



**REPORT of
DIRECTOR OF PLACE, PLANNING AND GROWTH**

to
**CENTRAL AREA PLANNING COMMITTEE
15 APRIL 2026**

Application Number	25/01115/FUL
Location	Maldon District Council, Council Offices, Princes Road, Maldon, CM9 5DL
Proposal	Replacement of a selection of windows and doors.
Applicant	Mr David Toal – The Window Company
Agent	Mr David Toal – The Window Company
Target Decision Date	21 April 2026
Case Officer	Hayley Sadler
Parish	Maldon North
Reason for Referral to the Committee / Council	Council Owned Land

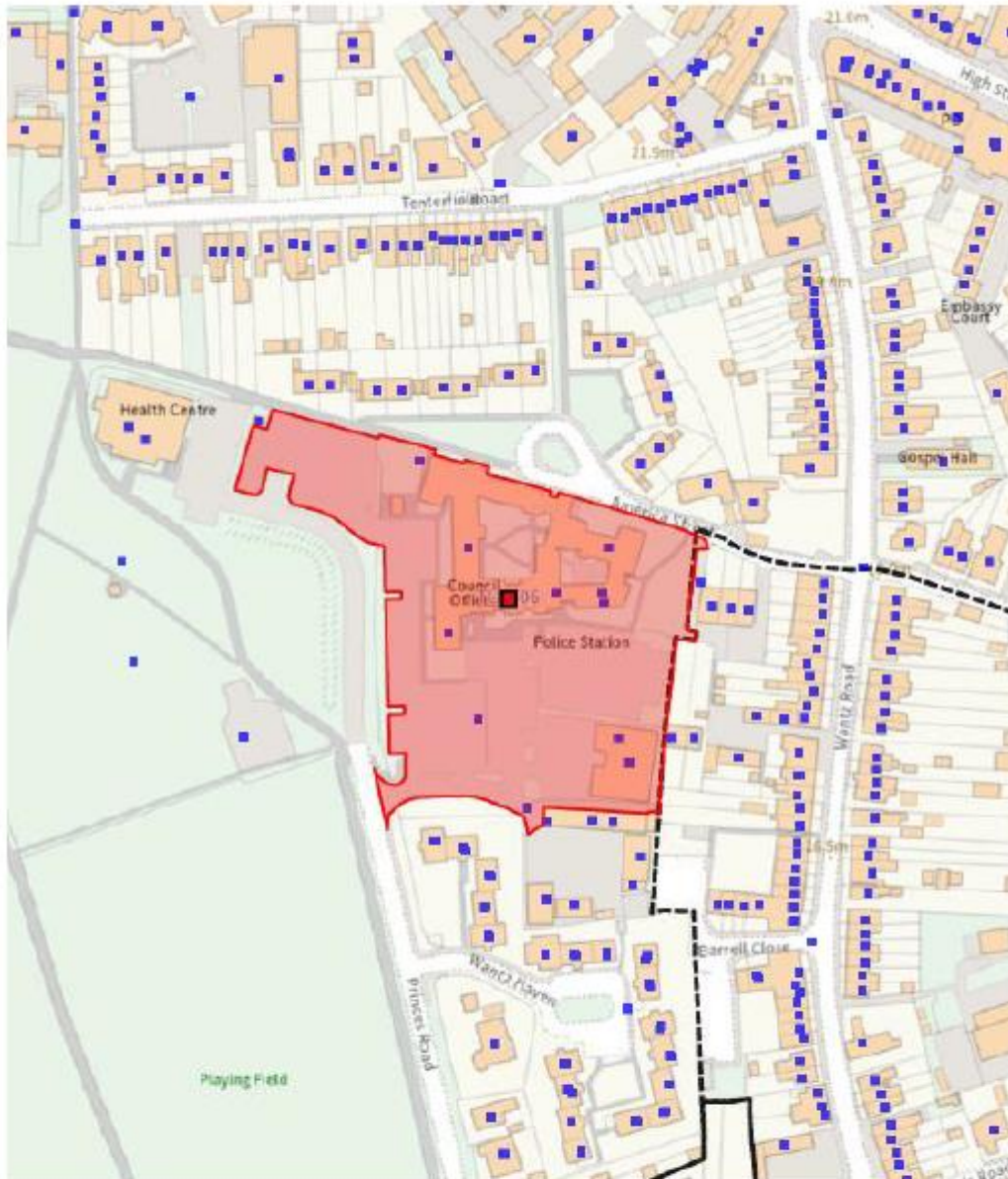
1. RECOMMENDATION

APPROVE subject to the conditions (as detailed in Section 8 of this report).

2. SITE MAP

Please see below.

25/01115/FUL – Maldon District Council – Council Offices – Princes Road –
Maldon – CM9 5DL



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3. SUMMARY

3.1 Proposal / brief overview, including any relevant background information

- 3.1.1 The application site is located to the north eastern side of Princes Road and the southern side of America Street within the settlement boundary of Maldon. The site is occupied by a two-storey detached building.
- 3.1.2 Planning permission is sought for replacement of a selection of windows and doors.
- 3.1.3 The windows and doors to be replaced would be on the eastern, southern and western outer elevations at both ground and first floor level. In addition, two doors and associated glazing on the southern and eastern inner elevation will be changed. The proposed windows and doors would be of a Rehau rosewood colour externally, and white internally.

3.2 Conclusion

- 3.2.1 The proposed replacement windows and doors would upgrade and enhance the external appearance of the building and are in keeping with its character. There would be no harm to neighbouring amenity. Other than the upgrading of the windows, there is no change in terms of the relationship of the windows and doors to its surroundings as they are tantamount to like for like replacement. The proposed development is therefore accordance with the relevant policies contained within the Local Development Plan (LDP).

4. MAIN RELEVANT POLICIES

Members' attention is drawn to the list of background papers attached to the agenda.

4.1 National Planning Policy Framework including paragraphs:

- 7 Sustainable development
- 8 Three objectives of sustainable development
- 10-14 Presumption in favour of sustainable development
- 39 Decision-making
- 48-51 Determining applications
- 56-59 Planning conditions and obligations
- 124-130 Making effective use of land
- 131-141 Achieving well-designed places
- 202-221 Conserving and enhancing the historic environment

4.2 Maldon District Local Development Plan 2014 – 2029 approved by the Secretary of State:

- S1 Sustainable Development
- S8 Settlement Boundaries and the Countryside
- D1 Design Quality and Built Environment
- D2 Climate Change & Environmental Impact of New Development
- D3 Conservation and Heritage Assets
- H4 Effective Use of Land

4.3 Relevant Planning Guidance / Documents:

- National Planning Policy Framework (NPPF)
- Maldon District Design Guide SPD
- Maldon District Vehicle Parking Standards SPD

5. MAIN CONSIDERATIONS

5.1 Principle of Development

- 5.1.1 The main considerations in the determination of this application are the principle of the development, the impact of the proposal on the character and appearance of the area, any impact on the amenity of the occupiers of neighbouring residential properties and highways/parking.

5.2 Design and Impact on the Character of the Area

- 5.2.1 The planning system promotes high quality development through good inclusive design and layout, and the creation of safe, sustainable, liveable and mixed communities. Good design should be indivisible from good planning. Recognised principles of good design seek to create a high-quality built environment for all types of development.
- 5.2.2 It should be noted that good design is fundamental to high quality new development and its importance is reflected in the NPPF. Similar support for high quality design and the appropriate layout, scale and detailing of development is required by Policy D1 and H4 of the LDP and is found within the Maldon District Design Guide (MDDG) (2017).
- 5.2.3 A successful development needs to integrate well with the existing streetscene. Visual cues such as rhythm, proportions and alignments taken from adjacent buildings should be used to inform the design of the development.
- 5.2.4 Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the Council to pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area.
- 5.2.5 The proposed replacement windows and doors would all be located in the same position as they are currently. The existing windows are visible from outside of the building and in this respect, there is no change. Overall, it is considered that the development would integrate successfully into the existing wider site and is therefore acceptable.
- 5.2.6 The application site borders the Maldon Conservation Area to the east. The Council's Principal Conservation & Heritage Officer has advised that the proposal will have no impact on the setting or significance of any nearby designated heritage assets.
- 5.2.7 Therefore, the proposal would not harm the character or appearance of the building or the surrounding area, and as such is in compliance with Policies D1, D3 and H4 of the LDP.

5.3 Impact on Residential Amenity

- 5.3.1 The basis of policy D1 of the approved LDP seeks to ensure that development will protect the amenity of its surrounding areas taking into account privacy, overlooking, outlook, noise, smell, light, visual impact, pollution, daylight and sunlight. This is supported by section C07 of the MDDG (2017).
- 5.3.2 Due to the development comprising the replacement of existing windows and doors, the development would not impact on any existing neighbouring properties. Furthermore, the Council's Environmental team have been consulted on the

application and have advised that the proposed development would not introduce any new use or activity to the site that would be likely to result in noise, odour, contamination, or other environmental health impacts, in accordance with the stipulations of Policy D1 of the LDP.

5.4 Access, Parking and Highway Safety

5.4.1 Policy D1 of the approved LDP seeks to include safe and secure vehicle and cycle parking having regard to the Council's adopted parking standards.

5.4.2 The proposed development would have no impact upon car parking requirements on site.

6. ANY RELEVANT SITE HISTORY

- **MAL/2/75** – Extension to chief exec department – Approved – 10 March 1975
- **MAL/805/80** – Roadway – Approved – 11 December 1980
- **MAL/324/82** – Depot – Approved – 22 July 1982
- **MAL/699/82** – Depot – Approved – 16 December 1982
- **MAL/94/83** – Centralisation of offices – Approved – 21 April 1983
- **MAL/94/83/A** – Centralisation of offices – Approved – 15 May 1985
- **MAL/940/88** – Temporary portacabins – Approved – 26 October 1988
- **MAL/557/89** – Electrical substation in car park – Approved – 25 July 1989
- **90/00687/FULF** – Retention of use of temporary office car park for further 2 years (existing approval MAL/940/88 expires 25.10.90) – Approved – 21 September 1990
- **90/00687/FUL1** - Renewal of consent for temporary office car park for further two years – Approved – 19 July 1991
- **90/00687/FUL2** - Renewal of temporary consent Retention of office car park for a further two years – Approved – 1 November 1993
- **90/00687/FUL3** - Renewal of consent - retention of office car park for a further three years – Approved – 28 November 1994
- **90/00687/FUL4** - Renewal of consent - retention of office car park for a further three years – Approved – 25 July 1997
- **90/00687/FUL5** - Renewal of consent - retention of office car park for a further three years – Approved – 14 December 1998
- **96/00447/FUL** - Erection of housing and mast for air quality monitoring equipment
(mast height 8m) – Approved – 23 September 1996
- **00/00768/FUL** - Renewal of consent - retention of office car park – Approved – 10 November 2000
- **01/00820/FUL** - Renewal of consent- retention of office car park – Approved – 2 November 2001
- **02/01039/FUL** - Non-compliance with condition 1 to allow permanent use of land as car park – Approved – 22 January 2003
- **16/00235/FUL** - Demolition of existing prefabricated office building, and redevelopment of land for car parking. – Approved – 28 April 2016
- **16/01513/FUL** - Installation of external lighting to newly formed car park. – Approved – 24 March 2017

7. **CONSULTATIONS AND REPRESENTATIONS RECEIVED**

7.1 Representations received from Parish / Town Councils

Name of Parish / Town Council	Comment	Officer Response
Maldon Town Council	Supports the application	Noted

7.2 Internal Consultees (*summarised*)

Name of Internal Consultee	Comment	Officer Response
Principal Conservation & Heritage Officer	No comments	Noted – refer to 5.2 of report
Environmental Health	No objection	Noted – refer to 5.3 of report

7.3 Site Notice / Advertisement

7.3.1 The application was advertised by way of four site notices posted on the 4 March 2026 (with expiry date for comments set at 25 March 2026). Two site notices were affixed at eye level to posts located along the west of the application site, one site notice was affixed at eye level to a post located on the south elevation and one site notice was affixed at eye level to a post located on the east elevation all were in a prominent position within the street scene.

7.3.2 Notice was also given by way of newspaper advertisement posted in the Maldon and Burnham Standard, published on the 5 March 2026 (with expiry date for comments set at 26 March 2026).

7.4 Representations received from Interested Parties (*summarised*)

7.4.1 No letters of representation have been received

8. **PROPOSED CONDITIONS**

1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 The development hereby permitted shall be carried out in accordance with the approved plans and documents as shown on the decision notice.

REASON To ensure that the development is carried out in accordance with the details as approved.

3 The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved.

REASON In the interest of the character and appearance of the area in accordance with policy D1 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

Approved Plans & Documents

Location Plan

TS25-851-E-1 (Existing Elevations)

TS25-851-E-1 Rev A - (Proposed Elevations)

Window & Door Specifications

1482 - Aluminium Door Sets