



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

Notice is hereby given that the next meeting of the **Planning, Highways & Licensing Committee** will take place **Tuesday 23rd February 2016** 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. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. APPROVE MINUTES OF THE PREVIOUS MEETING
4. LICENSING APPLICATIONS

None
5. PLANNING APPLICATIONS
 - a) LOS/16/0044 SOS/16/00025/FUL
104 SALISBURY ROAD, LEIGH-ON-SEA, SS9 2JN (Herschell Ward)
Demolish existing dwellinghouses at 104 - 106 Salisbury Road, erect three dwellinghouses and form additional vehicular access onto Salisbury Road (Amended Proposal).
 - b) LOS/16/0045 SOS/16/00067/FULH
34 VERNON ROAD, LEIGH-ON-SEA, SS9 2NG (Herschell Ward)
Erect single storey side and rear extension, form roof extension with dormers to side and Juliette balcony to rear, alter elevations.
 - c) LOS/16/0055 SOS/16/00101/FUL
166 HADLEIGH ROAD, LEIGH-ON-SEA, SS9 2LP (Herschell Ward)
Erect conservatory and single storey extension to rear (Part Retrospective).
 - d) LOS/16/0046 SOS/15/01878/FUL
WESTGATE, 73A CHALKWELL PARK, LEIGH-ON-SEA, SS9 1NH (Leigh Road Ward)
Install dormer to form habitable accommodation at rear.
 - e) LOS/16/0054 SOS/16/00102/FULH
33 CLIFFSEA GROVE, LEIGH-ON-SEA, SS9 1NG (Leigh Road Ward)
Erect conservatory to rear.
 - f) LOS/16/0060 SOS/16/00214/FUL
58 LEIGH CLIFF ROAD, LEIGH-ON-SEA, ESSEX, SS9 1DN (Leigh Road Ward)
Demolish part of existing side elevation, erect porch to front and side, erect two storey rear extension with juliette balconies, raise height of roof to form self-contained flat, erect two dormer windows to side and one dormer window to front, install roof lights to side and alterations to parking layout to front (amended proposal).

- g) LOS/16/0061 SOS/16/00172/FULH
4 LEIGH PARK CLOSE, LEIGH-ON-SEA, ESSEX, SS9 2LS (Leigh Road Ward)
Erect hip to gable roof extensions, rear dormer with juliette balcony, single storey side and rear extension and install roof light, part single/part two storey side extension and first floor front extension.
 - h) LOS/16/0047 SOS/16/00050/ADV
1223 LONDON ROAD, LEIGH-ON-SEA, SS9 3JB (St James Ward)
Install one internally illuminated fascia sign above ATM and internally illuminated ATM surround.
 - i) LOS/16/0063 SOS/15/02001/FYULH
78 CHELTENHAM DRIVE, LEIGH-ON-SEA, ESSEX, SS9 3EH (St James Ward)
Demolish existing conservatory and erect single storey rear extension.
 - j) LOS/16/0048 SOS/16/00108/FUL
1223 LONDON ROAD, LEIGH-ON-SEA, SS9 3JB (St James Ward)
Install ATM to front elevation (Retrospective).
 - k) LOS/16/0052 SOS/16/00073/FUL
9 HADLEIGH ROAD, LEIGH-ON-SEA, SS9 2DY (St Clement's Ward)
Demolish existing garage and erect 4 semi-detached dwellinghouses with balconies to rear, layout amenity space, parking and form new vehicular access onto Laurel Close.
 - l) LOS/16/0057 SOS/16/00098/FUL
HSBC BANK, 26 BROADWAY, LEIGH-ON-SEA, SS9 1AN (St Clement's Ward)
Install replacement ATM to front elevation.
 - m) LOS/16/0053 SOS/16/00093/FULH
237 HIGHLANDS BOULEVARD, LEIGH-ON-SEA, SS9 3TN (Highlands Ward)
Demolish existing carport to side and erect a two storey side extension and first floor rear extension.
 - n) LOS/16/0058 SOS/16/00071/FULH
7 ORMONDE GARDENS, LEIGH-ON-SEA, ESSEX, SS9 3RG (Highlands Ward)
Erect second floor to form a two storey dwelling, erect single storey rear extension, erect porch to side with access ramp and alter elevations (Amended Proposal).
 - o) LOS/16/0056 SOS/16/00068/FULH
105 WESTERN ROAD, LEIGH-ON-SEA, SS9 2PB (Thames Ward)
Erect first floor side extension, erect hip to gable roof extension, convert loft into habitable accommodation with dormer to rear and rooflights to front.
 - p) LOS/16/0059 SOS/15/02165/FULH
105 SOUTHSEA AVENUE, LEIGH-ON-SEA, ESSEX, SS9 2BH (Elms Ward)
Erect single storey rear extension, replace flat roof of rear extension to pitched roof and alter elevations.
 - q) LOS/16/0062 SOS/16/00176/FULH
56 TORQUAY DRIVE, LEIGH-ON-SEA, ESSEX, SS9 1SE (Elms Ward)
Erect single storey side and rear extension (amended proposal).
6. PLANNING & LICENSING PDG MEETINGS OUTCOME – Appendix 1

The procedures are presented to the Committee for consideration and approval.

The planning guidance and pre-application discussion documents were presented at the last meeting of the group but were not considered fully.

7. ELM ROAD CAR PARK

Improved signage at the entrance of Elm Road Car Park would assist visitors to Leigh Community Centre who often ask for directions.

8. GENERAL PERMITTED DEVELOPMENT APPLICATIONS – FOR INFORMATION

- a) LOS/16/0049 SOS/16/00152/GPDE
74 LEIGH HALL ROAD, LEIGH-ON-SEA, SS9 1QZ (Elms Ward)
Erect single storey rear extension, projecting 4.5m beyond the existing rear wall of the dwelling, 2.8m high to eaves and with a maximum height of 4m.
- b) LOS/16/0050 SOS/16/00150/GPDE
22 HENRY DRIVE, LEIGH-ON-SEA, SS9 3QQ (Highlands Ward)
Erect single storey rear extension, projecting 5m beyond the existing rear wall of the dwelling, 3m high to eaves and with a maximum height of 4m.
- c) LOS/16/0051 SOS/16/00165/GPDE
18 UNDERWOOD SQUARE, LEIGH-ON-SEA, SS9 3PB (Highlands Ward)
Erect single storey rear extension, projecting 4m beyond the existing rear wall of the dwelling, 3m high to eaves and with a maximum height of 3m.

8. APPEALS LODGED

None

9. LAWFUL DEVELOPMENT CERTIFICATES – FOR INFORMATION

None



Helen Symmons
Acting Town Clerk
18th February 2016

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

Planning and Licensing Policy and Development Group meetings outcome

The following procedures are presented to the Committee for consideration and approval:-

1) Guidance and Advice

- a) That an agreed set of guidelines for Pre-Application discussions with would-be developers be adopted.
- b) That the Committee, involving our residents, considers and develops a clear vision and policy to guide our consideration of planning applications.

2) The Committee Meetings

- a) That clear written guidance on Planning Committee procedures at LTC and Southend-on-Sea Borough Council (SBC) be made available to applicants at the Community Centre and website.
- b) That all councillors, whether members of this Committee or not, are called upon to consider applications in their ward, with the ability to call these in for Planning Committee consideration or pass comment to the Chairman.
- c) That the Committee's responses to SBC be considered in the following order and be restricted to:-
 - i) Applications where members of the public attend and request to be heard.
 - ii) Applications of a controversial nature or with implications for Leigh as whole; large scale developments or those affecting the public realm.
 - iii) Applications where the Council has received objections from the public or that have been "called in" by a councillor for consideration (reasons to be given).

All other applications will appear on the agenda but will not be considered or commented on unless under i).

- d) That at each meeting, consideration be given to the development of planning policy.

Recommended:

That the above procedures be implemented

That the Guidance and Advice be available on the website and to enquirers

That the new procedure be trialled and reviewed in 6 months

LEIGH-ON-SEA TOWN COUNCIL GUIDANCE FOR RESIDENTS ON PLANNING APPLICATIONS

It is not possible here to cover every aspect of planning regulation and how planning applications are dealt with, this is just a general guide for those who become involved in the planning system. More detailed advice should be sought from Southend-on-Sea Borough Council, who are the Planning Authority for the area. Leigh-on-Sea Town Council is a consultee on applications within the Leigh Parish area.

Planning applications can be submitted by anyone in respect of any land even if they don't own the land. Neither Council has any control over who submits an application.

A planning application is made to the Borough Council either in outline form, i.e. just showing a red line around the site (details would be required later if the outline permission is granted); or as a full application giving details of the proposed development.

Some proposals do not need a formal planning permission and these are called 'permitted development' and these relate to extensions and changes to dwellings, some changes of use and minor proposals. Even so, they have to be being carried out within the rules for permitted development and some of them have to give prior notice to the Borough Council. If you are unsure whether your proposal is permitted development, or whether a development which affects you is permitted, you should consult the Borough Council or see the Planning Portal online.

When a planning application is submitted, the Borough Council will initially look through it and validate it and it is given a unique reference number which should be quoted on all correspondence.

The Borough Council has a period of 8 weeks in which to determine an application (13 weeks for major applications and 16 weeks for applications accompanied by an Environmental Assessment). If they do not make a decision in that time and the applicant has not agreed to an extension of the time then the applicant has a right of appeal.

During that 8 week period the Borough Council will consult a range of interested organisations, such as the Town Council, and adjoining properties. Site notices may also be erected (if a major application or within a Conservation Area) telling people about the application and where and by what time they can make representations in respect of the proposals.

It is important before making representations that you look at the plans. In Leigh these will be available at the Town Council to view.

Any representations must be made on planning grounds, so disputes between neighbours and property matters such as covenants are not considered by the Planning Authority. Also the effect on the value of your own property is not a planning matter.

In most domestic applications personal representations will relate to whether the development has an effect on the amenity of your property by being overbearing, blocking light (but you do not have a right to a view) etc. The Town Council will also look at these issues but also considers the wider issues of the effect of the development on the area, parking and traffic etc. This list is not exhaustive.

Representations have to be submitted within a specific time period and the Town Council also has to respond in a tight time frame. Its Planning Committee meets twice a month to ensure it meets these deadlines. These meetings are open to the public and if you attend you will be allowed up to 5 minutes to state your comments. The Committee will then consider the application and your comments and make their decision as to whether to support or object to an application. This decision will then be conveyed to the Borough Council along with any letters which have been submitted as representations to the Town Council.

The matter then moves to the Borough Council. Some applications are dealt with by senior officers at the Borough Council and they will take the decision based on the application and policy and taking into account representations.

If you feel very strongly about an application you can ask your local Borough Ward Councillor to call the application in for determination by committee instead of officers. There need to be planning related reasons to do this. The time for them to call an application in is short so you need to speak to them as soon as possible. If the application goes to committee and you have made representations, you will be invited to attend the meeting and speak to your views (if there are several people with the same views they will be asked to appoint a representative so as to avoid duplication). You will have 3 minutes to speak. The applicant also has 3 minutes to respond.

The committee will then discuss the proposal taking into account your comments and will reach a decision. If the decision is to refuse the application or grant with conditions which the applicant has difficulties with then the applicant has a right of appeal to the Secretary of State. If this happens you will be notified and asked if you wish to make any further comments in writing, which is how most appeals are dealt with. If the appeal is to be heard at a hearing or inquiry you will be advised about the arrangements and asked if you wish to take part and give evidence. The appeal is heard by a Government inspector and his decision is final. Third parties (i.e. residents, or the Town Council) cannot seek an appeal where an application is approved against their wishes.

Pre-Application Discussions

1.1 Discussions between a potential applicant and the Council prior to the submission of an Application can be of considerable benefit to both parties and is encouraged by the Local Government Association, and the Planning Advisory Service.

1.2 However, it would be easy for such discussions to become, or be seen by objectors to become, part of a lobbying process.

1.3 In order to avoid such problems, all pre-application discussions should take place within clear guidelines. The same considerations should apply to any discussions which take place before a decision is taken.

1.4 It is recognised that Member engagement in pre-application is important, and should be encouraged. However, the involvement of Members can, if the process is not carefully controlled, give rise to allegations of partiality and that Members have fettered their discretion. Accordingly, discussions involving Member participation should take place within guidelines.

1.5 It should always be made clear at the outset that the discussions will not bind the Council to making a particular decision and that any views expressed are personal and provisional.

1.6 A note should be made of all meetings. A follow-up letter is advisable where there is any risk of ambiguity in respect of the outcome of any meeting. A note should also be taken of telephone discussions.

1.7 All meetings will be arranged by officers, and must be attended by at least one officer, who will make a record of the discussions that took place. That record will be available for public inspection.

1.8 A Member may not participate in pre-application discussions if they have a prejudicial interest in the matter.

1.9 Members must ensure that they are familiar with the need to remain impartial, and unbiased.