

Minutes

Planning and Licensing Committee Tuesday, 12th December, 2017

Attendance

Cllr Faragher (Vice-Chair)
Cllr Bridge
Cllr Mynott
Cllr Newberry

Cllr Reed
Cllr Mrs Slade
Cllr Wiles

Apologies

Cllr Ms Sanders (Chair)
Cllr Chilvers
Cllr Mrs Middlehurst

Cllr Morrissey
Cllr Mrs Murphy

Substitute Present

Cllr Mrs Pound
Cllr Russell

Also Present

Cllr Lockhart

Officers Present

Paul Adams	-	Principal Licensing Officer
Surinder Atkar	-	Planning Solicitor
David Carter	-	Environmental Health Manager
Philip Drane	-	Planning Policy Team Leader
Nick Howard	-	Development Management Team Leader
Caroline McCaffrey	-	Development Management Team Leader
Jean Sharp	-	Governance and Member Support Officer
Lorne Spicer	-	Business Development and PR Manager

208. Apologies for Absence

Apologies were received from Cllrs Chilvers, Mrs Middlehurst, Mrs Murphy (Cllr Mrs Pound substituted), Morrissey and the Chair, Ms Sanders (Cllr Russell substituted).

In Cllr Ms Sanders' absence the Vice Chair, Cllr Faragher, chaired the meeting and it was **RESOLVED UNANIMOUSLY** that Cllr Wiles should act as Vice-Chair for the duration of the meeting.

209. Minutes of the Previous Meeting

The minutes of the meeting held on 11 October 2017 were approved as a true record.

210. Licensing - Fees and Charges

Cllr Faragher advised that following consultation with the committee chair, Cllr Ms Sanders, it had been agreed to withdraw Item 4 – Setting of Hackney Carriage and Private Hire Driver Licence Fees for 2018/19 – pending consideration of issues raised in a letter received from the Taxi Trade Consultative Group.

In light of this, in order to consider the setting of all licensing fees and charges together, it had been decided to also withdraw Item 3 – Setting of Licence Fees for 2018/19 - from this agenda and consider both matters at the 31 January 2018 Planning and Licensing Committee meeting.

211. Taxis - Fees and Charges

This item was deferred until the Planning and Licensing Committee meeting on 31 January 2018 (see previous minute).

**212. The Brave Nelson, 138 Woodman Road, Warley, Essex CM14 5AL
Application Number: 17/01442/FUL**

SINGLE STOREY REAR EXTENSION TO CREATE KITCHEN AND RESTAURANT WITH ENTRANCE ONTO CAR PARK, INTERNAL ALTERATIONS TO LAYOUT AND CONVERT FIRST FLOOR FROM C2 RESIDENTIAL USE TO ANCILLARY WC'S, OFFICE AND BEDSIT, ALTER CAR PARK LAYOUT AND WIDEN VEHICULAR ACCESS.

Mr John, an objector, was present and addressed the committee setting out his concerns in relation to the application.

Mr Dooley, the applicant, was present and addressed the committee in support of the application.

The site was located in a residential area and the public house use was clearly established. The Brave Nelson was also designated as an asset of community value. The NPPF stated that to help achieved economic growth, local planning authorities should plan proactively to meet the development needs of businesses (paragraph 20) and planning decisions should ensure established facilities and services were able to develop and modernize in a way that was sustainable and retained for the benefit of the community

(paragraph 70). The principle of expanding the building to provide larger facilities for the public house and a restaurant was therefore considered acceptable and this was supported by the majority of committee members. It was considered that a 'drinking pub' would cause more problems for neighbours than a pub with a restaurant, particularly as in this case food was only to be served in the evenings during the week and 12.00pm to 12.00am at weekends.

Following a full discussion, Cllr Bridge **MOVED** and Cllr Russell **SECONDED** that application 17/01442/FUL - The Brave Nelson, 138 Woodman Road, Warley, Essex CM14 5AL – be **APPROVED** subject to the conditions set out in the agenda with the exception of condition no.10 and with the addition of the following condition:

The opening hours of the restaurant will be 6pm – midnight Monday – Friday, 12 Noon – 12 Midnight Saturday, Sunday and Public Holidays. All customers to be off the premises by 12 Midnight.

A vote was taken on a show of hands and Members voted as follows:

FOR: Cllrs Bridge, Faragher, Mrs Pound, Reed, Russell, Mrs Slade and Wiles (7)

AGAINST: Cllr Newberry (1)

ABSTAIN: Cllr Mynott (1)

The Motion was **CARRIED** subject to the following 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 of the Town and Country Planning Act 1990, as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 The development hereby permitted shall not be carried out except in complete accordance with the approved drawing(s) listed above and specifications.

Reason: To ensure that the development is as permitted by the local planning authority and for the avoidance of doubt.

3 The materials to be used in the construction of the external surfaces of the building hereby permitted shall match those used in the existing building.

Reason: In order to safeguard the character and appearance of the area.

4 No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the local planning authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:

- i. the parking of vehicles of site operatives and visitors
- ii. loading and unloading of plant and materials
- iii. storage of plant and materials used in constructing the development
- iv. hours of working and hours during which deliveries may be taken at the site

Reason: In the interests of highway safety, visual and neighbour amenity. Given the nature of these necessary details, it is fundamental that this information is provided prior to any development being commenced.

5 Notwithstanding the width of the extended vehicular access shown on planning drawing 2395 LO1. The vehicular access for the car park and shall be relocated towards the east of the proposal site frontage and shall be provided with a dropped kerb crossover with a total width of no more than 8 metres. The access shall be constructed at right angles to the existing carriageway and shall be provided with an appropriate dropped kerb vehicular crossing of the footway. Full details to be submitted and agreed with the Local Planning Authority prior to its first use. The development shall be undertaken in accordance with the approved plans.

Reason: To ensure that vehicles can enter and leave the highway in a controlled manner in the interest of highway safety.

6 A minimum width of 9 metres of part of the existing and redundant dropped kerb access immediately to the west of the re-provided vehicular access shall be suitably and permanently closed incorporating the reinstatement to full height of the footway and kerbing immediately the revised access (as described in condition 5 above) is brought into first beneficial use. Full details to be submitted and agreed with the Local Planning Authority.

Reason: To ensure the removal of and to preclude the creation of unnecessary points of traffic conflict in the highway in the interests of highway safety.

7 Any mechanical ventilation must be capable of supplying fresh air to the kitchen with at least 20 air change/hour. Additionally, a ventilation hood located over the oven and heating appliance equipped with a grease filter should be installed. An activated carbon filtration system will need to be installed after the grease filter.

The extraction system will require adequate noise and vibration attenuation measures and details, assessment and recommendations of the system will be required by the Planning authority concerning its proposed acoustic

performance. The system will normally be required to terminate at least 1m above the highest roof level.

The level and the efflux velocity of the discharge shall be a minimum of 15m/sec.

A suitable flue termination such as Scandinavian sleeve must be provided.

These details shall be submitted to and approved in writing by the local planning authority prior to the occupation of the development hereby approved and the approved details shall be provided prior to the first occupation of the development hereby permitted.

Reason: In the interests of the residential amenity of the adjoining residents.

8 A suitable and sufficient grease trap shall be installed within the foul drainage system. Details of which shall be submitted to and approved in writing by the local planning authority prior to the first occupation of the development hereby approved. The development shall be constructed in accordance with the approved details and the grease trap shall be provided prior to the first occupation of the development.

Reason: In the interests of the residential amenity of the adjoining residents.

9 No development above ground level shall be undertaken until full refuse facility details have been submitted to and approved in writing by the local planning authority. The approved facilities shall be provided on site prior to the first occupation of the development hereby approved and thereafter permanently retained.

Reason: In the interests of the residential amenity of the adjoining residents.

10. No development above ground level shall be undertaken until a scheme of hard and soft landscaping has been submitted to and approved in writing by the local planning authority. The submitted scheme shall indicate the existing trees shrubs and hedgerows to be retained, the location, species and size of all new trees, shrubs and hedgerows to be planted or transplanted, those areas to be grassed and/or paved. The landscaping scheme shall include details of all hard-surfacing materials. The landscaping scheme shall be completed during the first planting season after the date on which any part of the development is commenced or in accordance with a programme to be agreed in writing by the local planning authority. Any newly planted tree, shrub or hedgerow or any existing tree, shrub or hedgerow to be retained, that dies, or is uprooted, severely damaged or seriously diseased, within five years of the completion of the development, shall be replaced within the next planting season with another of the same species and of a similar size, unless the local planning authority gives prior written consent to any variation.

Reason: In order to safeguard and enhance the character and appearance of the area.

11. The opening hours of the restaurant will be 6pm – midnight Monday – Friday, 12 Noon – 12 Midnight Saturday, Sunday and Public Holidays. All customers to be off the premises by 12 Midnight

**213. Sawyers Church, Sawyers Hall Lane, Brentwood, Essex CM15 9BN
Application No: 17/01499/FUL**

**DEMOLITION OF EXISTING CHURCH BUILDING AND CONSTRUCTION
OF NEW CHURCH BUILDING**

This application sought permission for the demolition of an existing church building and to and replace it with a new, larger church building incorporating community facilities.

Planning permission was previously refused by the Council (ref. 13/00500/FUL) for the same development because the proposal would detract from the amenities of adjoining residents at Homehurst House and there was inadequate provision of off-street parking in the area. However, the application had been allowed at appeal.

Mrs Bealey was present and addressed the committee in objection to the application.

Mr Woollgard was present and addressed the committee in support of the application.

Mr Boyd, representing Homehurst House Residents' Association was present and addressed the committee in objection to the application.

Pastor Jordan, the applicant, addressed the committee in support of the application.

Members expressed concern that no amendments had been made to the proposal despite the unanimous decision to refuse the application when the Planning and Licensing Committee had considered it previously. Given that the application was allowed at appeal the committee was essentially obliged to approve it but the applicant was urged to engage with local residents to try to mitigate the detrimental effect the current proposals for the building would have on them.

Cllr Faragher **MOVED** and Cllr Wiles **SECONDED** that application 17/01499/FUL – Sawyers Church, Sawyers Hall Lane, Brentwood Essex, CM15 9BN – be **APPROVED** subject to the conditions set out in the report.

Following a full discussion, Members voted on a show of hands as follows:

FOR: Cllrs Bridge, Faragher, Newberry, Mrs Pound, Reed, Russell and Wiles ((7)

AGAINST: Cllr Mynott (1)

ABSTAIN: Cllr Mrs Slade (1)

The Motion was **CARRIED** and the application **APPROVED** subject to the following 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 of the Town and Country Planning Act 1990, as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 The development hereby permitted shall not be carried out except in complete accordance with the approved drawing(s) listed above and specifications.

Reason: To ensure that the development is as permitted by the local planning authority and for the avoidance of doubt.

3 No development above ground level shall take place until there has been submitted to and approved in writing by the local planning authority a scheme of landscaping showing details of new trees, shrubs and hedges and a programme for their planting and details of all existing trees and hedgerows on and overhanging the land, and details of any to be retained, together with measures for their protection in the course of development. The landscaping scheme shall be carried out as approved. Any newly planted tree, shrub or hedgerow or any existing tree, shrub or hedgerow to be retained which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the local planning authority gives written approval to any variation.

Reason: In the interests of the character and appearance of the area.

4 All tree works must be carried out in accordance with good practice as defined in BS3998.

Reason: In the interests of the character and appearance of the area.

5 The development shall not commence until a detailed, current Travel Plan has been submitted to and approved by the local planning authority. The approved travel plan shall be complied with during the operation of the site for the approved uses.

Reason: To reduce the use of motor vehicles and encourage other modes of transport and to provide management of the vehicles attending the site.

6 The windows/glazing proposed for the central section of the southeastern elevation at first and second floor level shall be glazed using obscured glass to a minimum of level 3 of the "Pilkington" scale of obscuration and non-opening below a height of 1.7m above the floor of the room in which the window is installed. The windows shall be installed in accordance with the approved details prior to the first occupation of the building or use of the room in which the window(s) is installed. Those windows shall remain so glazed and non-opening.

Reason: In the interests of the residential amenity of the adjoining residents.

7 Details of a site wide waste strategy for the development shall be submitted to and approved in writing by the local planning authority prior to any superstructure works commencing on site. The details shall include:
i) the layout, design and appearance (shown in context) of the dedicated refuse/recycling enclosure(s);
ii) a waste management plan
The development shall be carried out and operated strictly in accordance with the details and waste management strategy so approved. The physical enclosures shall be provided/ erected prior to the first occupation of the development and shall be maintained as such thereafter.

Reason: In the interests of the residential amenity of the adjoining residents.

8 No development shall take place until drawings that show details of proposed new windows, doors, eaves and cills by section and elevation at scales between 1:20 and 1:1 as appropriate have been submitted to and approved in writing by the local planning authority. The development shall be implemented in accordance with the approved details and shall be permanently maintained as such.

Reason: In the interests of the character and appearance of the area.

9 No development above ground level shall be undertaken until samples of the materials to be used on the external finishes have been made available for viewing on site and have subsequently been approved in writing by the local planning authority.

Reason: In the interests of the character and appearance of the area.

10 No development above ground level shall be undertaken until details of the treatment of all boundaries including drawings of any gates, fences, walls or other means of enclosure have been submitted to and approved in writing by the local planning authority. The approved boundary treatments shall be completed prior to the first occupation of the development and shall thereafter be permanently retained and maintained.

Reason: In the interests of the character and appearance of the area.

11 The church building hereby approved shall not operate outside the hours of 07:00 until 23:00 hours on any day.

Reason: In the interests of the residential amenity of the surrounding dwellings.

12 The ground floor restaurant/bar facility hereby approved shall only operate as an ancillary service in conjunction with the operation of the site as a church and shall not be operated as a separate business.

Reason: In the interests of the character and appearance of the area.

13 The external play area as shown on the approved drawings shall not operate outside the hours of:

Thursdays between the hours of 09:30 and 17:00

Fridays between the hours of 09:30 and 17:00

Sundays between the hours of 10:30 and 12:30.

Reason: In the interests of the residential amenity of the area.

14 Development shall not be commenced until details of surface water drainage have been submitted to and approved in writing by the local planning authority. The development hereby permitted shall be carried out in accordance with the approved surface water drainage details and shall be retained as such thereafter.

Reason: In the interests of the amenity of the area.

15 No development above ground level shall be undertaken until details of the existing and proposed site levels and the finished floor levels of the proposed building shall be submitted to and approved in writing by the local planning authority. The development shall be carried out in strict accordance with the approved details.

Reason: In the interests of the character and appearance of the area.

16 The premises shall be used for a Church and its ancillary activities and for no other purpose (including any other purpose in Class D1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification).

Reason: In the interests of the residential amenity of the area.

17 No development shall take place, including any ground works or demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the local planning authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:

- i. the parking of vehicles of site operatives and visitors
- ii. loading and unloading of plant and materials
- iii. storage of plant and materials used in constructing the development
- iv. wheel and underbody washing facilities

Reason: To ensure that on-street parking of these vehicles in the adjoining streets does not occur and to ensure that loose materials and spoil are not brought out onto the highway in the interests of highway safety. Given the nature of these details required, it is fundamental that this information is provided prior to the commencement of the development.

18 Prior to first occupation of the development the existing vehicular access at the south east of the site frontage shall be adjusted and reduced in width as shown in principle in the planning drawing A/04 Rev B. This shall become a shared vehicle access with the adjacent access road to the south. The width of the access at its junction with the highway shall not exceed 6 metres and shall retain an appropriate dropped kerb vehicular crossing of the footway. Full details of the shared access layout to be submitted to and approved by the Local Planning Authority.

Reason: To ensure that vehicles can enter and leave the highway in a controlled manner in the interest of highway safety.

19 The redundant part of the existing access at the south east of the site boundary shall be suitably and permanently closed incorporating the reinstatement to full height of the highway footway and kerbing immediately the proposed shared access is brought into first beneficial use.

Reason: To ensure the removal of and to preclude the creation of unnecessary points of traffic conflict in the highway in the interests of highway safety.

20 Notwithstanding the details shown on the planning drawing A/04 Rev B, the proposed development shall not be occupied until such time as the vehicle parking areas including a minimum of 3 parking spaces for the mobility impaired, have been hard surfaced, sealed and marked out in parking bays. The vehicle parking areas and associated turning areas shall be retained in this form at all times. Each parking space shall have minimum dimensions in accordance with current parking standards.

The vehicle parking shall not be used for any purpose other than the parking of vehicles that are related to the use of the development unless otherwise agreed with the Local Planning Authority. Full details of the revised layout to be submitted to and approved by the Local Planning Authority.

Reason: To ensure that on street parking of vehicles in the adjoining streets does not occur in the interests of highway safety and that appropriate parking is provided.

21 The proposed adjustment to the pedestrian access in the front boundary wall and the provision of new boundary wall on the south east site frontage directly abuts to the back of the footway. This is public highway and the construction work must be carried out subject to arrangements made with the Service Management Office (SMO).

Reason: In the interests of highway safety.

22 The Cycle / Powered Two Wheeler parking shall be provided in accordance with the EPOA Parking Standards. The approved facility shall be secure, convenient, covered and provided prior to occupation and retained at all times.

Reason: To ensure appropriate Cycle / Powered Two Wheeler parking is provided in the interest of highway safety and amenity.

23 No unbound material shall be used in the surface treatment of the vehicular accesses within 6 metres of the highway boundary.

Reason: To avoid displacement of loose material onto the highway in the interests of highway safety.

24 There shall be no discharge of surface water from the development onto the Highway.

Reason: To prevent hazards caused by water flowing onto the highway and to avoid the formation of ice on the highway in the interest of highway safety.

214. The Crown, High Street, Ingatestone, Essex CM4 0AT Application No(s): 17/01578/FUL and 17/01577/LBC

WORKS TO THE LISTED BUILDING TO ENABLE THE CHANGE OF USE OF THE HOST LISTED BUILDING TO CREATE 3 NO. RESIDENTIAL UNITS, INCLUDING THE DEMOLITION AND REPLACEMENT OF SINGLE STOREY SIDE ADDITION, FENESTRATION ALTERATIONS, INTERNAL ALTERATIONS AND THE CONSTRUCTION OF TWO STOREY AND SINGLE STOREY REAR ADDITIONS.

The site comprised The Crown which was a former public house and was Grade 2 listed. To the north of the property was 67 High Street and to the rear was the grounds of the public house where three cottages had recently been constructed.

A change to the original planning permission and listed building was being sought retrospectively because works to the listed building had already been carried out. A number of alterations carried out to the property did not form part of the approved plans referred to in references 15/00851/FUL and 15/00852/LBC, discussed at the July 2017 Planning and Licensing Committee

meeting. Members resolved to refuse the planning application and listed building consent.

The Historic Buildings Officer had advised that the fundamental issues set out in the previous planning application had overall been overcome. There had been a quantum of restorative works and reversibility and a balance had been found in terms of the overall restoration and reuse of the previously vacant building. However, the HBO had concerns for the implementation of the final components of the Listed Building Consent and advised that a full compliance check be conditioned and undertaken. The condition would require the alterations to be carried out within two months of the date of permission being granted.

Mr Langford was present and addressed the committee on behalf of Post Office Road Residents Association in objection to the application.

Mr Davey, the agent, was present and addressed the committee in support of the application.

Cllr Faragher **MOVED** and Cllr Wiles **SECONDED** that application 17/01577/LBC be **APPROVED** subject to the following condition:

Within two months of the date of this permission, the development hereby permitted shall not be carried out except in complete accordance with the approved drawing(s) listed in the report and specifications.

Reason: To ensure that the development is as permitted by the local planning authority and for the avoidance of doubt.

Following a discussion vote was taken on a show of hands and Members voted as follows:

FOR: Cllrs Bridge, Faragher, Mynott, Newberry, Mrs Pound, Reed, Russell Mrs Slade and Wiles (9)

AGAINST: (0)

ABSTAIN: (0)

The Motion was **CARRIED** and the application **APPROVED** subject to the condition detailed above.

Cllr Faragher **MOVED** and Cllr Wiles **SECONDED** that application 17/01578/FUL be **APPROVED** subject to the following condition:

Within two months of the date of this permission, the development hereby permitted shall not be carried out except in complete accordance with the approved drawing(s) listed in the report and specifications.

Reason: To ensure that the development is as permitted by the local planning authority and for the avoidance of doubt.

Following a discussion vote was taken on a show of hands and Members voted as follows:

FOR: Cllrs Bridge, Faragher, Mynott, Newberry, Mrs Pound, Reed, Russell Mrs Slade and Wiles (9)

AGAINST: (0)

ABSTAIN: (0)

The Motion was **CARRIED** and the application **APPROVED** subject to the condition detailed above.

215. 67 High Street, Ingatestone, Essex. CM4 0AT. Application Nos. 17/01579/FUL and 17/01580/LBC

VARIATION OF CONDITION 2 (APPROVED DRAWINGS), 3 (SAMPLES OF MATERIALS), 4 (DETAILS OF ROOF LIGHTS), 5 (ADDITIONAL DRAWINGS SHOWING WINDOWS DOORS) AND 8 (SCHEME OF HARD AND SOFT LANDSCAPING) OF APPLICATION 16/01565/FUL (CHANGE OF USE OF 67 HIGH STREET, INGATESTONE FROM A RETAIL UNIT (CLASS A1) TO RESIDENTIAL (CLASS C3) AND ASSOCIATED INTERNAL AND EXTERNAL WORKS).

The applications were a resubmission of the previous refusals in which Members expressed concerns to the first amendments at the July 2017 committee. These applications (second amendments) sought to address the concerns raised and in particular Members at that committee requested to see details of any future proposal.

a) A planning application was being made to vary Condition 2 of planning permission 16/01565/FUL, so as to substitute the approved drawings for drawings showing the works as completed. Furthermore, the proposal included updating a number of conditions attached to the original planning permission, namely samples of materials, details of rooflights, drawings showing details of windows and doors and landscaping.

b) A listed building application was submitted, which, if granted, would replace the listed building consent 16/01752/LBC.

The works carried out were completed in April 2017 and these applications sought approval for an alternative scheme to that permitted in 2016. The proposal was for alterations to the curtilage listed building which were discussed in detail in the assessment section of the report.

Cllr Faragher **MOVED** and Cllr Wiles **SECONDED** that application 17/01580/LBC be **APPROVED** subject to the following condition:

Within two months of the date of this permission, the development hereby permitted shall not be carried out except in complete accordance with the approved drawing(s) listed in the report and specifications.

Reason: To ensure that the development is as permitted by the local planning authority and for the avoidance of doubt.

Following a discussion vote was taken on a show of hands and Members voted as follows:

FOR: Cllrs Bridge, Faragher, Mynott, Newberry, Mrs Pound, Reed, Russell Mrs Slade and Wiles (9)

AGAINST: (0)

ABSTAIN: (0)

The Motion was **CARRIED** and the application **APPROVED** subject to the condition detailed above.

Cllr Faragher **MOVED** and Cllr Wiles **SECONDED** that application 17/01579/FUL be **APPROVED** subject to the following condition:

Within two months of the date of this permission, the development hereby permitted shall not be carried out except in complete accordance with the approved drawing(s) listed in the report and specifications.

Reason: To ensure that the development is as permitted by the local planning authority and for the avoidance of doubt.

Following a discussion vote was taken on a show of hands and Members voted as follows:

FOR: Cllrs Bridge, Faragher, Mynott, Newberry, Mrs Pound, Reed, Russell Mrs Slade and Wiles (9)

AGAINST: (0)

ABSTAIN: (0)

The Motion was **CARRIED** and the application **APPROVED** subject to the condition detailed above.

216. Planning and Building Control - Fees and Charges

The report had set out the Council's Planning and Building Control non-statutory fees and charges. Planning fees were set by central government and building fees continued to be led by market conditions.

It was also proposed to review the planning pre-application charging schedule on a quarterly basis and adjust those fees where appropriate to reflect the quality of service and resources provided. Otherwise, building control fees and other non-statutory fees would be reviewed on an annual basis.

There were no proposed fee increases to either Local Land Charges or to photocopying charges.

Building Control fees and charges were reviewed annually. Brentwood Borough Council building control fees had remained unchanged since 1st April 2015. However, as a result of local benchmarking and a budget challenge review, it was now proposed to be increase the standard charges by 10% as from 1st April 2018.

Cllr Faragher **MOVED** and Cllr Wiles **SECONDED** the recommendations in the report and following a discussion a vote was taken by a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That all Planning and Building Control non-statutory fees and charges, and Local Land Charges fees, are reviewed annually; and that Planning pre-application fees are reviewed quarterly; to be revised where appropriate as agreed by the Chief Executive and the Chair of Planning and Licensing Committee.**
- 2. That Members agree the fees and charges as in Appendix A and B to the report.**

Reasons for Recommendation

Ongoing budget constraints facing the public sector continued to be a factor in Council services seeking to generate income wherever possible to contribute to the provision of high quality services to residents and businesses. At this juncture it was not considered that an increase to non-statutory fees and charges was required, but this should continue to be reviewed on a regular basis and adjusted to reflect both the level of demand from the development industry and the Council's resources to provide a high standard of service. It was therefore proposed that all Planning and Building Control non-statutory fee income continued to be ring-fenced to the Planning and Development service area in order to justify charges and reassure applicants that the service they were paying for will be delivered.

Local Land Charge fees, having regard to the 1975 Act, were considered to be at a level that addresses the level of resource required to provide the demands of the service at cost. The fees had been reviewed in order to ensure that a cost recovery service was maintained and will be reviewed in line with any future legislative changes.

217. Brentwood Monitoring Report: Housing Delivery 2016/17

The Council regularly monitored how planning policies were being implemented in regards to the decision-taking process, as well as progress on the plan-making process for preparation of documents set out in the Local Development Scheme.

As agreed at Planning and Licensing Committee on 1 December 2015, as soon as monitoring data became available the information was collated for publication into a series of monitoring updates, each reporting on different monitoring issues, which together formed the Council's Authority Monitoring Reports (AMR). For clarity these had been branded "Brentwood Monitoring Reports" to be consistent with the emerging Brentwood Local Development Plan (LDP) and other supporting documents.

The latest monitoring report in the series of updates had been prepared for publication, with information relating to residential completions for the period 1 April 2016 to 31 March 2017 (data available after March 2017 was included where appropriate).

Cllr Faragher **MOVED** and Cllr Wiles **SECONDED** the recommendations in the report and following a discussion a vote was taken by a show of hands and it was

UNANIMOUSLY RESOLVED

To approve publication of the Brentwood Monitoring Report: Housing Delivery 2016/17, as set out in Appendix A, subject to corrections discussed relating to Table 1 and Figure 1.

Reasons for Recommendation

It was important that the Council published monitoring information in order to share performance and achievements with the local community as information became available. It also met the monitoring requirements set out in the PPF and Town and Country Planning Regulations 2012, as amended by the Localism Act 2011.

In addition to publishing monitoring information in usual formats, such as a PDF document on the Planning pages of the Council's website, use of the DataShare site would help meet the Council's commitment to being open and transparent. AMR data would be freely available to view and download in a variety of formats.

218. Urgent Business

There were no items of urgent business.

The meeting ended at 9.10pm