



Leigh-on-Sea Town Council

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council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

Notice is hereby given that the next meeting of the **Planning, Highways & Licensing Committee** will take place **Tuesday 8th November** at the **Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea at 7.30pm** when it is hoped to transact the following business:

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVE MINUTES OF THE PREVIOUS MEETING
5. LICENSING APPLICATIONS
6. PLANNING APPLICATIONS – Application plans can be viewed at the Southend Borough Council planning portal, by clicking on the application address.
 - a) LOS -16-0281 SOS/16/01866/TPO (HIGHLANDS WARD)
[HAYDON HOUSE 10 UNDERWOOD SQUARE, LEIGH ON SEA, ESSEX, SS9](#)
Crown reduction by 4-5m to five oak trees (works covered by a tree preservation order)
 - b) LOS -16-0289 SOS/16/01802/FULH (THAMES WARD)
[74 THAMES DRIVE, LEIGH ON SEA, ESSEX, SS9 2XD](#)
Erect replacement garage to side elevation
 - c) LOS -16- 0290 SOS/16/01729/ FULH (BONCHURCH WARD)
[WHITEHALL 88 BLENHEIM CHASE LEIGH ON SEA ESSEX SS9 3BH](#)
Erect Single Storey Extension
 - d) LOS-16- 0292 SOS/16/01931/TPO (BONCHURCH WARD)
[50 EASTWOOD ROAD LEIGH ON SEA ESSEX SS9 3AB](#)
Fell One Ash Tree (T1) (Application for Works to Trees Covered by a Tree Preservation Order)
 - e) LOS-16 -0293 SOS/16/ 01836/ AMDT (BONCHURCH WARD)
[237 STATION ROAD LEIGH ON SEA ESSEX SS9 3BP](#)
Application to Vary Condition 03 (Materials) (Minor Material Amendment to Planning Permission 16/00252/FUL dated 13/4/2016 Change Colour of Roof Tiles and Windows)
 - f) LOS-16-0294 SOS/16/01740/FUL (HERSHCELL WARD)
[225 HADLEIGH ROAD LEIGH ON SEA ESSEX SS9 2LR](#)
Form Layout Parking and Install Vehicular Access on to Hadleigh Road
 - g) LOS-16-0295 SOS/16/01256/FUL (ST JAMES' WARD)
[23 BLENHEIM CRESCENT LEIGH ON SEA ESSEX SS9 3DT](#)
Demolish Existing Bungalow and Erect Three Attached Two Storey Dwelling-houses, Lay Out Parking at Front and Rear and From Vehicular Access onto Blenheim Crescent
 - h) LOS-16- 0296 SOS/16/01703/ FUL (THAMES WARD)
[1356 LONDON ROAD LEIGH ON SEA ESSEX SS9 2UH](#)

Erect Single Storey Front and Side Extension to Enclose Existing Seating Area (Part-Retrospective Amended Proposal)

- i) LOS-16-0297 SOS/16/01734/FUL (BONCHURCH WARD)
BRIARWOOD HOUSE 72 BLENHEIM CHASE LEIGH ON SEA ESSEX SS9 3BH
Demolish Existing Garage, Erect Two Storey Dwelling-house on Land Rear of 72 Blenheim Chase with Juliette Balconies to Front at First Floor, Install Bin Store and Form Layout Parking
 - j) LOS-16-0298 SOS/16/01813/FULH (THAMES WARD)
25 CHAPMANS WALK LEIGH ON SEA ESSEX SS9 2UZ
Form Pitched Roof to Rear of Existing Garage and Alter Rear Elevation
 - k) LOS-16-0299 SOS/16/01857/FULH (ELMS WARD)
GARAGES ADJOINING 56 DAWLISH DRIVE LEIGH ON SEA ESSEX SS9 1QX
Demolish existing garage and erect dwelling house on land adjacent to 56 Dawlish Drive, layout parking to front and amenity space at rear (amended proposal)
 - l) LOS-16-0300 SOS/16/01869/FULH (ST CLEMENTS WARD)
16A CLIFF PARADE LEIGH ON SEA ESSEX SS9 1AS
Demolish existing two storey bay windows to front and erect two storey bay window with glazed door to front at ground floor, erect single storey rear extension, hipped to gable roof extension to side to form habitable accommodation in roof with dormer to rear and roof lights to front, form balcony to front and alter elevations (amended proposal)
 - m) LOS-16-0301 SOS/16/01906/FULH (HIGHLANDS WARD)
94 OLIVE AVENUE LEIGH ON SEA ESSEX SS9 3QE
Erect first floor to form two storey dwellinghouse and alterations to front porch and elevations.
7. GENERAL PERMITTED DEVELOPMENT APPLICATIONS– FOR INFORMATION
- a) LOS-16-0291 SOS/16/01887/GPDE
56 EDINBURGH AVENUE LEIGH ON SEA SS9 3SG
Erect Single Storey Rear Extension, Projecting 4M Beyond the Existing Rear Wall of the Dwelling, 2.9M High to Eaves and with a Maximum Height of 4M
8. LAWFUL DEVELOPMENT CERTIFICATES– FOR INFORMATION
9. APPEALS LODGED
10. A GUIDE TO LEIGH TOWN COUNCIL PLANNING – Appendix 1
- The procedures are presented to the committee for consideration and approval.
11. PLANNING BUDGET 2017-18 – Appendix 2
- At the planning meeting on the 25th October 2016, minute 162 the Committee deferred the planning budget 2017-18 to a future meeting. The Committee is requested to consider and **RESOLVE** the Committee Budget for 2017-18.



3rd November 2016
Paul Beckerson
Town Clerk

Any member who is unable to attend the meeting should send their apologies before the meeting



LEIGH-ON-SEA TOWN COUNCIL

GUIDANCE FOR RESIDENTS ON PLANNING APPLICATIONS

Detailed advice can be sought from Southend-on-Sea Borough Council, who are the Planning Authority for the area, by telephone 01702 215004 or on their planning portal accessed via their website. Leigh-on-Sea Town Council is only a consultee on applications within the Leigh Parish area.

When a planning application is submitted the Borough Council will give it a unique reference number which should be quoted on all correspondence.

It is important before making representations that you look at the plans. In Leigh these will be available at the Town Council offices to view. It is also important that you send any objections or comments to the Borough Council as well as the Town Council.

Only representations made on certain planning grounds can be considered. Disputes between neighbours, legal matters such as covenants or the effect on the value of your own property are not matters which can be considered by the Planning Authority.

Representations have to be submitted within a specific time period and the Town Council also has to respond in a tight time frame. The Planning Committee meets twice a month to ensure it meets these deadlines. These meetings are open to the public and you may attend and present your comments in person.

The procedure at our Planning Committee is as follows –

1. The Committee members look at the plans in advance of the meeting.
2. If you attend the Chairman will allow you no longer than 5 minutes to state your comments.
3. The Committee will then consider the application and your comments and make their decision.
4. During the Committees discussion the public may not speak further except to answer questions from Councillors.
5. The decision will be conveyed to the Borough Council along with any letters which have been submitted as representations to the Town Council.

The consideration of the application then moves to the Borough Council.



Leigh-on-Sea Town Council

Information Sheet

Public participation in planning



Planning affects most of our lives to a greater or lesser degree, but for most of us it is only when proposals will have a direct effect on us or our town that we need to know what to do to make our views known. This information sheet explains how you can become involved in a planning issue that affects you.

Article I. How to find out about a planning application

There are several ways in which you can find out information about a planning application.

- All planning applications are submitted to Southend-on-Sea Borough Council (the Borough Council) and if your property is directly affected you should be notified by the Borough Council and given a deadline for submitting your comments. This notification is not necessarily very widespread and usually only the immediate neighbours will receive a letter.
- If the Borough Council Planning Department considers that a proposal will have an impact on the surrounding properties and on the overall appearance of the area, they will place a public notice in the street. This notice will be attached to a tree or post outside the property.
- If you have access to the Internet you can check if anything is going on in your street/area by logging on to www.southend.gov.uk.
 - On the Home page click on *Planning and Building* which will take you through to the *Planning and Building* main page. Click on *View or Comment on Planning Applications Online* which will take you to the 'PublicAccess' page. This is the Borough Council's Planning Application Database. Click on *PublicAccess*, this takes you to the search page. You can do a simple search by postcode or street name by entering the details in the box and clicking the *Search* button. From the index of applications that meet your search criteria, you can select a specific application to view its significant details, e.g. the description of the proposal, the date when the public consultation period ends, the final decision (if made) and any conditions that may have been applied.
 - Or you can do a search for a larger area by selecting the *Weekly / Monthly Lists* tab. Select whether you want a weekly or monthly list; then from the drop down menus select the Parish and/or Ward, and the week beginning or month. Click *Search*.
 - Once you have selected a specific application, you will see that there is a facility for you to make comments online. If you use this, you will need to register your basic details (name, phone number, email) and once you have made your comments you will get an email back confirming receipt by the Borough Council and giving you a reference number.
- You can telephone Borough Council's planning staff on 01702 215004 (ask for "Development Control").

Section 1.01 Getting advice and guidance

It is often the case that receiving a planning notification letter is the first time that you will come into contact with a planning process which at first sight can seem quite complicated. Fortunately there are a number of places where you can find advice and guidance.

- It is always best in the first instance to speak with the applicants themselves. They will be able to let you know what they intend to do and the impact the proposal may have on you and your area.

The Borough Council actually recommends that applicants discuss their proposals with neighbours at the earliest stage.

- ❑ If the application is for a property in the Leigh-on-Sea Town Council area (the Town Council), the plans and details will be available for you to inspect at the Town Council offices (between 10:00am and 4:00pm Monday-Friday).
- ❑ You can telephone the Borough Council and speak to the planning staff (see above).
- ❑ You can visit the Civic Centre and discuss the application with the Borough Council's Planning Duty Officer. The Duty Officer will be able to show you the plans, explain what they mean and advise you on planning guidelines.
- ❑ If you have access to the Internet, the Borough Council's website provides useful information on the planning process. On the *Planning and Building* home page there are links to a range of planning resources – the Planning Process, Building Control, and the Local Planning Framework.

Making your views known

Whether you support or oppose a planning application, both the Town Council and the Borough Council are keen to receive any comments you may have and all relevant points are taken into account when the application is assessed.

Send your comments, quoting the address of the property and planning reference number if known, to both:

- ❑ Leigh-on-Sea Town Council, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, SS9 1SP or council@leighonseatowncouncil.gov.uk
- ❑ Peter Geraghty, Head of Planning and Transport, Southend-on-Sea Borough Council, Civic Centre, Victoria Avenue, Southend-on-Sea, SS2 6ER or planningregistrationteam@southend.gov.uk or comment online via the *PublicAccess* portal.

You may wish to let others know your views.

- ❑ You may choose to discuss the application with neighbours; they may share your views.
- ❑ You can contact your local Town and Borough Councillors and let them know your opinion. Borough Councillors can 'call-in' an application (see below) and although your ward Councillors may not be on the Borough's Development Control Committee, they may speak at the meeting on your behalf.
- ❑ You can get in touch with your local residents' association who may make representation to both Councils.
- ❑ You can attend and address the committee meeting when the application is being considered (see below).

Section 1.02 Leigh-on-Sea Town Council's Role

The Town Council has no power to determine planning applications. It is, however, consulted by the Borough Council on all applications in its area and its views are taken into account in the Borough's consideration of the proposals.

The Town Council's Planning Committee usually meets on the second and fourth Tuesdays in the month at 7:30pm in the Council offices. The dates and times of the meetings and the applications which are to be considered are placed on the town noticeboards and on the Town Council's website www.leighonseatowncouncil.gov.uk on the Thursday before each meeting. You can also ring the Town Council office on 01702 716288 or send an e-mail to council@leighonseatowncouncil.gov.uk to find out when an application is to be considered.

The meetings of the Planning Committee are formal sessions of the Town Council and the public is asked to respect the importance of the deliberations and behave accordingly. However, if a member of the public wishes to speak, the Chairman can allow them no more than 5 minutes during the

meeting to hear comments, before the Councillors' decision is made. The decision is conveyed to the Borough Council along with any letters of representation which have been received by the Town Council.

Article II. What happens at Southend-on-Sea Borough Council

The Borough Council is the statutory planning authority for the borough. Most planning applications are dealt with by the Borough Planning Officers under delegated powers. This means that they will not be considered by the Borough's Development Control Committee unless they are specifically 'called-in' for committee consideration. Plans can only be called-in for valid planning reasons. If you feel that an application should be determined by Councillors and not officers, you can ask your local Borough Councillor to call it in – but this must be done within 21 days of the application being officially 'registered'. The Committee meets every four weeks on a Wednesday at 2pm in the Civic Centre; the dates and agenda are published on the Borough Council's website www.southend.gov.uk. Under *About the Council; Meetings & Minutes*. This takes you to the *Democracy* home page where you can select *Council, Cabinet and committee meetings*. They can also be obtained by phoning 01702 215000.

If an application is to be decided at a meeting of the Development Control Committee and you wish to address the meeting personally, then you must let the Borough Council know as soon as possible. You will be notified of the arrangements and given information as to the procedure. A copy of the Borough Council's Development Control Committee LEaflet for those wishing to speak at their meetings is available at the Town Council office and on the Borough Council's website (*Planning and Building/Planning Processes/Development Control Committee*). Be aware that you are only given a limited time to speak, 3 minutes, that only one member of the public may speak (so if there are several people all wishing to speak on the same application it is a good idea to discuss the issues amongst yourselves and appoint a spokesperson) and that the applicant has a right of reply.

Article III. Notification of the decision

If you made a formal submission (letter, email or online) about an application, the Borough Council will write to let you know the decision. You may also phone the Town Council or the Borough Council - please quote the planning reference number if you have it. The outcome will also be published in the Planning Applications Database on Borough Council's website. If an application is refused, the applicant can appeal to the Planning Inspectorate.

Sheet 2								
Planning Budget								
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
INCOME								
							£ -	
Total	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
EXPENDITURE								
Staff costs	£ 12,009.44	£ -	£ 14,818.00	£ 4,306.10	£ 10,511.90	£ 12,700.00	£ 15,300.00	3%
Planning Equipment	£ 416.67	£ -	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00	0%
Neighbourhood Plan	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00		£ -	
Other items (specify)	£ -	£ -	£ -	£ -	£ -		£ -	
Total	£ 12,426.11	£ 2,000.00	£ 15,318.00	£ 4,306.10	£ 11,011.90	£ 13,200.00	£ 15,800.00	3%
	Discretionary Expenditure							

Planning, Highways & Licensing Staffing													
2017-18													
Name	Gross Wage	Pro Rata	Part Year	Actual Gross	Employees NI 13.8%	Pensionable Gross	Employers NI 12%	Employers Pension 18.32%	Total Cost	Cost of Living Allowance	Total Budget Amount	Committee % Appropriation	Actual Committee Cost
P&L Budget													
(SCP55)	50,816	1.00		50,816.00	6,280.66	44,535.34	6,097.92	8,158.88	65,072.80	0.00	65,072.80	5%	3,254
(SCP15) 15-17	17,072	1.00		17,072.00	1,623.98	15,448.02	2,048.64	2,830.08	21,950.72	0.00	21,950.72	29%	6,366
(SCP12) 12-15	16,123	0.68		10,963.64	781.03	10,182.61	1,315.64	1,865.45	14,144.73	0.00	14,144.73	40%	5,658
													15,277
2016-17 (Budget Figures)													
P&L Budget													
(SCP55)	48,743	1.00		48,743.00	5,994.58	42,748.42	5,849.16	7,831.51	62,423.67	1,248.47	63,672.14	5%	3,184
(SCP14) 10-14	16,231	1.00		16,231.00	1,507.93	14,723.07	1,947.72	2,697.27	20,875.99	417.52	21,293.51	29%	6,175
(SCP10) 10-14	14,338	1.00		14,338.00	1,246.69	13,091.31	1,720.56	2,398.33	18,456.89	369.14	18,826.03	29%	5,460
													14,818