.00	186.00	186.00
MOBILE HOMES ACT 2013 - Budget Expectation £900					
Fees are comprising of Part A (covering the cost of the application) and Part B (costs of issuing and associated activities). If a licence is refused then only Part B fees will be refunded.					
Application to transfer a site licence	No	401.00	-	401.00	401.00

APPENDIX 1

ENVIRONMENTAL SERVICES	**VAT**	**Charge £**	**VAT £**	**2027/28 £**	**2026/27 £**
Deposit of Site Rules	No	75.00	-	75.00	75.00
Annual Fee					
Band 2 (9-24 Pitches)	No	339.00	-	339.00	339.00
Band 3 (25-99 Pitches)	No	573.00	-	573.00	573.00
Band 4 (100-199 Pitches)	No	900.00	-	900.00	900.00
Band 5 (more than 200 Pitches)	No	1,158.00	-	1,158.00	1,158.00
New Site Licence Application and renewals					
Band 1 (1-8 Pitches)	No	759.00	-	759.00	759.00
Band 2 (9-24 Pitches)	No	869.00	-	869.00	869.00
Band 3 (25-99 Pitches)	No	1,202.00	-	1,202.00	1,202.00
Band 4 (100-199 Pitches)	No	1,449.00	-	1,449.00	1,449.00
Band 5 (more than 200 Pitches)	No	1,751.00	-	1,751.00	1,751.00
Application to amend a site Licence fee					
Band 1 (1-8 Pitches)	No	444.00	-	444.00	444.00
Band 2 (9-24 Pitches)	No	456.00	-	456.00	456.00
Band 3 (25-99 Pitches)	No	475.00	-	475.00	475.00
Band 4 (100-199 Pitches)	No	481.00	-	481.00	481.00

ENVIRONMENTAL SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Band 5 (more than 200 Pitches)	No	512.00	-	512.00	512.00
SCRAP METAL DEALERS LICENCES					
Fees are comprising of Part A (covering the cost of the application) and Part B (costs of issuing and associated activities). If a licence is refused then only Part B fees will be refunded.					
Scrap metal dealers collectors licence (3yrs duration)	No	233.00	-	233.00	233.00
Scrap metal dealers collectors licence renewal (3yrs duration)	No	181.00	-	181.00	181.00
Scrap metal dealers site licence (3yrs duration)	No	441.00	-	441.00	441.00
Scrap metal dealers site licence renewal (3yrs duration)	No	366.00	-	366.00	366.00
Scrap metal dealers variation of a licence	No	108.00	-	108.00	108.00
Scrap metal dealers additional site	No	80.00	-	80.00	80.00
STRAY DOGS - Budget Expectation £400					
Stray dog destruction fee				Recovery of costs	
Statutory Fine for a stray dog	No	25.00	-	25.00	25.00
Administration Fee (collection and processing paperwork)	No	77.00	-	77.00	77.00
Admin Fee (where a dog is not correctly microchipped)	No	29.00	-	29.00	29.00
Kennelling per night	No			Recovery of costs	
Vets fees				Recovery of costs	

APPENDIX 1

ENVIRONMENTAL SERVICES	**VAT**	**Charge £**	**VAT £**	**2027/28 £**	**2026/27 £**
STREET CLEANSING - Budget Expectation £200					
Return of abandoned trolleys (Per trolley)	No	57.00	-	57.00	57.00

APPENDIX 1

	VAT	Charge £	VAT £	2027/28 £	2026/27 £
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: - Budget Expectation £1,500					
Weekdays 8am - 5pm (max stay 2 hrs)					
Up to 1 hr	Yes			***Delete***	1.40
Up to 2hrs	Yes			***Delete***	1.90
Weekends					
Pay and display: Saturday (8am to 5pm) up to 1 hour	Yes	1.00	0.20	1.20	1.10
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.33	0.27	1.60	1.50
Saturday (8am to 5pm) 2 to 3 hours	Yes	2.25	0.45	2.70	2.50
Saturday (8am to 5pm) 3 to 4 hours	Yes	3.00	0.60	3.60	3.40
Saturday (8am to 5pm) over 4 hours	Yes	5.08	1.02	6.10	5.70
Saturday Evening 5pm to 10pm	Yes	1.75	0.35	2.10	2.00
Sunday All Day and Bank Holidays					
Pay & display: up to 1 hour	Yes	1.00	0.20	1.20	1.10
1 to 3 hours	Yes	3.00	0.60	3.60	1.50
all day	Yes	5.08	1.02	6.10	5.70
Season ticket: annual	Yes	584.17	116.83	701.00	705.00

APPENDIX 1

		VAT	Charge £	VAT £	2027/28 £	2026/27 £
Butt Lane (Monday to Saturday - 8am to 5pm) - Budget Expectation £310,000						
Pay & display:	up to 1 hour	Yes	1.25	0.25	1.50	1.40
	1 to 2 hours	Yes	1.67	0.33	2.00	1.90
	2 to 3 hours	Yes	2.21	0.44	2.65	2.50
	3 to 4 hours	Yes	3.00	0.60	3.60	3.40
	over 4 hours	Yes	5.08	1.02	6.10	5.70
Weekday and Saturday Evening **(5pm to 10pm)**		Yes	1.75	0.35	2.10	2.00
Sunday and bank holidays						
Pay & display:	up to 1 hour	Yes	1.25	0.25	1.50	1.10
	1 to 3 hours	Yes	3.00	0.60	3.60	1.50
	all day	Yes	5.08	1.02	6.10	5.70
Season ticket:	annual	Yes	730.83	146.17	877.00	827.00
	6 months	Yes	365.83	73.17	439.00	414.00
	monthly	Yes	65.00	13.00	78.00	73.50
Friary Fields (Monday to Saturday - 8am to 5pm) - Budget Expectation £86,000						
Pay & display:	up to 3 hours	Yes	2.25	0.45	2.70	2.50
	3 to 4 hours	Yes	3.00	0.60	3.60	3.40
	over 4 hours	Yes	5.08	1.02	6.10	5.70
Weekday and Saturday Evening (5pm to 10pm)		Yes	1.75	0.35	2.10	2.00

APPENDIX 1

		VAT	Charge £	VAT £	2027/28 £	2026/27 £
Sunday All Day and bank holidays:						
Pay & display:	up to 1 hour	Yes	1.25	0.25	1.50	1.10
	1 to 3 hours	Yes	3.00	0.60	3.60	1.50
	all day	Yes	5.08	1.02	6.10	5.70
Season ticket:	annual	Yes	730.83	146.17	877.00	827.00
	6 months	Yes	365.83	73.17	439.00	414.00
	monthly	Yes	65.00	13.00	78.00	73.50
High St. East (Monday to Saturday - 8am to 5pm)- Budget Expectation £104,000						
Pay and display:	up to 1 hour	Yes	1.25	0.25	1.50	1.40
	1 to 2 hours	Yes	1.67	0.33	2.00	1.90
	2 to 3 hours	Yes	2.25	0.45	2.70	2.50
	3 to 4 hours	Yes	3.00	0.60	3.60	3.40
	over 4 hours	Yes	5.08	1.02	6.10	5.70
Weekday and Saturday Evening **(5pm to 10pm)**		Yes	1.75	0.35	2.10	2.00
Sunday All Day and bank holidays:						
Pay & display:	up to 1 hour	Yes	1.25	0.25	1.50	1.10
	1 to 3 hours	Yes	3.00	0.60	3.60	1.50
	all day	Yes	5.08	1.02	6.10	5.70
Season ticket:	annual	Yes	730.83	146.17	877.00	827.00
	6 months	Yes	365.83	73.17	439.00	414.00
	monthly	Yes	65.00	13.00	78.00	73.50

APPENDIX 1

		VAT	Charge £	VAT £	2027/28 £	2026/27 £
Hythe Quay						
Season ticket: Annual		Yes	132.50	26.50	159.00	150.00
Maldon Promenade (Monday to Sunday - 8am to Closing) - Budget Expectation £580,000						
Car:	up to 1 hour	Yes	1.50	0.30	1.80	1.70
	1 to 2 hours	Yes	3.00	0.60	3.60	3.40
	all day	Yes	7.08	1.42	8.50	8.00
	all day	Yes	9.17	1.83	11.00	10.00
Residents season ticket		Yes			***Delete***	827.00
Residents season ticket (two hours per day)		Yes	150.00	30.00	180.00	170.00
Market Site - Budget Expectation £15,600						
Season ticket:	annual	Yes	730.83	146.17	877.00	827.00
	6 months	Yes	365.83	73.17	439.00	414.00
	monthly	Yes	65.00	13.00	78.00	73.50
Silver Street - Budget Expectation £5,300						
Season ticket:	annual	Yes	730.83	146.17	877.00	827.00
	6 months	Yes	365.83	73.17	439.00	414.00
	monthly				Pro rata charge	
White Horse Lane (Monday to Saturday - 8am to 5pm) - Budget Expectation £465,000						
Pay & display:	up to 1 hour	Yes	1.25	0.25	1.50	1.40
	1 to 2 hours	Yes	1.67	0.33	2.00	1.90
	2 to 3 hours	Yes	2.25	0.45	2.70	2.50

	VAT	Charge £	VAT £	2027/28 £	2026/27 £
3 to 4 hours	Yes	4.17	0.83	5.00	4.70
over 4 hours	Yes	10.00	2.00	12.00	11.20
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.75	0.35	2.10	2.00
Sunday All Day and bank holidays:					
Pay & display: up to 1 hour	Yes	1.25	0.25	1.50	1.30
1 to 3 hours	Yes	4.17	0.83	5.00	2.00
all day	Yes	10.00	2.00	12.00	10.00
Maldon Schools permit	Yes	251.67	50.33	302.00	285.00
Town Centre Car Parks - Budget Expectation £1,400					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	90.83	18.17	109.00	102.50
CEMETERIES - Budget Expectation (Burials) £168,400					
Search in burial register	No	46.00	-	46.00	45.00
Use of chapel	No	289.00	-	289.00	281.00
Plot choosing: burial ex woodland non-resident	No	791.00	-	791.00	768.00
burial ex woodland resident	No	396.00	-	396.00	384.00
Plot choosing: cremated remains non-resident	No	88.00	-	88.00	85.00
Plot choosing: cremated remains resident	No	88.00	-	88.00	85.00
Cancellation Fee (Less than 48 hours)	No	294.00	-	294.00	285.00
Saturday Service for Ashes Only	No			***Delete***	
Bronze Memorial Plaques - Budget Expectation (Memorials) £13,600					
Plaque on plinth 6" x 4"	No	546.00	-	546.00	530.00
Brass plaque 6" x 4"	No	244.00	-	244.00	237.00
Brass plaque 7" x 5"	No	256.00	-	256.00	249.00
Brass plaque on stake 6" x 4" Cremation plots only	No	244.00	-	244.00	237.00

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	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Brass plaque on stake 7" x 5" Cremation plots only	No	256.00	-	256.00	249.00
Perspex plaque on stake 5" x 3" Cremation plots only	No			***Delete***	176.00
Cremation Headstone Fees					
Memorial with first 60 characters - Resident	No	1,312.00	-	1,312.00	1,274.00
Memorial with first 60 characters – Non-Resident	No	1,312.00	-	1,312.00	1,274.00
Blank memorial pre-purchase - Resident	No	984.00	-	984.00	955.00
Blank memorial pre-purchase – Non-Resident	No	984.00	-	984.00	955.00
Inscription on a pre-purchased memorial (first 60 characters)	No	374.00	-	374.00	363.00
Additional characters on headstone or vases (per character)	No	4.40	-	4.40	4.30
Optional Extras:					
Stone chippings	No	71.00	-	71.00	69.00
Granite heart or book (includes 60 characters)	No	383.00	-	383.00	372.00
Photograph	No	361.00	-	361.00	350.00
Replacement granite vase (6" x 6")	No	112.00	-	112.00	109.00
Replacement flower holder	No	27.00	-	27.00	26.00
Charges for Right to Place Monument					
Under 18 years				Free	
Additional inscription	No	111.00	-	111.00	108.00
Full kerb set	No	298.00	-	298.00	289.00
Full kerb set and headstone up to 1m	No	435.00	-	435.00	422.00
Headstone up to 1m	No	204.00	-	204.00	198.00
Plaque on a Bench (8" x 2.5") 10 year leave agreement *(New Charge)*	No	791.00	-	791.00	768.00
Other memorials (*cremated remains memorials*)	No	145.00	-	145.00	141.00

APPENDIX 1

	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Exclusive Right of Burial - Non Resident					
10 Year (top up for existing Exclusive Right of Burial (ERB) only)	No	554.00	-	554.00	538.00
10 Year (top up for existing Exclusive right of burial only child)	No	289.00	-	289.00	281.00
10 Year top up for cremated remains existing ERB only child	No	145.00	-	145.00	141.00
11 Year top up for cremated remains existing ERB only Adult	No	277.00	-	277.00	269.00
50 years next in line burial child (no charge to customer)	No	923.00	-	923.00	896.00
50 years next in line burial adult	No	1,845.00	-	1,845.00	1,791.00
50 years next in line cremated remains child (no charge to customer)	No	396.00	-	396.00	384.00
50 years next in line cremated remains adult	No	791.00	-	791.00	768.00
99 years next in line cremated remains child (no charge to customer)	No	659.00	-	659.00	640.00
99 years next in line cremated remains adult	No	1,318.00	-	1,318.00	1,280.00
99 years next in line burial adult	No	2,636.00	-	2,636.00	2,559.00
99 years next in line burial child (no charge to customer)	No	1,318.00	-	1,318.00	1,280.00
Transfer of exclusive rights of burial	No	93.00	-	93.00	90.00
Exclusive Right of Burial - Resident					
10 years top up for existing ERBs only adult	No	277.00	-	277.00	269.00
10 years top up for existing ERBs only child (no charge to customer)	No	139.00	-	139.00	135.00
10 years top up for cremated remains existing ERB only adult	No	145.00	-	145.00	141.00
10 year top up for cremated remains existing ERB only child (no charge to customer)	No	73.00	-	73.00	71.00
50 years next in line burial adult	No	923.00	-	923.00	896.00
50 years next in line burial child (no charge to customer)	No	460.00	-	460.00	447.00
50 years next in line cremated remains child (no charge to customer)	No	197.00	-	197.00	191.00
50 years next in line cremated remains adult	No	396.00	-	396.00	384.00

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	VAT	Charge £	VAT £	2027/28 £	2026/27 £
99 years next in line cremated remains child (no charge to customer)	No	331.00	-	331.00	321.00
99 years next in line cremated remains adult	No	659.00	-	659.00	640.00
99 years next in line burial adult	No	1,318.00	-	1,318.00	1,280.00
99 years next in line burial child (no charge to customer)	No	659.00	-	659.00	640.00
Interment - Non-Resident					
Under 18 years (no charge to customer)	No	1,318.00	-	1,318.00	1,280.00
18 years and over burial	No	2,636.00	-	2,636.00	2,559.00
Under 18 years (no charge to customer)	No	331.00	-	331.00	321.00
18 years and over cremated remains	No	659.00	-	659.00	640.00
Scattering of ashes: under 18 years (No charge to the customer)	No	117.00	-	117.00	114.00
18 years and over	No	225.00	-	225.00	218.00
Interment - Resident					
Under 18 years (no charge to customer)	No	659.00	-	659.00	640.00
18 years and over burial	No	1,318.00	-	1,318.00	1,280.00
Under 18 years (no charge to customer)	No	151.00	-	151.00	147.00
18 years and over cremated remains	No	298.00	-	298.00	289.00
Scattering of ashes: under 18 years (No charge to the customer)	No	60.00	-	60.00	58.00
18 years and over	No	93.00	-	93.00	90.00
scattering at sea all ages	No			***Delete***	575.00
Disinterment of cremated remains	No			Price on request	
Exhumation of coffin	No			Price on request	

	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Memorialisation Scheme					
Memorial tree including planting	Yes	313.33	62.67	376.00	365.00
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			Price on application	
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	
Beach Hut Hire - Promenade Park - Budget Expectation £46,100					
Daily Charge (March - October)					
Standard booking rate (Weekends and school holidays)	Yes	50.83	10.17	61.00	61.00
Midweek rate (Monday - Friday, excluding school holidays)	Yes	32.50	6.50	39.00	-
FUNFAIRS AND CIRCUSES - Budget Expectation £79,400					
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	

	VAT	Charge £	VAT £	2027/28 £	2026/27 £
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			Price on application	1,628.00
Cast iron bench	No			Price on application	1,654.00
Advertising and Sponsorship					
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes			Price on application	
Events Banners per week *(community / charity)*	Yes			Price on application	39.00
Internal park adverts To Be Advised (TBA) *(per week)*	Yes			Price on application	39.00
Vehicle advertising TBA *(per day)*	Yes			Price on application	
Sponsorship	Yes			By negotiation	

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	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Event Land Hire Charge - Council Park or Open Space					
Event licence / Permit fee (minimum fee payable on acceptance of event)	Yes	59.17	11.83	71.00	71.00
Road closure application (Admin fee)	Yes	75.00	15.00	90.00	90.00
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			Price on application	83.00
Electricity	Yes			Price on application	NEW
Off Peak Time					
Daily charge	No			Price on application	51.00
Electricity	Yes			Price on application	NEW
Pop Up Trading				***Delete***	
Peak Time *(School Holidays/Bank Holidays/ Event Days)*				***Delete***	
Market Stall (Frame with Canopy)	No			***Delete***	90.00

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	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Wheelie Cart	No			***Delete***	71.00
Wheelie Cart including Fridge	No			***Delete***	77.00
Electricity	Yes			***Delete***	
Off Peak Time			-		
Market Stall (Frame with Canopy)	No			***Delete***	77.00
Wheelie Cart	No			***Delete***	58.00
Wheelie Cart including Fridge	No			***Delete***	63.00
Electricity	Yes			***Delete***	
RIVERS					
Moorings - Budget Expectation £24,300					
Annual charge: up to 7.99 metres	Yes	164.17	32.83	197.00	191.00
8 to 9.99 metres	Yes	267.50	53.50	321.00	312.00
0 to 14.99 metres	Yes	373.33	74.67	448.00	435.00
15 metres and above	Yes	493.33	98.67	592.00	575.00
Mooring registration fee	Yes	148.33	29.67	178.00	173.00
Transfer of mooring				50% of annual mooring fee	
Residential Mooring Charges					
up to 9.99 metres *(per month)*		220.00	44.00	264.00	256.00
10 to 14.99 metres *(per month)*		265.83	53.17	319.00	310.00
15 metres and above *(per month)*		407.50	81.50	489.00	475.00
Wharfage - Hythe Quay Maldon and Burnham Pontoon - Budget					

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	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Expectation £20,400					
Daily fees: vessels and multihulls	Yes	24.17	4.83	29.00	28.00
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	2,355.00	471.00	2,826.00	2,744.00
(annual fee can be paid quarterly with no penalty)	Yes	589.17	117.83	707.00	686.00
Monthly fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	216.67	43.33	260.00	252.00
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	165.83	33.17	199.00	193.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	5.00	1.00	6.00	6.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	154.17	30.83	185.00	180.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	154.17	30.83	185.00	180.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon***)***	yes	77.50	15.50	93.00	90.00
ROUNDABOUT SPONSORSHIP - Budget Expectation £8,700					
1 Year agreement - Maldon Town site	Yes			Price on application	Price on application
1 Year agreement - Other district site	Yes			Price on application	Price on application
3 Year agreement - Maldon Town site	Yes			Price on application	Price on application
3 Year agreement - Other district site	Yes			Price on application	Price on application
Landscaping scheme (minimum 5 years)	Yes			Price on application	Price on application
1 Year Boundary sign Agreement	Yes			Price on application	
PARKS AND SPORTS PITCHES - now operated by Maldon Saints					
Cricket (per game)					
Adult	Yes			***Delete***	113.00
Junior	Yes			***Delete***	65.00
Sports pitch use - parking season ticket (per club)	Yes	140.83	28.17	169.00	165.00

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	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Football (per game)					
Adult	Yes			***Delete***	71.00
Junior	Yes			***Delete***	52.00
Changing rooms (only)	Yes			***Delete***	14.00
Sports pitch use - parking season ticket (per team)	Yes	140.83	28.17	169.00	165.00
Sports club training / structured activities				***Delete***	13.00
Mini Soccer					
Juniors	Yes			***Delete***	43.00
Netball (per court, per hour) operated by Park Drive					
Adult	Yes	10.00	2.00	12.00	14.00
Junior	Yes	10.00	2.00	12.00	11.00
Organised Bootcamps / Personal Training in Council-owned Parks					
Hourly	Yes			***Delete***	14.00
3 Month Licence (2 hours per week)	Yes			***Delete***	191.00
Maldon					
6 Month Licence (one session per week)	Yes	120.00	24.00	144.00	281.00
12 Month Licence (three sessions per week)	Yes	372.50	74.50	447.00	447.00
Burnham-on-Crouch					
12 Month Licence (three sessions per week)	Yes	262.50	52.50	315.00	447.00

PLANNING SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
BUILDING CONTROL - Budget Expectation £137,400					
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)	No	0.00	-	0.00	17.00
LAND CHARGES - Budget Expectation £81,000					
Premises exempt as per legislation: church halls, village halls & non-commercial venues					
CON29 (part 1): standard fee	Yes	166.67	33.33	200.00	194.00
additional fee for non-residential searches	Yes	41.67	8.33	50.00	35.00
CON29O (part 2) enquiry - per question: Q4-5 only	Yes	41.67	8.33	50.00	25.00
Q6-21	Yes	41.67	8.33	50.00	25.00
Q22 only	Yes	41.67	8.33	50.00	35.00
Additional enquiry	Yes	41.67	8.33	50.00	51.00
Additional parcel of land CON29	Yes	41.67	8.33	50.00	25.00
Copy of duplicate search	Yes	12.50	2.50	15.00	14.50
Search confirmation (up to 3mths old)	Yes	***Delete***			14.50
Environmental Information Request (EIR) Requests					
EIR request for Questions 1.1j,k,l, 3.7a,b,c,d,f, 3.8 and 3.9 a-n.		Free			
DEVELOPMENT MANAGEMENT					
NEW Application cost for a Modification to a Legal Agreement (MLA) (Deed of Variation)	No	1,200.00	-	1,200.00	NEW
NEW Discharge of Planning Obligations (to follow same approach as discharge of conditions)	No	309.00	-	309.00	NEW

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PLANNING SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Applications not made valid and to be returned, the following charges will be retained					
Application type					
House/Advert	YES	41.67	8.33	50.00	NEW
Minor	yes	125.00	25.00	150.00	NEW
Small Major (10-20 units 2)	Yes	166.67	33.33	200.00	NEW
Major (21-74 units or gross external floorspace over 1,000m^2)	Yes	250.00	50.00	300.00	NEW
Strategic sites (over 75 units or site area over 2 hectares)	Yes	500.00	100.00	600.00	NEW
note planning portal admin fees will not be returned and are retained by the planning portal					
Historic Files or documents retrieved from archives and scanning					
Decision notice - per application reference	YES	16.67	3.33	20.00	NEW
Full File Residential - per application reference	YES	50.00	10.00	60.00	NEW
Full File Commercial/large development - per application reference	YES	66.67	13.33	80.00	NEW
Section 106 (S106) document Residential - per application reference	YES	25.00	5.00	30.00	NEW
S106 document Commercial/large development - per application reference	YES	33.33	6.67	40.00	NEW
Designs and Patents Act 1989					
Plan copies - per sheet: A4	Yes	***Delete***			0.10
A3	Yes	***Delete***			0.20
A2	Yes	***Delete***			1.00
die line	Yes	***Delete***			2.00
Ordnance Survey Maps					
Handling fee	Yes	2.50	0.50	3.00	2.00
Site plans (max 6 copies) - per extract	Yes	41.67	8.33	50.00	48.00
Other Development Management					
High Hedge Complaints	Yes	672.50	134.50	807.00	783.00

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PLANNING SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Officer hourly rates					
NEW Director	?	208.33	41.67	250.00	NEW
NEW Head of Service	?	183.33	36.67	220.00	NEW
NEW Manager	?	166.67	33.33	200.00	NEW
NEW Team Leader	?	150.00	30.00	180.00	NEW
NEW Principal Planner	?	137.50	27.50	165.00	NEW
NEW Senior Planner	?	125.00	25.00	150.00	NEW
NEW Planner	?	112.50	22.50	135.00	NEW
NEW Urban Design	?	141.67	28.33	170.00	NEW
NEW Principal Heritage Officer	?	125.00	25.00	150.00	NEW
NEW Other Specialist Advice	?	125.00	25.00	150.00	NEW
NEW Project Manager/Admin	?	112.50	22.50	135.00	NEW
NEW S106 Legal Hourly Rate	?	208.33	41.67	250.00	NEW
PLANNING POLICY					
NEW Self & Custom Build Housebuilding Register					
NEW Self & Custom Build Housebuilding Register - Annual fee for Part 1 of the register (Association)	Yes	33.33	6.67	40.00	NEW
NEW Self & Custom Build Housebuilding Register - Annual fee for Part 1 of the register (Individual)	Yes	33.33	6.67	40.00	NEW
NEW Self & Custom Build Housebuilding Register - Annual fee for Part 2 of the register (Association)	Yes	33.33	6.67	40.00	NEW
NEW Self & Custom Build Housebuilding Register - Annual fee for Part 2 of the register (Individual)	Yes	33.33	6.67	40.00	NEW
NEW Self & Custom Build Housebuilding Register - Joining fee for Part 1 of the register (Association)	Yes	133.33	26.67	160.00	NEW
NEW Self & Custom Build Housebuilding Register - Joining fee for Part 1 of the register (Individual)	Yes	83.33	16.67	100.00	NEW
NEW Self & Custom Build Housebuilding Register - Joining fee for Part 2 of the register (Association)	Yes	133.33	26.67	160.00	NEW
NEW Self & Custom Build Housebuilding Register - Joining fee for Part 2 of the register (Individual)	Yes	133.33	26.67	160.00	NEW

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PLANNING SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Section 106					
REPLACEMENT S106 Administration and monitoring fee: price per clause	Yes	583.33	116.67	700.00	NEW
NEW S106 enquiries: First obligation to check the agreement	Yes	250.00	50.00	300.00	NEW
NEW S106 enquiries: Each subsequent obligation	Yes	125.00	25.00	150.00	NEW
NEW S106 enquiries: Site visit	Yes	250.00	50.00	300.00	NEW
S106 Monitoring Fee - Basic with no funding clauses and standard wording	Yes	***Delete***			137.00
S106 Minor and Medium development of 1-9 houses with funding clauses	Yes	***Delete***			838.00
S106 Major development - 10-99 houses with funding clauses	Yes	***Delete***			1,092.00
S106 Major development - over 100 houses with funding and bespoke clauses	Yes	***Delete***			1,638.00
Biodiversity Net Gain					
BNG Net Gain Monitoring Fee sites sites under 20Ha	No	3,450.00	-	3,450.00	3,329.00
BNG Net Gain Monitoring Fee sites between 20Ha and 50Ha	No	5,450.00	-	5,450.00	5,251.00
BNG Net Gain Monitoring Fee sites between 50Ha and 100ha	No	6,850.00	-	6,850.00	6,654.00
BNG Net Gain Monitoring Fee sites over 100ha - bespoke will require calculating on size					
NEW Essex Coast Recreational disturbance Avoidance Mitigation Strategy (RAMS)					
NEW Tarrif per net new dwelling do we need to advise of the admin fee retained?	No	520.00	-	520.00	500.00
Street Naming and Numbering - Budget Expectation £15,000					
Adding / removing a name	No	65.00	-	65.00	60.00
Renaming / renumbering a property	No	80.00	-	80.00	60.00
Naming / numbering 1-5 properties (per property) inc. flats*	No	95.00	-	95.00	90.00
Naming / numbering 6-25 properties (per property) inc. flats*	No	45.00	-	45.00	40.00
Naming / numbering 26-75 properties (per property) inc. flats*	No	40.00	-	40.00	33.00
Naming / numbering 76+ properties (per property) inc. flats*	No	35.00	-	35.00	26.00
Naming a street (per street)**	No	450.00	-	450.00	132.00
Change to development after notification per property	No	150.00	-	150.00	64.00

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PLANNING SERVICES	VAT	Charge £	VAT £	2027/28 £	2026/27 £
Street renaming at residents request per property	No	300.00	-	300.00	196.00
Written confirmation of postal address details per property	No	50.00	-	50.00	0.00
* numbers include dwellings within developments with new streets					
** number of new street names only					

PLANNING SERVICES Pre-Application Fees and Charges 2027/28				2027/28	2026/27
	Further Details	**Cost (£)**	**20% VAT (£)**	**Total (£)**	**Total (£)**
Householder Pre-application advice	Written response only	291.67	58.33	350.00	NEW
	Written response and a 30 minute meeting at the Council Offices	333.33	66.67	400.00	NEW
	Written response and a 30 minute meeting on site	375.00	75.00	450.00	NEW
	Additional time for complex cases per hour	125.00	25.00	150.00	NEW
Minor applications Non- Householder Pre-application advice (minor - one meeting, one written response)	1 new dwelling/replacement dwelling	458.33	91.67	550.00	NEW
	2 - 4 dwellings	916.67	183.33	1,100.00	NEW
	5 - 9 dwellings	2,166.67	433.33	2,600.00	NEW
	1 - 999sqm commercial/agriculture	1,083.33	216.67	1,300.00	NEW
	follow-up meeting	216.67	43.33	260.00	NEW
Major applications Non- Householder Pre-application advice (major - one meeting, one written response)	10 - 25 dwellings	3,000.00	600.00	3,600.00	NEW
	26 - 49 dwellings	6,250.00	1,250.00	7,500.00	NEW
	50+ dwellings	Bespoke fee or Planning Performance Agreement (PPA) to be discussed			NEW
	1000 + sqm	bespoke fee or PPA to be discussed			NEW
	Additional time can be arranged based on specific officer hourly rates	bespoke fee or PPA to be discussed			NEW

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PLANNING SERVICES Pre-Application Fees and Charges 2027/28				2027/28	2026/27
	Further Details	Cost (£)	20% VAT (£)	Total (£)	Total (£)
Specialist Advice - listed building, conservation area, trees	Written response only	291.67	58.33	350.00	NEW
	Written response and a 30 minute meeting at the Council Offices	333.33	66.67	400.00	NEW
	Written response and a 30 minute meeting on site	375.00	75.00	450.00	NEW
	Listed building repair advice	375.00	75.00	450.00	NEW
	Additional time for complex cases per hour	137.50	27.50	165.00	NEW
Research of Planning History	Per hour	125.00	25.00	150.00	NEW
Do I Need Planning Permission Enquiries	Works to a residential property	125.00	25.00	150.00	NEW
	Non-householder	166.67	33.33	200.00	NEW
S106 enquiries	1st obligation to check the file	250.00	50.00	300.00	NEW
	Each subsequent obligation	62.50	12.50	75.00	NEW
	Site visit				

*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.

Building Control schedules

TABLE A - NEW DWELLINGS

2027/28

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%		2027/28	2027/28	2027/28	2027/28	2026/27	2026/27	2026/27	2026/27
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	271.00	678.00	1,042.00	1,328.00	263.00	658.00	1,012.00	1,289.00
		VAT	54.20	135.60	208.40	-	52.60	131.60	202.40	-
		Total	**325.20**	**813.60**	**1,250.40**	**1,328.00**	**315.60**	**789.60**	**1,214.40**	**1,289.00**
H02	2 Plots	Net	406.00	1,083.00	1,638.00	2,085.00	394.00	1,051.00	1,590.00	2,024.00
		VAT	81.20	216.60	327.60	-	78.80	210.20	318.00	-
		Total	**487.20**	**1,299.60**	**1,965.60**	**2,085.00**	**472.80**	**1,261.20**	**1,908.00**	**2,024.00**
H03	3 Plots	Net	475.00	1,489.00	2,159.00	2,748.00	461.00	1,446.00	2,096.00	2,668.00
		VAT	95.00	297.80	431.80	-	92.20	289.20	419.20	-
		Total	**570.00**	**1,786.80**	**2,590.80**	**2,748.00**	**553.20**	**1,735.20**	**2,515.20**	**2,668.00**
H04	4 Plots	Net	542.00	1,895.00	2,680.00	3,412.00	526.00	1,840.00	2,602.00	3,313.00
		VAT	108.40	379.00	536.00	-	105.20	368.00	520.40	-
		Total	**650.40**	**2,274.00**	**3,216.00**	**3,412.00**	**631.20**	**2,208.00**	**3,122.40**	**3,313.00**
H05	5 Plots	Net	609.00	2,301.00	3,202.00	4,076.00	591.00	2,234.00	3,109.00	3,957.00
		VAT	121.80	460.20	640.40	-	118.20	446.80	621.80	-
		Total	**730.80**	**2,761.20**	**3,842.40**	**4,076.00**	**709.20**	**2,680.80**	**3,730.80**	**3,957.00**
	Flats									
F01	1	Net	271.00	678.00	1,042.00	1,328.00	263.00	658.00	1,012.00	1,289.00
		VAT	54.20	135.60	208.40	-	52.60	131.60	202.40	-
		Total	**325.20**	**813.60**	**1,250.40**	**1,328.00**	**315.60**	**789.60**	**1,214.40**	**1,289.00**
F02	2	Net	406.00	881.00	1,414.00	1,801.00	394.00	855.00	1,373.00	1,749.00
		VAT	81.20	176.20	282.80	-	78.80	171.00	274.60	-
		Total	**487.20**	**1,057.20**	**1,696.80**	**1,801.00**	**472.80**	**1,026.00**	**1,647.60**	**1,749.00**
F03	3	Net	475.00	1,083.00	1,713.00	2,179.00	461.00	1,051.00	1,663.00	2,116.00
		VAT	95.00	216.60	342.60	-	92.20	210.20	332.60	-
		Total	**570.00**	**1,299.60**	**2,055.60**	**2,179.00**	**553.20**	**1,261.20**	**1,995.60**	**2,116.00**
F04	4	Net	542.00	1,286.00	2,010.00	2,560.00	526.00	1,249.00	1,951.00	2,485.00
		VAT	108.40	257.20	402.00	-	105.20	249.80	390.20	-
		Total	**650.40**	**1,543.20**	**2,412.00**	**2,560.00**	**631.20**	**1,498.80**	**2,341.20**	**2,485.00**
F05	5	Net	609.00	1,489.00	2,308.00	2,938.00	591.00	1,446.00	2,241.00	2,852.00
		VAT	121.80	297.80	461.60	-	118.20	289.20	448.20	-
		Total	**730.80**	**1,786.80**	**2,769.60**	**2,938.00**	**709.20**	**1,735.20**	**2,689.20**	**2,852.00**
	Conversion to									
V01	Single Dwelling-House	Net	271.00	812.00	1,191.00	1,517.00	263.00	788.00	1,156.00	1,473.00
		VAT	54.20	162.40	238.20	-	52.60	157.60	231.20	-
		Total	**325.20**	**974.40**	**1,429.20**	**1,517.00**	**315.60**	**945.60**	**1,387.20**	**1,473.00**
V02	Single Flat	Net	271.00	678.00	1,042.00	1,328.00	263.00	658.00	1,012.00	1,289.00
		VAT	54.20	135.60	208.40	-	52.60	131.60	202.40	-
		Total	**325.20**	**813.60**	**1,250.40**	**1,328.00**	**315.60**	**789.60**	**1,214.40**	**1,289.00**
	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		284.00	362.00	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation		276.00	351.00
		VAT			56.80	-			55.20	-
		Total			**340.80**	**362.00**			**331.20**	**351.00**

APPENDIX 1

TABLE B - WORK TO A SINGLE DWELLING

2027/28

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been

VAT rate	20.0%		2027/28	2027/28	2027/28	2027/28	2027/28	2027/28	2027/28	2026/27	2026/27	2026/27	2026/27	2026/27	2026/27	2026/27
Code	**Extension & New Build**		**Full Plans**		**Full Plans - Multiple work reductions only ****		**Building**	**Multiple work reductions only**	**Regularisation**	**Full Plans**		**Full Plans - Multiple work reductions only ****		**Building**	**Multiple work reductions only**	**Regularisation**
			Plan Charge	**Inspection Charge ***	**Plan Charge at 50% reduced rate****	**Inspection Charge * at 50% reduced rate ****	**Notice Charge ***	**Building Notice Charge * at 50% reduced rate ****	**Charge ***	**Plan Charge**	**Inspection Charge ***	**Plan Charge at 50% reduced rate****	**Inspection Charge * at 50% reduced rate ****	**Notice Charge ***	**Building Notice Charge * at 50% reduced rate ****	**Charge ***
D01	Separate single storey extension with	Net	271.00	542.00	137.00	271.00	893.00	447.00	1,137.00	263.00	526.00	133.00	263.00	867.00	434.00	1,104.00
		VAT	54.20	108.40	27.40	54.20	178.60	89.40	-	52.60	105.20	26.60	52.60	173.40	86.80	-
		Total	**325.20**	**650.40**	**164.40**	**325.20**	**1,071.60**	**536.40**	**1,137.00**	**315.60**	**631.20**	**159.60**	**315.60**	**1,040.40**	**520.80**	**1,104.00**
D02	Separate single storey extension with	Net	271.00	678.00	137.00	339.00	1,042.00	521.00	1,328.00	263.00	658.00	133.00	329.00	1,012.00	506.00	1,289.00
		VAT	54.20	135.60	27.40	67.80	208.40	104.20	-	52.60	131.60	26.60	65.80	202.40	101.20	-
		Total	**325.20**	**813.60**	**164.40**	**406.80**	**1,250.40**	**625.20**	**1,328.00**	**315.60**	**789.60**	**159.60**	**394.80**	**1,214.40**	**607.20**	**1,289.00**
D03	Separate extension with some part 2 or 3	Net	282.00	609.00	141.00	305.00	982.00	490.00	1,247.00	274.00	591.00	137.00	296.00	953.00	476.00	1,211.00
		VAT	56.40	121.80	28.20	61.00	196.40	98.00	-	54.80	118.20	27.40	59.20	190.60	95.20	-
		Total	**338.40**	**730.80**	**169.20**	**366.00**	**1,178.40**	**588.00**	**1,247.00**	**328.80**	**709.20**	**164.40**	**355.20**	**1,143.60**	**571.20**	**1,211.00**
D04	Separate extension with some part 2 or 3	Net	294.00	812.00	146.00	406.00	1,215.00	608.00	1,548.00	285.00	788.00	142.00	394.00	1,180.00	590.00	1,503.00
		VAT	58.80	162.40	29.20	81.20	243.00	121.60	-	57.00	157.60	28.40	78.80	236.00	118.00	-
		Total	**352.80**	**974.40**	**175.20**	**487.20**	**1,458.00**	**729.60**	**1,548.00**	**342.00**	**945.60**	**170.40**	**472.80**	**1,416.00**	**708.00**	**1,503.00**
D05	A building or extension comprising	Net	271.00	315.00	137.00	159.00	646.00	321.00	822.00	263.00	306.00	133.00	154.00	627.00	312.00	798.00
		VAT	54.20	63.00	27.40	31.80	129.20	64.20	-	52.60	61.20	26.60	30.80	125.40	62.40	-
		Total	**325.20**	**378.00**	**164.40**	**190.80**	**775.20**	**385.20**	**822.00**	**315.60**	**367.20**	**159.60**	**184.80**	**752.40**	**374.40**	**798.00**
D06	Detached non-habitable domestic building	Net	271.00	406.00	137.00	203.00	745.00	374.00	949.00	263.00	394.00	133.00	197.00	723.00	363.00	921.00
		VAT	54.20	81.20	27.40	40.60	149.00	74.80	-	52.60	78.80	26.60	39.40	144.60	72.60	-
		Total	**325.20**	**487.20**	**164.40**	**243.60**	**894.00**	**448.80**	**949.00**	**315.60**	**472.80**	**159.60**	**236.40**	**867.60**	**435.60**	**921.00**
	Conversions															
D07	First floor & second floor loft conversions	Net	271.00	542.00	137.00	271.00	893.00	447.00	1,137.00	263.00	526.00	133.00	263.00	867.00	434.00	1,104.00
		VAT	54.20	108.40	27.40	54.20	178.60	89.40	-	52.60	105.20	26.60	52.60	173.40	86.80	-
		Total	**325.20**	**650.40**	**164.40**	**325.20**	**1,071.60**	**536.40**	**1,137.00**	**315.60**	**631.20**	**159.60**	**315.60**	**1,040.40**	**520.80**	**1,104.00**
D08	Other work (e.g. garage conversions)	Net	271.00	271.00	137.00	137.00	596.00	299.00	758.00	263.00	263.00	133.00	133.00	579.00	290.00	736.00
		VAT	54.20	54.20	27.40	27.40	119.20	59.80	-	52.60	52.60	26.60	26.60	115.80	58.00	-
		Total	**325.20**	**325.20**	**164.40**	**164.40**	**715.20**	**358.80**	**758.00**	**315.60**	**315.60**	**159.60**	**159.60**	**694.80**	**348.00**	**736.00**
	Alterations (including underpinning)															
D09	Renovation of a thermal element	Net	136.00	136.00	67.00	67.00	299.00	148.00	379.00	132.00	132.00	65.00	65.00	290.00	144.00	368.00
		VAT	27.20	27.20	13.40	13.40	59.80	29.60	-	26.40	26.40	13.00	13.00	58.00	28.80	-
		Total	**163.20**	**163.20**	**80.40**	**80.40**	**358.80**	**177.60**	**379.00**	**158.40**	**158.40**	**78.00**	**78.00**	**348.00**	**172.80**	**368.00**
D10	Replacement of windows, roof lights, roof	Net	136.00	136.00	67.00	67.00	299.00	148.00	379.00	132.00	132.00	65.00	65.00	290.00	144.00	368.00
		VAT	27.20	27.20	13.40	13.40	59.80	29.60	-	26.40	26.40	13.00	13.00	58.00	28.80	-
		Total	**163.20**	**163.20**	**80.40**	**80.40**	**358.80**	**177.60**	**379.00**	**158.40**	**158.40**	**78.00**	**78.00**	**348.00**	**172.80**	**368.00**
D11a	Cost of work not exceeding £2,000 (Incl	Net	136.00	203.00	67.00	102.00	371.00	187.00	475.00	132.00	197.00	65.00	99.00	360.00	182.00	461.00
		VAT	27.20	40.60	13.40	20.40	74.20	37.40	-	26.40	39.40	13.00	19.80	72.00	36.40	-
		Total	**163.20**	**243.60**	**80.40**	**122.40**	**445.20**	**224.40**	**475.00**	**158.40**	**236.40**	**78.00**	**118.80**	**432.00**	**218.40**	**461.00**
D11	Cost of work exceeding £2,001 & not	Net	203.00	271.00	102.00	137.00	521.00	260.00	663.00	197.00	263.00	99.00	133.00	506.00	252.00	644.00
		VAT	40.60	54.20	20.40	27.40	104.20	52.00	-	39.40	52.60	19.80	26.60	101.20	50.40	-
		Total	**243.60**	**325.20**	**122.40**	**164.40**	**625.20**	**312.00**	**663.00**	**236.40**	**315.60**	**118.80**	**159.60**	**607.20**	**302.40**	**644.00**
D12	Cost of work exceeding £5,001 & not	Net	271.00	451.00	137.00	227.00	794.00	398.00	1,010.00	263.00	438.00	133.00	220.00	771.00	386.00	981.00
		VAT	54.20	90.20	27.40	45.40	158.80	79.60	-	52.60	87.60	26.60	44.00	154.20	77.20	-
		Total	**325.20**	**541.20**	**164.40**	**272.40**	**952.80**	**477.60**	**1,010.00**	**315.60**	**525.60**	**159.60**	**264.00**	**925.20**	**463.20**	**981.00**
D13	Cost of work exceeding £25,001 & not	Net	338.00	678.00	169.00	339.00	1,117.00	558.00	1,422.00	328.00	658.00	164.00	329.00	1,084.00	542.00	1,381.00
		VAT	67.60	135.60	33.80	67.80	223.40	111.60	-	65.60	131.60	32.80	65.80	216.80	108.40	-
		Total	**405.60**	**813.60**	**202.80**	**406.80**	**1,340.40**	**669.60**	**1,422.00**	**393.60**	**789.60**	**196.80**	**394.80**	**1,300.80**	**650.40**	**1,381.00**
	Notifiable Electrical work (in addition to the above, where applicable)															
D14	(Where a satisfactory certificate will **not**	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.				477.00	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.				463.00	n/a	-
		VAT					95.40	n/a	-					92.00	n/a	-
		Total					**572.40**	**n/a**	**-**					**555.00**	**n/a**	**-**

TABLE C - ALL OTHER NON-DOMESTIC WORK

2027/28

Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2027/28	2027/28	2027/28	2027/28	2027/28	2026/27	2026/27	2026/27	2026/27	2026/27
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	282.00	141.00	542.00	271.00	1,154.00	274.00	137.00	526.00	263.00	1,120.00
		VAT	56.40	28.20	108.40	54.20	-	54.80	27.40	105.20	52.60	-
		Total	**338.40**	**169.20**	**650.40**	**325.20**	**1,154.00**	**328.80**	**164.40**	**631.20**	**315.60**	**1,120.00**
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	315.00	159.00	699.00	349.00	1,422.00	306.00	154.00	679.00	339.00	1,381.00
		VAT	63.00	31.80	139.80	69.80	-	61.20	30.80	135.80	67.80	-
		Total	**378.00**	**190.80**	**838.80**	**418.80**	**1,422.00**	**367.20**	**184.80**	**814.80**	**406.80**	**1,381.00**
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	338.00	169.00	766.00	384.00	1,548.00	328.00	164.00	744.00	373.00	1,503.00
		VAT	67.60	33.80	153.20	76.80	-	65.60	32.80	148.80	74.60	-
		Total	**405.60**	**202.80**	**919.20**	**460.80**	**1,548.00**	**393.60**	**196.80**	**892.80**	**447.60**	**1,503.00**
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	362.00	180.00	881.00	441.00	1,739.00	351.00	175.00	855.00	428.00	1,688.00
		VAT	72.40	36.00	176.20	88.20	-	70.20	35.00	171.00	85.60	-
		Total	**434.40**	**216.00**	**1,057.20**	**529.20**	**1,739.00**	**421.20**	**210.00**	**1,026.00**	**513.60**	**1,688.00**
	Alterations											
N05	Cost of work not exceeding £5,000	Net	203.00	102.00	203.00	102.00	569.00	197.00	99.00	197.00	99.00	552.00
		VAT	40.60	20.40	40.60	20.40	-	39.40	19.80	39.40	19.80	-
		Total	**243.60**	**122.40**	**243.60**	**122.40**	**569.00**	**236.40**	**118.80**	**236.40**	**118.80**	**552.00**
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	203.00	102.00	203.00	102.00	569.00	197.00	99.00	197.00	99.00	552.00
		VAT	40.60	20.40	40.60	20.40	-	39.40	19.80	39.40	19.80	-
		Total	**243.60**	**122.40**	**243.60**	**122.40**	**569.00**	**236.40**	**118.80**	**236.40**	**118.80**	**552.00**
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	203.00	102.00	203.00	102.00	569.00	197.00	99.00	197.00	99.00	552.00
		VAT	40.60	20.40	40.60	20.40	-	39.40	19.80	39.40	19.80	-
		Total	**243.60**	**122.40**	**243.60**	**122.40**	**569.00**	**236.40**	**118.80**	**236.40**	**118.80**	**552.00**
	Installation of new shop front	Net	203.00	102.00	203.00	102.00	569.00	197.00	99.00	197.00	99.00	552.00
		VAT	40.60	20.40	40.60	20.40	-	39.40	19.80	39.40	19.80	-
		Total	**243.60**	**122.40**	**243.60**	**122.40**	**569.00**	**236.40**	**118.80**	**236.40**	**118.80**	**552.00**
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	271.00	137.00	271.00	137.00	758.00	263.00	133.00	263.00	133.00	736.00
		VAT	54.20	27.40	54.20	27.40	-	52.60	26.60	52.60	26.60	-
		Total	**325.20**	**164.40**	**325.20**	**164.40**	**758.00**	**315.60**	**159.60**	**315.60**	**159.60**	**736.00**
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	271.00	137.00	271.00	137.00	758.00	263.00	133.00	263.00	133.00	736.00
		VAT	54.20	27.40	54.20	27.40	-	52.60	26.60	52.60	26.60	-
		Total	**325.20**	**164.40**	**325.20**	**164.40**	**758.00**	**315.60**	**159.60**	**315.60**	**159.60**	**736.00**
	Renovation of thermal elements	Net	271.00	137.00	271.00	137.00	758.00	263.00	133.00	263.00	133.00	736.00
		VAT	54.20	27.40	54.20	27.40	-	52.60	26.60	52.60	26.60	-
		Total	**325.20**	**164.40**	**325.20**	**164.40**	**758.00**	**315.60**	**159.60**	**315.60**	**159.60**	**736.00**
	Installation of a Raised Storage Platform within an existing building	Net	271.00	137.00	271.00	137.00	758.00	263.00	133.00	263.00	133.00	736.00
		VAT	54.20	27.40	54.20	27.40	-	52.60	26.60	52.60	26.60	-
		Total	**325.20**	**164.40**	**325.20**	**164.40**	**758.00**	**315.60**	**159.60**	**315.60**	**159.60**	**736.00**
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	406.00	203.00	542.00	271.00	1,328.00	394.00	197.00	526.00	263.00	1,289.00
		VAT	81.20	40.60	108.40	54.20	-	78.80	39.40	105.20	52.60	-
		Total	**487.20**	**243.60**	**650.40**	**325.20**	**1,328.00**	**472.80**	**236.40**	**631.20**	**315.60**	**1,289.00**
	Fit out of building up to 100m2	Net	406.00	203.00	542.00	271.00	1,328.00	394.00	197.00	526.00	263.00	1,289.00
		VAT	81.20	40.60	108.40	54.20	-	78.80	39.40	105.20	52.60	-
		Total	**487.20**	**243.60**	**650.40**	**325.20**	**1,328.00**	**472.80**	**236.40**	**631.20**	**315.60**	**1,289.00**

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 854477

REPORT of
DIRECTOR OF LEGAL AND GOVERNANCE

to
STRATEGY AND RESOURCES COMMITTEE
26 NOVEMBER 2026

AMENDMENT TO MINUTES

1. PURPOSE OF THE REPORT

1.1 To seek the Committee's approval to correct the resolutions recorded in the Minutes of the Strategy and Resources Committee meeting held on 11 June 2026, so that the formal record accurately reflects the decisions made in relation to the 2025/26 financial outturn.

2. RECOMMENDATIONS

That the Committee:

(i) approves the amendment of the Minutes of the Strategy and Resources Committee meeting held on 11 June 2026 by replacing the resolutions recorded for Minute No. 99 – Budget Monitoring Report – Period 12 (31 March 2026) with those set out at paragraph 3.4 of this report; and

(ii) authorises the Director of Legal and Governance to make the necessary amendment to the formal record and publish the corrected Minutes.

3. SUMMARY OF KEY ISSUES

3.1 A query has been raised regarding the accuracy of the published Minutes of the Strategy and Resources Committee meeting held on 11 June 2026. The published resolutions for Minute No. 99 – Budget Monitoring Report – Period 12 (31 March 2026) refer in places to Period 9 information rather than the final financial outturn as at 31 March 2026. The discrepancy has also resulted in a query from the Council's auditors.

3.2 The Minutes have been reviewed against the notes taken at the meeting. This review identified that the resolutions in the published Minutes do not correspond with the recommendations recorded in those notes as having been agreed by the Committee.

3.3 It is important that the formal Minutes provide an accurate record of the Committee's decisions. The proposed correction will ensure that the record reflects the decisions of the Committee.

3.4 The following resolutions should replace those recorded under Minute No. 99 – Budget Monitoring Report – Period 12 (31 March 2026) in the Minutes of the meeting held on 11 June 2026.

That the Committee:

(i) noted that the final revenue outturn as at 31 March 2026 was £133,000 under budget (0.9%), with strong income performance in a number of operational areas. Further information can be found at Appendix 1 to the original report;

(ii) considered the capital outturn as at 31 March 2026, comprising total capital programme delivery of £5.476m against a revised budget of £6.980m, or 78% of the capital budget. The Committee noted that scheme delivery fully controlled by the Council achieved 93% of budgeted spend for 2025/26 and that, due to the phasing of works at the leisure centre, 60% of the projected capital expenditure was spent in 2025/26, with the remainder forecast for delivery in 2026/27. Further information can be found at Appendix 2 to the original report;

(iii) approved the movements in Earmarked and General Reserves set out in Appendix 3 to the original report and the associated application of reserves of £4.854m, including £1.072m to revenue budgets and £3.782m of capital funding, together with the related budget adjustments set out in section 7.4 and Appendix 4 to the original report;

(iv) noted the revenue budget reconciliation between the opening and current budget in Appendix 4 to the original report; and

(v) noted the improved General Fund debt position and the resulting cash benefit of £81,000.

3.5 Subject to the Committee's approval, the formal record will be amended, and the corrected Minutes will be published in accordance with the Council's usual procedures.

4. CONCLUSION

4.1 The published Minutes contain an administrative discrepancy in the resolutions relating to the 2025/26 financial outturn. Approval of the proposed amendment will ensure that the formal record is accurate and addresses the query raised.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 **Delivering good quality services**

5.1.1 Maintaining accurate and transparent committee records supports effective governance, accountability and the delivery of good quality services.

6. IMPLICATIONS

(i) **Impact on Customers** – There is no direct impact on customers. The amendment supports transparency and public confidence in the Council's decision-making records.

(ii) **Impact on Equalities** – No equality implications have been identified.

(iii) **Impact on Risk (including Fraud implications)** – Correcting the Minutes reduces the governance and audit risk arising from an inaccurate formal record. No fraud implications have been identified.

(iv) **Impact on Resources (financial)** – There are no new financial implications arising from this report. The amendment records the financial resolutions agreed at the meeting and does not alter the underlying financial outturn or approved reserve movements.

(v) **Impact on Resources (human)** – The correction can be completed within existing officer resources.

(vi) **Impact on Devolution / Local Government Reorganisation** – No direct implications have been identified.

Background Papers:
Report and Minutes of the Strategy and Resources Committee meeting held on 11 June 2026; officer notes of the meeting.

Enquiries to: Emma Holmes, Director of Legal and Governance

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