



# Leigh-on-Sea Town Council

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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 25<sup>th</sup> October** 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. PLANNING & LICENSING PDG MEETINGS OUTCOME – Appendix 1

At the Planning meeting on the 11<sup>th</sup> October 2016, minute 131 the Committee deferred the Guidance and Advice section as per Appendix 1 to the next meeting. It is **RECOMMENDED** that the Committee consider these documents.

At the Planning meeting on the 11<sup>th</sup> October 2016, minute 131 the Committee **RESOLVED** to adopt the current Planning Committee procedures for a six month period. It is **RECOMMENDED** that the Committee review this trial.

6. SPEEDING IN BROADWAY

A resident has requested that Leigh-on-Sea Town Council ask Southend Borough Council to consider installing a crossing in between the two existing crossings, somewhere in the region of Scott and Stapleton. It is **RECOMMENDED** that the Committee consider this.

7. LICENSING APPLICATIONS
8. PLANNING APPLICATIONS – Application plans can be viewed at the Southend Borough Council planning portal, by clicking on the application address.

a) **LOS-16-0270 SOS/16/01756/FULM (ST.CLEMENTS WARD)**

**[CAR WASH 120 BROADWAY LEIGH ON SEA ESSEX SS9 1AA](#)**

Demolish Existing Buildings and Erect 20 Self-contained Flats with Balconies and Terraces, 445 Sqm of Commercial Floor-space, Basement Parking, Public Realm Enhancements, Associated Works and Install New Vehicular Access onto Victor Drive to 114- 120 Broadway

b) **LOS-16-0271 SOS/16/01693/FUL (HERSCHELL WARD)**

**[104-106 SALISBURY ROAD, LEIGH ON SEA, ESSEX, SS9 2JN](#)**

Demolish Existing Dwelling-houses at 104- 106 Salisbury Road, Erect Three Dwelling-houses with Garages to Rear and Alter Existing Vehicular Crossovers onto Salisbury Road (Amended Proposal)

c) **LOS-16-0272 SOS/16/01780/FULM (BONCHURCH WARD)**

**[1307 LONDON ROAD, LEIGH ON SEA, ESSEX, SS9 2AD](#)**

Demolish Existing Building and Erect Three Storey building comprising of 16 Self-Contained flats on First and Second Floor with Balconies and Roof Terrace with Retail Unit on Ground floor, Lay Out Parking, Bin store and Alter Vehicular Access at 1307-1313 London Road

- d) **LOS-16-0273**      **SOS/16/01682/FULH (HIGHLANDS WARD)**  
**26 BUXTON AVENUE LEIGH ON SEA ESSEX SS9 3UB**  
Erect First Floor Front and Rear Extensions, Alter Elevations and Extend Existing Vehicular Access (Amended Proposal)
- e) **LOS-16-0274**      **SOS/16/01743/FULH (ST.CLEMENTS'S WARD)**  
**9 THE GARDENS LEIGH ON SEA ESSEX SS9 2DW**  
Erect Single Storey Rear Extension and Alter Side Elevation (Amended Proposal)
- f) **LOS-16-0276**      **SOS/16/01627/FULH (ELMS WARD)**  
**12 CRANLEIGH DRIVE, LEIGH ON SEA, ESSEX, SS9 1SY**  
Erect outbuilding in rear garden
- g) **LOS-16-0277**      **SOS/16/01724/FULH (HERSCHELL WARD)**  
**16 BURNHAM ROAD, LEIGH ON SEA, ESSEX, SS9 2JU**  
Convert garage into habitable accommodation and alter front elevation (amended proposal)
- h) **LOS-16-0278**      **SOS/16/01747/FULH (ST CLEMENTS WARD)**  
**36 LEIGH PARK ROAD, LEIGH ON SEA, ESSEX, SS9 2DU**  
Extend existing cellar to form basement at rear and alter elevations.
- i) **LOS-16-0279**      **SOS/16/01725/FULH (BONCHURCH WARD)**  
**22 BELFAIRS DRIVE, LEIGH ON SEA, ESSEX, SS9 3AA**  
Erect first floor to form dwellinghouse.
- j) **LOS-16-0280**      **SOS/16/01824/PA3COU (ST CLEMENTS WARD)**  
**13 RECTORY GROVE, LEIGH ON SEA, ESSEX, SS9 3QH**  
Change of use from shop (class A1) to restaurant (class A3) (prior approval).
- k) **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).
- l) **LOS-16-0282**      **SOS/16/01730/AMDT (THAMES WARD)**  
**12 MARINE CLOSE, LEIGH ON SEA, ESSEX, SS9 2RD**  
Convert roof space into habitable accommodation to form three additional HMO rooms, erect roof extension to front and rear, install terrace at second floor, erect bin and cycle storage at rear.
- m) **LOS-16-0283**      **SOS/16/01782/FULH (HERSCHELL WARD)**  
**85 HERSCHELL ROAD, LEIGH ON SEA, ESSEX, SS9 2PU**  
Erect two dormer windows to front elevation.
- n) **LOS-16-0284**      **SOS/16/01645/FUL (LEIGH ROAD WARD)**  
**149 LEIGH ROAD, LEIGH ON SEA, ESSEX, SS9 1JF**  
Erect second floor to provide two self-contained flats, erect three storey rear extension, ground floor parking, refuse store and juliette balconies to rear elevation and terraced area to front and side (147-149 Leigh Road) (amended proposal).
- o) **LOS-16-0285**      **SOS/16/01760/FULH (HERSCHELL WARD)**  
**78 HADLEIGH ROAD, LEIGH ON SEA, ESSEX, SS9 2LZ**  
Raise roof height to form habitable accommodation in roof, dormer to rear and alterations to front, side and rear elevations (amended proposal).
- p) **LOS-16-0286**      **SOS/16/01785/FUL (ST CLEMENTS WARD)**  
**5 LEIGH HILL, LEIGH ON SEA, ESSEX, SS9 2DR**  
Change of use from shop (class A1) to self-contained flat (class c3) and alter front elevation (amended proposal)
- q) **LOS-16-0287**      **SOS/16/01771/FULH (LEIGH ROAD WARD)**  
**53 MARGUERITE DRIVE, LEIGH ON SEA, ESSEX, SS9 1NN**  
Erect single storey rear extension.

- r) **LOS-16-0288 SOS/16/01753/FULH (ST CLEMENTS WARD)**  
**20 WEST STREET, LEIGH ON SEA, ESSEX, SS9 1QG**  
 Erect single storey rear infill extension (amended proposal).

9. GENERAL PERMITTED DEVELOPMENT APPLICATIONS– FOR INFORMATION

- a) **LOS-16-0275 SOS/16/01867/GPDE (HERSCHELL WARD)**  
**156 HADLEIGH ROAD, LEIGH ON SEA, ESSEX, SS9 2LP**  
 Erect single storey rear extension, projecting 3.6m beyond the existing rear wall of the dwelling, 3m high to eaves and with a maximum height of 3.6m.

10. LAWFUL DEVELOPMENT CERTIFICATES– FOR INFORMATION

- a) SOS/16/01635/CLP  
**57 COTTESMORE GARDENS, LEIGH-ON-SEA, ESSEX, SS9 2TF**  
 Hipped to gable roof extension to form habitable accommodation in roof with dormer and Juliette balcony to rear (lawful development certificate – proposed)
- b) SOS/16/01700/CLP  
**81 HIGHLANDS BOULEVARD, LEIGH-ON-SEA, ESSEX, SS9 3TQ**  
 Hipped to gable roof extension to side to form habitable accommodation in roof with dormer and Juliette balcony to rear, roof lights to front and alter elevations (certificate of lawfulness – proposed)

11. APPEALS LODGED

12. PLANNING BUDGET 2017-18

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
<b>INCOME</b>							
CIL Income	£ -	£ -	£ -	£ 885.06	£ 885.06	£ 885.06	£ 900.00
<b>Total</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 885.06</b>	<b>£ 885.06</b>	<b>£ 885.06</b>	<b>£ 900.00</b>
<b>EXPENDITURE</b>							
Staff costs	£ 12,009.44	£ -	£ 14,818.00	£ 4,066.47	£ 10,751.53	£ 8,731.34	£ 9,150.54
Planning Equipment	£ 416.67	£ -	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00
Neighbourhood Plan	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00		£ -
Other items (specify)	£ -	£ -	£ -	£ -	£ -		£ -
<b>Total</b>	<b>£ 12,426.11</b>	<b>£ 2,000.00</b>	<b>£ 15,318.00</b>	<b>£ 4,066.47</b>	<b>£ 11,251.53</b>	<b>£ 9,231.34</b>	<b>£ 9,650.54</b>



20<sup>th</sup> October 2016  
 Paul Beckerson  
 Town Clerk

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

## **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.

## **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.

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