

STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE MEETING

Date: Tuesday 7 December 2021
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Clark, Cooper (Chairman), Garten, Mrs Grigg, Munford, M Rose,
Russell, Spooner and Springett (Vice-Chairman)

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

AGENDA

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Urgent Items
4. Notification of Visiting Members
5. Disclosures by Members and Officers
6. Disclosures of Lobbying
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
8. Minutes of the Meeting Held on 9 November 2021 adjourned to the 19 November 2021 1 - 7
9. Presentation of Petitions (if any)
10. Question and Answer Session for Members of the Public
11. Questions from Members to the Chairman (if any)
12. Committee Work Programme 8 - 9
13. Reports of Outside Bodies
14. Appointment to Kent Downs Line
15. Appointment to Maidstone Cycle Campaign Forum

Issued on Monday 29 November 2021

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

16. Appointment to Medway Valley Line Steering Group	
17. 2nd Quarter Financial Update & Performance Monitoring Report	10 - 31
18. Fees and Charges 2022-23	32 - 78
19. Medium Term Financial Strategy	79 - 139
20. Local Plan Review Update	140 - 142
21. Maidstone Authority Monitoring Report	143 - 248
22. Infrastructure Funding Statement 2020/21	249 - 268
23. Article 4 Direction covering the primary shopping area of Maidstone and the renewal of certain existing Article 4 Directions	269 - 289

PART II

To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.

Head of Schedule 12 A and Brief Description

24. Park & Ride Service	Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)	290 - 297
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INFORMATION FOR THE PUBLIC

In order to ask a question at this meeting, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5p.m. on Friday 3 December 2021). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Friday 3 December 2021). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email committee@maidstone.gov.uk.

To find out more about the work of the Committee, please visit www.maidstone.gov.uk.

Should you wish to refer any decisions contained in these minutes to the **Policy and Resources Committee**, please submit a Decision Referral Form, signed by **three** Councillors, to the **Head of Policy, Communications and Governance** by: **6 December 2021**

MAIDSTONE BOROUGH COUNCIL

STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 9 NOVEMBER 2021 ADJOURNED TO 19 NOVEMBER 2021

Present: Councillors Clark, Cooper(Chairman), Garten,
9November 2021 Mrs Grigg, McKay, Munford, Russell, Spooner and
Springett

Also Present: Councillors English, Purle and M Rose

78. **APOLOGIES FOR ABSENCE**

There were no apologies.

79. **NOTIFICATION OF SUBSTITUTE MEMBERS**

There were no Substitute Members.

80. **URGENT ITEMS**

There were no urgent items.

81. **NOTIFICATION OF VISITING MEMBERS**

Councillors English, Purle and M Rose were present as Visiting Members for Item 14 – Reference from Council – Motion – HMOs.

82. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures by Members or Officers.

83. **DISCLOSURES OF LOBBYING**

All Committee Members had been lobbied on Item 18 – Local Plan Review Update.

Councillor Grigg had been lobbied on Item 17 – Local Development Scheme 2021-2024.

84. **EXEMPT ITEMS**

RESOLVED: That all items be taken in public as proposed.

85. **MINUTES OF THE MEETING HELD ON 4 OCTOBER 2021**

RESOLVED: That the Minutes of the Meeting held on 4 October 2021 be approved as a correct record and signed.

86. PRESENTATION OF PETITIONS

There were no petitions.

87. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

88. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

89. COMMITTEE WORK PROGRAMME

The Committee were informed that a report providing further detail on car parking income would be presented at the December 2021 meeting.

The report on Virtual Permit Management – Visitor Permits would likely be presented in early 2022, as the work required had been delayed due to service pressures. The Overview of the Draft Building Safety Bill and the Implications for the Council report would be presented when available, as the relevant legislation remained to be enacted.

The Chairman and Vice-Chairman would review the agenda items shown for the next two meetings of the Committee, with a view to distributing the agenda items more evenly.

RESOLVED: That the Committee Work Programme be noted.

90. REPORTS OF OUTSIDE BODIES

There were no reports of Outside Bodies.

91. REFERENCE FROM COUNCIL - MOTION - HMOS

The Democratic Services Officer introduced the procedural background to the reference received from Council.

In response to questions, the Head of Planning and Development clarified that the conversion from C3 use to a House of Multiple Occupation (HMO) was a permitted development right, that did not require prior planning approval. The National Planning Policy Framework (NPPF) required that the use of an Article 4 direction must be necessary to protect the local amenity or wellbeing of the smallest geographical area possible and required supporting evidence. For Fant Road and Hackney Lane, consideration could be given to whether there were any concerns around car parking, such as its availability and the number of parking fines issued, and the provision and erosion of public gardens. A strong foundational evidence-base would be helpful considering the implementation of further Article 4 directions in other areas of the borough, if necessary.

The Committee expressed support for the implementation of an Article 4 Direction in Fant Lane and Hackney Road, and other areas of the borough if possible, to enable further consideration of the impact within each geographical area as opposed to a prevention of the HMOs creation. The influence and strength of various Local Plan policies was highlighted during the debate, in considering whether further investigative work into the use of an Article 4 was required.

The Interim Local Plan Review Director advised that it would be appropriate to consider any specific policy(s) on HMOs through documents such as the Town Centre Strategy, Design and Sustainability Development Plan Document or a Supplementary Planning Document. These documents required suitable evidence collection, consultation and examination, which would allow the use of Article 4's across multiple areas to be investigated in further detail. A robust evidence base was important to avoid external challenge.

In response to further questions, the Head of Planning and Development stated that the work required to investigate the use of an Article 4 in Fant Lane and Hackney Road would take approximately three months, excluding the Christmas period.

RESOLVED: That the Head of Planning and Development be requested to:

1. Begin the work required to implement an Article 4 on Fant Lane and Hackney Road;
2. Produce a list of proposed sites where it may be appropriate to implement article 4 directions, to be presented to the committee at a later date; and
3. Explore the possibility of an SPD and review this.

Note: The meeting was briefly adjourned between 6.57 p.m. to 7.02 p.m. due to technical difficulties.

92. FLOOD RISK ALLEVIATION - MEDWAY STREET FLOOD BARRIER

The Director of Finance and Business Improvement introduced the report and reiterated the history of the flood barrier proposed since its agreement as part of the Bridges Gyratory Scheme in 2017, and the recent progress made following meetings between the Council and Kent County Council (KCC).

The appendices to the report were highlighted, Appendix 1 displayed the risk of flooding across the Medway Street area, particularly in and around the High Street. Appendix 2 detailed the proposed glass flood barrier design, which would be fixed to the existing retaining wall to increase the protection provided. The original concept of flood gates at either end of the subway had been of greater cost and scope and would have affected the structural integrity of the subway. The necessary works would likely be carried out in early next year and be in place for Winter 2022.

In response to questions, the Director of Finance and Business Improvement confirmed that Highways approval was necessary before the project commenced, but that discussions with KCC had been productive. The budget was likely to be sufficient, however this would not be confirmed until the procurement process was completed.

It was likely that the Council would maintain the barrier, which involved routinely checking the gates' functioning and their closure in the event of flooding. It was possible that the firm contracted to install the barrier would ensure its maintenance for a period of time, which would have to be considered as part of the Council's revenue budget if necessary.

The Committee expressed support for the proposal and the progress made.

RESOLVED: That the report be noted.

Note: The Committee adjourned for a short break between 8.00 p.m. to 8.10 p.m.

93. ADJOURNMENT OF MEETING

The meeting remained adjourned until 8.25 p.m. due to the technical difficulties being experienced with the Council's webcasting facility.

The webcasting could not be continued, and the meeting was adjourned in view of the likely public interests in the agenda items.

RESOLVED: That the meeting be adjourned to a date to be confirmed.

94. DURATION OF MEETING

6.30 p.m. to 8.27 p.m.

MAIDSTONE BOROUGH COUNCIL

STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE

MINUTES OF THE MEETING HELD ON FRIDAY 19 NOVEMBER 2021 ADJOURNED TO 19 NOVEMBER 2021

Present: Councillors Brindle, Clark, Cooper(Chairman),
19 Mrs Grigg, M Rose, Russell, Spooner and Springett
November
2021

Also Present: Councillors English and Harper

95. **APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors Garten and Munford.

96. **NOTIFICATION OF SUBSTITUTE MEMBERS**

Councillor Brindle was present as Substitute Member for Councillor Garten.

97. **NOTIFICATION OF VISITING MEMBERS**

Councillors English and Harper were in attendance as Visiting Members for Item 7 – Development of the Maidstone Town Centre Strategy.

98. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures by Members or Officers.

99. **DISCLOSURES OF LOBBYING**

As declared at the 9 November 2021 meeting, all Committee Members had been lobbied on Item 9 – Local Plan Review Update.

Councillor M Rose had been lobbied on Item 7 – Development of the Maidstone Town Centre Strategy.

100. **EXEMPT ITEMS**

RESOLVED: That all items be taken in public as proposed.

101. **DEVELOPMENT OF THE MAIDSTONE TOWN CENTRE STRATEGY**

The Interim Local Plan Review Director introduced the report and outlined the impact of historic changes in demand for the town centre, which had been exacerbated by the Covid-19 pandemic. In an effort to preserve the

facilities available within the town centre area, including retail and office space, the use of an Article 4 direction would be considered.

The development of the Town Centre Strategy was an opportunity to make the town centre more environmentally attractive, user friendly and to reinforce Maidstone's role as the County Town of Kent. The strategy would be considered by the Council's other Service Committees and the feedback provided by the Economic Regeneration and Leisure Committee was briefly outlined.

During the debate, the importance of providing a cohesive town centre strategy that maximised the town centre's visitor potential was highlighted. This included sufficient parking and public transport provision to enable individuals to travel to the town centre with greater ease and increase its attractiveness, alongside the provision of leisure, culture and arts events. It was felt that greater efforts could be made to promote the town centre's assets, such as the River Medway, alongside increased employment opportunities.

The general maintenance of the town centre was mentioned, due to the importance of promoting a long-term sustainable town centre strategy.

RESOLVED: That the feedback arising from the discussion on the report be used to inform a further report to the Policy and Resources Committee with a more specific proposal on the scope and timing of the Town Centre Strategy.

102. LOCAL DEVELOPMENT SCHEME 2021-2024

The Strategic Planning Manager introduced the report and reiterated that the Local Development Scheme (LDS) was a statutory requirement. The changes proposed, if agreed, would reflect the work required to produce two Development Plan Documents (DPDs) alongside the Local Plan Review.

The Gypsy and Traveller DPD was required due to the delay caused by the Covid-19 pandemic to the ongoing needs assessment, which indicated that the Council had a significant need for new pitches. A 'call for sites' exercise would take place from February 2022 and the documents' overall completion was expected by late 2024.

The Design and Sustainability DPD had been agreed by the Committee in September 2021. An initial regulation 18 consultation would take place from April 2022.

There were no changes proposed to the Local Plan Review timetable as contained within the LDS.

RESOLVED: That full council be recommended to approve the Local Development Scheme 2021-2024, as attached as Appendix 1 to the report.

103. LOCAL PLAN REVIEW UPDATE

The Strategic Planning Manager introduced the report and referenced the ongoing Regulation 19 'draft for submission' documents public consultation. A significant number of representations had already been received and had begun to be processed. Subject to the representations received, it was intended that the Local Plan would be submitted in March 2022, as outlined in the current Local Development Scheme.

Several Members expressed concerns that the Regulation 19 consultation form and associated webpages did not provide clear guidance on how to submit a representation. The Strategic Planning Manager confirmed that the comments received on the Regulation 19 stage of the Local Plan Review (LPR) should be focused on the 'Tests of Soundness' and 'Legal Compliance' of the proposed Local Plan (LP), as opposed to the wider scope of the questionnaires provided at the Regulation 18 'Scoping Themes and Issues' stage of the LP, for example. The submission form provided on the Council's website was derived from the Planning Inspectorate, however any person that wished to submit a representation was not required to use that form but could for example, submit a letter outlining their representation.

The Committee expressed concerns regarding the provision of transport and highways infrastructure. The Strategic Planning Manager stated that an 'Integrated Transport Package' (ITP) had been produced alongside the 2017 LP, which demonstrated the infrastructure required to support the proposals and growth provided within the current LPR and was a working document. There were two Integrated Transport Strategies (ITS), one for the 2017 LP and an Addendum that reflected the preferred spatial strategy and growth from the ongoing LPR, which were all included within the evidence base of the Regulation 19 documents. The proposed Supplementary Planning Documents for main growth locations were highlighted.

There were concerns that the Maidstone Joint Transportation Board and the Maidstone Strategic Infrastructure Working Group Meeting's should be occurring more often, due to the importance of delivering the required road infrastructure.

The Head of Planning and Development would provide the comments received that contributed to the inclusion of the Beacons Park Site into the Regulation 19 documents to Councillors Clark, Cooper and Grigg as requested.

RESOLVED: That the report be noted.

104. DURATION OF MEETING

6.30 p.m. to 7.40 p.m.

2021/22 WORK PROGRAMME

	Committee	Month	Origin	CLT to clear	Lead	Report Author
Infrastructure Delivery Plan	SPI	11-Jan-22	Officer Update		Mark Egerton	Helen Smith
Community Infrastructure Levy Bidding Process	SPI	11-Jan-22	Officer Update		Rob Jarman	Carole Williams
Community Infrastructure Bidding Prospectus & Programme	SPI	11-Jan-22	Officer Update		Rob Jarman	Carole Williams
Update Report on the Maidstone Strategic Infrastructure Working Group	SPI	11-Jan-22	Committee Request		Alison Broom	Alison Broom
Local Plan Review Update	SPI	11-Jan-22	Officer Update		Phil Coyne/Rob Jarman	Mark Egerton
Gypsy & Traveller Development Plan Document - Call for Sites Exercise	SPI	11-Jan-22	Officer Update		Phil Coyne/Mark Egerton	Gavin Ball
Refresh of the Council's Air Quality Management Area and Air Quality Action Plan	SPI	08-Feb-22	Officer Update		John Littlemore	Tracey Beattie
Local Plan Review Update ∞	SPI	08-Feb-22	Officer Update		Philip Coyne/Rob Jarman	Mark Egerton
Q3 Budget and Performance Monitoring 2021/22	SPI	08-Mar-22	Officer Update	No	Mark Green	Ellie Dunnet
Local Plan Review Update	SPI	08-Mar-22	Officer Update		Phil Coyne/Rob Jarman	Mark Egerton
KCC 20mph Speed Limit Pilot - Summary of Conclusions	SPI	Awaiting Date for Pilot Information to be Released by KCC	Cllr Request	?	TBC	TBC
Potential Areas for Article 4 Direction(s)	SPI	TBC	Committee Request		Rob Jarman	Rob Jarman
Conservation Area Funding Opportunities	SPI	TBC	Committee Request		Rob Jarman	TBC
National Bus Strategy	SPI	TBC	Cllr Request		U/K	U/K
Other Local Authority Statements of Common Ground	SPI	TBC	Officer Update		Philip Coyne/Rob Jarman	Helen Garnett

2021/22 WORK PROGRAMME

	Committee	Month	Origin	CLT to clear	Lead	Report Author
Overview of the Draft Building Safety Bill and the Implications for the Council	SPI	TBC	Officer Update		William Cornall	Robert Wiseman
Report on the Use of Section 106 Monies around Lockmeadow (title tbc)	SPI	TBC	Officer Update		U/K	U/K
Update on the Potential Procurement of a Cycle and/or E-Scooter Hire Operator within the Borough	SPI	TBC	Officer Update		William Cornall	Alex Wells
Virtual Permit Management - Visitor Permits	SPI	TBC	Officer Update		Jeff Kitson	Alex Wells
First Homes	SPI	TBC	Officer Update		William Cornall/Rob Jarman	TBC
Government Reforms to the Planning System	SPI	TBC	Officer Update		Philip Coyne/Rob Jarman	Tom Gilbert
KCC 20mph Speed Limit Pilot Scheme - Hale Road	SPI	TBC	Cllr Request		TBC	TBC
Local Plan Review Submission	SPI	TBC	Officer Update		Philip Coyne/Rob Jarman	Mark Egerton
Neighbourhood Planning Protocol Update	SPI	TBC	Officer Update		Rob Jarman	Anna Ironmonger/Tom Gilbert
Other Local Authority Planning Consultations	SPI	TBC	Officer Update		Philip Coyne/Rob Jarman	TBC
Other Neighbourhood Plan Updates	SPI	TBC	Officer Update		Rob Jarman	Anna Ironmonger
Town Centre Development Plan Document Scoping	SPI	TBC	Officer Update		Philip Coyne/Rob Jarman	TBC
Updating the Community Infrastructure Levy Charging Schedule	SPI	TBC	Officer Update		Philip Coyne/Rob Jarman	Helen Smith

Agenda Item 14

NOMINATION FORM TO OUTSIDE BODY

Date ...01/12/2021

NAME:	Patrik Garten
ADDRESS:	Kingswood House Pitt Road Maidstone ME17 3NR
TELEPHONE NO:	01622-807907
NAME OF ORGANISATION APPLYING FOR:	Kent Downs Line
ROLE APPLYING FOR:	outside body MBC members' representative
REASON FOR APPLYING:	<p>The KDL runs through my ward, with Hollingbourne being a station along this line.</p> <p>I take a strong interest in ways to improve this rail infrastructure for the communities in Maidstone.</p>
WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:	<p>Since the inception of the KDL I participated at and supported this body. I joined KDL as a MBC Councillor and, with about 2 or 3 other Councillors we are currently invited to KDL meetings as "inofficial" MBC representatives. I was the driving force for KDL to seek officially appointed outside body representatives from MBC.</p> <p>Following my initial initiative and ultimately as a result of me participating at KDL, the community of Hollingbourne is currently preparing to adopt their local station for a community project.</p>

STRATEGIC PLANNING & INFRASTRUCTURE COMMITTEE

7 December 2021

2nd Quarter Financial Update & Performance Monitoring Report 2021/22

Final Decision-Maker	Strategic Planning & Infrastructure Committee
Lead Head of Service	Mark Green, Director of Business Improvement
Lead Officer and Report Authors	Ellie Dunnet, Head of Finance Paul Holland, Senior Finance Manager (Client) Carly Benville, Senior Business Analyst
Classification	Public
Wards affected	All

Executive Summary

This report sets out the 2021/22 financial and performance position for the services reporting into the Strategic Planning & Infrastructure Committee (SPI) as at 30th September 2021 (Quarter 2). The primary focus is on:

- The 2021/22 Revenue and Capital budgets; and
- The 2021/22 Key Performance Indicators (KPIs) that relate to the delivery of the Strategic Plan 2019-2045.

The combined reporting of the financial and performance position enables the Committee to consider and comment on the issues raised and actions being taken to address both budget pressures and performance issues in their proper context, reflecting the fact that the financial and performance-related fortunes of the Council are inextricably linked.

Budget Monitoring

Overall net expenditure at the end of Quarter 2 for the services reporting to SPI is -£0.400m, compared to the approved profiled budget of -£0.011m, representing an underspend of £0.389m.

Capital expenditure at the end of Quarter 2 was £0.007m against a total budget of £0.086m. Forecast spend for the year is £0.086m.

Performance Monitoring

66.7% (4 of 6) targetable quarterly key performance indicators reportable to the Strategic Planning & Infrastructure Committee achieved their Quarter 2 target.

Purpose of Report

The report enables the Committee to consider and comment on the issues raised and actions being taken to address both budget pressures and performance issues as at 30 September 2021.

This report makes the following Recommendations to the Committee:

1. That the Revenue position as at the end of Quarter 2 for 2021/22, including the actions being taken or proposed to improve the position, where significant variances have been identified, be noted;
2. That the Capital position at the end of Quarter 2 be noted; and
3. That the Performance position as at Quarter 2 for 2021/22, including the actions being taken or proposed to improve the position, where significant issues have been identified, be noted.

Timetable

<i>Meeting</i>	<i>Date</i>
Strategic Planning & Infrastructure Committee	7 December 2021

2nd Quarter Financial Update & Performance Monitoring Report 2021/22

CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>This report monitors actual activity against the revenue budget and other financial matters set by Council for the financial year. The budget is set in accordance with the Council's Medium-Term Financial Strategy which is linked to the Strategic Plan and corporate priorities.</p> <p>The Key Performance Indicators and strategic actions are part of the Council's overarching Strategic Plan 2019-45 and play an important role in the achievement of corporate objectives. They also cover a wide range of services and priority areas.</p>	Director of Finance and Business Improvement (Section 151 Officer)
Cross Cutting Objectives	This report enables any links between performance and financial matters to be identified and addressed at an early stage, thereby reducing the risk of compromising the delivery of the Strategic Plan 2019-2045, including its cross-cutting objectives.	Director of Finance and Business Improvement (Section 151 Officer)
Risk Management	This is addressed in Section 5 of this report.	Director of Finance and Business Improvement (Section 151 Officer)

Issue	Implications	Sign-off
Financial	<p>Financial implications are the focus of this report through high level budget monitoring. Budget monitoring ensures that services can react quickly enough to potential resource problems. The process ensures that the Council is not faced by corporate financial problems that may prejudice the delivery of strategic priorities.</p> <p>Performance indicators and targets are closely linked to the allocation of resources and determining good value for money. The financial implications of any proposed changes are also identified and taken into account in the Council's Medium-Term Financial Strategy and associated annual budget setting process. Performance issues are highlighted as part of the budget monitoring reporting process.</p>	Senior Finance Manager (Client)
Staffing	<p>The budget for staffing represents a significant proportion of the direct spend of the Council and is carefully monitored. Any issues in relation to employee costs will be raised in this and future monitoring reports.</p> <p>Having a clear set of performance targets enables staff outcomes/objectives to be set and effective action plans to be put in place.</p>	Director of Finance and Business Improvement (Section 151 Officer)
Legal	<p>The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables the Committee to remain aware of issues and the process to be taken to maintain a balanced budget.</p> <p>There is no statutory duty to report regularly on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. One of the purposes of the Key Performance Indicators is to facilitate the improvement of the economy, efficiency and effectiveness of Council services. Regular reports on Council performance help to demonstrate best value and compliance with the statutory duty.</p>	Senior Lawyer (Corporate Governance), MKLS

Issue	Implications	Sign-off
Privacy and Data Protection	The performance data is held and processed in accordance with the data protection principles contained in the Data Protection Act 2018 and in line with the Data Quality Policy, which sets out the requirement for ensuring data quality. There is a program for undertaking data quality audits of performance indicators.	Policy and Information Team
Equalities	There is no impact on Equalities as a result of the recommendations in this report. An EqIA would be carried out as part of a policy or service change, should one be identified.	Equalities and Communities Officer
Public Health	The performance recommendations will not negatively impact on population health or that of individuals.	Public Health Officer
Crime and Disorder	There are no specific issues arising.	Director of Finance and Business Improvement (Section 151 Officer)
Procurement	Performance Indicators and Strategic Milestones monitor any procurement needed to achieve the outcomes of the Strategic Plan.	Director of Finance and Business Improvement (Section 151 Officer)
Biodiversity & Climate Change	The implications of this report on biodiversity and climate change have been considered and there are no direct implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

1. BACKGROUND AND INTRODUCTION

- 1.1 The Medium-Term Financial Strategy for 2021/22 to 2025/26 - including the budget for 2021/22 - was approved by full Council on 24th February 2021. This report updates the Committee on how its services have performed over the last quarter with regard to revenue and capital expenditure against approved budgets.
- 1.2 This report also includes an update to the Committee on progress against its Key Performance Indicators (KPIs).

- 1.3 Attached at **Appendix 1** is a report setting out the revenue and capital spending position at the Quarter 2 stage. Attached at **Appendix 3** is a report setting out the position for the KPIs for the corresponding period.
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2. AVAILABLE OPTIONS

- 2.1 There are no matters for decision in this report. The Committee is asked to note the contents but may choose to take further action depending on the matters reported here.
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3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 In considering the current position on the Revenue budget, the Capital Programme and KPIs at the end of September 2021, the Committee can choose to note this information or could choose to take further action.
- 3.2 The Committee is requested to note the content of the report as no further actions are required.
-

4. RISK

- 4.1 This report is presented for information only and has no direct risk management implications.
- 4.2 The Council produced a balanced budget for both revenue and capital income and expenditure for 2021/22. The budget is set against a backdrop of limited resources and a difficult economic climate, even before the impact of the Covid-19 pandemic became clear. Regular and comprehensive monitoring of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives the Committee the best opportunity to take actions to mitigate such risks.
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5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The KPIs update ("Performance Monitoring") is reported to service committees quarterly: Communities, Housing & Environment Committee; Economic Regeneration & Leisure Committee; and the Strategic Planning & Infrastructure Committee. Each committee will receive a report on the relevant priority action areas. The report is also presented to the Policy & Resources Committee, reporting on the priority areas of "A Thriving Place", "Safe, Clean and Green", "Homes and Communities" and "Embracing Growth and Enabling Infrastructure".
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6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The Quarter 2 Budget & Performance Monitoring reports are being considered by the relevant Service Committees during November and December 2021, including a full report to the Policy & Resources Committee on 24th November 2021.
 - 6.2 The Council could choose not to monitor its budget and/or the Strategic Plan and/or make alternative performance management arrangements, such as the frequency of reporting. This is not recommended as it could lead to action not being taken against financial and/or other performance during the year, and the Council failing to deliver its priorities.
 - 6.3 There remains uncertainty regarding the Council's financial position beyond 2021/22, arising from the impacts of the Covid-19 crisis and the Council's role in responding to this. Future finance reports to this committee will ensure that members are kept up to date with this situation as it develops.
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7. REPORT APPENDICES

- Appendix 1: Second Quarter Budget Monitoring 2021/22
 - Appendix 2: Parking Services Income & Expenditure 2018/19 to 2021/22
 - Appendix 3: Second Quarter Performance Monitoring 2021/22
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8. BACKGROUND PAPERS

None.

Second Quarter Financial Update 2021/22

Strategic Planning & Infrastructure Committee

7th December 2021

Lead Officer: Mark Green

Report Authors: Ellie Dunnet/Paul Holland

Contents

Part A: Executive Summary & Overview Page 2

Part B: Revenue Budget Q2 2021/22

B1) Revenue Budget Page 5

Part C: Capital Budget Q2 2021/22

C1) Capital Budget Page 9

Part A

Executive Summary & Overview



This report provides members with the financial position as at 30 September 2021, covering activity for both the Council as a whole and this committee's revenue and capital accounts for the second quarter of 2021/22.

Members will be aware of the significant uncertainty in the 2021/22 budget estimates arising from the ongoing impact of the Covid-19 pandemic, both in relation to demands on the Council to respond and the speed of local economic recovery. Financial support from central government received during 2020/21 continues to support specific activities, and the unringfenced Covid-19 grant of £860,000 will be used to support recovery and renewal activities.

In addition, the Council will shortly be applying for the final round of funding under the government's sales, fees and charges compensation scheme covering income losses between April – June 2021 measured against the 2020/21 income budget. This is expected to be the final allocation of unringfenced Covid-19 funding from central government.

The headlines for Quarter 2 are as follows:

Part B: Revenue budget – Q2 2021/22

- Overall net expenditure at the end of Quarter 2 for the services reporting to this committee is -£0.400m, compared to the approved profiled budget of -£0.011, representing an underspend of £0.389m.

Part C: Capital budget – Q2 2021/22

- Capital expenditure at the end of Quarter 2 was £0.007m against a total budget of £0.086m. Forecast spend for the year is £0.086m.

Part B

Second Quarter Revenue Budget 2021/22

B1) Revenue Budget

B1.1 The table below provides a detailed summary on the budgeted net income position for SPI services at the end of Quarter 2. The financial figures are presented on an accruals basis (e.g. expenditure for goods and services received, but not yet paid for, is included).

SPI Revenue Budget & Outturn – Quarter 2

(a)	(b)	(c)	(d)	(e)	(f)	(g)
Cost Centre	Approved Budget for Year £000	Budget to 30 September 2021 £000	Actual £000	Variance £000	Forecast 31 March 2022 £000	Forecast Variance 31 March 2022 £000
Building Regulations Chargeable	-347	-183	-251	68	-448	101
Building Control	-1	-0	0	-0	-1	0
Street Naming & Numbering	-73	-37	-47	10	-73	0
Development Control Advice	-253	-118	-79	-39	-170	-83
Development Control Appeals	129	17	21	-4	129	0
Development Control Majors	-511	-259	-210	-49	-414	-97
Development Control - Other	-641	-322	-462	141	-916	275
Development Control Enforcement	70	26	26	-0	70	0
Planning Policy	311	196	197	-0	311	0
Neighbourhood Planning	0	0	-17	17	0	0
Conservation	-11	-7	-2	-5	-11	0
Land Charges	-265	-131	-163	32	-313	48
Spatial Policy Planning Section	428	217	214	3	428	0
Head of Planning and Development	110	55	56	-1	110	0
Development Management Enforcement Section	185	93	83	9	185	0
Building Surveying Section	447	226	221	4	447	0
Mid Kent Planning Support Service	316	156	136	20	316	0
Heritage Landscape and Design Section	209	105	106	-1	209	0
CIL Management Section	45	23	-5	28	45	0
Mid Kent Local Land Charges Section	105	46	22	24	105	0
Development Management Section – Majors	290	145	136	9	290	0
Development Management Section – Others	692	346	339	7	692	0
Salary Slippage	-92	-46	0	-46	-92	0
Sub-Total Planning Services	1,143	548	321	227	899	245

Table 2, Budget & Outturn – Planning Services (second quarter 2021/22)

(a)	(b)	(c)	(d)	(e)	(f)	(g)
Cost Centre	Approved Budget for Year £000	Budget to 30 September 2021 £000	Actual £000	Variance £000	Forecast 31 March 2022 £000	Forecast Variance 31 March 2022 £000
Environment Improvements	6	-34	-44	10	6	0
Name Plates & Notices	19	10	10	-0	19	0
On Street Parking	-322	-146	-199	53	-394	71
Residents Parking	-207	-119	-115	-5	-207	0
Pay & Display Car Parks	-1,189	-471	-431	-40	-1,115	-74
Non Paying Car Parks	17	12	8	4	17	0
Off Street Parking - Enforcement	-114	-51	-110	59	-185	71
Mote Park Pay & Display	-186	-112	-150	38	-233	47
Sandling Road Car Park	3	2	-0	2	3	0
Park & Ride	162	117	101	16	162	0
Other Transport Services	-5	7	-6	13	-5	0
Parking Services Section	346	227	215	13	346	0
Sub-Total Parking Services	-1,470	-558	-721	163	-1,585	115
Total	-327	-11	-400	389	-686	360

Table 3, Budget & Outturn – Parking Services & Committee Total (second quarter 2021/22)

- B1.2 The table shows that at the end of the second quarter overall net expenditure for the services reporting to SPI is -£0.400m, compared to the approved profiled budget of -£0.011m, representing an underspend of £0.389m.
- B1.3 The table indicates that in certain areas, significant variances to the budgeted income levels have emerged during the second quarter of the year. The reasons for the more significant variances are explored in section B2 below.

B2) Variances

- B2.1 The committee was particularly impacted by the effects of Covid-19 given that income-generating services form a significant part of the overall budget. Income from minor planning applications has recovered strongly although there continues to be less activity at this stage with regards to major applications. The budgets for pay & display car parking were reduced as it was anticipated that usage levels would continue to be low, and there continues to be less income than forecast against these reduced budgets. The position will continue to be monitored, and with the town centre and Lockmeadow now trading normally along with some office workers returning it is hoped that the position will improve through the year.

	Positive Variance Q2	Adverse Variance Q2	Year End Forecast Variance
Strategic Planning & Infrastructure Committee	£000		
PLANNING SERVICES			
Building Regulations Chargeable – The budget figure was reduced by 10% for this year, and income has been higher than expected so far, and is forecast to continue to be for the rest of the year.	67		101
Development Control Advice – The reduced level of income reflects a fall in the number of pre-planning agreements entered into so far this year. The position is not expected to improve. The income from PPAs is linked to major applications whereas pre-application income is aligned with non-major proposals.		-38	-83
Development Control (Majors) – The number of major applications remains low and is not expected to improve significantly for the remainder of the year. Major applications are linked to the Local Plan cycle of development.		-48	-97
Development Control (Minors) - The positive variance is due to a high level of income being generated coupled with the 10% decrease in income budget. The excess in income is due to a substantial increase in principally householder applications.	141		275

B3) Local Plan Review

- B3.1 The Local Plan Review (LPR) process is an important, high profile and continuous task undertaken by the Planning Services team. The associated revenue spending profile however is cyclical and does not fit the conventional 12-month financial planning process for general revenue expenditure. Instead, spending tends to follow the five-year production period of each Local Plan with various peaks and troughs over that time period.
- B3.2 The LPR process is therefore funded through an annual £200,000 revenue contribution, in addition to the existing service budget, with any remaining unspent balances at year end automatically rolled forward into the following financial year. The table below shows the available revenue resources currently allocated to fund LPR activities, and the spend as at 30th September 2021.

Opening Balance 01/04/2021 (including 2021/22 allocation)	Spending April - September 2021	Forecast Spending October - March 2022	Forecast Spending Balance 31/03/2022
£'s	£'s	£'s	£'s
374,320	323,371	386,141	-335,192

Table 4, Local Plan Review budget (Q2, 2021/22)

- B3.3 The above forecast excludes expenditure on the Town Centre Strategy, which was covered by a previous separate report to this committee.
- B3.4 The residual overspend, currently estimated to be £239,000 will be funded from corporate contingency budgets, as agreed by Policy and Resources Committee on 24 March 2021.
- B3.5 In addition to the resources and planned expenditure outlined above, £140,000 was allocated from the 2020/21 underspend for non-spatial planning policy development. This will be overseen by the Interim Local Plan Review Director in consultation with the Chairman and Vice-Chairman of the Strategic Planning and Infrastructure Committee. Planned expenditure on these activities has not been included within the table above.
- B3.6 Arrangements for funding the work in this area are currently subject to review as part of the development of the medium-term financial strategy for 2022/23 onwards.

	Positive Variance Q2	Adverse Variance Q2	Year End Forecast Variance
Strategic Planning & Infrastructure Committee	£000		
PARKING SERVICES			
On Street Parking – Penalty Charge Notice (PCN) income is higher than forecast, and there are also reduced running costs, although spend is expected to increase for the remainder of the year.	52		71
Pay & Display Car Parks – Income levels continue to be low and with the continuation of home working are not expected to improve significantly. Lockmeadow income had recovered during Q1 but that trend has not been continued, although it is hoped that the opening of the food hall will have a positive impact.		-40	-74
Off Street Parking Enforcement – PCN income is higher than forecast due to a higher number of notices that have been issued.	58		71

Table 5, Significant variances – Parking Services (Q1 2021/22)

- B3.6 A more detailed breakdown of pay and display parking income for 2018/19 to 2021/22 is shown at Appendix 2 to this report.

Part C

Second Quarter Capital Budget 2021/22

C1) Capital Budget: Strategic Planning & Infrastructure Committee (SPI)

C1.1 The position of the 2021/22 SPI element of the Capital Programme at the Quarter 2 stage is presented in Table 3 below. The budget for 2021/22 includes resources brought forward from 2020/21. The budget will be deployed to fund the Medway Street Flood Barrier as described in a report to the Committee on 9 November 2021 and will be complemented by a further £120,000 of unallocated resources to provide a total budget for the project of £200,000.

SPI Capital Programme 2021/22 (@ Quarter 2)

Capital Programme Heading	Adjusted Estimate 2021/22 £000	Actual to September 2021 £000	Budget Remaining £000	Projected			
				Q3 Profile £000	Q4 Profile £000	Total Projected Expenditure £000	Projected Slippage to 2022/23 £000
Strategic Planning & Infrastructure							
Bridges Gyrotory Scheme	86	7	80		80	87	-0
Total	86	7	80		80	87	-0

Off-Street Pay and Display income and expenditure 2018-19 to 2021-22

Spaces		Amount 2018-19	Amount 2019-20	Amount 2020-21	Amount 2021-22 to 31-10-21	Original Budget 2021-2022	Forecast to year end	Variance	Comment
	Long Stay								
75	Barker Rd	-119,171	-108,061	-40,049	-47,624	-84,900	-82,695	-2,205	<p>Changes in the way people work and shop since the pandemic may have changed driver behaviour, particularly in relation to long stay parking. However, it remains too early to draw conclusions as it remains uncertain if this influence will continue going forward.</p> <p>Car park performance is shaped by many independent variables and therefore no single factor can be attributed to increased or decreased performance when considering income in isolation.</p> <p>Where decreased car park occupancy is seen, drivers will often utilise car parks closer to the town centre, as location remains the key driver in influencing choice and car park demand.</p> <p>The town centre strategy will provide an opportunity to strategically analyse future parking demand and influence the decision-making process.</p>
5	Brooks Place	-6,661	-5,863	-3,172	-4,507	-4,420	-7,215	2,795	
26	Brunswick	-35,441	-88	-34	-3,454	-29,040	-7,310	-21,730	
66	College Rd	-68,812	-75,229	-34,049	-35,194	-63,700	-62,169	-1,531	
18	Lucerne Street	-28,077	-23,421	-14,271	-13,232	-19,700	-22,629	2,929	
91	Sittingbourne Rd	-68,176	-67,224	-15,627	-17,752	-52,510	-30,588	-21,922	
42	Union Street-UE01/02	-52,701	-40,405	-32,140	-12,676	-38,230	-23,577	-14,653	
32	Union Street	-34,328	-28,195	-18,314	-15,298	-24,390	-23,865	-525	
22	Well Rd	-26,933	-27,160	-8,808	-10,170	-22,190	-16,600	-5,590	
	Total	-440,300	-375,647	-166,463	-159,908	-339,080	-276,649	-62,431	
	Short Stay								
53	King Street	-255,554	-242,179	-152,801	-126,676	-196,030	-214,387	18,357	
60	Medway Street	-240,448	-239,625	-113,976	-121,518	-189,070	-204,235	15,165	
131	Mill Street	-135,405	-137,453	-57,836	-49,131	-105,980	-88,908	-17,072	
96	Mote Road	-50,922	-44,204	-26,182	-20,294	-30,650	-38,936	8,286	
40	Palace Ave.	-156,929	-150,930	-84,731	-80,358	-122,620	-138,103	15,483	
65	Wheeler Street	-167,767	-156,470	-59,750	-62,518	-113,870	-107,592	-6,278	
61	Upper Brewer Street	-151,842	-142,249	-51,417	-55,093	-101,670	-96,096	-5,574	
	Total	-1,158,867	-1,113,110	-546,694	-515,588	-859,890	-888,257	28,367	
	Other Tariff-								
567	Lockmeadow	-394,996	-401,901	-94,835	-152,006	-352,780	-304,860	-47,920	
	Total	-394,996	-401,901	-94,835	-152,006	-352,780	-304,860	-47,920	
	Season tickets	-231,219	-231,396	-110,653	-53,522	-132,730	-82,000	-50,730	
	Other Income	-73,752	-79,523	-57,106	-71,355	-117,270	-117,270	0	
	Total Income	-2,299,133	-2,201,577	-975,752	-952,378	-1,801,750	-1,669,036	-132,714	
	Total Controlled Expenditure	412,614	476,879	496,996	391,913	612,280	553,766	58,514	
	Grand Total	-1,886,520	-1,724,698	-478,756	-560,465	-1,189,470	-1,115,270	-74,200	

SPI: Quarter 2 Performance Report

Key to performance ratings

RAG Rating	
	Target not achieved
	Target slightly missed (within 10%)
	Target met
	Data Only

Direction	
	Performance has improved
	Performance has been sustained
	Performance has declined
N/A	No previous data to compare

Performance Summary

RAG Rating	Green	Amber	Red	N/A ¹	Total
KPIs	4	2	0	3	9
Direction	Up	No Change	Down	N/A	Total
Last Quarter	3	1	3	2	7
Last Year	3	1	3	2	7

- 66.7% 4 of 6 targetable quarterly key performance indicators (KPIs) reportable to the Strategic Planning and Infrastructure Committee achieved their Quarter 2 (Q2) target¹.
- Compared to last quarter (Q1 2020/21), performance for 42.9% 3 of 7 KPIs has improved, and for 42.9% 3 of 7 has declined¹.
- Compared to last year (Q2 2020/21), performance for 42.9% 3 of 7 KPIs has improved, and for 42.9% 3 of 7 has declined¹.

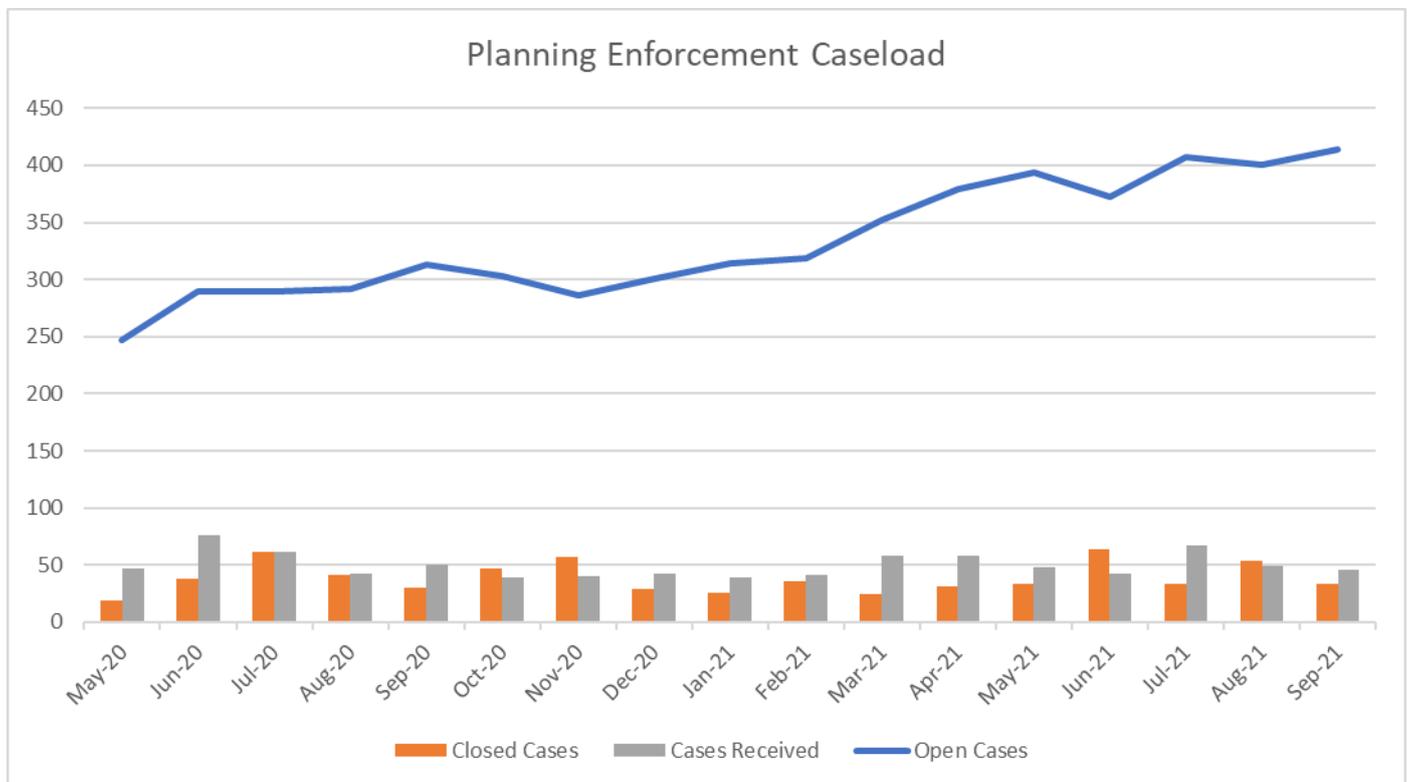
Embracing Growth & Enabling Infrastructure

Performance Indicator	Q2 2021/22				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Percentage of priority 1 enforcement cases dealt with in time	100%	95%			
Percentage of Priority 2 enforcement cases dealt with in time	87.42%	90%			
Number of enforcement complaints received	162	-			
Processing of planning applications: Major applications (NI 157a)	88.89%	90.00%			
Processing of planning applications: Minor applications (NI 157b)	96.64%	95.00%			
Processing of planning applications: Other applications (NI 157c)	99.44%	98.00%			
Number of affordable homes delivered (Gross)	117	50			
Affordable homes as a percentage of	Annual KPI				

¹ PIs rated N/A are not included in the summary calculations

Performance Indicator	Q2 2021/22				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
all new homes					
Net additional homes provided (NI 154)	Annual KPI				

	Open planning enforcement cases (as of start of each month)				
	Value	Target	Status	Short Trend (Last Month)	Long Trend (Last Year)
July 2021	372				N/A
August 2021	407				N/A
September 2021	401				N/A



The **“Percentage of Priority 2 enforcement cases dealt with in time”** KPI achieved a result of 87.42%, missing its target of 90% by less than 10%. This performance looks at the period of July to September 2021. This indicators performance is down by 6.1% when comparing to the same quarter last year. Case numbers in the enforcement team remain high with Priority 2 cases making up most of these. Performance figures have improved from Q1 with the new staff settling into the role. There is an Enforcement Investigation Officer on long term sick leave who is unlikely to return to the team in the near future. However, a temporary Senior Enforcement Officer in post joined the team, he is progressing with the complex cases and reducing back of cases built up over Covid.

Whilst the number of cases closed is significantly increasing and new case numbers continue to grow, the team is still working on the backlog of cases from the lockdown period.

Another indicator, which has missed target is the “**Processing of planning applications: Major applications**”. It has achieved a result of 88.89% vs target of 90%, missing its target by less than 10%. The indicator didn’t achieve a target mainly due to significant resources being switched to assist the Local Plan's team in writing housing allocations policies in the Local Plan Review. Performance should improve in Q3 2021/22, whilst the management team will keep a close eye on emerging performance.

Strategic Planning and Infrastructure Committee

7 December 2021

Fees and Charges 2022-23

Final Decision-Maker	Strategic Planning and Infrastructure Committee
Lead Head of Service	Mark Green, Director of Finance and Business Improvement
Lead Officer and Report Author	Ellie Dunnet, Head of Finance
Classification	Public
Wards affected	All

Executive Summary

This report sets out the proposed fees and charges for 2022/23 for the services within the remit of this committee. Fees and charges determined by the council are reviewed annually, and this forms part of the budget setting process. Changes to fees and charges agreed by this committee will come into effect on 1 April 2022 unless otherwise stated in the report.

Purpose of Report

Decision

This report makes the following recommendations to this Committee:

1. That the proposed discretionary fees and charges set out in Appendix 1 to this report are agreed.
2. That the expected statutory fees and charges set out in Appendix 1 to this report are noted.

Timetable

Meeting	Date
Strategic Planning & Infrastructure Committee	7 December 2021
Policy and Resources Committee	15 December 2021

Fees and Charges 2022-23

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<ul style="list-style-type: none"> We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, the Council’s policy on charging has been developed to support corporate priorities as set out in the strategic plan and the proposals within the report have been made with reference to this. 	Ellie Dunnet, Head of Finance
Cross Cutting Objectives	<ul style="list-style-type: none"> The report recommendations support the achievement of the cross cutting objectives by ensuring that costs of service delivery are recovered where possible, which enables services which support these objectives to be sustained. 	Ellie Dunnet, Head of Finance
Risk Management	<ul style="list-style-type: none"> This is covered within section 5 of the report. 	Ellie Dunnet, Head of Finance
Financial	<ul style="list-style-type: none"> Financial implications are set out in the body of the report. If agreed, this income will be incorporated into the Council’s medium term financial strategy for 2021-22 onwards. 	Ellie Dunnet, Head of Finance
Staffing	<ul style="list-style-type: none"> The recommendations do not have any staffing implications. 	Ellie Dunnet, Head of Finance
Legal	<ul style="list-style-type: none"> Acting on the recommendations is within the Council’s powers as set out within the Local Government Act 2003 and the Localism Act 2011. <p>Section 93 of the Local Government Act 2003 permits best value authorities to charge for discretionary services provided the authority has the power to provide that service and the recipient agrees to take it up on those terms. The authority has a duty to ensure that taking one financial year with another, income does</p>	Legal Team

	<p>not exceed the costs of providing the service. A number of fees and charges for Council services are set on a cost recovery basis only, with trading accounts used to ensure that the cost of service is clearly related to the charge made. In other cases, the fee is set by statute and the Council must charge the statutory fee. In both cases the proposals in this report meet the Council's legal obligations.</p> <ul style="list-style-type: none"> • Where a customer defaults on the fee or charge for a service, the fee or charge must be defensible, in order to recover it through legal action. Adherence to the MBC Charging Policy on setting fees and charges provides some assurance that appropriate factors have been considered in setting such fees and charges. 	
Privacy and Data Protection	<ul style="list-style-type: none"> • The recommendations do not have any privacy or data protection implications. 	Policy and Information Team
Equalities	<ul style="list-style-type: none"> • The recommendations do not propose a change in service therefore will not require an equalities impact assessment. 	Policy & Information Manager
Public Health	<ul style="list-style-type: none"> • The recommendations do not have any public health implications. 	Public Health Officer
Crime and Disorder	<ul style="list-style-type: none"> • The recommendations do not have any public health implications. 	Head of Finance
Procurement	<ul style="list-style-type: none"> • The recommendations do not have any procurement implications. 	Ellie Dunnet, Head of Finance
Biodiversity and Climate Change	<p>The implications of this report on biodiversity and climate change have been considered and are;</p> <ul style="list-style-type: none"> • There are no implications on biodiversity and climate change. 	Biodiversity and Climate Change Officer

2. INTRODUCTION AND BACKGROUND

- 2.1 The council is able to recover the costs of providing certain services through making a charge to service users. For some services, this is a requirement and charges are set out in statute, and in other areas the council has discretion to determine whether charging is appropriate, and the level at which charges are set.
- 2.2 In recent years, the use of charging has become an increasingly important feature of the council's medium term financial strategy, as pressures on the revenue budget limit the extent to which subsidisation of discretionary services is feasible. Recovering the costs of these services from users where possible helps to ensure sustainability of the council's offer to residents and businesses, beyond the statutory minimum.
- 2.3 A charging policy (attached at Appendix 2 for reference) is in place for charges which are set at the council's discretion and this seeks to ensure that:
- a) Fees and charges are reviewed regularly, and that this review covers existing charges as well services for which there is potential to charge in the future.
 - b) Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.
 - c) Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
 - d) Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the charge is fully understood.
- 2.4 The policy covers fees and charges that are set at the discretion of the council and does not apply to services where the council is prohibited from charging, e.g. the collection of household waste. Charges currently determined by central government, e.g. planning application fees, are also outside the scope of the policy. However, consideration of any known changes to such fees and charges and any consequence to the medium term financial strategy are included in this report for information.
- 2.5 Managers are asked to consider the following factors when reviewing fees and charges:
- a) The council's strategic plan and values, and how charge supports these;
 - b) The use of subsidies and concessions targeted at certain user groups or to facilitate access to a service;
 - c) The actual or potential impact of competition in terms of price or quality;

- d) Trends in user demand including an estimate of the effect of price changes on customers;
- e) Customer survey results;
- f) Impact on users, both directly and on delivering the council's objectives;
- g) Financial constraints including inflationary pressure and service budgets;
- h) The implications of developments such as investment made in a service;
- i) The corporate impact on other service areas of council wide pressures to increase fees and charges;
- j) Alternative charging structures that could be more effective;
- k) Proposals for targeting promotions during the year and the evaluation of any that took place in previous periods.

Discretionary Charges for 2022-23

- 2.6 It is important that charges are reviewed on a regular basis to ensure that they remain appropriate and keep pace with the costs associated with service delivery as they increase over time.
- 2.7 Charges for services which fall within the remit of this committee have been reviewed by budget managers in line with the policy, as part of the development of the medium term financial strategy for 2022/23 onwards. The detailed results of the review carried out this year are set out in Appendix 1 and the approval of the committee is sought to the amended fees and charges for 2022/23 as set out in that appendix.
- 2.8 Table 1 below summarises the 2020/21 outturn and 2021/22 estimate for income from the fees and charges which fall within the remit of this committee. Please note that the table only reflects changes relating to fees and charges and does not include other budget proposals which may impact these service areas.
- 2.9 The overall increase in income if these changes are agreed and implemented as planned is expected to be £12,660 which amounts to a 0.29% increase in the overall budgeted income figure for this committee for the current financial year.

Service Area	2020-21 Outturn	2021-22 Budget	Proposed change in income	2022-23 Estimate
	£	£	£	£
Parking Services	2,134,692	3,160,060	0	3,160,060
Sandling Road Car Park	29,797	151,000	0	151,000
Land Charges	343,957	286,900	0	286,900
Street Naming & Numbering	38,145	73,350	0	73,350
Building Control	441,919	354,160	7,510	361,670
Development Management & Conservation Control	1,319,146	1,452,260	5,150	1,457,410
Grand Total	4,307,656	5,477,730	12,660	5,490,390

Table 1: Fees & Charges Summary (SPI)

2.10 Detailed proposals are set out within Appendix 1 to this report, and considerations relating to these proposals have been summarised below.

2.11 Parking Services – No changes are proposed to pay and display charges for the next financial year as this service and the local economy continues to recover from the impact of the pandemic. The off-street parking charges for town centre car parks proposed for have been compared to charges at non-MBC car parks (see table below) and are considered to represent value for money.

Tariff	Fremlin	Fremlin (Sat)	Mall	Lock- meadow (MBC)	Medway St (MBC)	King St (MBC)
1hr	£2.40	£3.60	£2.00	£1.00	£1.30	£1.35
2hr	£2.90	£3.60	£2.00	£2.00	£2.60	£2.70
3hr	£3.40	£6.00	£2.50	£2.50	£3.90	£4.05
4hr	£4.40	£6.00	£3.50	£3.50	£5.20	£5.40
5hr	£5.80	£10.20	£4.50	£5.00	n/a	n/a
Over 5hr	£10.80	£10.20	£9.00	£7.00	n/a	n/a
Overnight	£2.00	£2.00	n/a	No charge	£2.00	£2.00

Table 2: Town centre parking charges comparison – short stay

Increases are proposed to the charges for season tickets in order to rationalise the level of subsidy provided in this area, and also for dispensations in response to recent high demand. No increases are proposed to the income budgets in this area as the existing budgets have not been achieved.

2.12 Land Charges and Street Naming & Numbering – Search fees are set by central government and no changes are currently anticipated for the next financial year. It is proposed that the discretionary charges in these areas remain at their current level for 2022/23.

- 2.13 Building control – Moderate inflationary increases are proposed for building control charges. It is anticipated that this may generate additional income of £7,510 which will be reinvested in the service.
- 2.14 Development Management – Inflationary increases have been applied to the discretionary charges in this area. It is anticipated that this may generate additional income of £5,150 which will offset the increased staffing costs which are expected to arise from wage inflation.
-

3. AVAILABLE OPTIONS

3.1 Option 1

The committee could approve the recommendations as set out in the report, adopting the fees and charges as proposed in Appendix 1. As these proposals have been developed in line with the council's policy on fees and charges, they will create a manageable impact on service delivery whilst maximising income levels.

3.2 Option 2

The committee could propose alternative charges to those set out within Appendix 1. Any alternative increases may not be fully compliant with the policy, would require further consideration before implementation and may not deliver the necessary levels of income to ensure a balanced budget for 2022-23. The impact on demand for a service should also be taken into account when considering increases to charges beyond the proposed level.

3.3 Option 3

The committee could choose to do nothing and retain charges at their current levels. However, this might limit the Council's ability to recover the cost of delivering discretionary services and could result in the Council being unable to set a balanced budget for 2022-23.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Option 1 as set out above is recommended as the proposed fees and charges shown within Appendix 1 have been developed by budget managers in line with the Council's Charging Policy. The proposed charges are considered appropriate and are expected to create a manageable impact on service delivery whilst maximising cost recovery. Changes to fees and charges agreed by this committee will come into effect on 1 April 2022 unless otherwise stated.
-

5. RISK

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 No consultation has been undertaken specifically relating to the proposals set out in the report. However, the Council has conducted a survey of residents which will be used to inform wider decisions related to budget setting and spending priorities. The results of this survey were presented to Policy and Resources Committee on 24 November 2021.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 Policy and Resources Committee will receive an overarching report of all fees and charges proposals on 16 December 2021.
- 7.2 If agreed, the proposed changes to fees and charges, as set out within Appendix 1 will be implemented with effect from 1 April 2022.

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Current and Proposed Fees & Charges – SPI Committee
- Appendix 2: Charging Policy

9. BACKGROUND PAPERS

None

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	

Parking Services

Business Permits D043		x	6,425	12,710	100.00	100.00	0.00%		12,710	
Residents Permits D065		x	100,975	85,440	25.00	25.00	0.00%		85,440	Maximum of two residents permits, a third Visitors Permit is £50
Visitors Permits D066		x	99,573	83,240	25.00	25.00	0.00%		83,240	Maximum of one per property
3rd Permit [resident / visitor parking]		x			50.00	50.00	0.00%			Applied to 3rd permit where applicable
Replacement Permits/Duplicate Permits D067	*	x	8	780	10.00	10.00	0.00%		780	(For lost Permits)
Carers Permits - Organisation D050	*	x	975	1,290	20.00	20.00	0.00%		1,290	
School Permit	*	x			12.00	0.00	-100.00%			Discontinued - charge to be deleted

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Parking Services (contd.)										
Dispensations and Waivers D061			13,494	2,560					2,560	
Waivers/Work permits [max 1 day]		x			11.00	12.00	9.09%			
Waivers/ Work Permits [max 1 week]		x			33.00	36.00	9.09%			
Waivers/ Work Permits [max 2 week]		x			0.00	45.00				New charge
Waivers/ Work Permits [max 1 month]		x			0.00	60.00				New charge
Waivers/ Work Permits [over 1 month (to a maximum of 3 months) - per month (or part month)]		x			0.00	50.00				New charge
Waivers/ Work Permits [max 3 months]		x			55.00	0.00	-100.00%			Deleted
Dispensations [max 1 day]		x			11.00	12.00	9.09%			
Dispensations [max 1 week]		x			33.00	36.00	9.09%			
Dispensations [max 2 week]		x			n/a	45.00				New charge
Dispensations [max 1 month]		x			n/a	60.00				New charge
Dispensations [over 1 month (to a maximum of 3 months) - per month (or part month)]		x			n/a	50.00				New charge
Dispensations [max 3 months]		x			55.00	0.00	-100.00%			Deleted
Cones/ Suspension administration Fee		x			70.00	100.00	42.86%			(Plus any bay charges for Pay & Display)
PCN Low - Statutory D042		x	629,547	864,660	50.00	50.00	0.00%		864,660	Discounted by 50% if paid within 14 days.
PCN High - Statutory		x			70.00	70.00	0.00%			Discounted by 50% if paid within 14 days.

42

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

43

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Parking Services (contd.)										
<u>Season Tickets - Car Parks D041 RC20</u>										
			110,653	138,290					138,290	
6 Month 5 days Mon - Fri	*	x			496.00	553.00	11.49%			Pro-rata refunds after 3 months upon surrender / admin fee applied
6 Month 7 days Mon - Sun	*	x			638.00	736.00	15.36%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 5 days Mon - Fri	*	x			910.00	1,050.00	15.38%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 7 days Mon - Sun	*	x			1,163.00	1,396.00	20.03%			Pro-rata refunds after 3 months upon surrender / admin fee applied
Evening (any CP) off-peak valid after 5pm and before 8am Mon - Sun-12 Months	*	x			357.00	357.00	0.00%			Off-peak season ticket / Pro-rata refunds on surrender / admin fee applied
Refund administration fee					30.00	30.00	0.00%			
<u>Season Tickets - Car Parks (Mote Park Only) D041 RC23</u>										
One Year	*	x	4,333	5,000	40.00	40.00	0.00%		5,000	Maidstone residents only
<u>PAY AND DISPLAY</u>										
<u>Electric Vehicles</u>										
Battery Electric Vehicles (BEVs)		x			n/a	0.00				Free parking for BEVs when customer registers transaction through the Council's cashless payment provider
Electric Vehicle Charging (per kWh)		x			Car park tari	0.25				Charged per Kilowatt hour (kWh)
<u>On Street D060 James Whatman Way</u>										
30 mins		x	117,966	201,340	0.70	0.70	0.00%		201,340	
1 hr		x			1.50	1.50	0.00%			
1.5 hr		x			2.00	2.00	0.00%			
2 hr		x			2.50	2.50	0.00%			
3 hr		x			3.50	3.50	0.00%			
4 hr		x			4.50	4.50	0.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Parking Services (contd.)										
<u>All other on-street pay and display locations</u>										
30 mins		x			0.80	0.80	0.00%			
1 hr		x			1.50	1.50	0.00%			
1.5 hr		x			2.25	2.25	0.00%			
2 hr		x			3.00	3.00	0.00%			
<u>Off street</u>			807,993	1,551,750					1,551,750	
<u>Short Stay</u>										
<u>Medway St</u>										
1 hr	*	x			1.30	1.30	0.00%			
2 hr	*	x			2.60	2.60	0.00%			
3 hr	*	x			3.90	3.90	0.00%			
4 hr	*	x			5.20	5.20	0.00%			
<u>Brewer Street [E]</u>										
30 mins	*	x			0.65	0.65	0.00%			
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			

Medium Term Financial Strategy 2022-23
 Fees and Charges
 Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory/ Discretionary	2020-2021	2021-2022	Current	Proposed	%	2021-	2022 -	Comments
			Actuals	Current Estimate	Charges 2021-2022	Charges 2022-2023	Change	2022 + / - Income	2023 Estimate	
			£	£	£	£	%	£	£	
Parking Services (contd.)										
<u>King Street</u>										
1 hr	*	x			1.35	1.35	0.00%			
2 hr	*	x			2.70	2.70	0.00%			
3 hr	*	x			4.05	4.05	0.00%			
4 hr	*	x			5.40	5.40	0.00%			
<u>Wheeler Street</u>										
30 mins	*	x			0.65	0.65	0.00%			
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
<u>Palace Avenue</u>										
3 hr	*	x			3.90	3.90	0.00%			
4 hr	*	x			5.20	5.20	0.00%			
<u>Mote Road</u>										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021- 2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Parking Services (contd.)										
<u>Mill Street</u>										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
<u>Long Stay</u>										
<u>Barker Road</u>										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*				5.75	5.75	0.00%			
Over 5 hours					7.30	7.30	0.00%			
<u>Brooks Place</u>										
1 hr	*	x			1.15	1.15	0.00%			
2 hr	*	x			2.30	2.30	0.00%			
3 hr	*	x			3.45	3.45	0.00%			
4 hr	*	x			4.60	4.60	0.00%			
5 hr	*	x			5.75	5.75	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<u>Brunswick Street</u>										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
5 hr	*	x			5.25	5.25	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			
<u>College Road</u>										
1 hr	*	x			1.05	1.05	0.00%			
2 hr	*	x			2.10	2.10	0.00%			
3 hr	*	x			3.15	3.15	0.00%			
4 hr	*	x			4.20	4.20	0.00%			
5 hr	*	x			5.25	5.25	0.00%			
Over 5 hours	*	x			7.30	7.30	0.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Discretionary	Statutory	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
				£	£	£	£	%	£	£	
Parking Services (contd.)											
<u>Lucerne Street</u>											
1 hr	*	x				1.15	1.15	0.00%			
2 hr	*	x				2.30	2.30	0.00%			
3 hr	*	x				3.45	3.45	0.00%			
4 hr	*	x				4.60	4.60	0.00%			
5 hr	*	x				5.75	5.75	0.00%			
Over 5 hours	*	x				7.30	7.30	0.00%			
<u>Sittingbourne Road</u>											
1 hr	*	x				1.15	1.15	0.00%			
2 hr	*	x				2.30	2.30	0.00%			
3 hr	*	x				3.45	3.45	0.00%			
4 hr	*	x				4.60	4.60	0.00%			
5 hr	*	x				5.75	5.75	0.00%			
Over 5 hours	*	x				7.30	7.30	0.00%			
<u>Union Street [E]</u>											
1 hr	*	x				1.15	1.15	0.00%			
2 hr	*	x				2.30	2.30	0.00%			
3 hr	*	x				3.45	3.45	0.00%			
4 hr	*	x				4.60	4.60	0.00%			
5 hr	*	x				5.75	5.75	0.00%			
Over 5 hours	*	x				7.30	7.30	0.00%			
<u>Union Street [W]</u>											
1 hr	*	x				1.15	1.15	0.00%			
2 hr	*	x				2.30	2.30	0.00%			
3 hr	*	x				3.45	3.45	0.00%			
4 hr	*	x				4.60	4.60	0.00%			
5 hr	*	x				5.75	5.75	0.00%			
Over 5 hours	*	x				7.30	7.30	0.00%			
<u>Well Road</u>											
1 hr	*	x				1.05	1.05	0.00%			
2 hr	*	x				2.10	2.10	0.00%			
3 hr	*	x				3.15	3.15	0.00%			
4 hr	*	x				4.20	4.20	0.00%			
5 hr	*	x				5.25	5.25	0.00%			
Over 5 hours	*	x				7.30	7.30	0.00%			

47

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Parking Services (contd.)										
Lockmeadow										
1 hr	*	x			1.00	1.00	0.00%			
2 hr	*	x			2.00	2.00	0.00%			
3 hr	*	x			2.50	2.50	0.00%			
4 hr	*	x			3.50	3.50	0.00%			
Up to 5 hours	*	x			5.00	5.00	0.00%			
Over 5 hours	*	x			7.00	7.00	0.00%			
Overnight charge all off-street car parks (6.30pm to 8am) (except Lockmeadow)										
	*	x			2.00	2.00	0.00%			
Mote Park										
			242,751	213,000					213,000	
Up to 6 Hours	*	x			2.00	2.00	0.00%			
Over 6 Hours	*	x			12.00	12.00	0.00%			
Parking Services Total			2,134,692	3,160,060				0	3,160,060	
Sandling Road Car Park										
			29,797	151,000					151,000	
1 hr	*	x			1.10	1.10	0.00%			
3 hr	*	x			2.20	2.20	0.00%			
4 hr	*	x			3.50	3.50	0.00%			
Up to 5 hours	*	x			6.00	6.00	0.00%			
Over 5 hours	*	x			6.00	6.00	0.00%			
Sandling Road Car Park Total			29,797	151,000				0	151,000	

Medium Term Financial Strategy 2022-23
 Fees and Charges
 Strategic Planning Infrastructure Committee

49

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021	2021-2022	Current	Proposed	%	2021-	2022 -	Comments
			Actuals	Current Estimate	Charges 2021-2022	Charges 2022-2023	Change	2022 + / - Income	2023 Estimate	
			£	£	£	£	%	£	£	
Development Control-Land Charges										
			343,957	286,900					286,900	
Search only (LLC1 only)		x			40.00	40.00	0.00%			
LLC1 Only - Additional Parcel of Land		x			11.00	11.00	0.00%			
CON29 (Including VAT)	*	x			120.00	120.00	0.00%			
CON29 - Additional Parcel of Land (Including VAT)	*	x			21.00	21.00	0.00%			
Standard Official Search (LLC1 and CON29) (Including VAT)	*	x			160.00	160.00	0.00%			
Standard Official Search (LLC1 and CON29) - Additional Parcel of Land (Including VAT)	*	x			32.00	32.00	0.00%			
Part II enquiry - CON 29 Optional Questions 4-21 (Including VAT)	*	x			15.00	15.00	0.00%			
Part II enquiry - CON29 Optional Question 22 (Including VAT)	*	x			30.00	30.00	0.00%			
Additional Questions (Including VAT)	*	x			22.80	22.80	0.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control-Land Charges (contd.)										
CON29 - Personal Searches (EIR)										
Question										
Personal Search		x			0.00	0.00	0.00%			
Enhanced Personal Search		x			15.00	15.00	0.00%			
1.1 (a) - (l) (Planning)	*	x			7.20	7.20	0.00%			
1.1 (j,k,l) (Building Regulations)	*	x			7.20	7.20	0.00%			
2.1 (b) - (d)	*	x			6.00	6.00	0.00%			
3.1 (Land for Public Purpose)	*	x			3.60	3.60	0.00%			
3.3 Drainage Matters	*	x			3.60	3.60	0.00%			
3.5 (Railway Schemes)	*	x			3.60	3.60	0.00%			
3.7 (Outstanding Notices)	*	x			12.00	12.00	0.00%			
3.8 (Building Regulations Contravention)	*	x			3.60	3.60	0.00%			
3.9 (Enforcement)	*	x			7.20	7.20	0.00%			
3.10 CIL	*	x			4.80	4.80	0.00%			
3.13 b (Contaminated Land)	*	x			3.60	3.60	0.00%			
3.13 c (Contaminated Land)	*	x			3.60	3.60	0.00%			
Land Charges Total			343,957	286,900				0	286,900	

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Street Naming & Numbering										
										No changes proposed to the street naming and numbering service. We are happy with the increases we put in place last time.
			38,145	73,350					73,350	
Name change		x			25.00	25.00	0.00%			
Addition of Name to numbered Property		x			25.00	25.00	0.00%			In line with other Kent Authorities.
Amendment to Postal Address		x			25.00	25.00	0.00%			
New Build - Individual Property		x			80.00	80.00	0.00%			
Official Registration of Postal Address previous		x			50.00	50.00	0.00%			
New Development - Fee per unit/flat		x			45.00	45.00	0.00%			
Creation of New Street		x			105.00	105.00	0.00%			
Conversion of property into Flats-fee per flat		x			45.00	45.00	0.00%			
Renumbering of Development or Block of Flats		x			20.00	20.00	0.00%			
Street Naming & Numbering Total			38,145	73,350				0	73,350	

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021	2021-2022	Current	Proposed	%	2021-	2022 -	Comments
			Actuals	Current Estimate	Charges 2021-2022	Charges 2022-2023	Change	2022 + / - Income	2023 Estimate	
			£	£	£	£	%	£	£	
Building Control										
			441,919	354,160				7,510	361,670	
Erection of a single dwelling house - Full Plan & Building Notice Charge	*	x			1,010.00	1,059.00	4.85%			
Erection of 2 dwelling houses - Full Plan & Building Notice Charge	*	x			1,365.00	1,392.00	1.98%			
Garages up to 60m ² - Full Plan & Building Notice Charge	*	x			505.00	514.00	1.78%			
Garages up to 60m ² - Regularisation Charge		x			631.25	643.86	2.00%			
Garage with room over 60m ² - 100m ²	*	x			593.00	605.00	2.02%			
Garage with room over 60m ² - 100m ² - Regularisation Charge		x			741.25	756.08	2.00%			
Extension up to 40m ² - Full Plan & Building Notice Charge	*	x			742.00	757.00	2.02%			
Extension up to 40m ² - Regularisation Charge		x			927.50	946.05	2.00%			
Extensions over 40m ² and up to 100m ² - Full Plan & Building Notice Charge	*	x			890.00	908.00	2.02%			
Extensions over 40m ² and up to 100m ² - Regularisation Charge		x			1,112.50	1,134.75	2.00%			
Loft Conversions up to 60m ² - Full Plan & Building Notice Charge	*	x			771.00	787.00	2.08%			
Loft Conversions up to 60m ² - Regularisation Charge		x			963.75	983.02	2.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

53

Fees and Charges April 2022 - March 2023	* Includes VAT	Discretionary	Statutory	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
				£	£	£	£	%	£	£	
Building Control (contd.)											
Garage Conversion under 40m ² - Full Plan & Building Notice Charge	*	x				475.00	484.00	1.89%			
Garage Conversion under 40m ² - Regularisation Charge		x				593.75	605.63	2.00%			
Installation of up to 10 replacement windows - Full Plan & Building Notice Charge	*	x				237.00	242.00	2.11%			
Installation of up to 10 replacement windows - Regularisation Charge		x				296.25	302.18	2.00%			
Part P electrical work or installation of heating appliance - Full Plan & Building Notice Charge	*	x				297.00	303.00	2.02%			
Part P electrical work or installation of heating appliance - Regularisation Charge		x				371.25	378.68	2.00%			
Alterations up to the value of £4999 - Full Plan & Building Notice Charge	*	x				326.00	333.00	2.15%			
Alterations up to the value of £4999 - Regularisation Charge		x				407.50	415.66	2.00%			
Alterations from £5000 to £9999 - Full Plan & Building Notice Charge	*	x				475.00	484.00	1.89%			
Alterations from £5000 to £9999 - Regularisation Charge		x				593.75	605.63	2.00%			
Demolition Notice	*	x				252.50	257.50	1.98%			
Building Control Total				441,919	354,160				7,510	361,670	

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation										
Written Pre-Application Advice										
Pre-Application Fees D160 + D167										
			211,432	257,550				5,150	262,700	
Advice for Householder Proposals										
charged for written advice on Householder applications	*	x			70.00	71.00	2.00%			
email response to follow up request	*	x			50.00	51.00	2.00%			
and with an hour long meeting with an officer	*	x			170.00	173.00	2.00%			
additional hour	*	x			50.00	51.00	2.00%			
follow up call/skype with email response	*	x			75.00	76.00	1.33%			
and with an hour long site meeting with an officer	*	x			220.00	224.00	1.82%			
additional hour	*	x			50.00	51.00	2.00%			
follow up call/skype with email response	*	x			75.00	77.00	2.67%			
Advice for Minor Development Proposals 1-9 Dwellings										
charged for written advice	*	x			250.00	255.00	2.00%			
email response to follow up request	*	x			100.00	102.00	2.00%			
and with an hour long meeting with an officer	*	x			350.00	357.00	2.00%			
additional hour	*	x			100.00	102.00	2.00%			
follow up meeting	*	x			150.00	153.00	2.00%			
and with an hour long site meeting with an officer	*	x			450.00	459.00	2.00%			
additional hour	*	x			100.00	102.00	2.00%			
follow up call/Skype with email response	*	x			150.00	153.00	2.00%			

54

Medium Term Financial Strategy 2022-23
 Fees and Charges
 Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation										
Advice for Major Development Proposals 10-39 Dwellings										
charged for written advice	*	x			350.00	357.00	2.00%			
email response to follow up request	*	x			250.00	255.00	2.00%			
and with an hour long meeting with an officer at MBC Offices	*	x			600.00	612.00	2.00%			
additional hour	*	x			1,252.00	1,277.00	2.00%			
follow up call/Skype with email response	*	x			250.00	255.00	2.00%			
and with an hour long site meeting with an officer	*	x			725.00	739.00	1.93%			
additional hour	*	x			125.00	127.00	1.60%			
follow up call/Skype with email response	*	x			250.00	255.00	2.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
Advice for Large Development Proposals 40+ Dwellings										
and with an hour long meeting with an officer at MBC Offices	*	x			825.00	842.00	2.06%			
follow up call/Skype with email response	*	x			350.00	357.00	2.00%			
and with an hour long site meeting with an officer	*	x			950.00	969.00	2.00%			
follow up call/Skype with email response	*	x			350.00	357.00	2.00%			
Request for Manager attendance										
Should the applicant request the attendance of a Manager in addition to the assigned case officer, the following additional charge shall apply.	*	x								
Managers - Spatial Policy, Development Management, Major Projects - (MBC Offices or Skype).	*	x			250.00	255.00	2.00%			
on-site	*	x			375.00	382.00	1.87%			
Head of Service	*	x			500.00	510.00	2.00%			
on-site	*	x			750.00	765.00	2.00%			
Meetings with additional Specialist Officers attending (hourly rate) (additional charges for specialist officers additional to the above pre-application charges)(heritage, spatial policy, landscape, etc)										
Meeting at Maidstone House	*	x			175.00	179.00	2.29%			
Meeting on Site	*	x			250.00	255.00	2.00%			

56

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
Heritage Works Only Advice (EE20)										
Written Advice (D165)			0	8,000					8,000	
Written advice Householder	*	x			75.00	76.00	1.33%			
Written advice Minor	*	x			250.00	255.00	2.00%			
Written advice Major	*	x			350.00	357.00	2.00%			
Site visit/Meeting/ Fee depending type of app/onsite/office based	*	x								
Written plus Meeting Fee Householder	*	x			175.00	179.00	2.29%			
Written plus Meeting Fee Minor	*	x			200.00	204.00	2.00%			
Written plus Meeting Fee Major	*	x			600.00	612.00	2.00%			
Written plus Site visit Fee Householder	*	x			225.00	229.00	1.78%			
Written plus Site visit Fee Minor	*	x			400.00	408.00	2.00%			
Written plus Site visit Fee Major	*	x			600.00	612.00	2.00%			
Work to Protected Tree Only Advice (D164)										
Written advice/response	*	x			75.00	77.00	2.67%			
Works to Trees - Site visit	*	x			150.00	153.00	2.00%			
High Hedges										
					500.00	510.00	2.00%			

57

Medium Term Financial Strategy 2022-23
 Fees and Charges
 Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021- 2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
S.106 Agreements										
<i>(The following charges do not include any charges levied by MKSLegal)</i>										
Initial email advice following planning/housing officer review of request for DoV	*	x			175.00	178.00	1.71%			
Formal request to instruct on DoV (first clause)	*	x			350.00	357.00	2.00%			
(each additional clause)					125.00	128.00	2.40%			
Confirmation of S.106 clause compliance (desktop) (per clause)	*	x			150.00	153.00	2.00%			
(additional charge if site visit required)	*	x			125.00	127.00	1.60%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
Enforcement										
Written confirmation of closure of household enforcement case and reasons (additional charge if site visit required)	*	x			50.00	51.00	2.00%			
Written confirmation of compliance with household enforcement notice (additional charge if site visit required)	*	x			50.00	51.00	2.00%			
Written confirmation of closure of (other) enforcement case and reasons (additional charge if site visit required)	*	x			80.00	82.00	2.50%			
Written confirmation of compliance with (other) enforcement notice (additional charge if site visit required)	*	x			90.00	92.00	2.22%			
Written confirmation of compliance with (other) enforcement notice (additional charge if site visit required)	*	x			50.00	51.00	2.00%			
Listed Building Works										
Site visit and written confirmation of completion in accordance with approval	*	x			275.00	280.00	1.82%			
Written advice only (where possible without inspection)	*	x			150.00	153.00	2.00%			

59

Medium Term Financial Strategy 2022-23
 Fees and Charges
 Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
Planning Conditions										
Written confirmation of compliance with condition	*	x			100.00	102.00	2.00%			
(each additional condition)	*	x			75.00	77.00	2.67%			
(additional charge if site visit required)	*	x			125.00	127.00	1.60%			
Other Pre-Application Fees										
Administration fees										
Research of Permitted Development Rights and Planning Histories										
Research on Planning Histories					116.00	116.00	0.00%			
Research on Permitted Development Rights					116.00	116.00	0.00%			
Statutory Application Fees (currently set nationally)										
<u>Application to discharge conditions related to a permission</u>										
The standard fee for conditions per request; or					116.00	116.00	0.00%			
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.					34.00	34.00	0.00%			

09

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
<u>Written confirmation of conditions previously discharged relating to a permission</u>										
Per request; or		x			116.00	116.00	0.00%			
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.		x			34.00	34.00	0.00%			
<u>Administration fees</u>										
<u>Research of Permitted Development Rights and Planning Histories</u>										
Research on Planning Histories		x			116.00	116.00	0.00%			
Research on Permitted Development Rights		x			116.00	116.00	0.00%			
<u>All Outline Applications (D118+D161+D162+D163+D333)</u>			1,107,713	1,179,110					1,179,110	
£462.00 per 0.1 hectare for sites up to and including 2.5 hectares		x			462.00	462.00	0.00			
More than 2.5 hectares £11432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000		x			11,432.00	11,432.00	0.00			
<u>Householder Applications</u>										
Alterations/extensions to a single dwelling , including works within boundary		x			206.00	206.00	0.00%			

91

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory	Discretionary	2020-2021	2021-2022	Current	Proposed	%	2021-	2022 -	Comments
				Actuals	Current Estimate	Charges 2021-2022	Charges 2022-2023	Change	2022 + / - Income	2023 Estimate	
				£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)											
Full Applications (and First Submissions of Reserved Matters)											
Alterations/extensions to two or more dwellings houses (or flats), including works within boundaries			x			407.00	407.00	0.00%			
Per New dwelling (up to and including 50)			x			462.00	462.00	0.00%			
New dwellings (for more than 50) £22,859 + £138 per additional dwelling in excess of 50 up to a maximum fee of £300,000			x			22,859.00	22,859.00	0.00%			
Erection of buildings (not dwellings, agricultural, glasshouses, plant or machinery)											
No increase in gross floor space or no more than 40m ² gross floor space to be created by the development			x			234.00	234.00	0.00%			
More than 40 sqm but no more than 75 sq m gross floor space to be created by the development			x			462.00	462.00	0.00%			
More than 75 sqm but no more than 3,750 sqm gross floor space to be created by the development (£462 per £75 sq m or part thereof)			x			462.00	462.00	0.00%			
More than 3,750 sq m - £22,859 plus £138 for each 75 sqm or part thereof in excess of 3,750 sq.m to a maximum of £300,000			x			22,859.00	22,859.00	0.00%			

62

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
The erection of buildings (on land used for agriculture for agricultural purposes)										
Gross floor space to be created by the development not more than 465 Sq.m		x			96.00	96.00	0.00%			
Gross floor space to be created by the development more than 465 sq.m but less than 540 sq.m		x			462.00	462.00	0.00%			
Gross floor space to be created by the development more than 540m2 but not more than 4,215m2		x			462.00	462.00	0.00%			
Gross floor space to be created by the development More than 4,215m ²		x			22,859.00	22,859.00	0.00%			
Erection of glasshouses (on land used for the purposes of agriculture)										
Gross floor space to be created by the development Not more than 465m ²		x			96.00	96.00	0.00%			
Gross floor space to be created by the development More than 465m ²		x			2,580.00	2,580.00	0.00%			

63

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021	2021-2022	Current	Proposed	%	2021-	2022 -	Comments
			Actuals	Current Estimate	Charges 2021-2022	Charges 2022-2023	Change	2022 + / - Income	2023 Estimate	
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
<u>Erection/alterations/replacement of plant and machinery</u>										
Site area Not more than 5 hectares		x			462.00	462.00	0.00%			
Site area More than 5 hectares max £300,000		x			22,859.00	22,859.00	0.00%			
<u>Applications other than Building Works</u>										
Car parks, service roads or other accesses For existing uses		x			234.00	234.00	0.00%			
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)										
Site area Not more than 15 hectares		x			234.00	234.00	0.00%			
Site area More than 15 hectares		x			34,934.00	34,934.00	0.00%			
<u>Operations connected with exploratory drilling for oil or natural gas</u>										
Site area Not more than 7.5 hectares		x			508.00	508.00	0.00%			
Site area More than 7.5 hectares		x			38,070.00	38,070.00	0.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
<u>Operations(other than exploratory drilling) for the winning and working of oil or natural gas</u>										
Site area Not more than 15 hectares		x			257.00	257.00	0.00%			
Site area More than 15 hectares		x			38,520.00	38,520.00	0.00%			
<u>Other operations (winning and working of minerals)</u>										
Site area Not more than 15 hectares		x			234.00	234.00	0.00%			
Site area More than 15 hectares		x			34,034.00	34,034.00	0.00%			
Other operations (not coming within any of the above categories) Any site area		x			234.00	234.00	0.00%			
<u>Lawful Development Certificate</u>										
LDC - Existing Use - in breach of a planning condition					Equivalent to full application for same works					
LDC - Existing Use LDC - lawful not to comply with a particular condition		x			234.00	234.00	0.00%			
LDC - Proposed Use -					50% planning fee					
<u>Prior Approval</u>										
Agricultural and Forestry buildings & operations or demolition of buildings		x			96.00	96.00	0.00%			
Telecommunications Code Systems Operators		x			462.00	462.00	0.00%			
All other Prior Approval		x			96.00	96.00	0.00%			
With Operational development		x			206.00	206.00	0.00%			

65

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
Reserved Matters										
Application for approval of reserved a condition following grant of planning permission		x			462.00	462.00	0.00%			
matters following outline approval full fee due if the full fee already paid then £462 due.										
Approval/Variation/discharge of condition										
Application for removal or variation of		x			234.00	234.00	0.00%			
Request for confirmation that one or more planning conditions have been complied with - householder		x			34.00	34.00	0.00%			
All other development		x			116.00	116.00	0.00%			
Change of Use of a building to use as one or more separate dwelling houses, or other cases										
Number of dwellings not more than 50 £462 each dwelling		x			462.00	462.00	0.00%			
Number of dwellings More than 50		x			22,859.00	22,859.00	0.00%			
Other Changes of Use of a building or land		x			462.00	462.00	0.00%			

Medium Term Financial Strategy 2022-23
Fees and Charges
Strategic Planning Infrastructure Committee

Fees and Charges April 2022 - March 2023	* Includes VAT	Statutory / Discretionary	2020-2021 Actuals	2021-2022 Current Estimate	Current Charges 2021-2022	Proposed Charges 2022-2023	% Change	2021-2022 + / - Income	2022 - 2023 Estimate	Comments
			£	£	£	£	%	£	£	
Development Control - Planning and Conservation (contd.)										
<u>Advertising</u>										
Relating to the business on the premises		x			132.00	132.00	0.00%			
Advance signs which are not situated on or visible from the site, directing the public to a business		x			132.00	132.00	0.00%			
Other advertisements		x			462.00	462.00	0.00%			
<u>Application for a Non-material Amendment Following a Grant of Planning Permission</u>										
Applications in respect of householder developments		x			34.00	34.00	0.00%			
Applications in respect of other developments		x			234.00	234.00	0.00%			
Permission in Principle - Site Area		x			402.00	402.00	0.00%			
Development and Conservation Control Total			1,319,146	1,452,260				5,150	1,457,410	
Grand Total			4,307,656	5,477,730				12,660	5,490,390	

67

Maidstone Borough Council

Charging Policy

November 2017

Maidstone Borough Council

Charging Policy

1 Introduction and Context

- 1.1 At Maidstone Borough Council, fees and charges represent an important source of income which is used to support the delivery of the Council's objectives. Currently income from fees and charges constitutes just under a third of the council's funding.
- 1.2 The Council needs to ensure that its charges are reviewed regularly, and that they contribute towards the achievement of its priorities. It is also important to ensure that fees and charges do not discriminate against individuals or groups by excluding them from accessing council services.
- 1.3 Pressure on the Council's budgets has increased the incentive to make best use of charging opportunities and to recognise the importance of using this as a means of recovering the costs of delivering services.
- 1.4 Under the Council's constitution, responsibility for setting discretionary fees and charges is delegated to service committees and directors. Each committee will review the fees and charges for the services within its remit at least annually as part of the budget setting process to ensure that they remain relevant and appropriate.
- 1.5 Where the Council has the discretion to set the charge for a service, it is important that the implications of this decision are fully understood, and that decision makers are equipped with sufficient information to enable rational decisions to be made.

2 Policy Aims and Objectives

- 2.1 The aim of this policy is to establish a framework within which fees and charges levied by the Council are agreed and reviewed.
- 2.2 The Council must ensure that charges are set at an appropriate level which maximises cost recovery. Unless it would conflict with the Council's strategic priorities, other policies, contracts or the law then the Council should aim to maximise net income from fees and charges.
- 2.3 The policy aims to ensure that:-
 - a) Fees and charges are reviewed regularly, and that this review covers existing charges as well as services for which there is potential to charge in the future.
 - b) Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.

Maidstone Borough Council

Charging Policy

- c) Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
- d) Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the charge is fully understood.

3 Scope

- 3.1 This policy relates to fees and charges currently being levied by the Council and those which are permissible under the wider general powers to provide and charge for “Discretionary Services” included within the Local Government Act 2003 and Localism Act 2011. It does not cover services for which the council is prohibited from charging.
- 3.2 Fees for statutory services delivered by the council, but for which charges are set by central government, rents, leases, council tax, and business rates are outside the scope of this policy.
- 3.3 In general, charges should ensure that service users make a direct contribution to the cost of providing a service. However, there may be certain circumstances where this would not be appropriate. For example:
 - Where the council is prohibited from charging for the service (e.g. collection of household waste)
 - Where the introduction of a charge would impede delivery of corporate priorities;
 - Where administrative costs of charging outweigh the potential income;
 - Where the service is seen to be funded from Council Tax (i.e. services which are provided and delivered equally to all residents)
 - Where the government sets the fee structure (e.g. pollution permits and private water fees)

4 Principles

- 4.1 The following overarching principles apply for the consideration and review of all current and future fees and charges levied by the council:
 - Fees and charges should maximise cost recovery and where appropriate, income generation, to the extent that the Council’s legal powers permit, providing that this would not present any conflict with the Council’s strategic objectives;
 - Fees and charges should support the improvement of services, and the delivery of the Council’s corporate priorities, as set out in the strategic plan;

Maidstone Borough Council

Charging Policy

- Where a subsidy or concession is provided for a service, this must be targeted towards the delivery of strategic priorities, for example, by facilitating access to services;
- The process for setting and updating fees and charges should be administratively simple, transparent and fair, and for budgeting purposes, income projections must be robust and rational.

5 Process and Frequency for Reviewing Charges

- 5.1 The following arrangements for reviewing charges will be applied throughout the Council, for existing charges as well as those which in principle could be introduced.
- 5.2 In accordance with the Council's constitution, *'Discretionary fees and charges will be reviewed and fixed each year by the Committee responsible for the function or the Service Director as appropriate having considered a report from the Director or duly authorised Officer in conjunction with the Chief Finance Officer, as part of the estimate cycle.'*
- 5.3 This annual review will ensure consistency with the Council's priorities, policy framework, service aims, market sensitivity, customer preferences, income generation needs and that any subsidy made by the Council is justifiable.
- 5.4 Heads of Service and budget managers will be asked to complete a schedule setting out all proposed fees and charges for the services in their area (including those which are not set by the council). This will usually take place in autumn for the following financial year and review the current year. By this means, any growth or savings resulting from fees and charges can be built into the budget strategy. The schedule will indicate:
- The service or supply to which the charge relates;
 - Who determines the charges;
 - The basis for the charge (e.g. units or hourly rates);
 - The existing charge;
 - The total income budget for the current year;
 - The proposed charge;
 - Percentage increase/decrease;
 - Effective date for increase/decrease; and
 - Estimated income for the next financial year after introducing the change.

An example schedule is provided at Appendix B.

- 5.5 Following this, the proposals will be collated by the Finance section into a report for each committee to consider the appropriateness of proposed fees and charges for the services within their remit. The report will clearly identify the charges for which the committee can apply

Maidstone Borough Council

Charging Policy

discretion, and distinguish these from the charges which are set externally and included for information only. Policy and Resources Committee will then receive a final report which brings together the proposals from each of the three service committees, in order to assess the overall impact of the proposed changes, and consider the potential impact on customers and service users.

- 5.6 The timing of the annual review will ensure that changes can be incorporated into the council's budget for the forthcoming financial year, although changes to fees and charges may be made outside of this process if required through a report to the relevant director or service committee.
- 5.7 It is possible that the review may lead to a conclusion that charges should remain at the existing level. If this is the case, then the outcomes of the review, including the justification for not increasing the charge need to be documented and reported to the relevant service committee.
- 5.8 For the avoidance of doubt, periodic reviews of the rents and leases are not covered by the above. Individual reviews will be implemented by the relevant officer as long as market levels at least are achieved.

6 Guidance

- 6.1 A checklist of issues for budget managers and Heads of Service to consider when determining the level at which to set fees and charges is provided at Appendix A to this policy.
- 6.2 Below is a list of guiding principles intended to assist decision makers in determining the appropriate level at which to set fees and charges:
- a) Any subsidy from the Council tax payer to service users should be transparent and justifiable.
 - b) Fees and charges may be used to manage demand for a service, and price elasticity of demand should be considered when determining the level at which charges should be set.
 - c) Fees and charges should not be used to provide subsidies to commercial operators.
 - d) Concessions for services should follow a logical pattern and a fair and consistent approach should be taken to ensuring the ensure recovery of all fees and charges.
 - e) Fees and charges should reflect key commitments and corporate priorities.

Maidstone Borough Council

Charging Policy

- f) Prices could be based on added and perceived value, which takes account of wider economic and social considerations, as well as cost.
 - g) There should be some rational scale in the charge for different levels of the same service and there should be consistency between charges for similar services.
 - h) Policies for fees and charges should fit with the Council's Medium Term Financial Strategy and, where appropriate, should be used to generate income to help develop capacity, to deliver efficiency and sustain continuous improvement.
 - i) In certain areas, charging may be used to generate surpluses which can be used to finance other services.
- 6.3 Wherever possible, charges should be recovered in advance or at the point of service delivery. If this is not possible, then invoices should be issued promptly and appropriate recovery procedures will be followed as required. Use of direct debit should be encouraged for periodic payments where this would improve cost effectiveness and enable efficient and timely collection of income.

7 Cost Recovery Limitation

- 7.1 Generally speaking, charges should be set at a level which enables all the costs of delivering a service to be recovered, although there are some exceptions to this identified earlier in this document. This includes direct costs such as the purchase of goods for resale, as well as indirect costs such as management and accommodation costs.
- 7.2 For certain services, legislation prohibits the Council from generating surpluses through charging. The general principle is that, taking one financial year with another, the income from charges must not exceed the costs of provision. Examples where this applies include building control and local land charges.
- 7.3 Any over or under recovery that resulted in a surplus or deficit of income in relation to costs in one period should be addressed when setting its charges for future periods so that, over time, income equates to costs.
- 7.4 Councils are free to decide what methodology to adopt to assess costs. Maidstone Borough Council follows the Service Reporting Code of Practice definition of total cost, including an allocation of all related support costs, plus an appropriate share of corporate and democratic

Maidstone Borough Council

Charging Policy

core and non-distributed costs. Further guidance and support on calculating the full cost of service provision can be obtained from the Finance section.

8 Concessions & Subsidies

- 8.1 The normal level of fees and charges may be amended to allow for concessions targeted at certain user groups to encourage or facilitate access to the service.
- 8.2 Where concessions are proposed or already in place they must be justified in terms of overall business reasons, or implementation of key strategic considerations e.g. community safety, healthy living.
- 8.3 Examples of concessions and the reasons why they are awarded are:-
- Reductions for older people or children to encourage different age groups to participate in the sport which is linked to the promotion of public health;
 - Free spaces for disabled drivers in Council car parks to support social inclusion;
 - Concessions for new casual traders at the market to stimulate new usage;
- 8.4 In some cases, it may also be justifiable to subsidise a service for all users, where it would support delivery of strategic priorities.
- 8.5 In some circumstances, it may also be suitable to implement a system of means testing for managing access to concessions and subsidies, in order to ensure that subsidy can be targeted appropriately.
- 8.6 A fair and consistent approach should be taken to the application of concessionary schemes, and decisions should recognise the Council's broader agenda on promoting equality, as set out in the Equality Policy. When considering new charges, or significant changes to an existing charge, the budget manager should complete an Equalities Impact Assessment (EQIA).
- 8.7 All decisions regarding concessions and subsidies should include consideration of the impact the Council's ability to generate income and the Medium Term Financial Strategy.

9 Introducing a new charge

Maidstone Borough Council

Charging Policy

- 9.1 Proposals to introduce new charges should be considered as part of the service planning process and income projections should be factored into the Council's medium term financial plan.
- 9.2 Reasonable notice should be given to customers and service users prior to the introduction of a new charge, along with advice on concessions and discounts available.
- 9.3 Proposals should be based on robust evidence, and will incorporate the anticipated financial impact of introducing the charge, as well as the potential impact on demand for the service.
- 9.4 Performance should be monitored closely following implementation to enable amendments to the charge to be made if required, and the charge will subsequently be picked up as part of the annual review process.

10 Monitoring

- 10.1 Income levels will be monitored throughout the year and reported to committees through the quarterly reporting process. Significant variances may be addressed through an amended to charges, which will require approval from the appropriate Director or Service Committee.
- 10.2 The impact of changes in demand for services will be monitored through quarterly performance monitoring reports, where this is identified as a key performance indicator.

Appendices

Appendix A - Discretionary Fees & Charges Review Checklist

The below checklist may be used as a guide for managers when reviewing existing charges or implementing a new fee structure.

Have you considered the following?	Y/N/NA	Comments
1. How does the charge link to the Council's corporate priorities?		
2. Does the charge enable the council to recover all costs of providing the service?		
3. If the answer to question 2 is 'No', have you considered increasing the charge to enable full cost recovery?		
4. Has the impact of inflation on the cost of service delivery been reflected in the proposed charge?		
5. Do the administrative costs of charging or increasing the charge outweigh the potential income to be generated?		
6. Is the charge being used to deter or incentivise certain behaviours?		
7. Has there been any investment in the service to effect an increase in charges?		
8. If there is a market for the service or supply, has the impact of market conditions and competition be considered in setting the charge?		
9. How sensitive is the price to demand for the service? Is there a risk that an increase in charge could deter potential customers?		
10. If applicable, have consultation results been taken into account?		

Appendix A - Discretionary Fees & Charges Review Checklist

11. Could the charges or income budget be increased to support the delivery of a savings target?		
12. What would the impact of the change be on customers, and how does this affect the delivery of corporate priorities?		
13. Have any alternative charging structures been considered?		
14. How will the service be promoted? How successful have previous promotions been in generating demand?		
15. New charges only - are there any legal factors which impact on the scope for charging (e.g. an obligation to limit charges to cost recovery only)?		
16. New charges only - has an Equalities Impact Assessment been completed?		
17. If applicable, have concessionary charges been considered on a fair and consistent basis?		

Signed: _____

Date: _____

Name: _____

Chargeable Service/Supply: _____

Job Title: _____

Department: _____

Appendix B – Example Schedule of Fees & Charges

Fees and Charges April 2017 - March 2018		Includes VAT	Discretionary Fee	Statutory Fee	2016-2017 Actuals	2017 -2018 Current Estimate	Current Charges 2017-2018	Proposed Charges 2018-2019	% Change	2017-2018 +/- Income	2018 -2019 Estimate	Comments
EA31	Street Naming & Numbering				66,995	49,000				0	49,000	
	Name change						25.00	0.00	-100.00%			
	Addition of Name to numbered Property						25.00	0.00	-100.00%			
	Amendment to Postal Address						25.00	0.00	-100.00%			
	New Build - Individual Property						75.00	0.00	-100.00%			
	Official Registration of Postal Address previously not Registered						50.00	0.00	-100.00%			
	New Development - Fee per unit/flat						40.00	0.00	-100.00%			
	Creation of New Street						100.00	0.00	-100.00%			
	Renumbering of Development or Block of Flats - Fee per unit/flat						20.00	0.00	-100.00%			
	Street Naming & Numbering Total				66,995	49,000				0	49,000	

Agenda Item 19

STRATEGIC PLANNING & INFRASTRUCTURE COMMITTEE

7 December 2021

Is the final decision on the recommendations in this report to be made at this meeting?

No

Medium Term Financial Strategy 2022/23-2026/27

Final Decision-Maker	Council
Lead Head of Service	Director of Finance and Business Improvement
Lead Officer and Report Author	Director of Finance and Business Improvement
Classification	Public
Wards affected	All

Executive Summary

This report sets out a draft new Medium Term Financial Strategy (MTFS) for the Council. The new MTFS rolls forward the existing strategy to cover the five-year period 2022/23 to 2026/27 and reflects emerging budget priorities. It is currently subject to consultation with the Service Committees and will be further updated to take account of the Local Government Finance Settlement, due to be announced in December 2021, prior to final approval by Policy & Resources Committee and by Council in February 2022.

This report makes the following recommendations to this Committee:

1. That it considers and comments on the Draft Medium Term Financial Strategy 2022/23 – 2026/27 at Appendix A.

Timetable

Meeting	Date
Policy and Resources Committee	24 November 2021
Communities Housing & Environment Committee	30 November 2021
Strategic Planning & Transportation Committee	7 December 2021
Economic Regeneration & Leisure Committee	14 December 2021
Policy & Resources Committee	9 February 2022
Council	23 February 2022

Medium Term Financial Strategy 2022/23-2026/27

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The Medium Term Financial Strategy and the budget are a re-statement in financial terms of the priorities set out in the strategic plan. They reflect the Council's decisions on the allocation of resources to all objectives of the strategic plan.	Chief Executive, Section 151 Officer & Finance Team
Cross Cutting Objectives	The MTFS supports the cross-cutting objectives in the same way that it supports the Council's other strategic priorities.	Chief Executive, Section 151 Officer & Finance Team
Risk Management	This has been addressed in section 5 of the report.	Section 151 Officer & Finance Team
Financial	The budget strategy and the MTFS impact upon all activities of the Council. The future availability of resources to address specific issues is planned through this process. It is important that the committee gives consideration to the strategic financial consequences of the recommendations in this report.	Section 151 Officer & Finance Team
Staffing	The process of developing the Strategic Plan and the associated budget strategy will identify the level of resources available for staffing over the medium term.	Section 151 Officer & Finance Team
Legal	The Council has a statutory obligation to set a balanced budget and development of the MTFS and the strategic revenue projection in the ways set out in this report supports achievement of a balanced budget.	Legal Services
Privacy and Data Protection	Privacy and Data Protection is considered as part of the development of new budget proposals. There are no specific implications arising from this report.	Policy and Information Team
Equalities	The MFTS report scopes the possible impact of the Council's future financial position on service delivery. When a policy, service or function is developed, changed or reviewed,	Equalities and Corporate Policy Officer

	an evidence based equalities impact assessment will be undertaken. Should an impact be identified appropriate mitigations will be identified.	
Public Health	The resources to achieve the Council's objectives are allocated through the development of the Medium Term Financial Strategy.	Public Health Officer
Crime and Disorder	The resources to achieve the Council's objectives are allocated through the development of the Medium Term Financial Strategy.	Section 151 Officer & Finance Team
Procurement	The resources to achieve the Council's objectives are allocated through the development of the Medium Term Financial Strategy.	Section 151 Officer & Finance Team
Biodiversity and Climate Change	The resources to achieve the Council's objectives are allocated through the development of the Medium Term Financial Strategy.	Section 151 Officer & Finance Team

2. INTRODUCTION AND BACKGROUND

- 2.1 At its meeting of 21 July 2021 Policy & Resources Committee agreed the approach and timetable for the development of an updated Medium-Term Financial Strategy (MTFS) to cover the five-year period 2022 to 2027. This report provides an update on progress and sets out a draft MTFS. The MTFS remains subject to further consultation and the government's announcement of the Local Government Finance Settlement 2022/23, which is expected in December 2021.
- 2.2 The vision and priorities set out in the Council's existing Strategic Plan are clear and remain relevant. However, within the framework of the existing Strategic Plan, priority initiatives are under development, including a new Town Centre Strategy and the commitment to invest in 1,000 new affordable homes. The governance framework within which these priorities will be delivered is also due to change, with the reintroduction of a Cabinet system in 2022.
- 2.3 The draft MTFS is attached as Appendix A. It sets out in financial terms how it is intended to deliver the Strategic Plan, given the Council's capacity and capability. It builds on the existing MTFS, but reflects emerging priorities and developments in the external environment.

- 2.4 A key outcome of the process of updating the MTFS is to set a balanced budget and agree a level of council tax for 2022/23 at the Council meeting on 23 February 2022. This report is a key step towards achieving that objective.

Revenue Projections

- 2.5 The MTFS incorporates revenue projections for the five year planning period. Various potential scenarios were modelled, described as adverse, neutral and favourable. Key assumptions made in the projections are as follows.

Council Tax – It has been assumed that the government continues to set a limit of 2% to increases, above which a referendum would be required (as in 2021/22), and that the Council increases Council Tax to this limit.

Business Rates - The Business Rates baseline, which dictates the amount of business rates that local authorities may retain locally, will be increased in line with inflation in 2022/23, as part of an expected roll forward of the existing 2021/22 financial settlement.

Inflation – In the neutral scenario, the core assumption is for CPI inflation of 2% over the medium term, in line with the government’s target. However, it is recognised that inflation is currently higher than this level and this will create pressures, in the short term at least.

Updated Strategic Revenue Projections are set out in Appendix B.

Budget Consultation

- 2.6 As in previous years, and in line with legal requirements and good practice, a public consultation has been carried out to ascertain residents’ views on what the Council’s priorities for spending should be. The consultation attracted over 1,000 respondents and the results are considered to be statistically robust. A report on the outcomes is included at Appendix C. Respondents identified Environmental Enforcement, Parks & Open Spaces and Housing & Homelessness as the top priorities for additional expenditure. Members will no doubt wish to take these views into account when considering detailed budget proposals in January 2022.

3. AVAILABLE OPTIONS

- 3.1 The Committee is asked to consider and comment on the draft MTFS attached at Appendix A. Any changes and comments will be considered by Policy and Resources Committee at its meeting prior to recommending a final MTFS to Council for approval in February 2022.
- 3.2 The Committee could choose not to comment on the draft MTFS.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 The Committee is asked to consider and comment on the draft MTFS. This will ensure that its views are taken into account as part of the development of the MTFS.

5. RISK

5.1 The Council’s financial position is subject to a number of risks and to considerable uncertainty. In order to address this in a structured way and to ensure that appropriate mitigations are developed, it has developed a budget risk register. This seeks to capture all known budget risks and to present them in a readily comprehensible way. The budget risk register is updated regularly and is reviewed by the Audit, Governance and Standards Committee at each meeting.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Policy and Resources Committee reviewed the background to setting a new Medium Term Financial Strategy at its meeting on 21 July 2021.
 - 6.2 The three Service Committees – Economic Regeneration & Leisure, Strategic Planning & Infrastructure and Communities, Housing & Environment – are considering the draft MTFS in the current cycle of meetings. The outcomes will be reported back to Policy & Resources Committee when it is asked to consider the MTFS again for recommendation to Council at its 9 February meeting.
 - 6.3 A survey has recently concluded, in which residents were consulted on what they wish to see in the budget. This is attached as Appendix C.
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 An outline timetable for developing the Council’s Strategic Plan and the associated Medium Term Financial Strategy and budget for 2022/23 is set out below.

<i>Date</i>	<i>Meeting</i>	<i>Action</i>
24 November 2021	Policy and Resources Committee	Consider draft MTFS

November / December 2021	Service Committees	Consider draft MTFS
December 2021		Finalise detailed budget proposals for 2022/23
January 2022	Policy and Resources Committee, Service Committees	Consider 2022/23 budget proposals
9 February 2022	Policy and Resources Committee	Agree MTFS and 2022/23 budget proposals for recommendation to Council
23 February 2022	Council	Approve MTFS and 2022/23 budget

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Draft Medium Term Financial Strategy 2022/23 – 2026/27
- Appendix B: Strategic Revenue Projection 2022/23 – 2026/27
- Appendix C: Budget Consultation Survey

9. BACKGROUND PAPERS

None.

MAIDSTONE BOROUGH COUNCIL
MEDIUM TERM FINANCIAL STRATEGY
2022/23 – 2026/27

DRAFT

CONTENTS

1. Overview and Summary of Medium Term Financial Strategy	1
2. Corporate Objectives and Key Priorities	3
3. Economic Environment	5
4. Current Financial Position	9
5. Available Resources	14
6. Scenario Planning.....	18
7. Revenue Projections.....	23
8. Capital Strategy.....	24
9. Consultation	27

1. OVERVIEW AND SUMMARY OF MEDIUM TERM FINANCIAL STRATEGY

- 1.1 The Medium Term Financial Strategy (MTFS) sets out in financial terms how the Council will deliver its Strategic Plan over the next five years. The Council's Strategic Plan, agreed in December 2018, covers the period 2019 to 2045. The Strategic Plan incorporates four key objectives: embracing growth and enabling infrastructure; homes and communities; a thriving place; and safe, clean and green. Further details are set out in **Section 2**.
- 1.2 Delivering the Strategic Plan depends on the Council's financial capacity and capability. Accordingly, the MTFS considers the economic environment and the Council's own current financial position. The external environment (**Section 3**) is challenging because of uncertainty about the pace of recovery from Covid-19 and the risk of continuing high levels of inflation. In assessing the Council's current financial position (**Section 4**), attention therefore needs to be paid to its resilience, including the level of reserves that it holds.
- 1.3 Most key variables in local authority funding are determined by central government, such as the Council Tax referendum limit and the share of business rates that is retained locally. The three year Spending Review announced by the Chancellor in October 2021 set out a more favourable outcome for local government than expected but the impact at the individual authority level remains unclear. A consideration of the funding likely to be available in the future is set out in **Section 5**.
- 1.4 In view of these different elements of uncertainty, it is imperative that the MTFS both ensures Maidstone Council's continuing financial resilience and is sufficiently flexible to accommodate a range of potential scenarios. The Council has prepared financial projections under different scenarios, continuing a practice that has been followed for a number of years. Details of the assumptions made in the different scenarios are set out in **Section 6**.
- 1.5 The MTFS sets out the financial projections in **Section 7**. Various potential scenarios have been modelled, described as adverse, neutral and favourable. The table below shows projections under the neutral scenario, before taking account of budget changes, which are due to be considered by members at Service Committee meetings in January 2022.

Table 1: MTFS Revenue Projections 2022/23 – 2026/27

	22/23	23/24	24/25	25/26	26/27
	£m	£m	£m	£m	£m
Council Tax	18.2	18.8	19.5	20.2	20.9
Retained Business Rates	3.5	3.6	3.6	3.7	3.8
Business Rates Growth	1.2	-	0.2	0.4	0.5
Collection Fund adjustment	-0.2	-0.7	-	-	-
Budget requirement	22.7	21.7	23.3	24.3	25.2
Fees and Charges	21.9	23.3	24.5	24.9	25.4

Total Funding Available	44.6	45.0	47.8	49.2	50.6
Predicted Expenditure	43.8	47.0	48.6	49.7	50.7
Budget Surplus / Gap	0.8	-2.0	-0.8	-0.5	-0.1

In accordance with legislative requirements the Council must set a balanced budget. The MTFS sets out a proposed approach that enables the Council to do this for 2022/23.

- 1.6 The Council's strategic priorities are met not only through day-to-day revenue spending but also through capital investment. The Council has adopted a Capital Strategy, which sets out how investment will be carried out that delivers the strategic priorities, whilst remaining affordable and sustainable. As set out in **Section 8** below, funds have been set aside for capital investment, using prudential borrowing, and further funding may be available by taking advantage of opportunities to bid for external funding, eg the Levelling-Up Fund.
- 1.7 The MTFS concludes by describing the process of agreeing a budget for 2022/23, including consultation with all relevant stakeholders, in **Section 9**.

2. CORPORATE OBJECTIVES AND KEY PRIORITIES

2.1 The Council has a Strategic Plan which was approved by Council in December 2018. It sets out four key objectives, as follows:

- Embracing Growth and Enabling Infrastructure
- Homes and Communities
- A Thriving Place
- Safe, Clean and Green.

'Embracing growth and enabling infrastructure' recognises the Council's role in leading and shaping the borough as its economy and population grows. This means taking an active role in policy and master planning for key sites in the borough, and where appropriate, investing directly and delivering projects ourselves.

'Homes and communities' expresses the objective of making Maidstone a place where people love to live and can afford to live. This means providing a range of different types of housing, including affordable housing, and meeting our statutory obligations to address homelessness and rough sleeping. It also recognises that, as reflected in our Covid 19 recovery and renewal objectives and plans, we will work with our partners to improve the quality of community services and facilities and to encourage and support residents to volunteer and play a full part in their communities, the need for which has been accentuated by the impacts of the pandemic.

'A thriving place' is a borough that is open for business, attractive for visitors and an enjoyable and prosperous place to live for our residents. We will work to regenerate the County town and rural service centres and will continue to grow our leisure and cultural offer. Our recovery and renewal strategy responds to the challenges in achieving this priority by identifying investment opportunities, for example bringing forward employment sites and a Town Centre Strategy for renewal and rejuvenation .

A 'safe, clean and green' place is one where the environment is protected and enhanced, where parks, green spaces, streets and public areas are looked after, well-managed and respected, and where people are and feel safe.

2.2 Since the adoption of the Strategic Plan in December 2018, the objective of 'Embracing growth and enabling infrastructure' has started to be realised, for example through our work on the Innovation Centre and a new Garden Community. The Maidstone Local Plan is due to be updated and a new Town Centre Strategy will be developed, setting out a clear framework for delivery of regeneration and growth.

2.3 Amongst initiatives to help make Maidstone a 'Thriving Place' are MBC investment at Lockmeadow and on the Parkwood Industrial Estate. Preparations for the future include options appraisal for our leisure provision. We will continue to leverage the Council's borrowing power, if appropriate in conjunction with partners, to realise our ambitions for the borough.

- 2.4 Our 'Homes and Communities' aspirations are being achieved by investment in temporary accommodation and the Trinity Centre and the Leader's commitment to build 1,000 new affordable homes.
- 2.5 The objective of a 'Safe, Clean and Green' place has been emphasised by the Council's commitment to a carbon reduction target and the capital investment to help enable this to be delivered and timely preparation for new waste management arrangements.
- 2.6 Within the framework of the existing Strategic Plan, the Council is therefore prioritising:
- development of the Local Plan and related strategies and policies, in particular the Town Centre Strategy
 - continued investment to make Maidstone a thriving place
 - investment in 1,000 new affordable homes
 - measures to enable the Council's carbon reduction target to be met
 - recovery from the Covid 19 pandemic.

The governance framework within which these priorities will be delivered is due to change, with the reintroduction of a Cabinet system in 2022, which will itself have financial implications in terms of potential additional support costs.

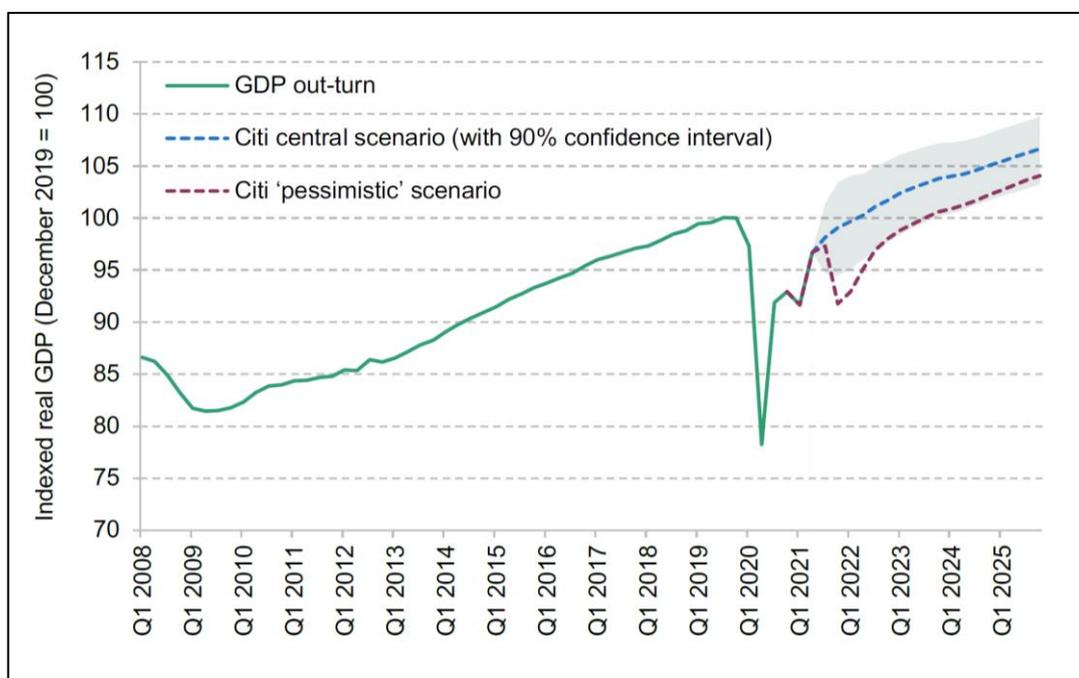
- 2.7 The overall funding envelope within which these priorities must be delivered remains broadly unchanged for 2022/23, meaning that savings will be required in some areas in order to fund growth in others, as well as to meet the savings already identified and agreed in earlier MTFS and budget setting decisions. Looking further ahead, considerable uncertainty remains about the financial position for future years, meaning that the financial strategy must remain flexible. The financial implications are set out in section 7 below.

3. ECONOMIC ENVIRONMENT

Macro outlook

- 3.1 The UK economy initially recovered strongly from the Covid recession. However, a combination of supply shortages, withdrawal of furlough and government support for businesses, and a growing reluctance to spend on the part of consumers, are all weighing down the recovery. It remains to be seen how much long-term damage Covid will do to the economy, but at present the economy remains significantly smaller than it would have been in the absence of the pandemic. This slower growth has been exacerbated by Brexit, which the ONS estimates to have led to a permanent 1% reduction in the size of the economy.

Figure 1: Real GDP in central and pessimistic scenarios, 2008-2025



Source: IFS Green Budget 2021

- 3.2 The recovery has been uneven, with some sectors (eg transport and storage) recovering much more quickly than others (eg retail and hospitality), which points towards a permanent adjustment in the structure of the economy.
- 3.3 Inflation is now running at 3.1% (September 2021). This is driven by a number of factors, some of which may only be transitory. For example, the cost of energy can be expected to stabilise, as can price increases caused by supply bottlenecks. However, inflation arising from wage increase expectations and the depreciation of the pound may be more difficult to eradicate.

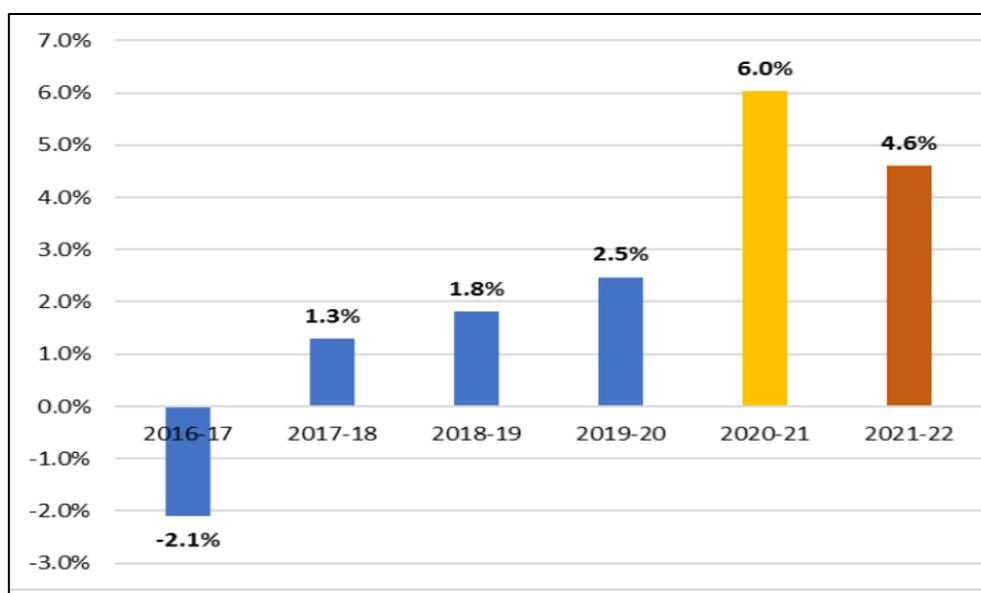
Public Finances

- 3.4 Covid has led to a massive increase in public expenditure. The government has increased taxes to help pay for this, and seems to accept that the public sector will account for a permanently higher share of national economy for the foreseeable future. Currently it accounts for 42% of GDP, the highest level for over 50 years.
- 3.5 The increase in public expenditure has been concentrated in specific areas. Above all, health expenditure, which was already rising in proportion to total public expenditure in response to demographic trends, is expected to continue to grow more quickly than other areas of public expenditure.

Local Government Funding

- 3.6 For many years, local government expenditure has seen steeper reductions and lower rates of growth than overall public expenditure. However, in recent years, the reduction in central government funding for local government has been mitigated by increases in locally generated sources of income, with Council Tax rising by more than the overall rate of inflation. Upper tier authorities in particular have been able to raise additional tax through a social care precept. This has allowed the government to claim that so-called 'Council spending power' has increased.

Figure 2: Changes in Council Spending Power



Source: Pixel Spending Review Briefing 2021

- 3.7 Authorities like Maidstone no longer receive unringfenced central government grant (Revenue Support Grant - RSG) and are instead largely reliant on Council Tax for their funding. The only impact of increases in central government allocations to local government is a higher share of business rates income collected locally.

- 3.8 The apparent benefit of higher Council Tax income is not felt as strongly as it could be, because the local government tax base has gradually moved out of synch with the reality of local service pressures. Council Tax continues to be based on 1991 valuations, which means that authorities in the south-east of England have seen much lower increases in income than the increase in house prices would imply. Meanwhile, Council Tax increases in more deprived areas do not provide adequate compensation for the loss of central government grant.
- 3.9 The other main element of local government funding, beside central government grant and Council Tax, is Business Rates. The 2010-15 Coalition Government transferred a notional 50% of locally-collected Business Rates income back to local government, but the requirement to adjust the amount of business rates retained between authorities, based on respective service needs, means that authorities with an active commercial sector and low perceived levels of need, like Maidstone, retain a low proportion of business rates (just 7% in Maidstone's case). It was originally intended to increase the 50% share of business rates retained locally to 75%, but the Secretary of State for the Department of Levelling Up, Homes and Communities (DLUHC) has now signalled that this is not a government priority.
- 3.10 Although local government funding is now both complex and inconsistent with good fiscal practice, central government has not addressed the issues. The lack of clarity arising was mitigated to an extent in 2015, when David Cameron's Conservative government provided some certainty for local government by announcing a four-year settlement, albeit that this incorporated a reduction in funding. However, since 2019/20, local government funding settlements have been announced on an annual basis, usually just three months before the start of the new financial year.
- 3.11 The Chancellor of the Exchequer announced a three-year Spending Review on 27 October 2021. This included assumptions about real terms growth in Council Spending Power (the government's preferred measure) over the next three years. It should be noted that the calculation of Council Spending Power assumes that local authorities will increase Council Tax by the maximum permissible without a referendum, which in Maidstone's case is a 2% increase. The term spending power should not be conflated with actual resources available.
- 3.12 Details of what the overall increase in spending power means for individual authorities remain to be announced in the Local Government Finance Settlement, which is due in December 2021. A potential issue for Maidstone is that an 'across the board' increase in funding for Councils would use the current basis of assessing funding requirements, which in 2019/20 indicated that the Council would have to pay negative Revenue Support Grant (RSG) to government, rather than receiving RSG from the government. The first element of any increase in funding could therefore simply be used to reverse negative RSG, giving no benefit to the Council.

- 3.13 Although the Spending Review covered three years (2022/23 to 2024/25), it is not clear whether this will translate into a three-year local government funding settlement.
- 3.14 The Chancellor's announcements included various capital funds (£300m grant funding to unlock brownfield sites, £1.5bn to regenerate unused land, UK Shared Prosperity Fund £2.6bn, Levelling-Up Fund £4.8bn). Access to this funding will be through a bidding process; it is not clear what the criteria will be. Reflecting its low standing in the levelling up agenda, Maidstone is a Priority 2 area.

Conclusion

- 3.15 The economic recovery from Covid-19 appears to be slowing down, and is accompanied by higher levels of inflation, which it may prove difficult to eradicate. Whilst public expenditure has increased to levels not seen for many years, the main beneficiary has been the NHS rather than local government. The three-year Spending Review announced by the Chancellor in October 2021 set out a more favourable outcome for local government than expected but the impact at the individual authority level remains unclear.

4. CURRENT FINANCIAL POSITION

4.1 As a lower tier authority, Maidstone Borough Council is not subject to the extreme pressures currently faced by upper tier authorities arising in particular with respect to adults’ and children’s social care. It is nevertheless appropriate to assess the Council’s financial resilience. There are a number of elements that contribute to financial resilience, according to CIPFA¹:

- level of reserves
- quality of financial management, including use of performance information
- effective planning and implementation of capital investment
- ability to deliver budget savings if necessary
- risk management.

An assessment is set out below of how the Council performs on these measures.

Level of Reserves

4.2 Maidstone Borough Council’s financial position, as shown by its most recent balance sheet, is as follows (unallocated General Fund balance highlighted, previous year shown for comparative purposes).

Table 2: Maidstone Borough Council balance sheet

	31.3.20 £ million	31.3.21 £ million
Long term assets	158.6	163.5
Current assets	28.0	36.5
Current liabilities	-44.0	-57.3
Long term liabilities	-80.8	-96.9
Net assets	61.8	45.9
Unusable reserves	-44.6	-12.2
	17.2	33.7
Represented by:		
Unallocated General Fund balance	8.8	10.3
Earmarked balances	7.8	22.9
Capital receipts reserve	0.6	0.5
Total usable reserves	17.2	33.7

4.3 The main changes between the two balance sheet dates and the principal reasons are as follows:

¹ CIPFA Financial Management Code, Guidance Notes, p 51

Increase in current liabilities

Government grants, eg for distribution to local businesses, which have been received by the Council but not yet deployed, are accounted for as liabilities at the balance sheet date.

Increase in long term liabilities

The liability to pay employee pensions in the future is re-assessed by actuaries each year. When interest rates are low, as at present, this leads to an increased liability as the discount rate applied to the obligation is correspondingly low.

Increase in earmarked balances

The main element in the increase is a £14.7 million timing difference, arising because the Collection Fund deficit incurred in 2021/22 as a result of Covid-19 has to be accounted for in 2022/23.

Decrease in unusable reserves

This is the impact on reserves of the increased pension liability and the Collection Fund timing difference (as described above), ie an equal and opposite amount to these increases in liabilities / earmarked balances.

- 4.4 The maintenance of the unallocated general fund balance is an essential part of the Council's strategic financial planning, as this amount represents the funds available to address unforeseen financial pressures.
- 4.5 For local authorities there is no statutory minimum level of unallocated reserves. It is for each Council to take a view on the required level having regard to matters relevant to its local circumstances. CIPFA guidance issued in 2014 states that to assess the adequacy of unallocated general reserves the Chief Financial Officer should take account of the strategic, operational and financial risks facing their authority. The assessment of risks should include external risks, such as natural disasters, as well as internal risks such as the achievement of savings.
- 4.6 Maidstone Council historically set £2 million as a minimum level for unallocated reserves. In the light of the heightened risk environment facing the Council, it was agreed when setting the 2021/22 budget that this minimum should be increased to £4 million.

Current Position

- 4.7 Current indications are that the Council will deliver a balanced budget for 2021/22, allowing the level of reserves to be maintained.

Financial management

- 4.8 Financial management at Maidstone Borough Council contains a number of elements. Officers and members are fully engaged in the annual budget

setting process, which means that there is a clear understanding of financial plans and the resulting detailed budgets

- 4.9 Detailed financial reports are prepared and used on a monthly basis by managers, and on a quarterly basis by elected members, to monitor performance against the budget. Reports to members are clear, reliable and timely, enabling a clear focus on any areas of variance from the plan.
- 4.10 Financial reports are complemented by performance indicators, which are reported both at the service level to the wider leadership team, and at a corporate level to members. Member reports on performance indicators are aligned with the financial reports, so that members see a comprehensive picture of how services are performing.
- 4.11 Financial management and reporting is constantly reviewed to ensure that it is fit for purposes and meets the organisation's requirements. Quarterly financial reports to members have been redesigned over the last two years to make them more user-friendly.
- 4.12 Where variances arise, prompt action is taken to address them. Action plans are put in place at an early stage if it appears that there is likely to be a budget overspend.
- 4.13 The authority consistently receives clean external and internal audit opinions.

Capital investment

- 4.14 Capital expenditure proposals are developed in response to the Council's strategic priorities as part of the annual budget cycle. Capital investment must fall within one of the four following categories: required for statutory reasons, eg to ensure that Council property meets health and safety requirements; schemes that are self-funding and meet Strategic Plan priority outcomes; other schemes that are clearly focused on Strategic Plan priority outcomes; and other priority schemes which will attract significant external funding. All schemes within the capital programme are subject to appropriate option appraisal. Any appraisal must comply with the requirements of the Prudential Code.
- 4.15 Member oversight is ensured, first by inclusion of schemes in the capital programme that is approved as part of the annual budget setting process. Subsequently, prior to any capital commitment being entered into, a report setting out details of the capital scheme is considered by the relevant service committee.
- 4.16 The Council has a corporate project management framework that applies to most of the projects included within the capital programme. This provides for designation of a project manager and sponsor and includes a mechanism for progress on major projects to be reported to a Strategic Capital Investment Board.
- 4.17 Financial monitoring of capital projects is incorporated within the quarterly reports to Service Committees.

Ability to deliver budget savings

- 4.18 The Council has a good track record of delivering budget savings, whilst sustaining and investing in services. Savings initiatives are planned so far as possible across the five-year period of the MTFS, rather than the focus being simply on achieving whatever savings are necessary in order to balance the budget for the coming year.
- 4.19 A common criticism of local authority financial planning is that proposed savings are often over-optimistic and are not based on realistic evidence of what is achievable. The Council aims to mitigate this risk with a robust process for developing budget savings proposals:
- New and updated savings proposals are sought on a regular annual cycle, with Service Managers typically briefed on the savings remit in August/September
 - Savings proposals are then developed over a period of around two months
 - Savings proposals have to be formally documented and signed off by the Service Head who will be responsible for delivering them.
- 4.20 Once savings have been built into the budget, their achievement is monitored as part of the regular financial management process described above.

Risk management

- 4.21 The Council's MTFS is subject to a high degree of risk and uncertainty. In order to address this in a structured way and to ensure that appropriate mitigations are developed, the Council has developed a budget risk register. This seeks to capture all known budget risks and to present them in a readily comprehensible way. The budget risk register is updated regularly and is reviewed by the Audit, Governance and Standards Committee at each meeting.
- 4.22 The major risk areas that have been identified as potentially threatening the Medium Term Financial Strategy are as follows.
- Financial impact from resurgence of Covid-19 virus
 - Fees and Charges fail to deliver sufficient income
 - Adverse impact from changes in local government funding
 - Collection targets for Council Tax and Business Rates missed
 - Adverse financial consequences from a disorderly Brexit
 - Capital programme cannot be funded
 - Planned savings are not delivered
 - Failure to contain expenditure within agreed budgets
 - Inflation rate predictions in MTFS are inaccurate
 - Constraints on council tax increases
 - Litigation costs exceed budgeted provisions

- Commercialisation fails to deliver additional income
- Business Rates pool fails to generate sufficient growth
- Shared services fail to meet budget
- Council holds insufficient balances
- Increased complexity of government regulation.

It is recognised that this is not an exhaustive list. By reviewing risks on a regular basis, it is expected that any major new risks will be identified and appropriate mitigations developed.

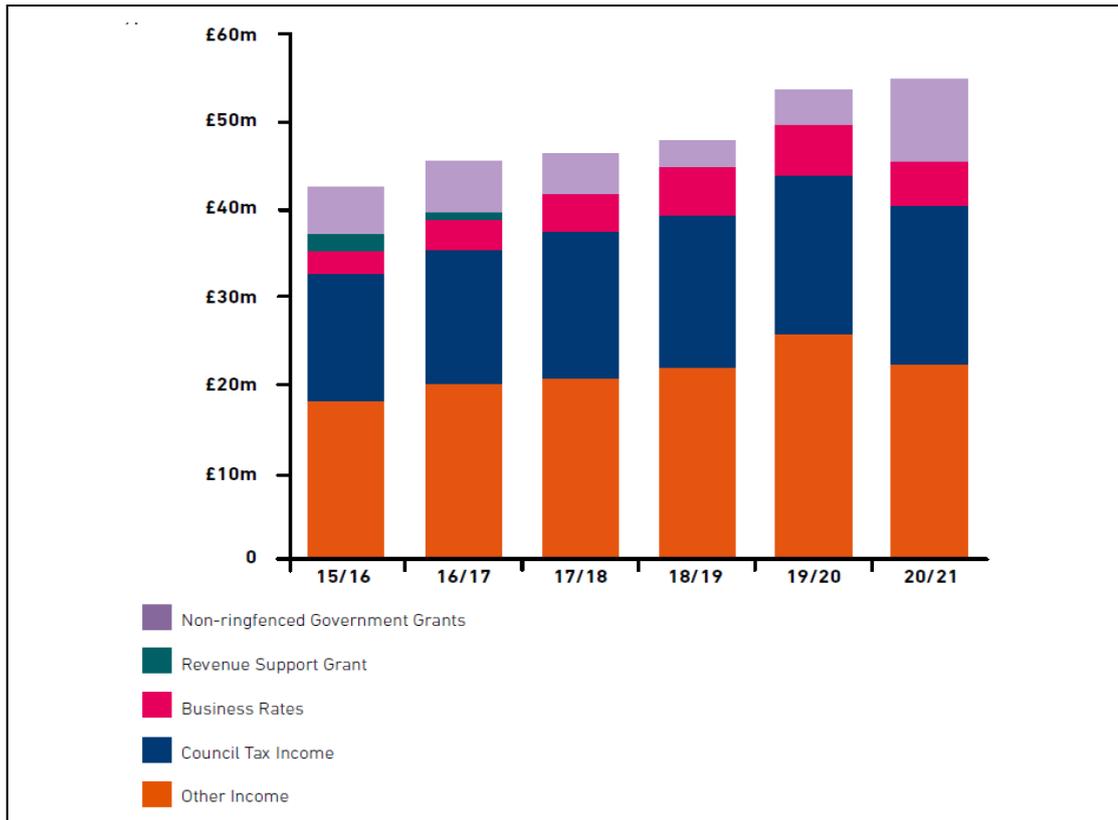
Conclusion

- 4.23 When assessed against the CIPFA criteria for financial resilience, the Council can be seen to have adequate reserves in the short term and to be positioned well to manage the financial challenges it will face. The following section considers whether this position is sustainable.

5. AVAILABLE RESOURCES

5.1 The Council's main sources of income are Council Tax and self-generated income from a range of other sources, including parking, planning fees and property investments. It no longer receives direct government support in the form of Revenue Support Grant; although it collects around £60 million of business rates annually, it retains only a small proportion of this.

Figure 3: Sources of Income (£ million)



Council Tax

5.2 Council Tax is a product of the tax base and the level of tax set by Council. The tax base is a value derived from the number of chargeable residential properties within the borough and their band, which is based on valuation ranges, adjusted by all discounts and exemptions.

5.3 The tax base has increased steadily in recent years, reflecting the number of new housing developments in the borough. See table below.

Table 3: Number of Dwellings in Maidstone

	2017	2018	2019	2020	2021
Number of dwellings	69,633	70,843	71,917	73,125	75,034
% increase compared with previous year	1.63%	1.74%	1.52%	1.68%	2.61%

Note: Number of dwellings is reported each year based on the position shown on the valuation list in September.

- 5.4 Whilst the effect of the increased number of dwellings is to increase the Council Tax base, this is offset by the cost of reliefs for council tax payers, in particular Council Tax support, and any change in the percentage of Council Tax collected. Covid-19 has led to both an increase in the number of Council Tax support claimants and a fall in the collection rate, which is likely to offset to an extent the benefit of an increased number of dwellings. The increase in the number of households and people living in the borough also impacts on the cost of service delivery, for example refuse collection and street cleansing.
- 5.5 The level of council tax increase for 2022/23 is a decision that will be made by Council based on a recommendation made by the Policy and Resources Committee. The Council's ability to increase the level of council tax is limited by the requirement to hold a referendum for increases over a government set limit. The referendum limit for 2021/22 was the greater of 2% or £5.00 for Band D taxpayers. Council Tax was increased by the maximum possible, ie £5.31 (2%).

Other income

- 5.6 Other income is an increasingly important source of funding for the Council. It includes the following sources of income:
- Parking
 - Shared services (as agreed in collaboration agreements and where MBC is the employer)
 - Commercial property
 - Planning fees
 - Cremations
 - Garden waste collection
 - Income generating activity in parks

Where fees and charges are not set by statute, we apply a policy that guides officers and councillors in setting the appropriate level based on demand, affordability and external factors. Charges should be maximised within the limits of the policy, but customer price sensitivity must be taken into account, given that in those areas where we have discretion to set fees and charges, customers are not necessarily obliged to use our services.

- 5.7 Other income, particularly parking, was seriously affected by Covid-19. Whilst the government has committed to compensating local authorities for 75% of lost income above a 5% threshold for the first quarter of 2021/22,

there has been no guarantee of ongoing support in the event that income fails to return to pre-Covid-19 levels. Commercial property income was adversely affected by the pandemic, and whilst it has now recovered, it remains potentially at risk from a resurgence.

Business Rates

- 5.8 Under current funding arrangements, local government retains 50% of the business rates it collects. The aggregate amount collected by local government is redistributed between individual authorities on the basis of perceived need, so that in practice Maidstone Borough Council receives only around 7% of the business rates that it collects.
- 5.9 Prior to the 2017 General Election, the Government was preparing to move to 100% business rates retention with effect from 2020. This was subsequently reduced to 75%, but the Secretary of State has now announced that this is no longer a government priority.
- 5.10 The amount of business rates retained by individual authorities is currently based on a needs assessment that dates back to 2013/14. A reset is expected at some point, based on a 'Fair Funding Review'. The overall amounts to be allocated as part of the Fair Funding Review are yet to be determined. It is therefore difficult to predict with any degree of accuracy whether the proportion of business rates retained by Maidstone will remain the same, increase or decrease.
- 5.11 The current local government funding regime gives authorities the opportunity to pool their business rates income and retain a higher share of growth as compared with a notional baseline set in 2013/14. Maidstone has been a member of the Kent Business Rates pool since 2014/15. Its 30% share of the growth arising from membership of the pool has hitherto been allocated to a reserve which is used for specific projects that form part of the Council's economic development strategy. A further 30% represents a Growth Fund, spent in consultation with Kent County Council. This has been used to support the Maidstone East development.
- 5.12 It should be noted that, when re-allocating business rates according to need, following a Fair Funding Review, the business rates baseline is likely to be reset, so all growth accumulated to that point will be reallocated between local authorities as described in paragraph 5.10 above.
- 5.13 Total projected business rates income for 2021/22, and the ways in which it is planned to deploy it, are summarised in the table below.

Table 4: Projected Business Rates Income 2021/22

	£000	
Business Rates baseline income	3,430	Included in base budget
Growth in excess of the baseline	620	Included in base budget
Pooling gain (MBC share)	349	Funds Economic Development projects
Pooling gain (Growth Fund)	349	Spent in consultation with KCC, eg on Maidstone East
Total	4,748	

- 5.14 These are budgeted amounts. The actual amounts received will be lower if Covid-19 continues to have an adverse impact on collection performance.

Revenue Support Grant

- 5.15 Maidstone no longer benefits directly from central government support in the form of Revenue Support Grant, as it is considered to have a high level of resources and low needs. In fact, Councils in this situation were due to be penalised by the government under the previous four-year funding settlement, through a mechanism to levy a 'tariff / top-up adjustment' – effectively negative Revenue Support Grant. Maidstone was due to pay negative RSG of £1.589 million in 2019/20. However, the government faced considerable pressure to waive negative RSG and removed it in the 2019/20 and subsequent Local Government Finance Settlements.
- 5.16 Any increase in overall funding for local authorities could simply be used to reverse negative RSG for those authorities where it was payable. More generally, a needs-based distribution of funding will continue to create anomalies like negative RSG, so it cannot be assumed that the threat of an adverse impact, such as Maidstone was due to experience in 2019/20, has gone away.

Conclusion

- 5.17 It can be seen that ongoing revenue resources are subject to uncertainty, owing to the economic environment and lack of clarity about the government's plans for funding local government. The previous section indicated that the Council's reserves, while adequate, do not leave it with a large amount of flexibility. This puts a premium on accurate forecasting and strong financial management.

6. SCENARIO PLANNING

- 6.1 Owing to uncertainty arising from the economic environment, and from the lack of clarity about what the government's plans for local government funding will mean for the Council, financial projections have been prepared for three different scenarios, as follows.

Favourable

There is strong economic growth, with inflation pressures contained within the government's long term target rate of 2%. This allows the Council's external income to recover to pre-Covid levels in 2022/23 and grow strongly thereafter. New house building continues at pre-Covid levels (ie around 2% growth per annum). Cost pressures are contained, allowing scope for budget growth.

Neutral

Growth is slower, with external income returning to pre-Covid levels over a period of 3-4 years. There continues to be growth in the Council Tax base, but constraints in the construction sector mean there is a slow-down for the first 2-3 years of the planning period. The Council maintains existing service levels and is able to fund inflationary increases in expenditure.

Adverse

Government measures to stimulate the economy are constrained by the economy's capacity to grow and the need to keep public expenditure under control. Capacity constraints and low economic growth compared with other national economies lead to prolonged inflation in excess of the government's 2% target. As a result, there is minimal growth in Council external income and increased cost pressures lead to spending cuts in order to ensure that statutory services are maintained.

Details of key assumptions underlying each of these scenarios are set out below.

Council Tax

- 6.2 It is assumed that the Council will take advantage of any flexibility offered by central government and will increase Council Tax up to the referendum limit, which is 2% in 2022/23. This is consistent with the Government's spending power assumptions.
- 6.3 The other key assumption regarding Council Tax is the change in the Council Tax base. The number of properties in Maidstone has grown by over 1.5% for the past four years. However, if there is a downturn in the economy, this rate of increase could fall. Moreover, Covid-19 is likely to reduce the amount of Council Tax collectible from each household. Assumptions are as follows:

	22/23	23/24 onwards
Favourable	2.5%	2.0%
Neutral	2.0%	1.5%
Adverse	1.5%	1.0%

Business Rates

- 6.4 For 2022/23 the government is rolling forward the existing arrangements. Business rates are frozen for ratepayers but local authorities will be compensated with an increase in the business rates baseline to reflect inflation.
- 6.5 After 2023, the proportion of business rates retained by the authority is likely to be adjusted to reflect the findings of the Fair Funding Review. It is very difficult to predict what this will mean in practice. However, for the purposes of revenue projections, a number of assumptions have been made.
- 6.6 A further factor to be considered is the resetting of the government's business rates baseline. This represents the level above which the Council benefits from a share in business rates growth. It is likely that the government will reset the baseline in order to redistribute resources from those areas that have benefitted most from business rates growth in the years since the current system was introduced in 2013, to those areas that have had lower business rates growth. Accordingly, cumulative business rates growth has been removed from the projections for 2023/24, then is gradually reinstated from 2024/25.
- 6.7 Given these assumptions, the specific assumptions for business rates growth in each scenario are as follows:

	2022/23		2023/24 onwards	
	Baseline growth	Local growth	Baseline growth	Local growth
Favourable	5.0%	0.0%	3.0%	3.0%
Neutral	2.0%	0.0%	2.0%	2.0%
Adverse	-5.0%	-10.0%	0.0%	0.0%

Inflation

- 6.8 CPI inflation is currently (September 2021) running at 3.1%. The Bank of England expects it to peak at around 5% in April 2022 before falling back materially in the second half of the year. For the purpose of forecasting, it is assumed that the government's target rate of inflation is 2% is achieved over the medium term in the favourable and neutral scenarios. A higher rate of 3% is assumed in the adverse scenario.

Pay inflation

- 6.9 Pay is the Council's single biggest item of expenditure, accounting for around 50% of total costs. Although the Council sets pay rates independently of any national agreements, in practice it has to pay attention to overall public sector and local authority pay settlements, as these affect the labour market in which the Council operates. It is assumed for the first three years of the MTFS planning period that the annual increase will be 2%. An additional amount of 1% has been allowed for in pay inflation assumptions, arising from the annual cost of performance related incremental increases for staff, giving a total assumed increase of 3%.
- 6.10 Whilst the planning assumption remains a 2% pay increase, it is important that the Council continues to pay a competitive rate in order to retain and attract staff. This position is therefore under review. The Council maintains a corporate contingency budget which allows a measure of flexibility if a higher increase than 2%, or market factor supplements for in-demand roles, are required in order to keep pace with the job market.

Fees and charges

- 6.11 Fees and charges are affected by changes both in price levels and in volume. The projections imply that the level of fees and charges will increase in line with overall inflation assumptions, to the extent that the Council is able to increase them. In practice, it is not possible to increase all fees and charges by this amount as they are set by statute. Accordingly, the actual increase in income shown in the projections is 50% of the general inflation assumption in each scenario.
- 6.12 The sensitivity of fees and charges income to overall economic factors varies across different income streams. Parking income is highly sensitive, and has been very severely affected by the Covid-19 pandemic. Other sources of income, such as income from industrial property holdings, are more stable.

Contract costs

Costs are generally assumed to rise in line with inflation, but a composite rate is applied to take account of higher increases on contracts like waste collection where the growth in the number of households leads to a volume increase as well as an inflation increase. A relet of the waste contract in October 2023 is likely to lead to permanently higher contract costs.

- 6.13 Inflation assumptions are summarised as follows.

Table 5: Inflation Assumptions

	Favourable	Neutral	Adverse	Comments
General	2.00%	2.00%	3.00%	2% is the government's target inflation rate but in reality it is likely to be higher in the short term.

	Favourable	Neutral	Adverse	Comments
Employee Costs	1.00%	2.00%	3.00%	Neutral assumption is in line with the most recent pay settlement and government inflation targets
	0.50%	1.00%	1.50%	The annual cost of performance related incremental increases for staff
Contract costs	2.00% - 5.00%	2.00% - 5.00%	2.00% - 8.00%	A composite rate is applied, reflecting different pressures on individual contracts
Fees and charges - price	2.00%	2.00%	3.00%	In line with general inflation assumptions
Fees and charges - volume	2.00%	0.00%	-2.00%	Reflects overall economic conditions

The government has said that it will compensate public sector employers for the increase in employer national insurance announced earlier in 2021. However, this does not address pressures faced by employees from increased national insurance and higher prices. Pay structures will be reviewed to consider how best to mitigate these pressures within the overall spending envelope.

Service Spend

- 6.14 Strategic Revenue Projections under all scenarios will take account of savings previously agreed by Council, assuming that they are still deliverable. In addition, the following potential budget pressures have been identified and will be addressed by incorporating budget growth, subject to member agreement, as part of the budget setting process.

Communities and Housing

This service area supports the corporate priority 'Housing and Communities' and specifically the objective of delivering 1,000 new affordable homes. This may require a level of revenue subsidy, which would represent budget growth.

Environment & Public Realm

A provision of £1 million has been built into the Strategic Revenue Projections to recognise the likely increase in waste collection costs arising from the forthcoming contract relet in October 2023.

Heritage, Culture & Leisure

The Serco leisure contract comes to an end in 2024. Depending on the scope of any new contract, budget growth may be required. The objective of making Maidstone Town Centre a thriving place may also require budget growth, eg to provide leisure and cultural activities in the town centre.

Planning Services

In addition to core development management and spatial planning services, there is a requirement for more extensive planning policies and a Town Centre Strategy.

Corporate & Shared Services

Additional expenditure is likely to be required to support the new governance structure and to meet the Council's aspirations for better quality data analysis.

- 6.15 The projections include provision for the revenue cost of the capital programme, comprising interest costs (2%) and provision for repayment of borrowing (2%).

Summary of Projections

- 6.16 A summary of the financial projections under the neutral scenario is set out in section 7.

7. REVENUE PROJECTIONS

- 7.1 Strategic revenue projections have been prepared based on the assumptions set out above and are summarised in table 6 below for the 'neutral' scenario. Additional growth to accommodate new pressures described in the previous section, together with any offsetting savings, are still to be included in the projections.
- 7.2 In light of the many uncertainties around future funding, it is important to note that projections like these can only represent a 'best estimate' of what will happen.

Table 6: Strategic Revenue Projections 2022/23-2026/27

	22/23	23/24	24/25	25/26	26/27
	£m	£m	£m	£m	£m
Council Tax	18.2	18.8	19.5	20.2	20.9
Retained Business Rates	3.5	3.6	3.6	3.7	3.8
Business Rates Growth	1.2	-	0.2	0.4	0.5
Collection Fund adjustment	-0.2	-0.7	-	-	-
Budget requirement	22.7	21.7	23.3	24.3	25.2
Fees and Charges	21.9	23.3	24.5	24.9	25.4
Total Funding Available	44.6	45.0	47.8	49.2	50.6
Predicted Expenditure	43.8	47.0	48.6	49.7	50.7
Budget Surplus / (Gap)	0.8	-2.0	-0.8	-0.5	-0.1

- 7.3 The above table shows a modest surplus in 2022/23. However, the likely impact of a business rates reset and the cost of accommodating the costs of a new waste collection contract means that a deficit is projected in 2023/24. On current projections, this deficit will reduce over the remaining term of the MTFS to achieve a broadly balanced position in 2026/27. It should be noted, however, that at this stage these figures do not incorporate growth to reflect the new pressures described in the previous section. Proposals for the relevant budget changes will be considered by members at Service Committees in January 2022.

8. CAPITAL STRATEGY

- 8.1 The capital programme plays a vital part in delivering the Council's strategic plan, since long term investment plays an essential role in realising our ambitions for the borough. The cost of the capital programme is spread over the lifetime of investments, so does not have such an immediate impact on the revenue budget position. However, there are revenue consequences to the capital programme. Maidstone Borough Council borrowed to fund its capital programme for the first time in 2019/20. The cost of borrowing is factored into the 2021/22 budget, along with a Minimum Revenue Provision which spreads the cost of loan repayments over the lifetime of an asset. The budgeted total revenue costs of the capital programme in 2020/21 amounted to £1.870 million.
- 8.2 Typically, local authorities fund capital expenditure by borrowing from the Public Works Loan Board, which offers rates that are usually more competitive than those available in the commercial sector. Prior to 2019/20, Maidstone Borough Council had not borrowed to fund its capital programme, instead relying primarily on New Homes Bonus to fund the capital programme. The cost of any borrowing is factored into the MTFS financial projections.
- 8.3 Public Works Loan Board funding has for several years offered local authorities a cheap source of finance, which has been used more and more extensively. The government has revised the terms of PWLB borrowing to ensure that local authorities use it only to invest in housing, infrastructure and public services. Given the Council's capital strategy, this should not prevent us accessing PWLB borrowing.
- 8.4 There has been a reduction of the period for which New Homes Bonus would be paid from six years to five in 2017/18 and then to four in 2019/20 and 2020/21. The government paid New Homes Bonus on a one-year only basis in 2021/22 and is likely to do so again in 2022/23. Under any new Local Government funding regime a new, unspecified mechanism for incentivising housebuilding is envisaged.
- 8.5 External funding is sought wherever possible and the Council has been successful in obtaining Government Land Release Funding for its housing developments and ERDF funding for the Kent Medical Campus Innovation Centre.
- 8.6 Funding is also available through developer contributions (S 106) and the Community Infrastructure Levy (CIL). The Community Infrastructure Levy was introduced in Maidstone in October 2018.
- 8.7 The current funding assumptions used in the programme are set out in the table below.

Table 7: Capital Programme Funding

	21/22 £000	22/23 £000	23/24 £000	24/25 £000	25/26 £000	Total £000
New Homes Bonus	3,995	1,373	1,373	1,373	1,373	9,487
Capital Grants	4,064	850	850	850	850	7,464
Internal Borrowing	3,114	336	803	1,080	1,050	6,383
External Borrowing	37,838	25,311	14,655	16,305	11,280	105,389
TOTAL	49,011	27,870	17,681	19,608	14,553	128,723

- 8.8 The use of New Homes Bonus to fund the capital programme arises from previous Council decisions. It could alternatively be used to fund revenue expenditure and therefore address relevant growth pressures, in particular the requirement for more extensive planning policies and a Town Centre Strategy (see paragraph 6.14 above). This would have the effect of increasing the revenue cost of funding the capital programme by £40,000 per annum for every £1 million of New Homes Bonus that was deployed in this way.
- 8.9 Under CIPFA's updated Prudential Code, the Council is now required to produce a Capital Strategy, which is intended to give an overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services, along with an overview of how associated risk is managed and the implications for future financial sustainability. The existing Capital Strategy was approved by Council at its meeting on 24th February 2020 and will be refreshed in February 2022.
- 8.10 The existing capital programme was approved by Council at its budget meeting on 24th February 2021. Major schemes include the following:
- Completion of Brunswick Street and Union Street developments
 - Purchase of housing for temporary accommodation
 - Flood Action Plan
 - Mote Park Improvements
 - Further investment at the Lockmeadow Leisure Complex
 - Commercial Property Investments
 - Kent Medical Campus Innovation Centre
 - Mall Bus Station Improvements
 - Biodiversity and Climate Change.
- 8.11 A review of the schemes in the capital programme is currently under way. Proposals will be considered for new schemes to be added to the capital programme, whilst ensuring that the overall capital programme is sustainable and affordable in terms of its revenue costs.
- 8.12 In particular, the updated capital programme will reflect the Council's ambition to deliver 1,000 new affordable homes. As this implies a significant expansion of the existing capital programme, its overall affordability and the extent to which it exposes the Council to risk will be addressed in the Capital Strategy.

8.13 An updated capital programme will be considered by Policy and Resources Committee in January 2022 and recommended to Council for approval.

9. CONSULTATION AND NEXT STEPS

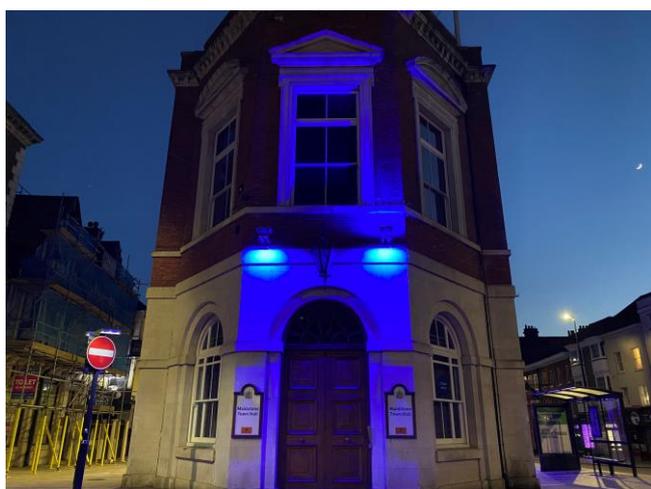
- 9.1 Each year the Council carries out consultation as part of the development of the MTFS. A budget survey has been carried out and will be considered by Service Committees.
- 9.2 Consultation will be undertaken with the business community, including a presentation to the Maidstone Economic Business Partnership.
- 9.3 Consultation with members will take place in January 2022 on the detailed budget proposals. Individual Service Committees will consider the budget proposals relating to the services within their areas of responsibility.

Document History

Date	Description	Details of changes
11.11.21	Draft to Corporate Leadership Team	
16.11.21	Draft to Policy & Resources Committee	Changes requested by CLT

**REVENUE ESTIMATE 2022/23 to 2026/27
STRATEGIC REVENUE PROJECTION - NEUTRAL SCENARIO**

2021/22 £000		2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
17,216	COUNCIL TAX	18,204	18,845	19,508	20,195	20,906
3,430	RETAINED BUSINESS RATES	3,498	3,568	3,640	3,713	3,787
620	BUSINESS RATES GROWTH	1,164	0	180	362	546
-114	COLLECTION FUND ADJUSTMENT (COUNCIL TAX)	343	-164			
-13,243	COLLECTION FUND ADJUSTMENT (BUSINESS RATES)	-585	-585			
11,786	SECTION 31 GRANT					
19,695	PROJECTED NET BUDGET	22,625	21,664	23,328	24,270	25,238
21,924	OTHER INCOME	21,335	21,890	23,328	24,545	24,944
-3,186	FORECAST CHANGE IN INCOME	555	1,439	1,217	399	432
84	SALES FEES & CHARGES COMPENSATION					
38,517	TOTAL RESOURCES AVAILABLE	44,514	44,992	47,874	49,214	50,615
42,996	CURRENT SPEND	41,058	43,990	46,378	47,766	49,173
	INFLATION & CONTRACT INCREASES					
850	PAY, NI & INFLATION INCREASES	1,274	1,186	1,205	1,244	1,285
	EXTERNAL BUDGET PRESSURES					
40	PENSION DEFICIT FUNDING	40	150	150	150	150
	LOCAL PRIORITIES					
-10	ADDITIONAL GROWTH AGREED BY P&R					
	OTHER SERVICE PRESSURES					
221	PROVISION FOR MAJOR CONTRACTS		1,000			
-1,589	REVENUE COSTS OF CAPITAL PROGRAMME	837	630	834	453	
	CONTINGENCY FOR FUTURE PRESSURES	500				
50	GENERAL GROWTH PROVISION	50	50	50	50	50
42,559	TOTAL PREDICTED REQUIREMENT	43,759	47,007	48,617	49,663	50,658
-4,042	SURPLUS / (SAVINGS REQUIRED)	755	-2,014	-744	-449	-44



BUDGET SURVEY

2022/2023

Undertaken Autumn 2021

ABSTRACT

The Budget Survey is undertaken on an annual basis to assist in the identification of spending priorities for the Council.

Report prepared by Corporate Insight,
Communities and Governance Team

Introduction

Maidstone Council are committed to providing high quality and good value services to meet the needs of the local community.

Reductions in central government funding and the coronavirus pandemic have had a major impact on the Council's finances and will continue to do so. Looking further ahead, the financial outlook for Maidstone Borough Council (MBC) is uncertain, given the lasting impact of the pandemic and lack of information about the level of central government support in the future.

As part of that process, the Council sought to understand residents' views on where they think savings should be made and what the Council's priorities for spending should be.

Methodology

The survey was open between 17 September and 31 October 2021. It was promoted online through the Council's website and its social media channels. Residents who signed up for consultation reminders were notified and sent an invitation to participate in the consultation. A reminder email was also sent to this group.

As an online survey is a self-selection methodology, residents are free to choose whether to participate or not. It was anticipated that returned responses would not necessarily be fully representative of the wider adult population. As a result, this report discusses the weighted results to overall responses, by demographic questions, to ensure that it more accurately matches the known profile of Maidstone Boroughs population by these characteristics.

The results have been weighted by age and gender based on the population in the ONS mid-year population estimates 2020. However, the under-representation of 18 to 34 year olds means that high weights have been applied to responses in this group. Results for this group should be treated with caution. It should also be noted that respondents from BME backgrounds are under-represented at 4.9% compared to 5.9% in the local area. The results for this group should also be treated with caution.

There were a total of 1073 responses to the survey, after weighting this reduced to 1041. Based on Maidstone's population aged 18 years and over, the overall results are accurate to $\pm 2.54\%$ at the 90% confidence level. This means if we repeated the same survey ,100 times, 90 times out of 100 the results would be between $\pm 2.54\%$ of the calculated response. Therefore the 'true' response could be 2.54% above or below the figures reported (i.e., a 50% agreement rate could in reality lie within the range of 47.46% to 52.54%).

Please note that not every respondent answered every question, therefore the total number of respondents refers to the number of respondents for the question being discussed not to the survey overall.

The data has been z-tested at the 95% confidence level. The z-test is a statistical test which determines if the percentage difference between subgroups is large enough to be statistically significant or whether the difference is likely to have occurred by chance. An equivalent test, known as a t-test has been used to assess differences in mean scores.

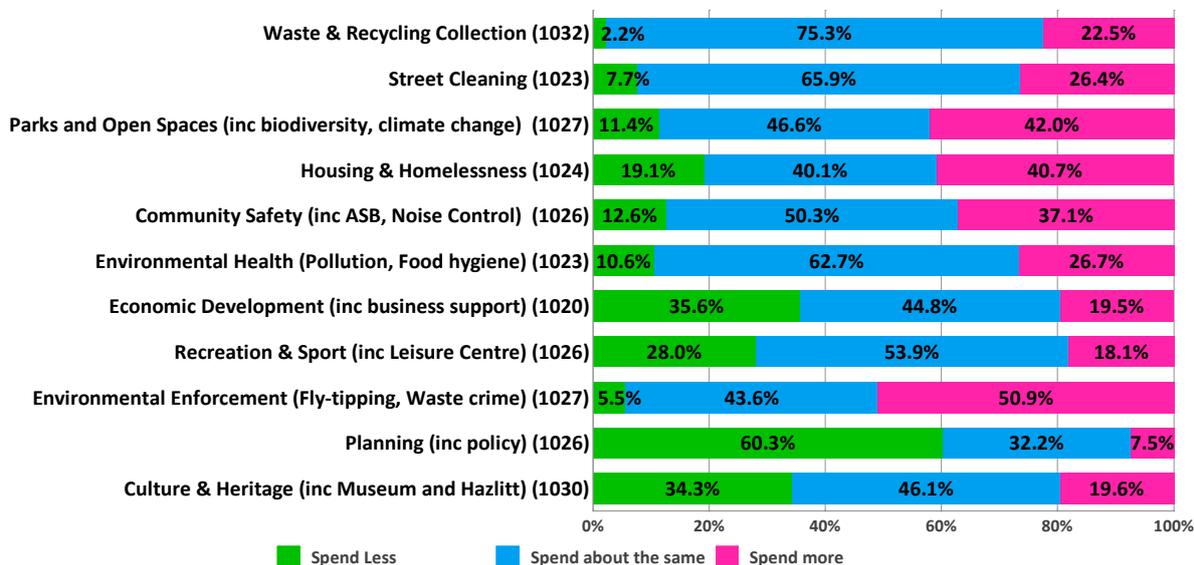
Rounding means that some charts may not add up to 100%.

Findings

- Half of all respondents (50.9%) said that the Council should increase spending for Environmental Enforcement.
- Six in ten respondents (60.3%) said that the Council should reduce spending on Planning.
- Parks and Open Spaces had the second greatest proportion responding, 'spend more' and was ranked the second most important investment priority for the third year running. It was also ranked the third 'most important' service.
- Just under a quarter of respondents said there should be a Council Tax increase. The proportion responding 'no', there should not be an increase in Council Tax has increased from 60.8% in the 2021/22 Survey (undertaken Autumn 2020) to 66.0% ($\pm 2.9\%$) for this year.
- A greater proportion of respondents said there should be a Council Tax increase when presented with options for incremental increase. 42.8% ($\pm 3.0\%$) indicated that Council Tax should be raised by selecting a percentage increase compared to 24.6% ($\pm 2.6\%$) when directly asked if Council Tax should increase.
- The proportion responding 'no increase' when asked about specific proportional increases in Council Tax has increased by 9.7 percentage points since the 2020/21 survey (undertaken in Autumn 2019).
- The top three investment priorities remain in the same order as in the 2021/22 Budget survey:
 1. Infrastructure
 2. Parks & Open Spaces
 3. Leisure & Culture
- Respondents selected Waste Collection Services, Street Cleaning and Parks & Open Spaces as the most important services. Parks and Open Spaces also featured as the second area with the greatest proportion saying 'spend more' when asked about spending approaches.
- The most common comment about the Budget and the Council's spending approaches was in relation to financial concerns. Respondents raised concerns about affording increases in Council Tax, increases in the cost of living and decreases in income.
- Since 2018, when the 2019/20 survey was undertaken, the proportion agreeing that Maidstone Council provides value for money has declined year on year. In this time, it has dropped 5.3 percentage points to the current figure of 28.1% ($\pm 2.7\%$).
- Half of respondents said they were 'satisfied' with their local area as a place to live (51.0% ($\pm 3.2\%$)), half said they were proud of Maidstone (50.4% ($\pm 3.0\%$)) and just over a quarter of respondents agreed that Maidstone was a place where everyone can realise their potential (27.8% ($\pm 2.7\%$)).

Spending Priorities

Survey respondents were provided with a list of services provided by Maidstone Borough Council. They were asked to indicate what approach they thought MBC should take to funding with three answer options: 'spend Less', 'spend about the same' and 'spend more'.



The top three areas where respondents said 'spend more' were:

1. Environmental Enforcement
2. Parks & Open Spaces
3. Housing & Homelessness

The top three areas where respondents answered 'spend less' were:

1. Planning
2. Economic Development
3. Culture & Heritage

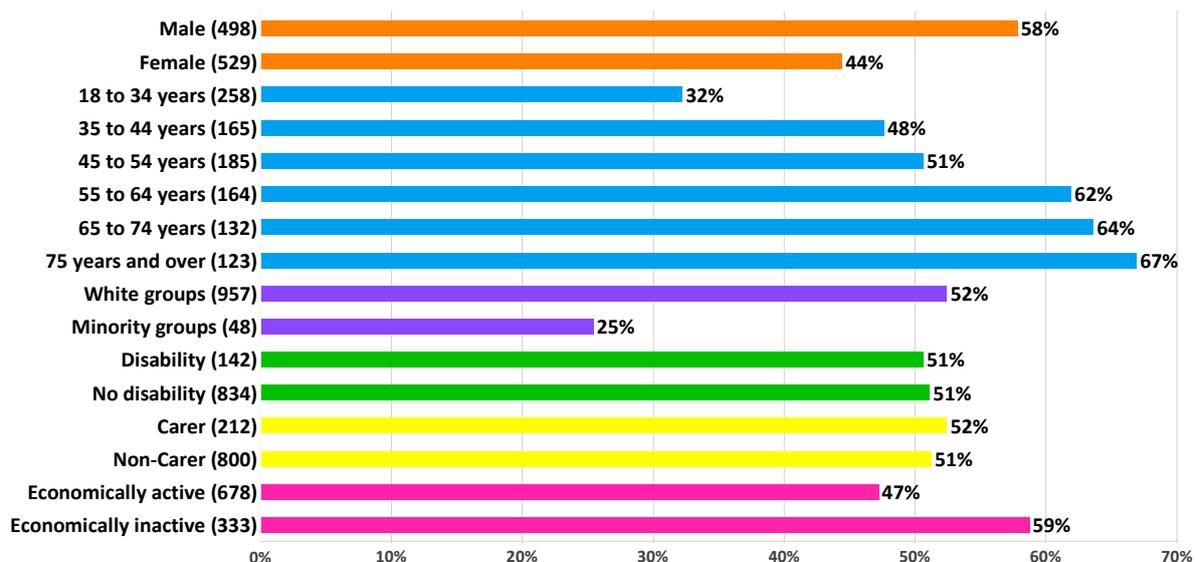
These spending areas are explored in more detail below.

Top Three Areas – Spend More

Environmental Enforcement

A total of 1,027 respondents indicated a spending approach to Environmental Enforcement. The most common response was 'spend more' with 523 answering this way.

The chart below shows the proportions responding 'spend more' across the different demographic groups and the table that follows highlights any differences in response.

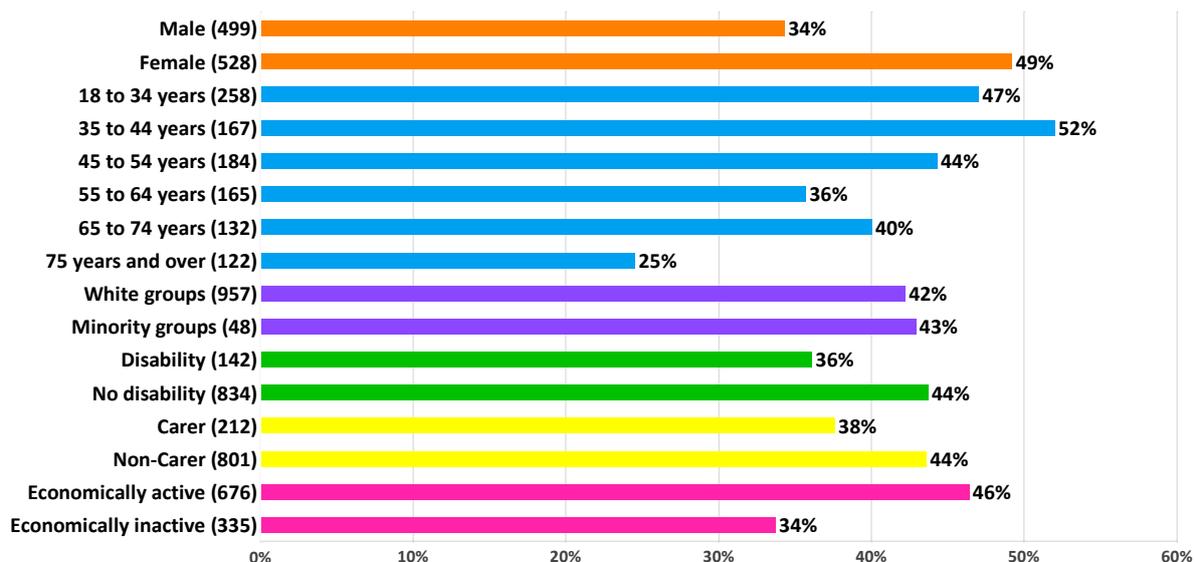


	<p>While there was no significant difference between the proportion of male and female responders answering 'spend less', male respondents were significantly more likely to respond 'spend more' on Environmental Enforcement than female respondents. The most common answer for female responders was 'spend about the same'.</p>
	<p>The data shows that the proportion responding 'spend more' on Environmental Enforcement increases as age increases and is significantly lower for the 18 to 34 age group when compared to the other age groups. The most common response for those aged 18-34 was 'spend about the same', whereas the most common response for the other age groups was 'spend more'.</p>
	<p>There was no significant difference in the proportion of respondents from white groups and those from minority groups answering 'spend less'. Minority group respondents were significantly more likely to respond 'spend about the same' with 67.1% ($\pm 13.2\%$) answering this way compared to 42.2% ($\pm 3.1\%$) answering the same from white groups.</p>
	<p>Economically inactive respondents had a greater proportion responding, 'spend about the same' than economically active respondents and a lower proportion answering 'spend more'. These differences are significant however the gap is smaller than for other differences assessed between demographic groups.</p>

Parks & Open Spaces

A total of 1,027 respondents indicated a spending approach to Parks & Open Spaces. The most common response was 'spend about the same' with 479 answering this way.

The chart below shows the proportions responding 'spend more' across the different demographic groups and with the table highlighting any differences in response.

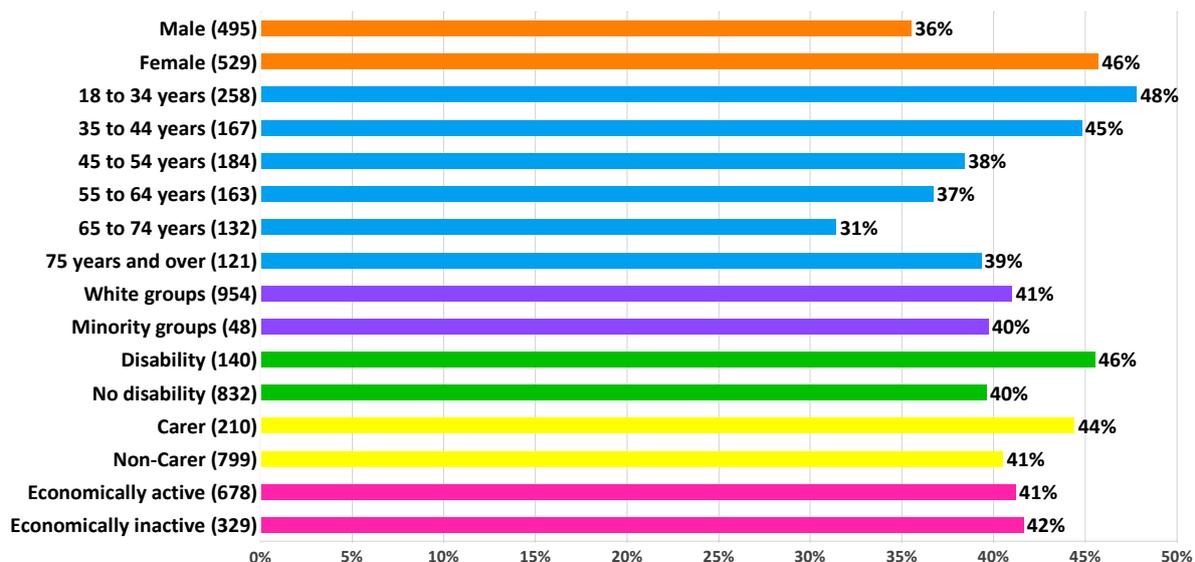


	<p>There were significant differences in the proportions of male and female respondents selecting each answer option. The greatest difference was between the proportions responding 'spend more' with 34.3% ($\pm 4.2\%$) of male respondents answered this way, compared to 49.2% ($\pm 4.3\%$) of female respondents.</p>
	<p>There was variation across the age groups in the proportions answering 'spend less', but no trend was identified. The 75 years and over group had a significantly lower proportion responding 'spend more' compared to the other age groups. The 75 years and over group and the 55 to 64 age group had the greatest proportions responding 'spend more' at 15.0% ($\pm 6.3\%$) and 15.6% ($\pm 5.5\%$) respectively. The 35 to 44 years had the lowest proportion answering 'spend less' at 8.1% ($\pm 4.1\%$).</p>
	<p>There was a significant difference in the proportion responding 'spend less' between respondents that are carers and those that are not. 15.4% ($\pm 4.9\%$) of carers said there should be less spending on Parks & Open Spaces compared to 9.2% ($\pm 2.0\%$) of non-carers answering the same.</p>
	<p>Comparable proportions of economically active and economically inactive respondents answered 'spend less'. The most common response for economically inactive respondents was 'spend about the same' at 53.6% ($\pm 5.3\%$). This was significantly greater than the proportion of economically active respondents answering this way at 43.1% ($\pm 3.7\%$).</p>

Housing & Homelessness

A total of 1024 respondents indicated a spending approach to Housing & Homelessness. The most common response was 'spend more' with 417 answering this way.

The chart below shows the proportions responding 'spend more' across the different demographic groups and with the table highlighting any differences in response.



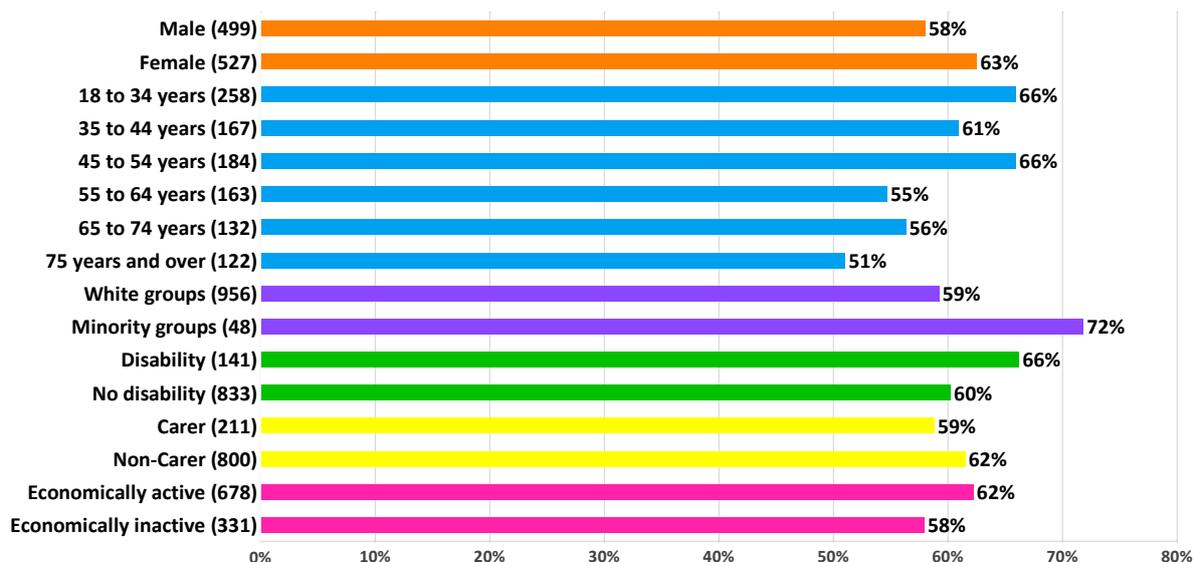
	<p>There are significant differences between how male and female respondents have answered this question. The most common response for male respondents was 'spend about the same' at 37.2% ($\pm 4.3\%$), and for female respondents it was 'spend more' with 45.7% ($\pm 4.2\%$) answering this way. The biggest difference between these groups was for the answer 'spend less', with 27.3% ($\pm 2.9\%$) of male respondents answering this way compared to 11.5% ($\pm 2.7\%$) of female respondents.</p>
	<p>There was no significant difference across the age groups in the proportions responding 'spend less'. The 65 to 74 years group had the lowest proportion responding, 'spend more' (31.4% ($\pm 7.9\%$)) and the greatest proportion responding 'spend about the same' significantly different from the proportions responding the same for the 18 to 34 years and the 35 to 44 year age groups.</p>
	<p>Non-carers had a significantly greater proportion responding 'spend less' on Housing & Homelessness with 19.6% ($\pm 2.8\%$) answering this way compared to 13.5% ($\pm 4.6\%$) of carers.</p>

Top Three Areas – Spend Less

Planning

A total of 1026 respondents indicated a spending approach to Planning. The most common response was 'spend less' with 618 answering this way.

The chart below shows the proportions responding 'spend less' across the different demographic groups and with the table highlighting any differences in response.

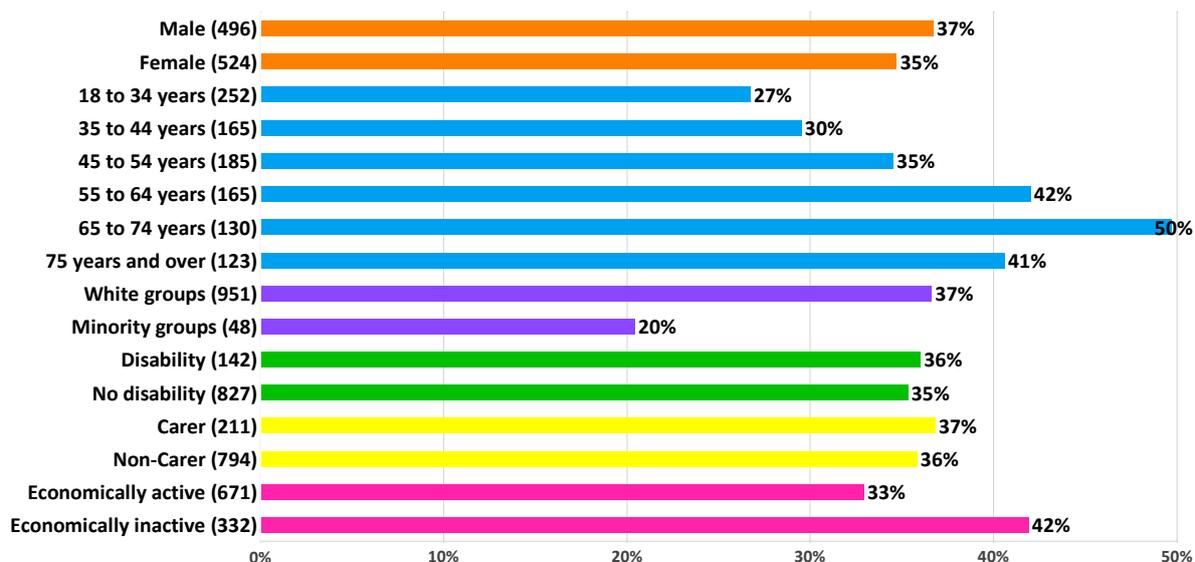


	<p>Comparable proportions of male and female respondents answered, 'spend less' and 'spend about the same' when asked about spending approaches for Planning. 'Spend about the same' was the most common response for both sexes. 10.3% (2.7%) of Male respondents answered, 'spend more', compared to 4.9% ($\pm 1.8\%$) of females answering the same – this difference is significant.</p>
	<p>'Spend less' was the most common response across all age groups. The 18 to 34 years group had the greatest proportion responding 'spend more' at 11.2% ($\pm 3.8\%$), the 64 to 74 years and 75 years and over age groups had the lowest proportions responding 'spend more' at 4.8% ($\pm 3.8\%$).</p>
	<p>Respondents with a disability had a lower proportion responding 'spend more' than non-disabled respondents when asked about Planning. 3.4% ($\pm 3.0\%$) of disabled respondents answered this way compared to 8.3% ($\pm 1.9\%$) of non-disabled respondents.</p>
	<p>Economically inactive respondents had a greater proportion responding 'spending less' than economically active respondents at 36.9% ($\pm 5.2\%$) compared to 29.0% ($\pm 3.4\%$) respectively. Economically active respondents had a greater proportion responding 'spend more' at 8.7% ($\pm 2.1\%$) compared to economically inactive respondents with 5.2% ($\pm 2.4\%$) answering this way.</p>

Economic Development

A total of 1,020 respondents indicated a spending approach to Economic Development. The most common response was 'spend about the same' with 457 answering this way.

The chart below shows the proportions responding 'spend less' across the different demographic groups and with the table highlighting any differences in response.

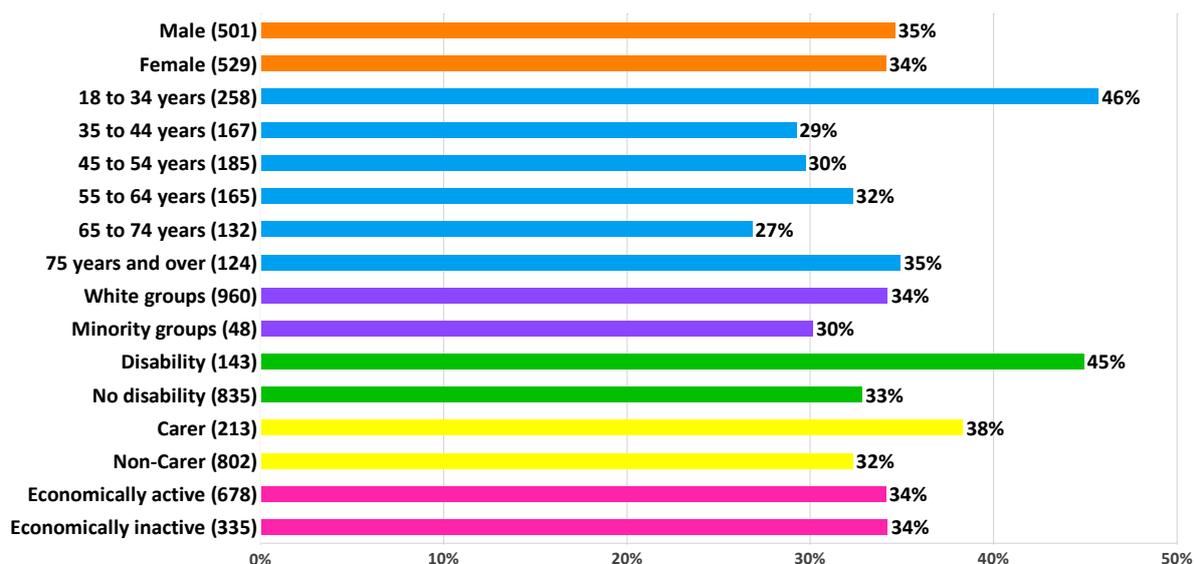


	<p>The most common response for the 64 to 74 years and the 75 years and over age groups was 'spend less'. For all other age groups the most common response was 'spend about the same'. The 18 to 34 age group had the greatest proportion responding 'spend more' at 24.3% ($\pm 5.3\%$). The 64 to 74 age group had the lowest proportion responding this way at 15.1% ($\pm 6.2\%$) – this difference is significant.</p>
	<p>A significantly greater proportion of respondents from white groups answered 'spend less' than respondents from minority groups. 36.6% ($\pm 3.1\%$) of white groups answered this way compared to 20.4% ($\pm 11.3\%$) of minority groups. No other significant differences were observed.</p>
	<p>A significantly greater proportion of economically inactive respondents answered 'spend less' than economically active respondents. 41.9% ($\pm 5.3\%$) of the economically inactive group answered this way compared to 32.9% ($\pm 3.6\%$) of the economically active group. No other significant differences were observed.</p>

Culture & Heritage

A total of 1,028 respondents indicated a spending approach to Culture & Heritage. The most common response was 'spend about the same' with 475 answering this way.

The chart below shows the proportions responding 'spend less' across the different demographic groups and with the table highlighting any differences in response.



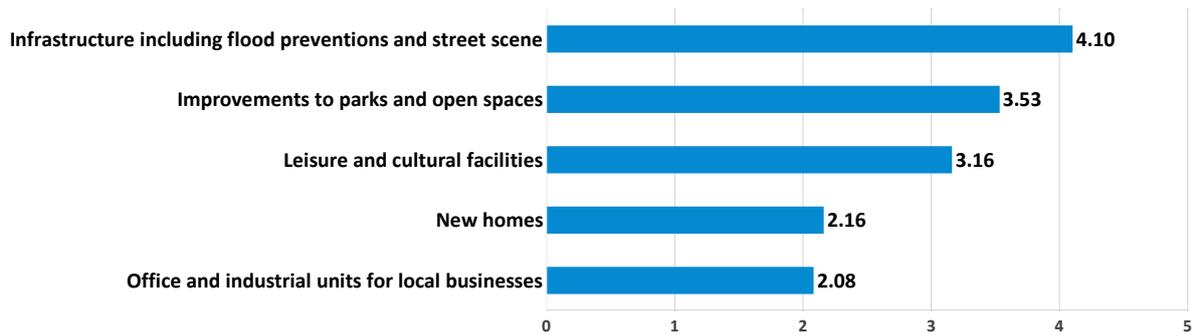
	<p>The most common answer for the 18-34 years group was 'spend less' with 45.7% ($\pm 6.1\%$) answering this way. This was significantly greater than the proportion responding this way across the other age groups. The most common response for the remaining age groups was 'spend about the same'. The 35 to 45 years group had the greatest proportion responding 'spend more' at 24.4% ($\pm 6.5\%$). The 55 to 64 years and the 75 years and over groups had the lowest proportions responding this way at 14.1% - the difference here is significant.</p>
	<p>The most common answer for disabled respondents was 'spend less' with 44.9% ($\pm 8.1\%$) answering this way. This was significantly greater than the proportion responding this way for non-disabled respondents. The most common answer for non-disabled respondents was 'spend about the same'. Respondents without a disability had a significantly greater proportion answering 'spend more' with 20.8% ($\pm 2.8\%$) answering this way compared to 12.5% ($\pm 5.4\%$) of disabled respondents.</p>
	<p>The proportion of carers and non-carers answering 'spend less' were comparable. Non-carer respondents had a significantly greater proportion answering 'spend more' on Heritage and Culture with 21.1% ($\pm 2.8\%$) answering this way compared to 14.6% ($\pm 4.7\%$) of carer respondents.</p>
	<p>The proportions responding, 'spend about the same' and 'spend more' for economically active and economically inactive respondents show significant differences. 22.6% ($\pm 3.1\%$) of economically active respondents said 'spend more' compared to 14.4% ($\pm 3.8\%$) of economically inactive respondents.</p>

Investment Priorities

Survey respondents were asked to place a list of investment programme priorities into their preferred order of importance. A total of 1,016 respondents ranked the investment priorities.

To assess this data, a weighted average has been used. The programmes placed first received 5 points and the programmes ranked last were given 1 point. These were then added together and divided by the number of respondents to give a weighted average.

Please note that not every respondent ranked each item.



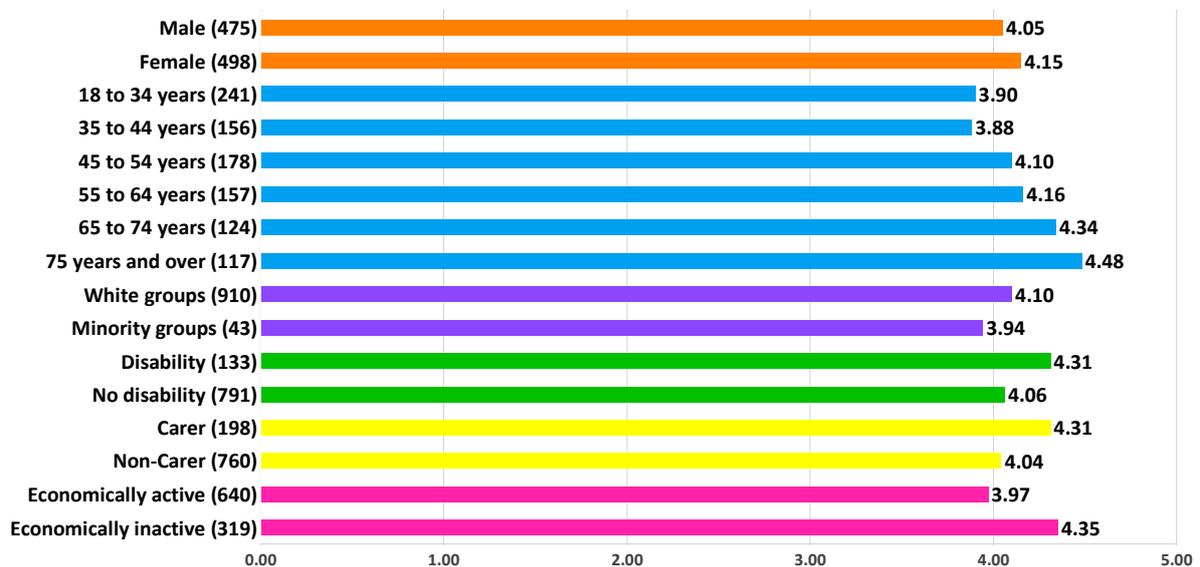
This question was asked in the 2021/22 Budget Survey, undertaken in Autumn 2020. The order of the top three programmes is unchanged. New Homes was ranked as fifth in 2021/22 but this year it has moved up a place to fourth and Office and industrial units for local businesses has dropped from fourth to fifth.

Infrastructure including flood prevention and street scene

Overall, 510 (52.4%) respondents placed 'Infrastructure including flood prevention and street scene' as their top investment priority

In the 2021/22 Budget Survey, 467 (53.2%) respondents placed 'Infrastructure including flood preventions and street scene' as their top investment priority and in the 2020/21 Budget survey 52.2% placed this priority as first.

The following chart shows the mean score across the demographic groups for the priority 'Infrastructure including flood prevention and street scene'.





Analysis suggests a relationship between age and ranking of this priority with the proportion placing this priority first and second increasing with age. The scores for the 18 to 34 years and 35 to 44 years groups are significantly different than the scores for the 65 to 74 years and the 75 years and over group.

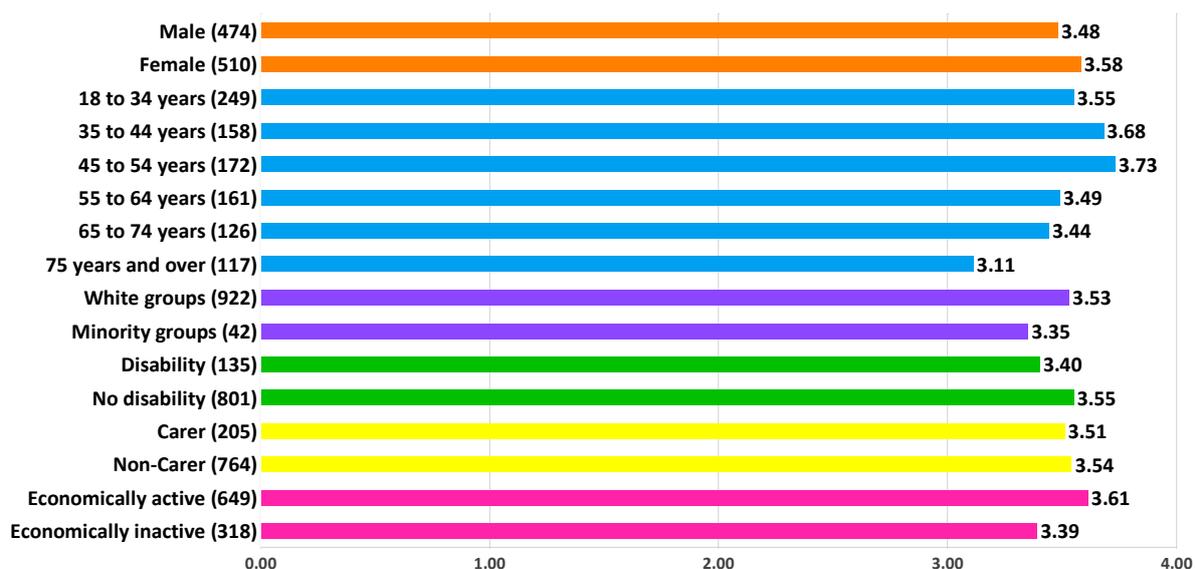
	<p>The difference in score between carer and non-carer respondents is significant. 61.0% ($\pm 6.8\%$) of carers placed this priority as first compared to 50.7% ($\pm 3.6\%$) of non-carers.</p>
	<p>The difference in score between economically active and economically inactive respondents is significant. 61.9% ($\pm 5.3\%$) of economically inactive respondents placed this priority first compared to 47.6% ($\pm 3.9\%$) of economically active respondents. 13.6% ($\pm 2.7\%$) of economically active respondents placed this priority as fourth or fifth, significantly greater than the proportion responding the same from the economically inactive group (6.0% ($\pm 2.6\%$)).</p>

Improvements to parks & open spaces

Overall, 212 (21.6%) respondents placed ‘improvements to parks and open spaces’ as their top investment priority

In the 2021/22 Budget Survey, 203 (22.9%) respondents placed ‘Improvements to parks and open spaces’ as their top investment priority.

The following chart shows the mean score across the demographic groups for the priority ‘improvements to parks and open spaces’.



	<p>The score for respondents aged 75 years and over is significantly lower than the scores for the age groups up to 64 years. 33.9% ($\pm 8.5\%$) of the 75 years and over age group placed this priority as fourth or fifth. The 35 to 44 age group had the greatest proportion placing this priority as first at 29.9% ($\pm 7.1\%$) while the 45 to 54 age group had the lowest proportion placing this in fourth or fifth at 12.2% ($\pm 4.9\%$).</p>
	<p>The difference in score between economically active and economically inactive respondents is significant. 24.8% ($\pm 3.3\%$) of the economically active placed this priority first compared to 15.1% ($\pm 3.9\%$) of economically inactive respondents.</p>

Council Tax Changes

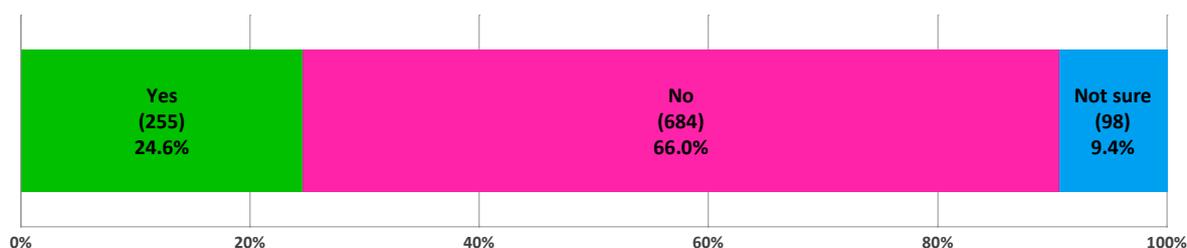
Appetite for increase

The survey explained that the council funds a significant proportion of its spending through council tax, and that Maidstone's share of Council Tax for a Band D taxpayer is £270.90 out of a total of £1,988.63, the rest being made up of charges from Kent County Council, the Police and the Fire and Rescue Service.

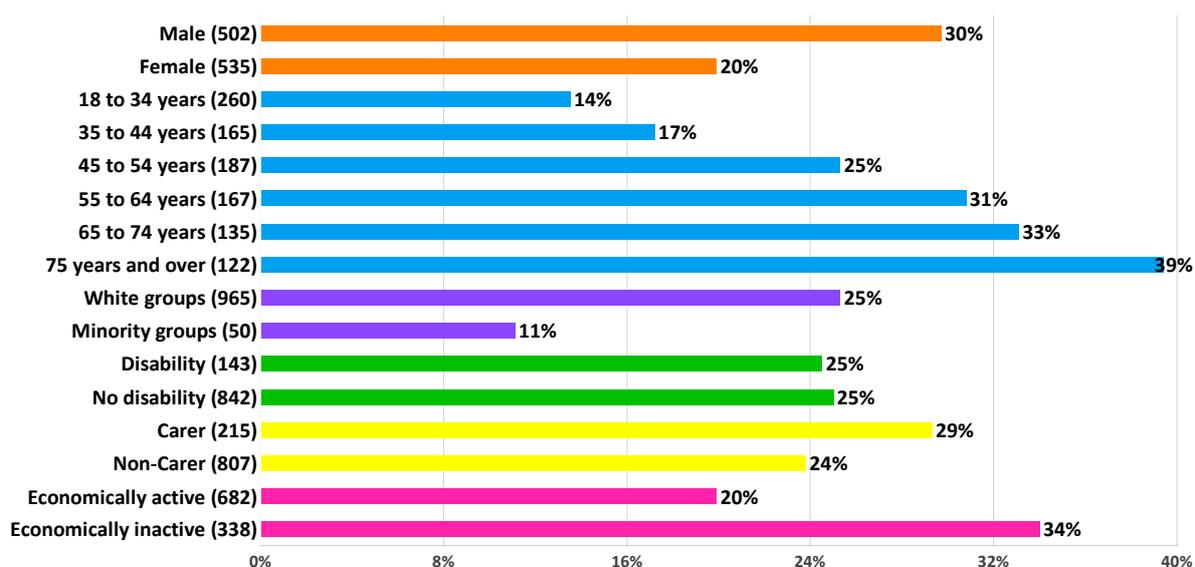
The survey asked respondents if they thought that Council Tax for 2022/23 should be increased. There were 1,037 responses to this question.

The most common response was 'no' with 684 responding this way. 24.6% ($\pm 2.6\%$) of respondents said that Council Tax should increase. This question was asked in the 2021/22 Budget Consultation where 28.4% ($\pm 2.8\%$) responded 'Yes'.

The proportion responding 'No' has increased from 60.8% in the 2021/22 Survey to 66.0% ($\pm 2.9\%$) for this year.



The chart below shows the proportion of respondents across the different demographic groups responding 'yes'. Differences in response between demographic groups are explored in the table below.



	Male respondents had a significantly greater proportion answering 'yes' at 29.7% ($\pm 4.0\%$) compared to female respondents where 19.9% ($\pm 3.4\%$) answered this way). Female respondents had a significantly greater proportion responding 'not sure' compared to male respondents. The same differences were observed in the 2021/22 Budget Survey.
	Analysis shows that there is a linear relationship between this question and age. The proportions responding 'no' decreases with age and the proportion responding 'yes' increases with age. The same pattern was observed in the 2021/22 Budget Survey.
	Respondents from white groups had a significantly greater proportion answering 'yes' at 25.3% ($\pm 2.7\%$) compared to respondents from minority groups where 11.1% ($\pm 8.7\%$) answered this way. No other significant differences between these groups were observed and the previous Budget Survey (2021/22) did not show any significant difference between these groups.
	Non-carer respondents had a significantly greater proportion answering 'No' with 68.0% ($\pm 3.2\%$) responding this way compared to 56.1% ($\pm 6.6\%$) of carer respondents. Carer respondents had a significantly greater proportion responding 'not sure' compared to non-carers at 14.6% ($\pm 4.7\%$) compared to 8.1% ($\pm 1.8\%$).
	There were significant differences between the proportions of Economically active and Economically inactive respondents answering both positively and negatively. 73.4% ($\pm 3.3\%$) of Economically active respondents answered 'No' compared to 50.6% ($\pm 5.3\%$) of Economically inactive respondents.

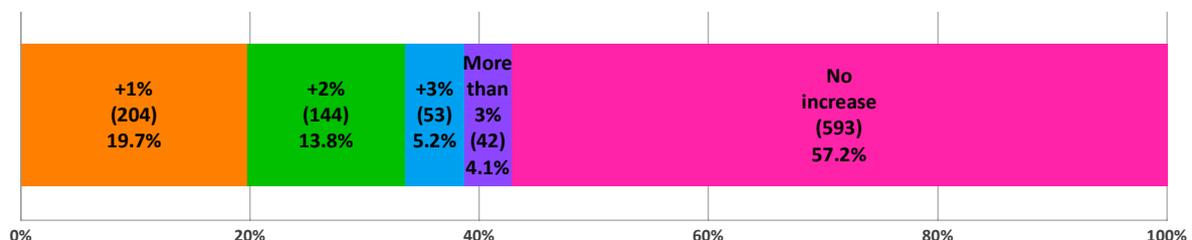
Acceptable levels for increase

Survey respondents were asked to indicate how much more, if any, Council Tax they would be willing to pay. There were 1,037 responses to this question.

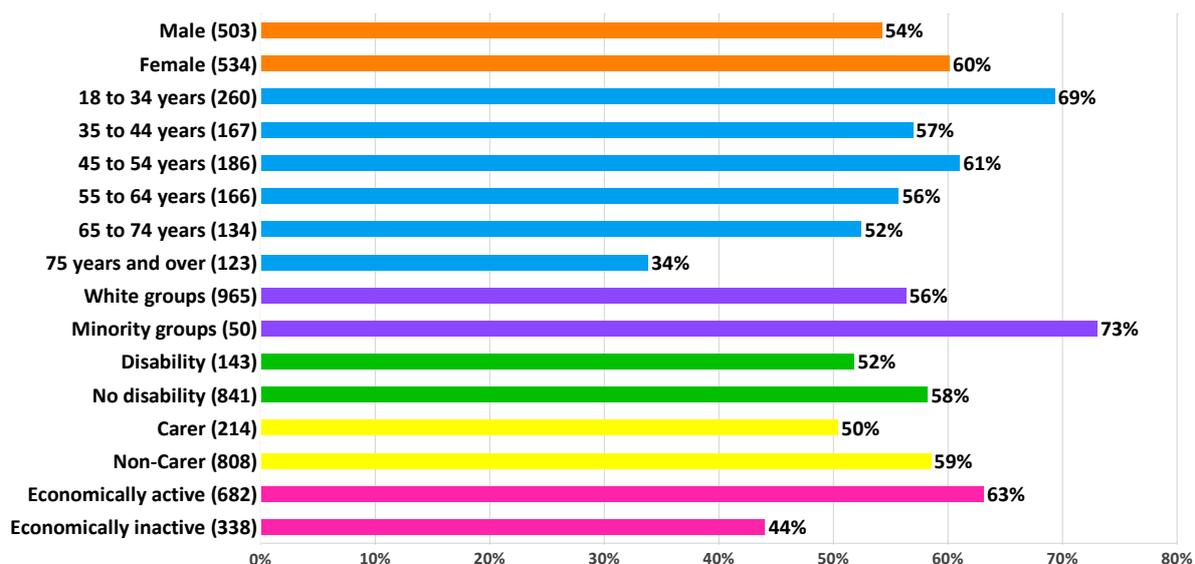
The most common response was 'no increase' with 57.2% ($\pm 3.0\%$) answering this way. Overall, 42.8% ($\pm 3.0\%$) indicated that Council Tax should be raised by selecting a percentage increase.

This is significantly greater than the proportion responding 'yes' to the previous, more general question.

The proportion responding 'no increase' has increased by 9.7 percentage points since 2019 when this question was asked as part of the 2019/20 Budget Survey and again in the 2020/21 Budget Survey, increasing from 47.5% to 57.2%.



The chart below shows the proportion responding 'no increase' across the different demographic groups. Differences in response between demographic groups are explored in the table below.



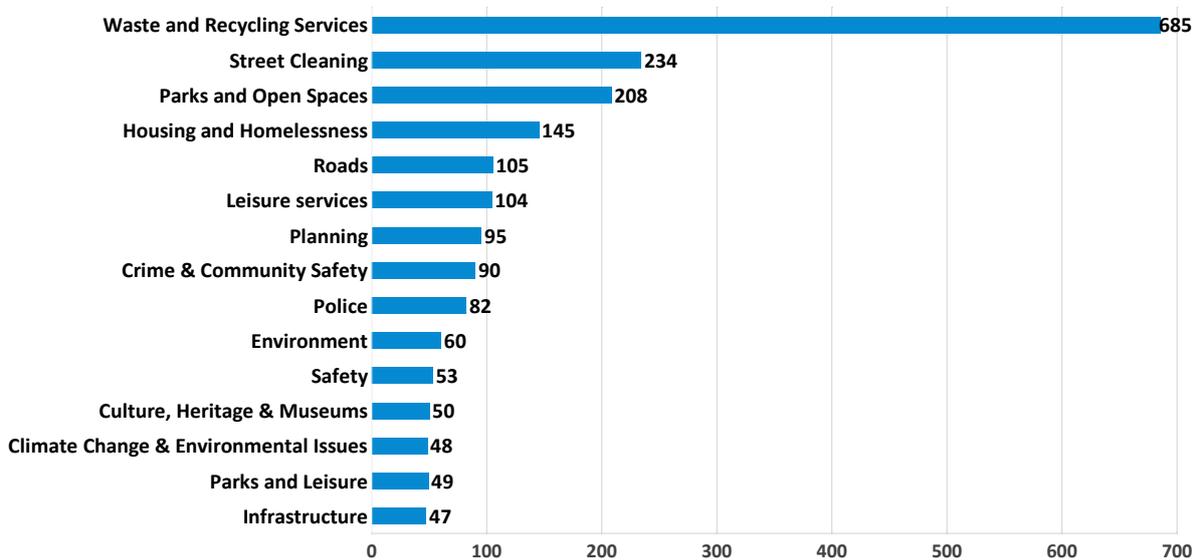
	<p>Female respondents had a significantly greater proportion responding 1% increase with 25.0% ($\pm 3.7\%$) selecting this response compared to male respondents with 14.1% ($\pm 3.0\%$) answered this way. Male respondents had greater proportions selecting an increase over 1% compared to female respondents.</p>
	<p>Respondents aged 75 years and over had a significantly lower proportion responding 'no increase' compared to the other age groups. This group also had a significantly greater proportion in favour of an increase of up to 2%, at 49.3% ($\pm 8.8\%$) compared to the other age groups.</p>
	<p>Respondents from minority groups had a significantly greater proportion responding 'no increase' compared to those from white groups. 43.7% ($\pm 3.1\%$) of white group respondents selected an increase amount compared to 27.0% ($\pm 12.4\%$) of respondents from minority groups.</p>
	<p>Carers had a greater proportion selecting a 1% increase and a lower proportion selecting 'no increase' compared to non-carer respondents. 24.9% ($\pm 5.8\%$) of carers selected a 1% increase in Council Tax compared to 18.5% ($\pm 2.7\%$) of non-Carers.</p>
	<p>Economically inactive respondents had the lowest proportion responding 'no increase' with 44.0% ($\pm 5.3\%$) answering this way compared to 63.1% ($\pm 3.6\%$) economically active respondents. The economically inactive group had greater proportions for all the incremental council tax increase options listed.</p>

Important Services

Survey respondents were asked what three services were most important to them and provided with three open text boxes to provide a response. The answers have been cleansed so that counts can be obtained (e.g., 'street cleansing', 'clean streets', 'cleanliness' and 'clean and tidy' and such terms were all amended to 'street cleaning'. However, 'Street maintenance' would not be included in the street cleaning category as it is unclear if the respondent is referring to the fabric of streets such as condition of the pavement or the cleanliness of the street).

A total of 935 respondents answered this question. Please note that not all respondents that answered this question gave three services. The word cloud below shows the top 50 responses where three or more respondents have said the same thing.

The top 15 services are shown below.



In the 2021/22 Budget Survey, the top three most important services were: Waste Collection, Parks & Open Spaces and Roads & Highways.

Comments

Respondents to the survey were given the opportunity to make additional comments about the Council's budget and the funding of services. A total of 385 comments were received. These comments have been grouped into themes, with some comments containing multiple themes. The table below shows a summary of the comments for each of the top ten themes identified.

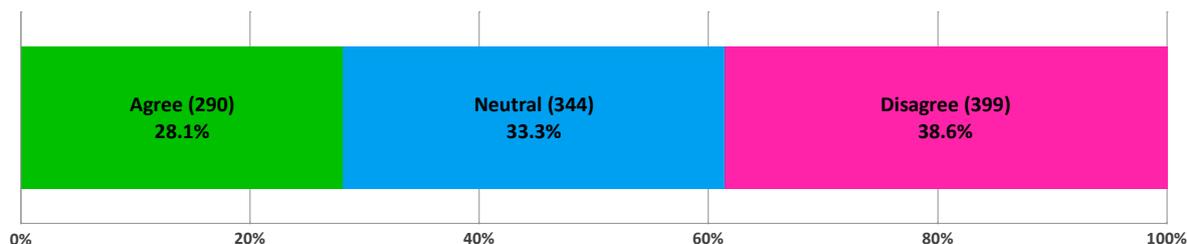
Theme	No. Comments	Summary
Finance Concerns/CT increase too high	82	<ul style="list-style-type: none"> • Requests for no more increases. • Wages not increasing at same rate. • People on fixed incomes. • Would not be able to afford an increase. • Council tax is too expensive.
Council/Budget Management	62	<ul style="list-style-type: none"> • Spend money more wisely. • Don't spend money on 'vanity' projects. • Better contracts for services. • Do more for less.
No improvements/ Not VFM	60	<ul style="list-style-type: none"> • Delivery of services not up to standard (empty shops, street cleaning). • Do not feel there is value for money from the amount of Council Tax paid (rural locations and suspension of services mentioned)
New Homes/ Growth/ Infrastructure	51	<ul style="list-style-type: none"> • Queried why CT needs to increase since there should be more revenue received from new housing. • Stop building new homes. • No infrastructure improvements to support growth.
Council Salaries	38	<ul style="list-style-type: none"> • Cut staff salaries. • Cut Members Allowances. • Reduce management.
Priorities	35	<ul style="list-style-type: none"> • Climate change & environmental issues should feature. • Improve town centre. • Localise improvements.
Accepting of CT increases	23	<ul style="list-style-type: none"> • Good services cost money. • Increase in line with inflation. • All living costs going up.
KCC Services	16	<ul style="list-style-type: none"> • Charges for tip use. • Condition of roads. • Support Social Services.
Income Comment /Suggestion	15	<ul style="list-style-type: none"> • Try crowd funding. • Increase charges for planning and licensing. • Increase revenue streams from enforcement activity and business development. • Partnership run services.
Provide essential/statutory services only	12	<ul style="list-style-type: none"> • Get essentials right first. • Find savings from non-essential services. • Stop all non-essential spending.

Resident feelings

Value for Money

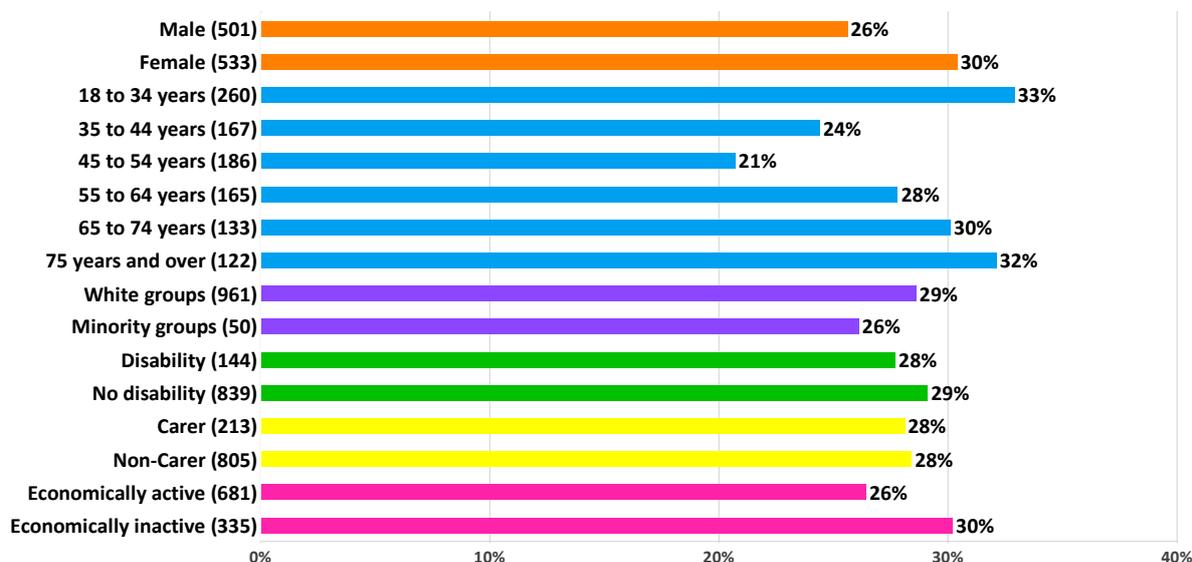
Survey respondents were asked to 'what extent do you agree or disagree that Maidstone Borough Council provides value for money'. There was a total of 1033 responses.

The most common response was 'neither agree nor disagree' with 344 responding this way. Overall, 28.1% ($\pm 2.7\%$).



This question has been asked in previous Budget surveys. In the 2021/22 survey 29.3% ($\pm 2.8\%$) of respondents agreed that Maidstone Borough Council provided value for money. In the 2020/21 survey 33.2% of residents agreed with this question and in the 2019/20 Budget Survey 33.4% agreed.

The chart below shows the proportions responding positively (strongly agree and agree combined).



	<p>The overall proportions answering positively are not significantly different between gender. However, female respondents had a significantly greater proportion that responded, 'strongly agree'. Male respondents had a greater proportion responding neutrally at 36.8% ($\pm 4.2\%$) compared to 30.0% ($3.9\pm\%$) of females.</p>
	<p>The 18 to 34 years group had the greatest proportions responding both positively and negatively. The data suggests that there is a liner relation between a negative response to this question, as age increases, the proportions responding negatively decreases.</p>

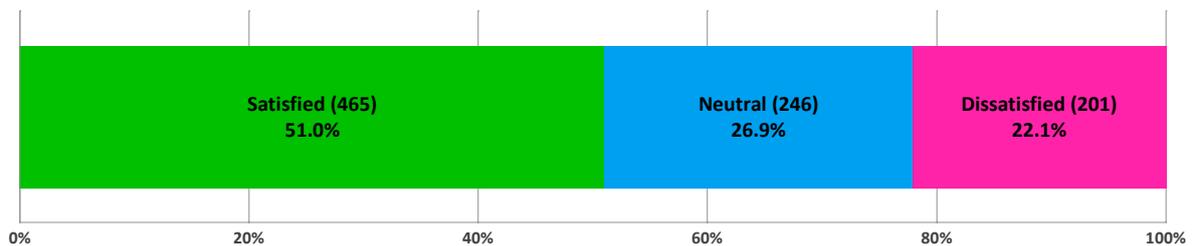


The overall proportions answering positively are not significantly different between economically active and economically inactive respondents. However, a significantly greater proportion of economically active respondents answered negatively with 43.8% ($\pm 3.7\%$) answering this way compared to 28.6% ($\pm 4.8\%$) of economically inactive respondents.

Local area Satisfaction

Survey respondents were asked: ‘How satisfied or dissatisfied are you with your local area as a place to live?’ and given a five-point scale from ‘very satisfied’ to ‘very dissatisfied’. There was a total of 912 respondents.

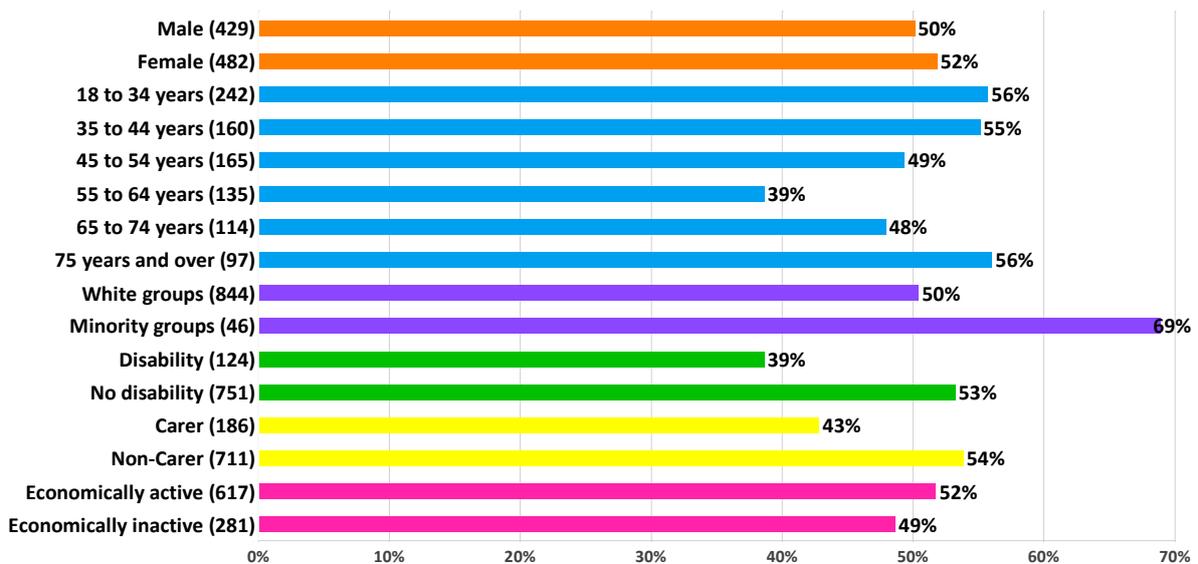
The most common response was ‘fairly satisfied’ with 394 answering this way. Overall, just over half of respondents said they were ‘satisfied’ with their local area as a place to live (51.0% ($\pm 3.2\%$)).



This question was last asked in the 2021/22 Budget Survey. At this time 52.2% said they were ‘satisfied’ and in the 2020/21 survey 53.1% were ‘satisfied’.

Last year there had been a reduction in the proportion responding negatively from 28.9% in 2020/21 to 19.9% for 2021/22. This year there was a 2.2 percentage point increase in the proportion answering this way (22.1% ($\pm 2.7\%$)).

The chart below shows the proportion responding ‘satisfied’ across the demographic groups.

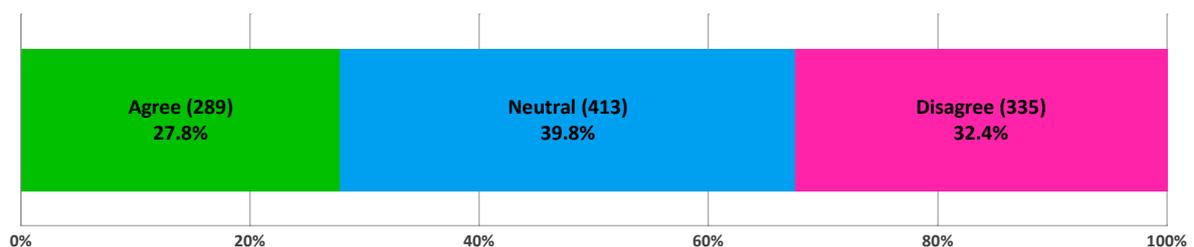


	<p>Male respondents had a significantly greater proportion responding negatively with 25.0% ($\pm 4.1\%$) answering this way compared to 19.5% ($\pm 3.5\%$) of female respondents.</p>
	<p>The proportions responding positively from the 18 to 34 years and the 35 to 44 age groups were significantly greater than the proportion answering the same from the 55 to 64 age group. The 55 to 64 age group had the greatest proportion responding negatively at 27.3% ($\pm 7.5\%$). In the 2021/22 Budget Survey the 55 to 64 age group also had the lowest proportion answering negatively.</p>
	<p>Minority group respondents had a significantly greater proportion responding positively with 68.9% ($\pm 13.4\%$) answering this way compared to 50.4% ($\pm 3.4\%$) of respondents from white groups</p>
	<p>Disabled respondents had a significantly greater proportion responding negatively with 29.7% ($\pm 8.0\%$) answering this way compared to 20.9% ($\pm 2.9\%$) of non-disabled respondents answering the same.</p>
	<p>Non-carer respondents had a significantly greater proportion responding to this question positively and significantly less responding negatively when compared to carer respondents. 27.6% ($\pm 6.4\%$) of carer respondents answered negatively compared to 19.4% ($\pm 2.9\%$) of non-carer respondents.</p>

Realising Potential

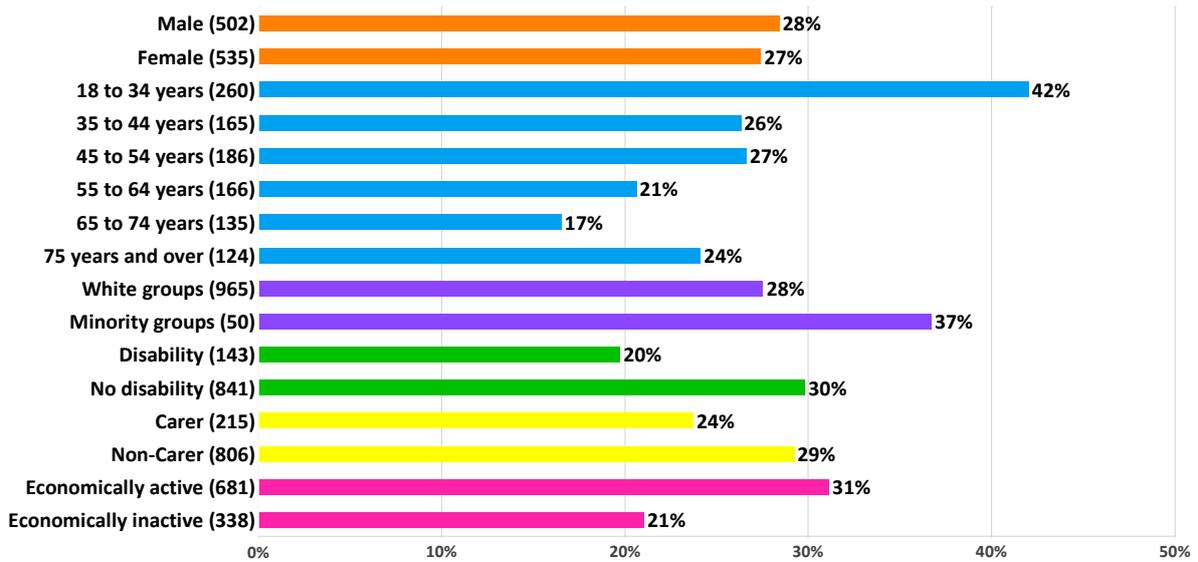
The survey asked respondents: 'To what extent do you agree or disagree that Maidstone is a place where everyone can realise their potential?'. A total of 1,037 people responded to this question.

Overall, 27.8% ($\pm 2.7\%$) of respondents said that they agreed that Maidstone was a place where everyone can realise their potential. The most common response was 'neither agree nor disagree' with 39.8% ($\pm 3.0\%$) responding this way.



Since the 2021/22 Survey, undertaken in Autumn 2020, the proportion of those responding negatively has increased by two percentage points (2021/22 Survey, 30.4%). The proportion responding positively has increased marginally by 0.7 percentage points (2021/22 Survey, 27.1%).

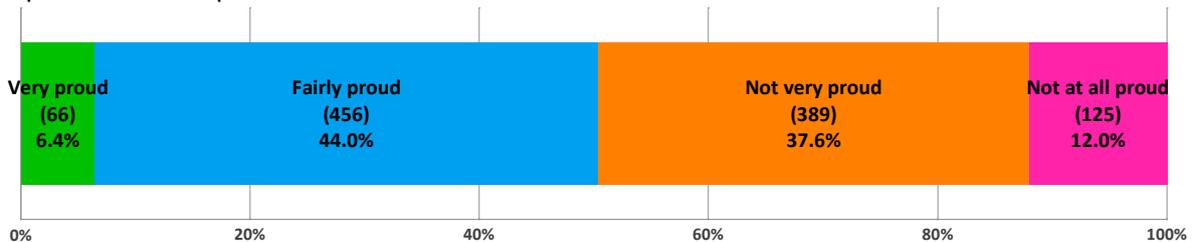
The following chart shows the proportion of those responding 'agree' across the different demographic groups.



	<p>The 45 to 54 and the 55 to 64 age groups had the greatest proportions responding negatively at 37.3% ($\pm 6.9\%$) and 40.6% ($\pm 7.5\%$) respectively and the lowest proportions responding neutrally. The 75 years and over had the lowest proportion responding negatively at 25.5% ($\pm 7.7\%$). The 65 to 74 age group had the greatest proportion responding neutrally at 56.9% ($\pm 8.4\%$).</p>
	<p>Although there were no significant differences in the proportion responding positively and neutrally between respondents from minority groups and respondents from white groups, white groups had a significantly greater proportion responding negatively with 32.9% ($\pm 3.0\%$) answering this way compared to 17.7% ($\pm 10.6\%$) of respondents from minority groups.</p>
	<p>Disabled respondents had a significantly greater proportion responding negatively with 40.2% ($\pm 8.0\%$) answering this way compared to 30.7% ($\pm 3.1\%$) of non-disabled respondents.</p>
	<p>Half of economically inactive respondents responded neutrally, significantly greater than the proportion responding the same who were economically active. Economically active respondents had significantly greater proportions answering both positively and negatively.</p>

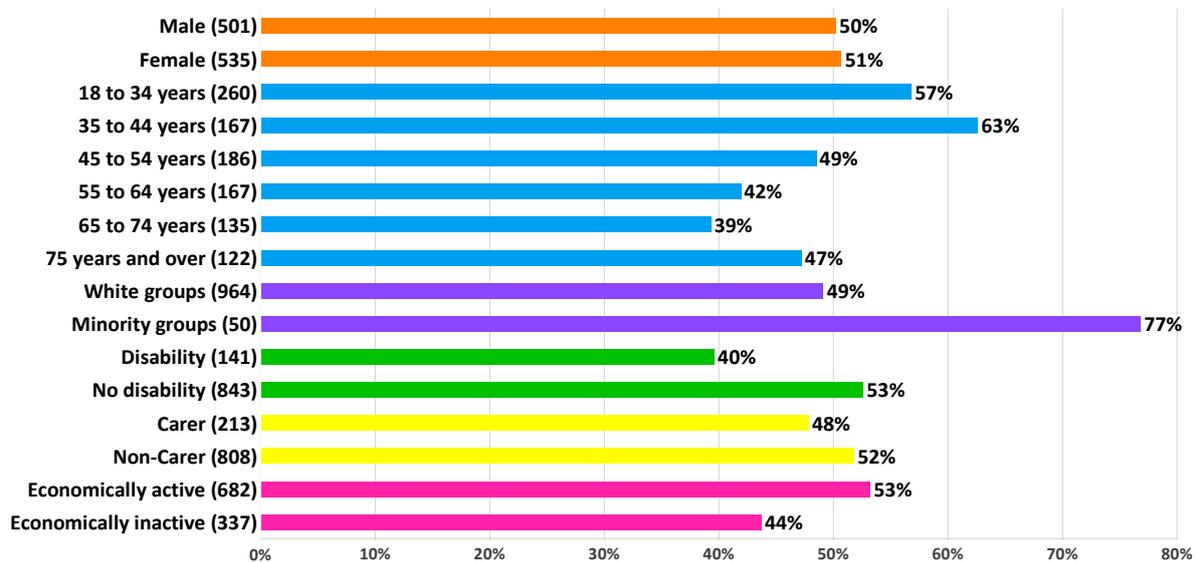
Pride in Maidstone Borough

The survey asked respondents: 'How proud are you of Maidstone Borough?', a total of 1036 responded to this question.



Overall, 50.4% ($\pm 3.0\%$) said they were either 'very proud' or 'fairly proud' of Maidstone Borough, a marginal decline from the 2021/22 Budget survey, undertaken Autumn 2020, where 51.1% ($\pm 3.1\%$) answered this way. The most common response was 'fairly proud' with 456 answering this way.

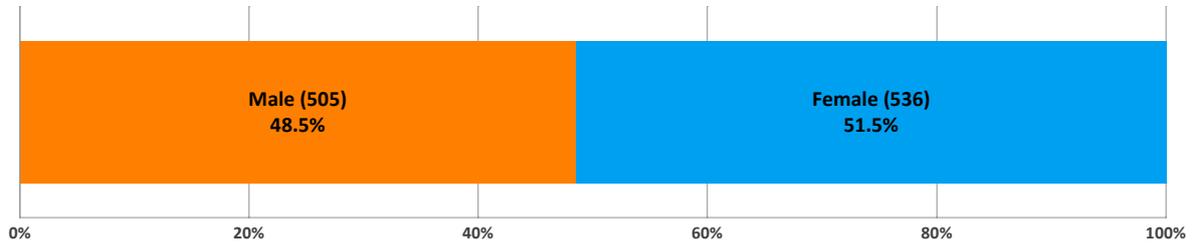
The chart below shows the proportion responding positively across the different demographic groups.



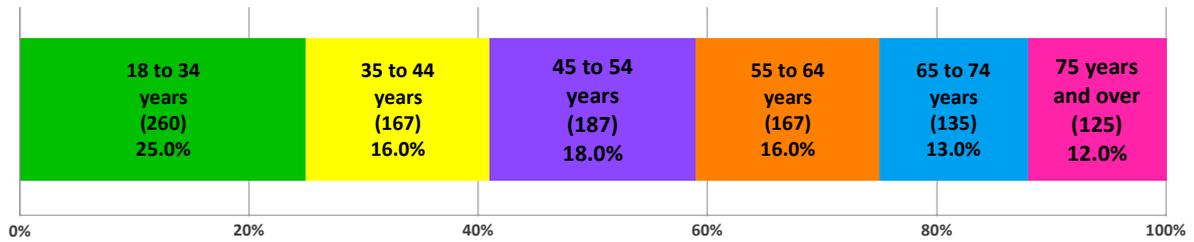
	<p>Respondents in the 35 to 44 age group had the lowest proportion responding negatively. This result is significant when compared to the proportions responding the same from the ages groups over 45 years.</p>
	<p>The difference in the proportion of respondents answering positively between minority groups and white groups is significant. 50.9% ($\pm 3.9\%$) of white group respondents answered negatively compared to 23.2% ($\pm 11.8\%$) of minority group respondents answering the same.</p>
	<p>Disabled respondents had a significantly greater proportion responding negatively with 60.4% ($\pm 8.1\%$) answering this way compared to 47.4% ($\pm 3.4\%$) of non-disabled respondents.</p>
	<p>A significantly greater proportion of economically inactive respondents answered negatively with 56.3% ($\pm 5.3\%$) answering this way compared to 46.8% ($\pm 3.7\%$) of economically active respondents.</p>

Survey Demographics

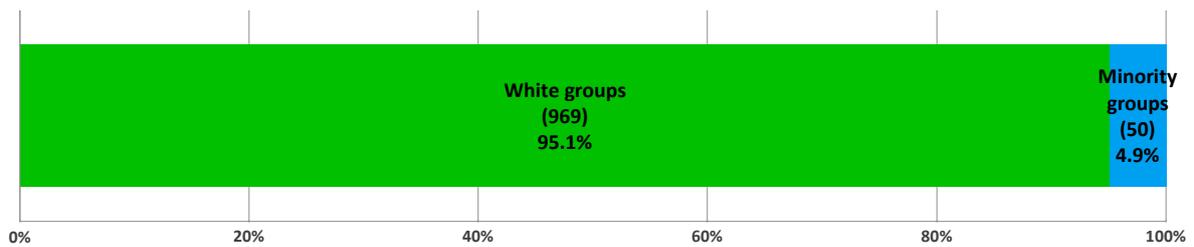
Gender



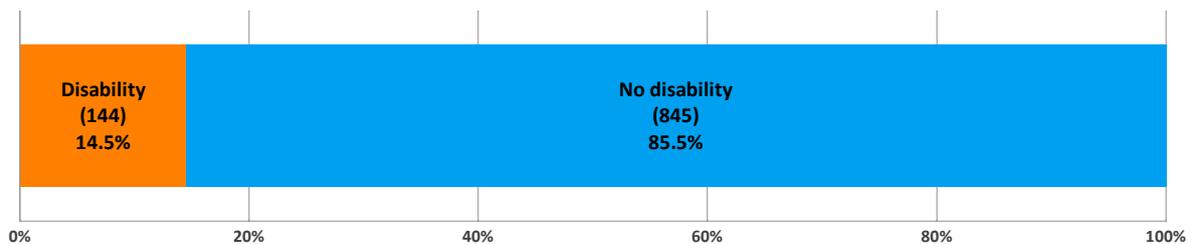
Age



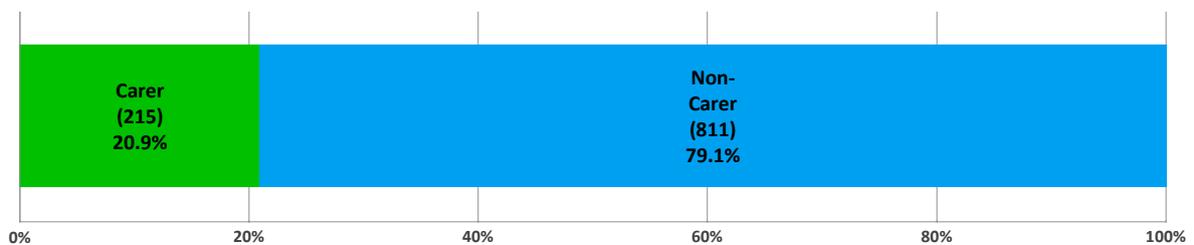
Ethnicity



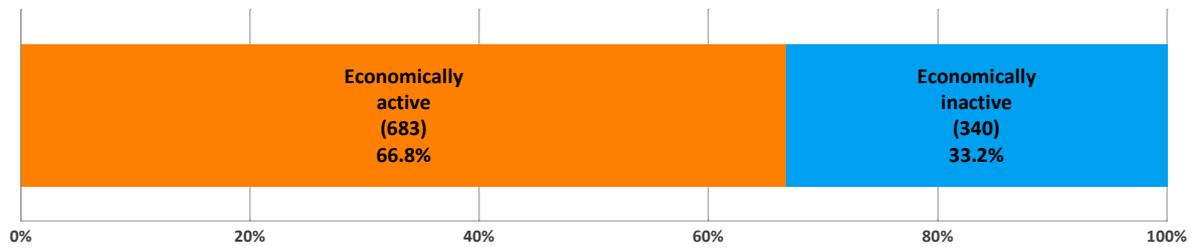
Disability



Carers



Economic Activity



STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE

7 December 2021

Local Plan Review Update

Final Decision-Maker	Strategic Planning and Infrastructure Committee
Lead Head of Service	Philip Coyne (Interim Director of the Local Plan Review) and Rob Jarman (Head of Planning and Development)
Lead Officer and Report Author	Mark Egerton (Strategic Planning Manager)
Classification	Public
Wards affected	All

Executive Summary

At the 10 March 2020 meeting of this committee, Members resolved that officers provide a short, written update at each meeting of this committee, concerning any slippage and/or progress on delivering the Local Plan Review on the timetable agreed. This report provides the requested update.

Purpose of Report

Noting

This report makes the following recommendations to this Committee:

1. That the report is noted

Timetable

Meeting	Date
Strategic Planning and Infrastructure Committee	7 December 2021

1. INTRODUCTION AND BACKGROUND

- 1.1 At the 10th March 2020 meeting of the Strategic Planning and Infrastructure (SPI) Committee, Members resolved that officers should provide a short-written update at each meeting of the committee, concerning any slippage and/or progress on delivering the plan on the timescale agreed. This report provides the requested update.
- 1.2 The ongoing consultation on the Local Plan Review Regulation 19, Draft for Submission documents is due to finish on 12th December 2021.
- 1.3 At the time of writing this report, several hundred representations have been received, with the majority of representations expected at the end of the consultation period.
- 1.4 Processing of the representations is ongoing and includes uploading onto our consultation portal and preparation of the representations for publication. This includes redaction of sensitive information, such as address details. At the time of writing this report, processing is keeping pace with receipt of the representations, which has been facilitated by the purchase of an additional software licence to aid the redaction process.
- 1.5 Analysis of the representations has also commenced and is ongoing. Initial comments have raised various matters including the amount of housing proposed. This has included the view that too much housing is being proposed, from some local residents and the view that further sites should be included, from some within the development industry.
- 1.6 Concerns have also been raised regarding the impact of growth on the environment. However, the majority of comments at this stage have focussed on development in the main growth areas of Heathlands and Lidsing garden communities.
- 1.7 Representations on the garden community proposals have mainly raised concerns around the principle of development, the impacts of development on the locations and their surrounding areas and the provision of infrastructure, including transport infrastructure.
- 1.8 Invicta Barracks has been subject of an increased number of representations compared to the Regulation 18 Preferred Approaches consultation. These have included concerns around the scale of development and the provision of infrastructure.

2. RISK

- 2.1 This report is presented for information only has no direct risk management implications. Risks associated with the LPR are dealt with through the usual operational framework and have been previously reported.

3. REPORT APPENDICES

3.1 None

Agenda Item 21

Strategic Planning and Infrastructure Committee

7th December 2021

Maidstone Authority Monitoring Report

Final Decision-Maker	Strategic Planning and Infrastructure Committee
Lead Head of Service	Rob Jarman, Head of Planning and Development
Lead Officer and Report Author	Anna Ironmonger, Planning Officer (Strategic Planning)
Classification	Public
Wards affected	All

Executive Summary

It is a statutory requirement for the Council to publish an annual Authority Monitoring Report. Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) sets out what the Authority Monitoring Report (the "AMR") must contain. The AMR provides information on various matters including progress on engagement under the Duty to Cooperate; implementation of policies within an adopted local plan and progress towards the meeting of targets; as well as progress on the Local Plan Review.

The Maidstone AMR 2020-2021 (which can be found at Appendix 1 to this report) meets the statutory requirements and reports on progress made for the period 1 April 2020 to 31 March 2021. In monitoring the implementation of Maidstone Borough Local Plan policies, the AMR is a source of evidence for the Local Plan Review.

Purpose of Report

Noting

This report makes the following recommendations to this Committee:

1. That the Maidstone Authority Monitoring Report 2020-2021 be noted

Timetable

Meeting	Date
Strategic Planning and Infrastructure Committee	7 th December 2021

Maidstone Authority Monitoring Report

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Council's overall achievement of its aims.	Head of Service or Manager – Rob Jarman
Cross Cutting Objectives	The report recommendations support the achievement of all four cross-cutting objectives as the Local Plan Review (which is monitored through the AMR) has consideration for the cross-cutting objectives.	Head of Service or Manager – Rob Jarman
Risk Management	Already covered in the risk section.	Head of Service or Manager – Rob Jarman
Financial	There is provision in the budget for preparation of the Maidstone Authority Monitoring Report and, more generally, for work on the Local Plan, so there are no additional financial implications arising from this report.	Section 151 Officer & Finance Team
Staffing	We will deliver the recommendations with our current staffing.	Head of Service or Manager – Rob Jarman
Legal	There are no legal implication arising from this report as it is for noting. Accepting the recommendations will however fulfil the Council's duties under the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).	Russell Fitzpatrick (MKLS (Planning))
Privacy and Data Protection	There are no implications for Privacy and Data Protection.	Policy and Information Team - Equalities & Communities Officer

Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
Public Health	There are no implications for Public Health.	Public Health Officer
Crime and Disorder	There are no implications for Crime and Disorder	Head of Service or Manager – Rob Jarman
Procurement	There are no procurement requirements	Head of Service or Manager – Rob Jarman & Section 151 Officer
Biodiversity and Climate Change	The implications of biodiversity and climate change are reported on in the <i>Sustainability Appraisal – Significant Effect Indicators</i> section of this report	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The Council have a requirement to publish an Authority Monitoring Report at least annually¹. Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) sets out what the Authority Monitoring Report must contain. In summary the Authority Monitoring Report must contain information on:
- a. Preparation of local plans;
 - b. Engagement under the Duty to Cooperate;
 - c. Implementation of policies within an adopted local plan;
 - d. Any policies which are not being implemented.
- 2.2 The report can also provide information on:
- a. Preparation of neighbourhood plans
 - b. Information on Infrastructure Funding Statements
- 2.3 The Maidstone Authority Monitoring Report 2020-2021 (AMR) covers the monitoring period of 1 April 2020 to 31 March 2021. The report can be found at Appendix 1 to this report. The AMR reports on the progress made on the Local Plan Review; progress made on Neighbourhood Plans; information on the Community Infrastructure Levy and Infrastructure Funding Statement; engagement under the Duty to Cooperate; implementation of policies within the adopted Maidstone Borough Local Plan (Local Plan Monitoring Indicators); and the effects of the Maidstone Borough Local Plan and implementation of the Sustainability Appraisal (Significant Effect Indicators).

¹ Planning Policy Guidance Paragraph: 073 Reference ID: 61-073-20190315

2.4 In monitoring the implementation of Maidstone Borough Local Plan policies, the AMR is a source of evidence for the Local Plan Review.

2.5 The contents of the AMR are summarised below.

Development Plan and Associated Documents

2.6 Local Development Scheme – since the adoption of the Maidstone Borough Local Plan in 2017 there have been four iterations of the LDS setting out the delivery programme for the Local Plan Review. The Maidstone Local Development Scheme 2021-2023 was adopted in July 2021. The table below outlines the current timetable for delivering the Local Plan Review and whether the key milestones have been met.

Regulation	Stage of LPR Production	Target	Target met
19	Consultation	October 2021	On track
22	Submission	March 2022	-
24	Examination	August-September 2022	-
	Main Modification Consultation	November 2022	
26	Adoption	January 2023	-

2.7 Neighbourhood Plans – there are now seven made (adopted) Neighbourhood Plans within Maidstone Borough following the making of the Boughton Monchelsea, Lenham and Otham Neighbourhood Plans in 2021.

2.8 Community Infrastructure Levy – an extract of the Infrastructure Funding Statement (IFS) can be found at Appendix 2 of the AMR. The IFS provides information on CIL income and expenditure matters. The AMR outlines that the Council has committed to an annual review of the Infrastructure Delivery Plan.

2.9 Duty to Cooperate – the Council must demonstrate how it has complied with the duty at the independent examination of the Local Plan Review. The Duty to Cooperate Statement, as well as setting out the Council’s approach to cooperation on key strategic issues in the Local Plan Review, identifies the requirements set out in the NPPF, guidance, and legislation; and demonstrates how the Council has met those requirements. Appendix A of the Duty to Cooperate Statement provides a summary of meetings and correspondence with relevant authorities since 2017 (the adoption of the

Maidstone Borough Local Plan. Appendix 3 of the AMR provides a summary of those meetings and correspondence which has taken place during the monitoring year. Appendix 3 of the AMR provides information on how the Council has engaged with relevant authorities during the monitoring year.

2.10 The Duty to Cooperate Statement, as well as setting out the Council's approach to cooperation on key strategic issues in the Local Plan Review, identifies the requirements set out in the NPPF, guidance, and legislation; and demonstrates how the Council has met those requirements. Appendix A of the Duty to Cooperate Statement provides a summary of meetings and correspondence with relevant authorities since 2017 (the adoption of the Maidstone Borough Local Plan. Appendix 3 of the AMR provides a summary of those meetings and correspondence which has taken place during the monitoring year.

2.11 Supplementary Planning Documents – the Affordable and Local Needs Housing SPD was subject to consultation and adopted by the Council on 7th July 2020.

Local Plan Performance: Maidstone Borough Local Plan – Monitoring Indicators

2.12 General/Whole Plan – There were five reported departures from the adopted Maidstone Borough Local Plan. Paragraph 4.2 of the AMR provides detail on the nature of the departure and concludes that a review of the implementation of policies in the adopted Local Plan is not required. Between 2017/18 and 2020/21 the number of appeals lodged against the Council's planning decisions has fluctuated. In terms of delivery of schemes in the Infrastructure Delivery Plan a total of 48 schemes have been delivered since the first iteration of the IDP in 2016. The delivered schemes can be found in appendix to the Infrastructure Delivery Plan 2021 which will be published on the Council's website.

2.13 Housing – Sites allocated in the Maidstone Borough Local Plan have continued to make excellent progress in gaining planning permissions over the plan period to 2031.

2.14 Since 2011, a total of 9,095 dwellings have been completed. Previous years had seen a shortfall in delivery, however strong delivery in the year 2020/21 met this shortfall. In respect of the Council's five-year land supply there is a surplus of 512 dwellings above the target of 4,636. This represents 5.6 years' worth of housing land supply at the base date for calculations of 1 April 2021. 2020/21 saw a small decrease in the number of large site windfalls completed, which results in an average 13 year delivery of 181 dwellings.

2.15 The adopted Local Plan housing trajectory sets out a Town Centre broad location for 350 dwellings from the conversion of identified poor office stock to residential dwellings. In the monitoring year 2020/21 one application was permitted on the identified poor office stock. To date, 176 dwellings out of the 350 dwellings have been approved under permitted development rights (50% of target).

- 2.16 Since the introduction of the self-build register there has been 120 applications for a self-build dwelling permitted. There has been a sustained low delivery of self-build plots. No suitable C2 sites were put forward during the Local Plan Review call for sites. Consequently, the plan review does not allocate specific sites for nursing and care-home bedspaces but instead allows a permissive approach to enable the development of C2 uses on the edge of settlements where C3 market housing would not normally be permitted. This approach recognises the specific requirements and arrangements for C2 uses which limit the practicality of delivering C2 use through larger general housing sites.
- 2.17 When looking at the target for affordable housing as a percentage, more intermediate affordable housing has been delivered during the monitoring year. Whilst the delivery of affordable housing units does not significantly deviate from the indicative policy target. The Council will continue to monitor the delivery of affordable homes against current and future indicative policy targets. The percentage of affordable homes secured in qualifying geographical areas remains broadly aligned with the percentage targets as set out in Local Plan policy SP20.
- 2.18 The adopted Local Plan sets out a gross requirement of 980 nursing and care home bedspaces (49 per year) to be provided over the plan period to 2031. Whilst nursing and care home provision falls under the C2 Use Class, this Use Class category also encompasses a much wider range of specialist accommodation. During the reporting year, a net total of 143 bed spaces were provided within the C2 Use Class. However, only 75 of those are considered to count towards the delivery of nursing and care home bed spaces for the elderly, as is the intention of Policy DM14 and indicator M14.
- 2.19 There has been a significant increase in the number of applicants who have applied to join the housing register during 2020/21. However, this hasn't resulted in an increase in the number of applicants on the register due to the number of unsuccessful applications to join the register combined with an increase in the number of applicants successfully housed from the register.
- 2.20 Employment – Since 2016/17 there has been a total net loss of 36,282 sqm of employment floorspace, thereby increasing the overall net floorspace requirement to 50,237 sqm by 2031. The current net pipeline supply of employment floorspace (i.e., extant permissions) is 49,288 sqm. In purely quantitative terms, this pipeline supply of floorspace results in an overall remaining need to provide just 948 sqm of additional employment floorspace to 2031. A considerable amount of this office floorspace loss since 2016/17 can be attributed to conversion to residential under permitted development rights.
- 2.21 Over the monitoring year there has been an increase in B class floorspace from completions within designated Economic Development Areas. It should be noted that although this indicator monitors B1, B2 and B8 use classes, changes were made to the national Use Class Order in 2020 and 2021. Use Class B1 has been deleted and replaced by Use Class E(g).

- 2.22 In respect of employment allocations, consents are outlined in table 4.14 of the AMR. Over the monitoring year, a net total of -1,860sqm of B Use Class floorspace was lost to other non- B Use Classes across the borough.
- 2.23 Across the Borough those who are unemployed has reduced from previous years, with a small increase in 2020.
- 2.24 Retail – In 2020 and 2021, changes were made to both the national Use Class Order and to Permitted Development Rights, including, among other things, the introduction of a new E Use Class (Commercial, Business and Service) and the deletion of the A Use Class. Retail shops previously falling under A1 Use Class are now E(g) Use Class. These changes will be reflected in the Local Plan Review indicators, but for the purposes of this adopted Local Plan indicator, reference is made to both old and new Use Class categories.
- 2.25 Since 2016/17 there has been a total net gain across the A1 use class retail floorspace of 2,065 sqm, thereby reducing the overall net floorspace requirement to 27,735 sqm by 2031.
- 2.26 In respect of retail allocations, there is an extant permission at RMX1 (1) Newnham Park, Bearsted Road, Maidstone for refurbishment and extension of existing garden centre buildings (including the enclosure of 2,570 sqm gross internal area of 31 existing external retail floor space). However, this permission is yet to be implemented. Temporary permission was previously granted for a mix of uses including offices (873sqm), warehousing (1,214sqm net gain) and retail (450sqm) at RMX1 (2) Maidstone East and former Royal Mail sorting office, Maidstone. This permission was completed in the monitoring year 2017/18. Permission was also granted for a foodstore at RMX1 (5) Powerhub Building and Baltic Wharf, St Peter’s Street, Maidstone. However, this has since expired.
- 2.27 The level of A1 Uses within primary frontages has remained at the same percentage with none of the primary frontages falling below the 85% threshold, indicating that the primary frontage still remains effective in focusing a core retail provision in Maidstone Town Centre.
- 2.28 Gypsy and Traveller – The adopted Local Plan outlines a 187 pitch target over the plan period. Since 2011, the base date of the Maidstone Borough Local Plan, a total of 246 pitches have been granted permanent consent. At the 1st April 2021, the rate at which permanent permissions have been granted exceeds the target. Additionally, 15 permanent pitches have been delivered on allocated sites (37% of the 41 pitch requirement). As a result of the Covid-19 pandemic the biannual caravan counts in July 2020 and January 2021 could not take place. This indicator relies on the caravan count to inform delivery. As such, where possible, delivery information has been taken from previous counts and information submitted at the application stage.
- 2.29 At 1st April 2021 the Council can demonstrate a 6.2 years’ worth of deliverable gypsy and traveller pitches.

- 2.30 In terms of the number of caravans recorded in the bi-annual caravan count in July 2019 there were 744 caravans and in January 2020 there were 727 caravans recorded.
- 2.31 Natural Environment – Biodiversity – There has been no loss or gain of designated wildlife sites or ancient woodland as a result of development during 2020/21.
- 2.32 Agricultural Land – In 2020/21 there has been no loss of best and most versatile agricultural land as a result of development.
- 2.33 Good Design and Sustainable Design – Of the 99 applications permitted during 2020/21 that qualify to provide BREEAM very good standards, 95 did so. Only four applications failed to do so, two of those applications have conditions which require a final certificate to be submitted to certify that a very good BREEAM rating has been achieved. During 2020/21 there has been an increase in the number of applications allowed on appeal following a refusal on grounds of design quality since 2016/17.
- 2.34 Open Space – During 2020/21 qualifying residential and mixed-use sites provided over 3.2 hectares of on-site open space provision.
- 2.35 Air Quality – When looking at indicator M42 and applications accompanied by an Air Quality Impact Assessment which demonstrate that the air quality impacts of development will be mitigated to acceptable levels the council focused on the 19 permissions granted on large sites (5+ dwellings) within Maidstone urban area. Of this number, 9 of the developments were found to have no specific air quality implications and 9 proposals made provision for air quality.
- 2.36 Infrastructure – There were 9 planning consent applications that had S106 agreements signed off in the 2020/21 reporting year. All 9 provided contributions sought in accordance with the priorities outlined in Policy ID1(4). In addition to the provision of affordable housing (where required), a total of £1,563,242.52 of developer contributions were agreed towards the provision, improvement or enhancement of community infrastructure.
- 2.37 In this reporting year, the total amount of money from planning obligations received towards infrastructure was £5,256,410. Of this amount £4,996,714 was spent (£3,885,101 of which was transferred to a third party by Maidstone Borough Council).
- 2.38 In terms of CIL, over the monitoring year 1st April 2020 to 31st March 2021, 127 planning applications were received that were potentially liable for the CIL charge. In reality, this figure may be lower due to various exemptions and relief options available. e.g. self-build exemption or charitable relief. In total over the monitoring year, £1,226,382 (gross) was collected by the Council in CIL payments.
- 2.39 Transport – In total 16% of the actions within the Integrated Transport Strategy (ITS) have not been actioned. A total 27% are on track to be actioned and 57% are being appropriately actioned. This has meant there has been an increase in the number of actions categorised as not being

actioned due to growing concern at the lack of delivery of the highways schemes identified in the Maidstone Integrated Transport Package (MITP). Whilst the majority of sustainable transport measures to support the growth identified in the Local Plan remain broadly on track to be delivered within the time periods identified within the Infrastructure Delivery Plan, the MITP schemes are now at risk of being delivered beyond the timeframes identified in the IDP.

- 2.40 Indicator M50 has 3 components. In terms of worsening of congestion as a result of development on five main A roads in the Borough between 2019 and 2020 average speeds have increased on all five roads. Looking at reduced long stay town centre car park usage there were 108,546 transactions in the town centre long stay car parks a decrease of 69% from the previous year. This was in most part due to the effects of the COVID-19 pandemic and several nationwide lockdowns which both restricted and discouraged members of the public visiting the Town Centre to improve public safety. Finally looking at ratio between car parking costs and bus fares all car park options remain more expensive than travelling by bus, with the exception of the Mall (4-5 hours).

Sustainability Appraisal – Significant Effect Indicators

- 2.41 The Significant Effect Indicators enable the Council to monitor the effects of the Maidstone Borough Local Plan. Like the local plan indicators above (2.11 to 2.38), the significant effect indicators cover a range of topics. A summary is provided in the following paragraphs. In some instances, there is overlap in the topics covered between the two sets of indicators and therefore have not been replicated below.
- 2.42 Housing – There were 1,354 dwellings (net) completed during the monitoring year 2020/21, bringing the total completed dwellings to 9,095 for the plan period 2011/21. This represents an over delivery of +265 against the ten year target of 8,830 dwellings.
- 2.43 Health – Of the RSCs and Larger Villages within the revised Settlement Hierarchy 100% had access to retail & service facilities and community & public facilities. Only 60% of the RSCs and Larger Villages had access to libraries.
- 2.44 Poverty – As of 2019, according to the Index of Multiple Deprivation, the least deprived lower layer super output area (LSOA) in Maidstone Borough is in Bearsted ward and has a ranking of 32,648. The LSOA is amongst the 10% least deprived areas in the country. The most deprived LSOA in the Borough is located in Parkwood ward and is ranked as 2914. The LSOA is amongst the 10% most deprived areas in the country.
- 2.45 Education – Secondary schools in 2017 were operating at a 90% level which has increased to 98% in 2021. The capacity for primary schools has only changed by 1%. Since 2011, the base date of the Maidstone Borough Local Plan, there has been an increase in the number of pupils achieving NVQ 2 or above of 14.8%, and this is in above the level for the rest of the south east (10.0%).

- 2.46 Crime – Overall between July-September 2017 and January-March 2021 there has been a decline in crime in the High Street ward from 1109 to 877 reported crimes. Looking at Maidstone as a whole and the crime rates per 1000 population, there has been a reduction of 11% between 2019/20 and 2020/21.
- 2.47 Vibrant Community – During 2020/21 there has been a net gain of three community facilities.
- 2.48 Accessibility – In 2018/19 15.9% of adults in the Borough walk as their mode of travel at least three days per week, compared to 18% of adults in 2017/18. A further 2.4% of adults cycle for travel at least three days per week. There has been an increase since 2017/18 (1%).
- 2.49 Culture – In a report on Economic Impact of Tourism Maidstone – 2019 Results there has been a decrease in the number of visits to Maidstone Borough which contrasts with the county as a whole.
- 2.50 Land Use – Out of 1,354 dwellings (net) completed during the monitoring year 2020/21 a total of 351 dwellings were completed on previously developed land. This equates to 29%.
- 2.51 Congestion – A total of 25 highways and transportation schemes from the Infrastructure Delivery Plan have been completed since the adoption of the Maidstone Borough Local Plan.
- 2.52 Climate Change – Between 2011 and 2019, CO₂ emissions per capita in Maidstone has declined, a trend which is reflected in the Kent average.
- 2.53 Waste – Across Kent there has been a reduction in the amount of non-household waste disposed of between 2014/15 to 2019/20 of 59%, with 16,742 tonnes in 2019/20. In Maidstone there has been a decrease of 61% with 220 tonnes of non-household waste collected in 2019/20. There has been a decrease in the amount of household waste generated in Maidstone of 4%.
- 2.54 Water Management – In total, 73% of water bodies within Maidstone have been classified as moderate in terms of ecological status or potential (this figure excludes groundwater bodies). With a further 85% of water bodies have a chemical status of good.
- 2.55 Energy – Between the end of 2014 and end of 2020 there has been an increase in the number of renewable energy installations from 1,484 installations to 2,416 in Maidstone Borough. Between 2011 and 2019 there has been an overall decrease in energy consumption.
- 2.56 Economy – There has been an increase of 101,884 sqm of commercial floorspace (A1, A2, A3, A4, A5, B1a, B1b, B1c, B2, B8, D1, D2 and Sui Generis) based on completed and consent permissions during 2020/21.

Summary

2.57 The AMR is a corporate document, with inputs from a range of Council departments and uses both internal and external data sources. The Council continues to make good progress towards the delivery of the objectives and targets set out in the adopted Maidstone Borough Local Plan, as well as minimising the effects of the Local Plan. The AMR is an important source of evidence for the Local Plan Review and demonstrating what policies may need to address as part of the review.

3. AVAILABLE OPTIONS

3.1 This report is for noting.

3.2 As the Local Planning Authority, the Council has a statutory duty to produce an annual AMR monitoring the progress of the adopted Local Plan and the Local Plan Review.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 This report is for noting.

5. RISK

5.1 This report is for information only and has no risk management implications.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 There is no duty to undertake consultation on an Authority Monitoring Report.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 The Maidstone Authority Monitoring Report 2020-2021 is located at Appendix 1 to this report and will be published on the Council's website.

8. REPORT APPENDICES

Appendix 1: Maidstone Authority Monitoring Report 2020-2021

9. BACKGROUND PAPERS

None

MAIDSTONE BOROUGH COUNCIL

AUTHORITY MONITORING REPORT

Date: 2020-2021



Contents

1.	Introduction	3
2.	Maidstone Profile	5
3.	Development Plan and Associated Documents.....	7
	Local Development Scheme: Local Plan Review	7
	Neighbourhood Plans	10
	Community Infrastructure Levy	11
	Duty to Cooperate.....	11
	Supplementary Planning Documents.....	11
4.	Local Plan Performance: Maidstone Borough Local Plan – Monitoring Indicators	13
	General/Whole Plan.....	13
	Housing	16
	Employment	27
	Retail	33
	Gypsies, Travellers and Travelling Showpeople Accommodation.....	37
	Heritage	40
	Natural Environment – Biodiversity	40
	Agricultural Land	41
	Good Design and Sustainable Design.....	41
	Open Space	42
	Air Quality	47
	Infrastructure.....	48
	Transport.....	49
5.	Sustainability Appraisal – Significant Effect Indicators	55
	Housing	55
	Flooding.....	55
	Health	56
	Poverty	57
	Education.....	59
	Crime.....	60
	Vibrant community	62
	Accessibility	62

Culture.....	63
Land use	63
Congestion	64
Climate change	65
Biodiversity	65
Countryside and heritage.....	66
Waste	66
Water management.....	68
Energy	71
Economy	72
6. Appendices.....	74
Appendix 1 – Built and Natural Environment Assets and Constraints.....	74
Appendix 2 – Infrastructure Funding Statement	77
Appendix 3 – Duty to Cooperate.....	83
Appendix 4 – Glossary	87

1. Introduction

1.1 The Maidstone Authority Monitoring Report (AMR) provides a framework with which to monitor and review the effectiveness of local plan policies that address local issues for the monitoring period 1st April 2020 to 31st March 2021. The AMR should also assess whether policies and related targets or "milestones" set out in the Local Development Scheme have been met, or whether progress has been made in meeting them. Where targets are not being met or are not on track to be achieved, the AMR must set out the reasons why and the appropriate action to be taken.

1.2 The AMR includes a brief profile of Maidstone Borough (section 2). It reviews the progress of the Maidstone Development Plan (section 3) against the timetable for plan making set out in the Local Development Scheme, i.e. for the preparation of the Local Plan Review. The report includes updates on neighbourhood development plans, the Council's Community Infrastructure Levy, and the 'duty to cooperate' requirement for continued collaboration with partners over strategic cross-boundary issues. The performance of local plan policies (sections 4 and 5) is monitored in accordance with the monitoring indicators of the Maidstone Borough Local Plan (2017) and Sustainability Appraisal Statement (2017). This AMR is a corporate document with input from a range of Council departments. The report often includes a series of data so that changes over time can be understood. Appendix 1 contains tables and maps illustrating the Borough's heritage and environment assets and constraints, Appendix 2 provides an extract from the Infrastructure Funding Statement covering CIL matters, Appendix 3 shows progress under the Council's duty to cooperate, and Appendix 4 sets out a glossary of terms to assist the reader.

1.3 The key points highlighted in the AMR 2021 include:

- Between December 2020 and January 2021, a consultation was held on the Local Plan Review – Regulation 18 Preferred Approaches in accordance with the LDS 2020-2022 (September 2020 edition).
- The LDS adopted in September 2020 included a Regulation 19 consultation in June 2021. The decision was taken to adopt a new LDS which proposed a later commencement date of October 2021 for the Regulation 19 consultation. The Local Development Scheme 2021-2023 was adopted in July 2021.
- Significant progress has been made on the LPR Regulation 19 document, including evidence base documents.
- Since the last AMR was published the Lenham Neighbourhood Plan was subject to referendum on 6th May 2021 and then was formally made (adopted) by Council on 14th July 2021.

- Regulation 16 consultation was undertaken on the Boughton Monchelsea Neighbourhood Plan between 14th August 2020 and 28th September 2020, followed by an independent examination. The examiner's report was received on 17th December 2020. The Neighbourhood Plan was subject to referendum on 6th May 2021. The Neighbourhood Plan was made by Council on 14th July 2021.
- The Otham Neighbourhood Plan was also subject to Regulation 16 consultation between 16th October 2020 and 27th November 2020 followed by an independent examination. The examiner's report was received on 4th March 2021. The Neighbourhood Plan was then subject to referendum on 8th July 2021. The Neighbourhood Plan was made by Council on 29th September 2021.
- Continued delivery of housing allocations and meeting the housing need, which is demonstrated through 5.6 years' worth of housing land supply.
- 29% of completed dwellings were completed on previously developed land.
- There has been a sustained low delivery of self-build plots.
- The delivery of affordable housing is on target and does not significantly deviate from the indicative policy target.
- Since 2016/17 there has been a total net loss of 36,282 sqm of employment floorspace.
- There has been continued delivery of employment allocations but the delivery of allocations without planning permission will be reviewed as part of the Local Plan Review.
- At the 1st April 2020 the Council can demonstrate 6.2 years' worth of deliverable planning gypsy and traveller pitches. The delivery of pitches is currently ahead of target.
- There have been ongoing delays to delivery of the Maidstone Integrated Transport Package.
- A total of 48 schemes have been delivered since the first iteration of the Infrastructure Delivery Plan (IDP) in 2016

2. Maidstone Profile

2.1 Maidstone Borough has a population of 173,170 (ONS, June 2020) and a dwelling stock of 73,489 at 31st March 2020, whilst is the largest in the county (KCC Housing Stock 2021 update). Maidstone is the county town of Kent and is an important administrative centre, strategically located between the Channel Tunnel and London with good road and rail links. The urban area, located to the north-west of the borough, has a strong commercial and retail town centre. Maidstone has an extensive rural hinterland, which is characterised by an abundance of villages and hamlets.

2.2 The borough benefits from a range of designated heritage assets, and its rural hinterland is of high landscape and environmental quality, much of which is protected by national and local designations. Parts of the borough located adjacent to its rivers lie within a floodplain. These assets and constraints are illustrated in Appendix 1.

2.3 Between mid-2019 and mid-2020 there has been an increase of 0.8% in Maidstone's population. There has been no change in the split between male and female since 2017 (49% male and 51% female). The largest age group in 2020 remains the 50-54 years group, which accounted for 7% of the total population.

2.4 The Maidstone Borough Local Plan (2017) outlines the following key issues:

1. Where, when and how much development will be distributed throughout the borough;
2. Maintenance of the distinct character and identity of villages and the urban area;
3. Protection of the built and natural heritage, including the Kent Downs AONB and its setting, the setting of the High Weald AONB and areas of local landscape value;
4. Provision of strategic and local infrastructure to support new development and growth including a sustainable Integrated Transport Strategy, adequate water supply, sustainable waste management, energy infrastructure, and social infrastructure such as health, schools and other educational facilities;
5. Improvements to quality of air within the air quality management area (AQMA);
6. Regeneration of the town centre and areas of social and environmental deprivation;
7. Redressing the low wage economy by expanding the employment skills base to target employment opportunities;

8. Meeting housing needs by delivering affordable housing, local needs housing, accommodation for the elderly, accommodation to meet Gypsy and Traveller needs, and accommodation to meet rural housing needs;
9. Promotion of the multi-functional nature of the borough's open spaces, rivers and other watercourses;
10. Ensuring that all new development is built to a high standard of sustainable design and construction; and
11. Ensuring that applications for development adequately address:
 - i. The impact of climate change;
 - ii. The issues of flooding and water supply; and
 - iii. The need for dependable infrastructure for the removal of sewage and waste water.

2.5 The borough is expected to meet the development needs outlined in the Maidstone Borough Local Plan (2017). Development must be managed in the context of Maidstone's quality environment. The key monitoring indicators of the AMR (section 4) and the significant effect indicators (section 5) provide additional context, revealing further characteristics of the borough.

3. Development Plan and Associated Documents

3.1 The Maidstone Development Plan currently comprises the Maidstone Borough Local Plan (2017) and its Policies Map, North Loose Neighbourhood Plan (2016), Loose Neighbourhood Plan (2019), Marden Neighbourhood Plan (2020), Staplehurst Neighbourhood Plan (2020), Boughton Monchelsea Neighbourhood Plan (2021), Lenham Neighbourhood Plan (2021), Otham Neighbourhood Plan (2021), Kent Minerals and Waste Local Plan 2013-30 as amended by Early Partial Review (2020) and Kent Minerals Sites Plan (2020) (Figure 3.1 below). The Development Plan must conform to national policies and guidance, and is supported by a number of process documents, including the AMR. Development Plan Documents are available to view and download from the Council's website, together with process documents and supplementary planning documents.

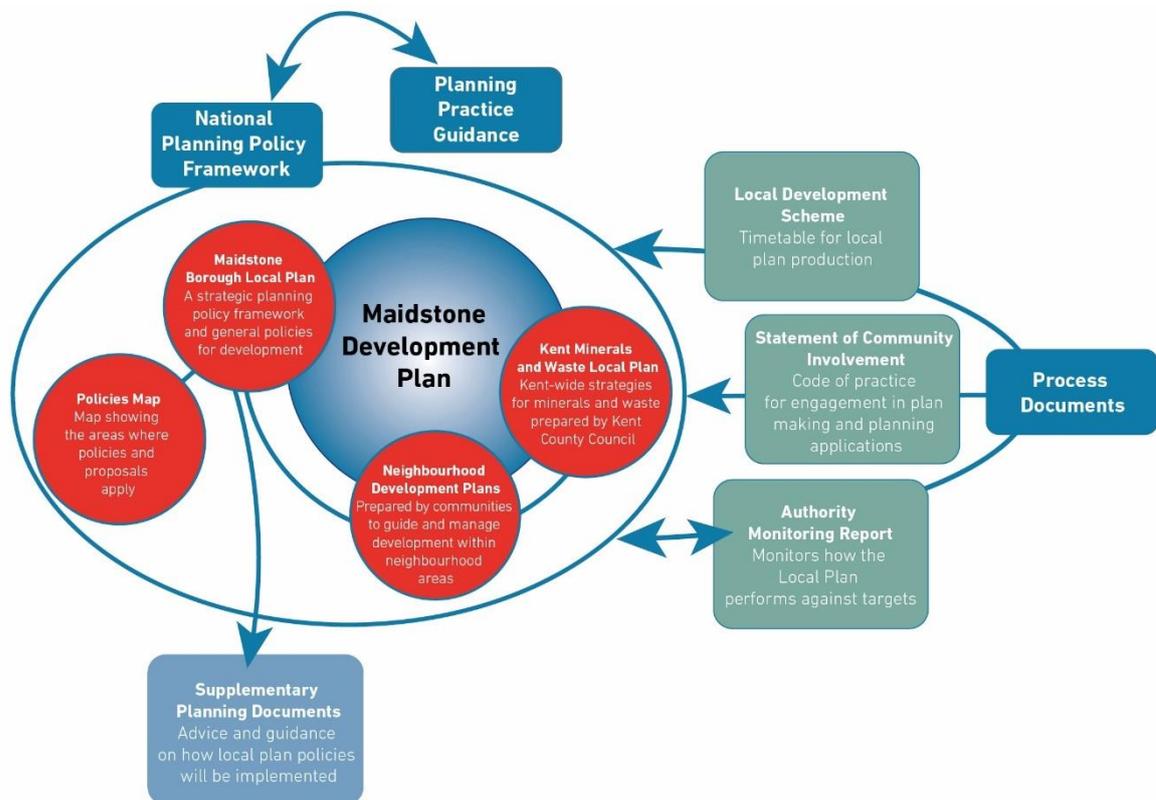


Figure 3.1: plan making diagram (Source: MBC 2018)

Local Development Scheme: Local Plan Review

3.2 The Council has a duty to review its local plan every five years and as such the adopted Maidstone Borough Local Plan (2017) included a commitment to review the plan. Work is progressing on the Local Plan Review (LPR) and the

delivery programme is set out in the Local Development Scheme (LDS). Since the adoption of the Local Plan in 2017 there have been four iterations of the LDS setting out the delivery programme for the Local Plan Review.

3.3 The Maidstone Local Development Scheme 2018-2022 was adopted by the Council in July 2018 and covered the period January 2018 to December 2022. The LDS 2018-2022 timetable stated that Regulation 18 – scoping/options consultation would take place between July and August 2019. The consultation milestone was met and extended to September to accommodate the summer holiday period, running from 19th July to 30th September 2019. The timetable then outlined that consultation on the preferred approaches would take place in February to March 2020.

3.4 The Council completed a Call for Sites exercise whereby people could submit information about land and sites which could potentially be developed in the future. The Call for Sites was open between 28th February and 24th May 2019 and approximately 330 site submissions were received. Due to the number of responses to the Call for Sites and the need for a thorough appraisal of each submission, but also the number of responses to the first stage of consultation and the time required to process and analyse those representations, the LDS was updated. The Maidstone Local Development Scheme 2020-2022 (July 2020 edition) was adopted by the Council in July 2020.

3.5 Since the LDS 2020-2022 (July 2020 edition) came into effect, central government published two key consultations on changes to the planning system in England. The changes proposed in the two consultations were likely to have a significant impact on plan making in the Borough. Among the proposed changes was an update to the standard methodology used to calculate housing need. The consultation also proposed transitional arrangements which, if met, could allow for the retention of the numbers around which the current Local Plan Review is being prepared. These changes in the standard methodology would have had implications for the number of houses the Borough Council is required to provide. In response, the Maidstone Local Development Scheme 2020-2022 (September 2020 edition) was adopted in September 2020.

3.6 The government did not continue with its proposed update to the standard methodology and reverted to the original standard methodology, meaning that the Council is required to build in the region of 1,200 houses per year (updated annually).

3.7 Since the LDS 2020-2022 (September 2020 edition) came into effect the Regulation 18 Preferred Approaches Consultation has taken place between 1st December 2020 and 8th January 2021. The Council received a large number of responses relating to a variety of key areas in the Local Plan Review. Significant progress has been made on the LPR Regulation 19 documents. The progress

includes a series of studies and topic papers that will form part of the wider evidence base for the Local Plan Review, as well as the drafting of the Regulation 19 Local Plan Review documents themselves.

3.8 There is an inter-relationship between many components of the evidence base. For example, it is important for the implications of one specialist study to inform the potential, broader policies and proposals within the LPR documents. Officers were mindful of the need to brief Members on the latest information and proposals, prior to public consultation commencing on the Regulation 19 documents and associated evidence. This includes changes to government policy with regard to affordable housing, with the introduction of First Homes, as well as emerging matters, such as biodiversity net gain.

3.9 The Local Plan Review Regulation 19 was subject to consultation between October and December 2021 in which stakeholders, the public and others with an interest in the borough had the opportunity to consider whether they believe the documents are sound and legally compliant. This is an important series of tests and will provide Maidstone Borough Council, as Local Planning Authority, with important information as it seeks to proceed to submission of the documents and associated evidence base. Indeed, if, following the Regulation 19 consultation, the Council decides to undertake further work and/or consultation on the Local Plan Review, there will be associated time, resource and cost implications.

3.10 The LDS adopted in September 2020 was superseded by the Maidstone Local Development Scheme 2021-2023, which was adopted in July 2021. Table 3.1 outlines the current timetable for delivering the Local Plan Review and whether the key milestones have been met.

Regulation	Stage of LPR Production	Target	Target met
19	Consultation	October 2021	On track
22	Submission	March 2022	-
24	Examination	August-September 2022	-
	Main Modification Consultation	November 2022	
26	Adoption	January 2023	-

Table 3.1: Stages of Local Plan Review Production (Source: MBC 2021)

Neighbourhood Plans

3.11 Neighbourhood development plans, also known as neighbourhood plans, are prepared by Parish Councils or designated Neighbourhood Forums for their areas. Their production is subject to a legislative process, similar to that for local plans, and a local referendum. Following a successful referendum, a neighbourhood plan becomes part of the Maidstone Development Plan, before being formally 'made' (adopted) by the Borough Council. Further details regarding the neighbourhood planning process and the Council's role in the preparation of neighbourhood plans are set out in the Maidstone Statement of Community Involvement 2018 (and associated addendum).

3.12 Neighbourhood planning is very active in Maidstone Borough, which has a total of 16 designated neighbourhood areas: 15 submitted by parish councils and one by the North Loose Neighbourhood Forum.

3.13 As at September 2021, there are seven made (adopted) plans that form part of the Maidstone Development Plan: Staplehurst Neighbourhood Plan (2016 and amended in August 2020), North Loose Neighbourhood Plan (2016), Loose Neighbourhood Plan (2019), Marden Neighbourhood Plan (2020), Boughton Monchelsea Neighbourhood Plan (2021), Lenham Neighbourhood Plan (2021), and Otham Neighbourhood Plan (2021).

3.14 Since the last AMR was published in December 2020 the Lenham Neighbourhood Plan was subject to referendum on 6th May 2021. The referendum was successful, and the Neighbourhood Plan was formally made (adopted) by Council on 14th July 2021.

3.15 Regulation 16 consultation was undertaken on the Boughton Monchelsea Neighbourhood Plan between 14th August 2020 and 28th September 2020. The consultation was followed by an independent examination and the examiner's report was received on 17th December 2020. The Neighbourhood Plan was subject to referendum on 6th May 2021 which was successful. The Neighbourhood Plan made by Council on 14th July 2021.

3.16 The Otham Neighbourhood Plan was subject to Regulation 16 consultation between 16th October 2020 and 27th November 2020 followed by an independent examination. The examiner's report was received on 4th March 2021. The Neighbourhood Plan was then subject to referendum on 8th July 2021, which was successful. The Neighbourhood Plan was made by Council on 29th September 2021.

3.17 Plans for Sutton Valence, Tovil and Yalding are in the early stages of preparation. Neighbourhood plans and their production stages are regularly updated on the Council's website.

Community Infrastructure Levy

3.18 The Council adopted its Community Infrastructure Levy (CIL) Charging Schedule in October 2017, and it took effect from 1 October 2018. The CIL Charging Schedule was approved by the Council, together with a list of the types of infrastructure that may be funded in whole or part by CIL (formerly known as the Regulation 123 List). An extract of this monitoring year's Infrastructure Funding Statement can be found at Appendix 2 and provides information on CIL income and expenditure matters. The primary purpose of the Council's Infrastructure Delivery Plan (IDP) is to identify the infrastructure schemes considered necessary to support the development proposed in the adopted Local Plan and to outline how and when these schemes will be delivered. The Council has committed to an annual review of the IDP. As part of the Local Plan Review a separate IDP has been created.

Duty to Cooperate

3.19 The 'duty to cooperate' places a legal duty on local planning authorities to engage constructively, actively and on an ongoing basis with certain organisations, in order to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters. It is not a duty to agree, but every effort should be made to resolve any outstanding strategic cross boundary matters before local plans are submitted for examination.

3.20 Local planning authorities must demonstrate how they have complied with the duty at the independent examination of their local plans. The Duty to Cooperate Statement forms part of the evidence-base for the Local Plan Review and sets out the Council's approach to cooperation on key strategic issues in the Local Plan Review. The statement identifies the requirements set out in the NPPF, guidance, and legislation; and demonstrates how the Council has met those requirements. Appendix A of the Duty to Cooperate Statement provides a summary of meetings and correspondence with relevant authorities since 2017 (the adoption of the Maidstone Borough Local Plan).

3.21 Appendix 3 of this AMR provides a summary of those meetings and correspondence which has taken place during the monitoring year.

Supplementary Planning Documents

3.22 Supplementary Planning Documents (SPD) provide further detail to a policy or group of policies set out in a local plan. Although SPDs are not part of the Development Plan, once adopted, they are a material consideration in development decisions and should be considered alongside the policies in the

Local Plan. SPDs are governed by regulations that require public consultation, but they are not subject to examination.

3.23 The adopted Maidstone Borough Local Plan includes a commitment to produce an Affordable and Local Needs Housing SPD. Its purpose is to provide advice on how the Council's Local Plan housing policies are to be implemented. This includes guidance on the range of approaches, standards and mechanisms required to deliver a range of housing to meet identified needs. The SPD is intended to facilitate negotiations and provide certainty for landowners, lenders, housebuilders and Registered Providers regarding the Council's expectations for affordable and local needs housing provision in specific schemes.

3.24 Following a period of consultation the SPD was appropriately amended and adopted by the Council on 7th July 2020.

4. Local Plan Performance: Maidstone Borough Local Plan – Monitoring Indicators

4.1 Key monitoring indicators (KMI) enable the Council to understand the progress being made towards its local plan objectives and targets. The KMIs focus on the quantitative and qualitative delivery of homes and economic development, including supporting infrastructure, provision of recreational open space, and the protection and enhancement of the built and natural environment. The indicators are carried forward from the adopted Maidstone Borough Local Plan (2017) and the Sustainability Appraisal Statement (2017).

General/Whole Plan

Indicator M1: Number and nature of departures from the Local Plan granted consent per year

4.2 There is no specific target for the indicator but during the reporting year there were five reported departures from the Local Plan. The details of the applications and the nature of the departure are outlined below:

- 20/505195/OUT, Land at Woodcut Farm Ashford Road (mixed commercial development) – the application varies conditions of a previously approved outline permission. As such, there is no requirement to review the implementation of policies.
- 20/503109/FULL, Land to West Of 70 Church Street (24 extra care retirement homes and associated works) – the site is within the countryside and initially covered by Policy SP17 The Countryside. The application summaries that “it is considered that meeting a need and the lack of additional countryside or landscape harm when considered to the fallback position, taken together are considered to outweigh the harm due to its location outside the settlement boundary and would justify the departure from the development plan.”
- 19/506387/FULL, Ledian Farm Upper Street (44 assisted living units with associated parking and landscaping) - the site is within the countryside. However, the application is an amendment to approved outline permission and Reserved Matters consent. As such, there is no requirement to review the implementation of Policy SP17.
- 20/500778/FULL, Land South of Sheephurst Lane (switching station with associated apparatus and landscaping) – the application summaries that “there is national support for the promotion of improved infrastructure which is more resilient to the effects of climate change and growing populations and to promote the transition to a low carbon economy”. There is policy support in the form of SS1 and ID1 of the LP which

supports infrastructure schemes that provide for the needs arising from new development. However, there are also policies which seek to protect the intrinsic character and beauty of the countryside. Whilst the principle of development of such infrastructure is established, careful consideration with regard to the landscape and other constraints is required to ensure the balance between any harm arising from the development can be appropriately mitigated for or alternatively the need for the infrastructure outweighs the harm." As such, there is no requirement to review the implementation of Policy SP17.

- 19/505281/FULL, Land West of The Old Goods Yard Headcorn Road (50 residential dwellings) – the site is initially covered by Policy SP17 The Countryside which seeks to ensure development does not result in harm to the character and appearance of the area, unless development accords with other policies in the plan. As a rural service centre, Lenham is amongst the second most sustainable settlements in the hierarchy to accommodate growth (Policy SP8 Lenham Rural Service Centre). Therefore, SP8 has taken precedence over SP17 in the determining this case. As such, there is no requirement to review the implementation of Policy SP17.

Indicator M2: Appeals lost against Local Plan policy per year

4.3 There is no specific target for this indicator. Between 2017/18 and 2020/21 the number of appeals lodged against the Council's planning decisions has fluctuated (Table 4.1). In total 10% of appeals were withdrawn, an increase from the previous year (4%). Of the 67 appeals decisions included in the calculations below, 22% were allowed. The main reasons given by the planning inspectors were because of disagreements with the Council's planning decisions on character and landscape matters.

Appeal decision	2017/18	2018/19	2019/20	2020/21
Allowed	22	28	31	15
Dismissed	64	42	64	45
Withdrawn	6	7	4	7
Disqualified	3	0	0	0
Part allowed / part dismissed	0	1	0	0
Total	95	78	99	67

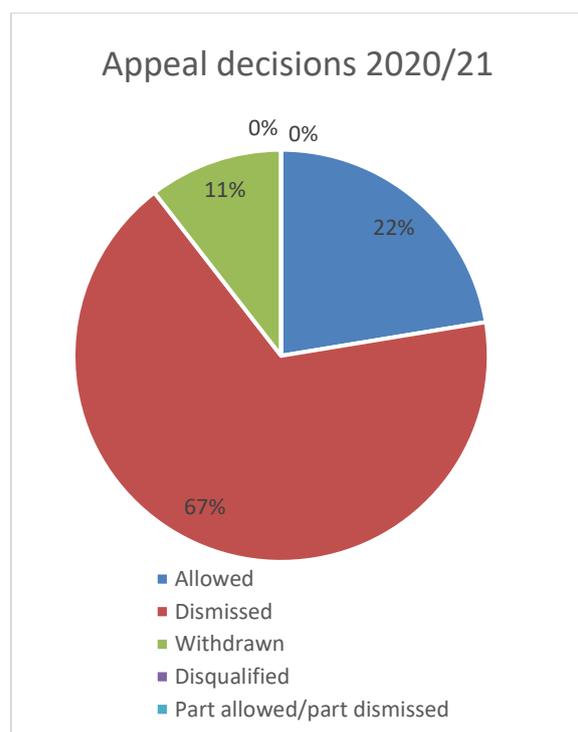


Table 4.1: Planning appeal decisions (Source: MBC 2021)

Indicator M3: Successful delivery of the schemes in the Infrastructure Delivery Plan

4.4 The Council monitors the progress of all schemes in the Infrastructure Delivery Plan and updates the IDP on an annual basis. The most recently updated IDP was published on the Council’s website in November 2020.

4.5 A total of 48 schemes have been delivered since the first iteration of the IDP in 2016. Schemes delivered include highways and transportation, education, health and green and blue infrastructure. For the reporting year, 32 critical projects were identified for delivery in the short term (26 highways and transportation; 2 community facilities; and 4 utilities projects).

4.6 Of these schemes, two highways schemes: HTNW4 - 'capacity improvements at the junction of Fountain Lane and the A26/Tonbridge Road' and HTC1 - 'Linton crossroads junction improvements' are categorised as having a high risk to delivery. In both cases, this is due to a significant shortfall in funding as a result of the currently agreed scheme design. MBC continues to work with KCC to progress the delivery of these critical schemes.

4.7 To date, the delivery of planned development has not been affected by the non-delivery of infrastructure.

Housing

Indicator M4: Progress on allocated housing sites per annum

4.8 Sites allocated in the Local Plan 2017 have continued to make excellent progress in gaining planning permissions over the plan period to 2031 (Figure 4.1). In total 22% has not started.

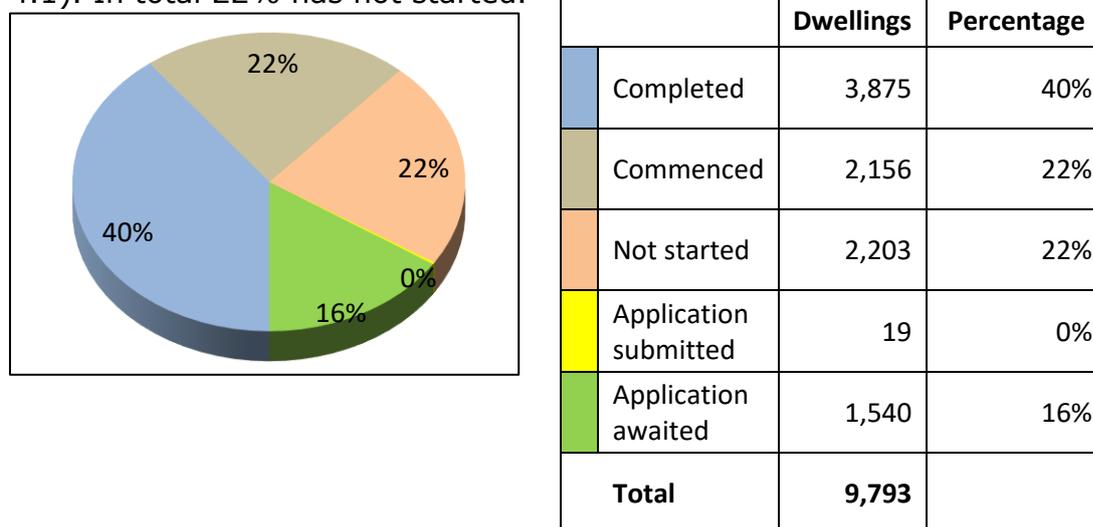


Figure 4.1: Progress on allocated housing sites (Source: MBC 2021)

Indicator M5: Predicted housing delivery in the next 5 years

4.9 Since 2011, the base date of the Maidstone Borough Local Plan, a total of 9,095 dwellings have been completed. Previous years had seen a shortfall in delivery, however strong delivery in the year 2020/21 met this shortfall. In respect of the Council's five year land supply Table 4.2 demonstrates a surplus of 512 dwellings above the target of 4,636. This represents 5.6 years' worth of housing land supply at the base date for calculations of 1 April 2021.

	5 - year housing land supply - 'Maidstone Hybrid' method	Dwellings (net)	Dwellings (net)
1	Objectively Assessed Need (OAN) 2011 - 2031	17,660	
2	Annual need 17,660/20 years	883	
3	Delivery target 01.04.11 to 31.03.21 (883 x 10 years)	8,830	
4	Minus completed dwellings 01.04.11 to 31.03.21	9,095	
5	Shortfall against target 01.04.11 to 31.03.21	-265	
6	Annual delivery of shortfall 206/6 years (Maidstone Hybrid)	-44	
7	Five-year delivery target 01.04.21 to 31.03.26 (883x5)	4,415	

8	Plus shortfall against OAN 34x5 years ¹	0	
9	5% buffer (Housing Delivery Test @ November 2021 166%)	221	
10	Total five year housing land target at 01.04.21		4,636
11	Five-year land supply at 01.04.21		5,147
12	Surplus		512
13	No. years' worth of housing land supply (4,636/5 =963 ; 5,147/963. = 5.6)		5.6

Table 4.2: 5 year housing land supply at 1st April 2021 (Source: MBC 2021)

Indicator M6: Housing trajectory: Predicted housing delivery to 2031

4.10 Table 4.3 breaks down the various elements of the Council's housing land supply and demonstrates a surplus of 2,130 dwellings. Figure 4.2 illustrates how the target is delivered over the 20-year housing trajectory between 2011 and 2031. The trajectory shows that the Council has a healthy housing land supply. It is important to note that the surplus of 2,130 is against current annual requirement of 883 dwellings and the housing target for the Borough will increase. New housing targets are being considered through the Local Plan Review (LPR) which will set out the strategy for meeting new targets and allocate additional land to meet the need. The LPR has a target adoption date of 2022, this is when the new targets will apply.

	Housing land supply 1 April 2011 to 31 March 2031	Dwellings (net)	Dwellings (net)
1	Objectively assessed housing need / Local Plan housing target		17,660
2	Completed dwellings 1 April 2011 to 31 March 2021	9,095	
3	Extant planning permission as at 1 April 2021 (including a 5% non-implementation discount)	6,461	
4	Local Plan allocated sites (balance of Local Plan allocations not included in line 3 above)	1,559	
5	Local Plan broad locations for future housing development	1,337	
6	Windfall sites contribution	1,338	
7	Total housing land supply		19,790
8	Housing land supply surplus 2011/2031		2,130

Table 4.3: 20 year housing land supply 1st April 2011 to 31st March 2031 (Source: MBC 2021)

¹ Shortfall met in the year 2020/21

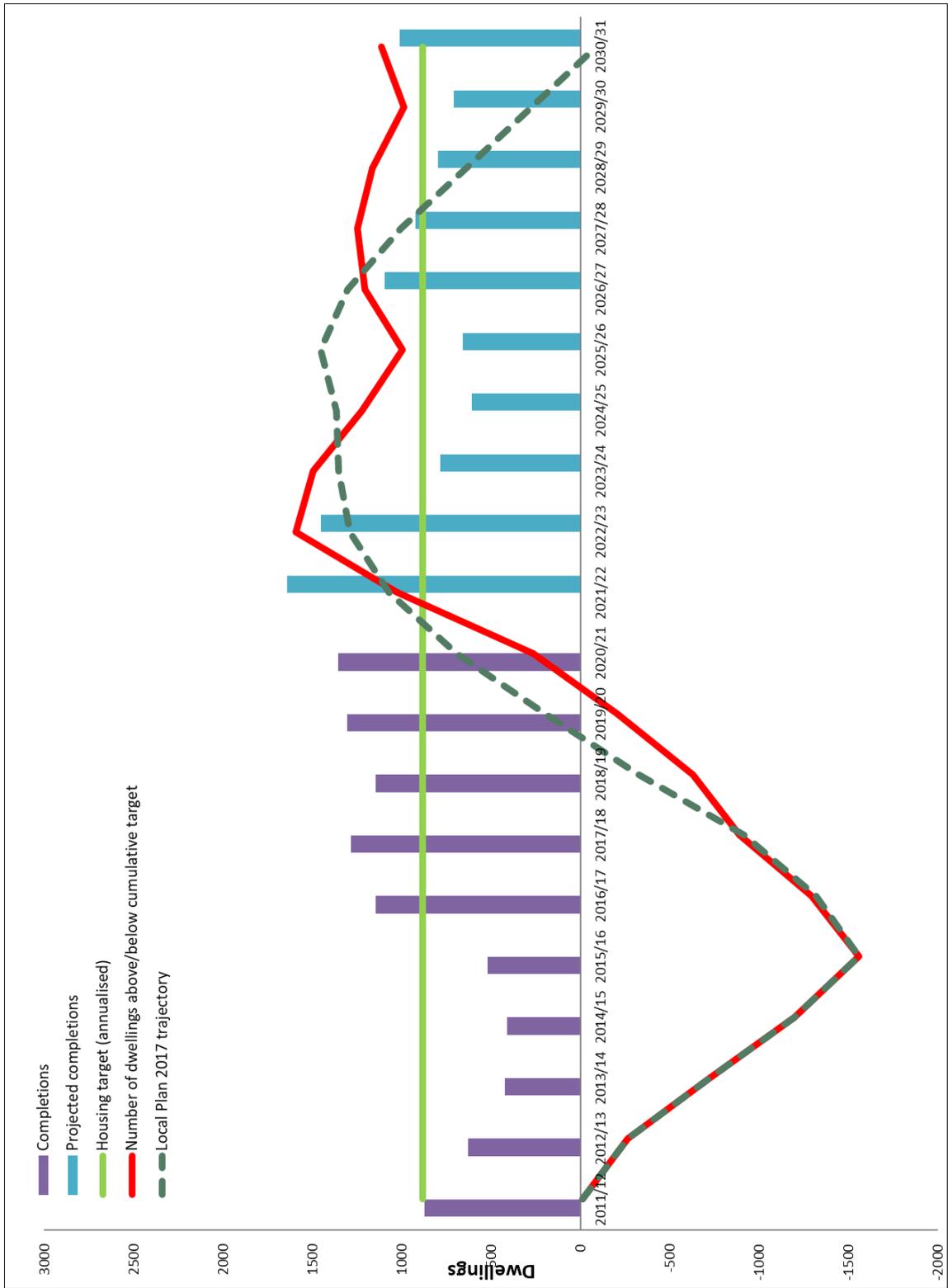


Figure 4.2: Housing Trajectory 2011/31 (Source: MBC 2012)

Indicator M7: Windfalls: delivery of housing on identified sites

4.11 The Housing Topic Paper 2021 sets out the methodology used to calculate the windfall allowance, justifying the criteria for excluding certain sites from calculations and the discount rates applied. Table 4.4 lists the number of dwellings completed on large and small windfall sites between 2008/09 and 2020/21, using the 2018 NPPF definition of a windfall site (historical pre-2018 data has been updated to reflect the new NPPF definition) and applying the Topic Paper methodology. The result is an increase in the completion rates on small sites between 2008/09 and 2018/19, followed by a gradual decrease. The average per annum is 115 averaged over 13 years. 2020/21 saw a small decrease in the number of large site windfalls completed, which results in an average 13 year delivery of 181 dwellings per annum.

Year	Large	Small	Total
2008/09	54	89	143
2009/10	265	85	350
2010/11	214	73	287
2011/12	177	115	292
2012/13	183	118	301
2013/14	137	103	240
2014/15	86	61	147
2015/16	140	126	266
2016/17	304	130	434
2017/18	213	146	359
2018/19	145	178	323
2019/20	246	141	387
2020/21	193	124	317
Average pa	181	115	296
Total	2357	1489	3846

Table 4.4: Completed windfall dwellings 2020/21 (Source: MBC 2021)

Indicator M8: Prior notification office to residential conversions in the town centre

4.12 The Local Plan housing trajectory sets out a Town Centre broad location for 350 dwellings from the conversion of identified poor office stock to residential dwellings. In the monitoring year 2020/21 one application was permitted on the identified poor office stock. To date, 176² dwellings out of the 350 dwellings have been approved under permitted development rights (50% of target). See Indicator M18 for details on the loss of office space as a result of conversions.

² This is a correction from the reporting year 2019/20.

Indicator M9: Number of entries on the self-build register and number of plots for self-build consented per annum

4.13 The Council is required under the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) to keep a register of individuals and associations who are seeking serviced plots of land for self-build and custom housebuilding. In addition, the Council has a duty to grant planning permission for enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding. The demand is the number of entries added to the register during a base period. Each base period runs from 31 October to 30 October the following year³. At the end of each base period, the Council has 3 years in which to grant permission to meet demand for that base period. In total over the three base periods 203 individuals and 3 associations have registered (Table 4.5).

4.14 Since the introduction of the self-build register there have been 120 applications for self-build dwellings permitted. However, there has been a sustained low delivery of self-build plots. The Local Plan Review outlines that the Council supports the principles of self and custom build housing, with an aim of meeting the need as outlined on the register. A policy review will be undertaken as part of the Local Plan Review. Please note, in 2020/21 figures were corrected to discount self builds where these replaced an existing dwelling. The table below provides amended figures for previous base periods.

Base Period	Individuals Registered	Associations Registered	Number of plots approved
31 October 2016 to 30 October 2017	124	2	0
31 October 2017 to 30 October 2018	49	0	3
31 October 2018 to 30 October 2019	90	1	41
31 October 2019 to 30 October 2020	83	1	76
Total⁴	346	4	120

³ For example if someone registered an interest in October 2016 (base period 1), the Council would have until October 2019 (base period 3) in which to grant permission to meet demand

⁴ Total entries per base period includes those individuals who may be editing a submission from a previous base period. Therefore, the total figure for Base Period 2, 3 and 4 is calculated by removing any individuals who are editing entries from a previous base period.

Table 4.5: Maidstone Self Build Custom House building base dates (Source: MBC 2021)

Indicator M10: Number of dwellings of different sizes (measured by number of bedrooms) consented per annum

4.15 Table 4.6 outlines the number of bedrooms per dwelling that have been granted planning permission during 2020/21 against the targets set out within the Strategic Housing Market Assessment (SHMA) 2014. The figures demonstrate general compliance with the targets. However, the table demonstrates that there has been an under delivery of housing for 3 bed market and affordable, and an over delivery of 4+ market and affordable. These issues will be assessed through a new SHMA and the Local Plan Review.

	All Dwelling Types		Market			Affordable		
	2020/21		2020/21	SHMA 2014	Difference	2020/21	SHMA 2014	Difference
1 Bedroom	280	20%	11%	5% to 10%	+1% to 6%	25%	30% to 35%	Within range
2 Bedroom	456	33%	32%	30% to 35%	Within range	32%	30% to 35%	Within range
3 Bedrooms	364	27%	31%	40% to 45%	-9% to -14%	16%	25% to 30%	-9% to -14%
4+ Bedrooms	257	19%	25%	15% to 20%	+5% to 10%	28%	5% to 10%	+15% to +23%
Unknown	10	1%						

Table 4.6: Bedroom size of dwellings granted planning permission 2020/21 (Source: MBC 2021)

Indicator M11: Number and tenure of affordable homes delivered (including starter homes)

4.16 When looking at the target for affordable housing as a percentage, more intermediate affordable housing has been delivered during the monitoring year. Whilst the delivery of affordable housing units does not significantly deviate from the indicative policy target (Table 4.7). The Council will continue to monitor the delivery of affordable homes against current and future indicative policy targets.

Tenure	Total affordable units	Affordable rented, social rented or a mixture of the two	Intermediate affordable housing (shared ownership and/or intermediate rent)
Affordable target percentage		70%	30%
Number of affordable delivered 2020/21	373	190	183
Percentage achieved 2020/21		51%	49%

Table 4.7: Affordable housing by tenure delivered on qualifying sites (Source: MBC 2021)

Indicator M12: Affordable housing as a proportion of overall housing delivery in qualifying geographical areas consented/completed relative to Policy SP20 requirements

4.17 Table 4.8 demonstrates that in the reporting year, the Council has successfully secured affordable homes on qualifying development sites in strong alignment with the requirements of Local Plan Policy SP20. Looking at the cumulative totals from 2015/16 onwards, the percentage of affordable homes secured in qualifying geographical areas remains broadly aligned with the percentage targets as set out in Local Plan policy SP20.

4.18 The Council will continue to monitor this indicator, particularly in relation to Springfield, Royal Engineers Road geographical location, to ensure it continues to provide appropriate levels of affordable housing on site. For 19/20 the methodology for monitoring the tenure of affordable housing changed from monitoring approved development to monitoring development that has actually been delivered, to better reflect the indicator requirements.

	Maidstone, urban		Policy H1 (11) Springfield, Royal Engineers Road		Countryside, rural service centre and larger villages	
	Total dwellings delivered	Affordable dwellings delivered	Total dwellings delivered	Affordable dwellings delivered	Total dwellings delivered	Affordable dwellings delivered
2020/21	447	93	0	0	842	280
Total %	21%		-		33%	
Target %	30%		-		40%	
Difference %	-9%		-		-7%	
Cumulative totals						
2015/16	996	250	246	49	1,070	398
2016/17	605	155	0	0	1,517	577
2017/18	1,078	250	310	0	1,086	381
2018/19	1,232	336	295	59	538	191
2019/20	606	177	0	0	436	148
2020/21	447	93	0	0	842	280
TOTAL	4,964	1,261	851	108	5,489	1,975
Total as %	25%		13%		36%	
Target %	30%		20%		40%	
Difference %	-5%		-7%		-4%	

Table 4.8: Affordable dwelling completions as a proportion of total dwelling completions on qualifying sites (Source: MBC 2021)

Indicator M13: Density of housing in Policies DM12, H1

4.19 Between 2016/17 and 2020/21, within the town centre and urban area, planning permissions have been granted for developments of considerably higher densities compared to the targets set out in the adopted Local Plan (Table 4.9). The high density in the town centre is accounted for by changes of use of single properties and offices into flatted developments, resulting in exceedingly high DPH. It is important however to keep this policy under review as part of the Local Plan Review to ensure that it is being implemented correctly and

consistently. Permissions granted in sites adjacent to rural service centres and large villages remain broadly in line with targets.

Area	Density (dwellings per hectare)						2020/21
	Target	Average	2016/17	2017/18	2018/19	2019/20	
Sites within and adjacent to the town centre	45-170	252	306	220	155	326	175
Other sites within and adjacent to the urban area	35	82	81	88	70	87	97
Sites within and adjacent to rural service centres and larger villages	30	27	33	26	23	27	32
Other rural	No target	36	20	36	31	57	49

Table 4.9: Average density of permitted large (5+ dwellings) (Source: MBC 2021)

Indicator M14: Number of nursing and care home bedspaces delivered

4.20 The adopted Local Plan sets out a gross requirement of 980 nursing and care home bedspaces (49 per year) to be provided over the plan period to 2031. If provided at a steady rate throughout the plan period, it would be expected that 490 bedspaces would have been delivered by 1st April 2021 (10 years x 49 bedspaces). This requirement was based on the projected ageing population at the time and estimated likely demand for care and nursing homes, particularly for the frailer elderly.

4.21 Whilst nursing and care home provision falls under the C2 Use Class, this Use Class category also encompasses a much wider range of specialist accommodation. During the reporting year, a net total of 143 bed spaces were provided within the C2 Use Class. The two main sources of this provision were: the completion of the 65-bed Cygnet Hospital, specialising in adult mental health; and the 75-bed Invicta Court Care Home which provides a full range of permanent residential care and short-term respite care, including nursing care,

as well as dementia care and end of life care for up to 75 older people. A further 4 bed spaces were completed at a residential care home for children aged 8 to 18 years.

4.22 Whilst the above bed spaces all make an important contribution to meeting a specialist accommodation need, only the 75-bed care home is considered to count towards the delivery of nursing and care home bed spaces for the elderly, as is the intention of Policy DM14 and indicator M14.

4.23 This Local Plan policy and associated indicator are to be reviewed as part of the Local Plan Review to ensure the identified needs of all specialist accommodation are planned for and monitored, in accordance with the requirements of the latest Strategic Housing Market Assessment (SHMA) evidence. No suitable C2 sites were put forward during the Local Plan Review call for sites. Consequently, the plan review does not allocate specific sites for nursing and care-home bedspaces but instead allows a permissive approach to enable the development of C2 uses on the edge of settlements where C3 market housing would not normally be permitted. This approach recognises the specific requirements and arrangements for C2 uses which limit the practicality of delivering C2 use through larger general housing sites.

Indicator M15: Number of applications on the housing register

4.24 There is no specific target for this indicator. It is a contextual indicator to monitor wider changes in social housing demand. Table 4.10 shows the change since 2011 (base date of the Maidstone Borough Local Plan). The criteria for joining the housing register changed some years ago, hence the reason for the significant reduction over the past 10 years. There has been a significant increase in the number of applicants who have applied to join the housing register during 2020/21. However, this hasn't resulted in an increase in the number of applicants on the register due to the number of unsuccessful applications to join the register combined with an increase in the number of applicants successfully housed from the register.

Year	Number of households
2011/12	3674
2012/13	3187
2013/14	1339
2014/15	1461
2015/16	758
2016/17	610
2017/18	618
2018/19	776
2019/20	853

2020/21	840
2011-2020 % change	-77%

Table 4.10: Number of households on the housing register at 1st April each year (Source: MBC 2021)

Indicator M16: Number of homeless households in the borough

4.25 There is no specific target for this indicator. It is a contextual indicator to monitor wider changes in social housing demand. Between 2018/19 and 2019/20, new duties introduced decreased the number of households accepted as being owed the main housing duty. This is because many households were either prevented from being homeless or relieved of their homelessness, before decisions are made on the main housing duty being owed. The number of applicants accepted as being eligible and threatened with homelessness (owed the Prevention Duty) has increased to 534 at the 1st April 2021. The number of applicants accepted as being Eligible and Homeless (owed the Relief Duty) is 333.

4.26 For the year 2020/21 the number of applicants who have gone on to be owed the main housing duty, following the Relief Duty ending is 96⁵. This is an increase from 2019/20.

Year	Number of applicants accepted as being eligible and threatened with homelessness	Number of applicants accepted as being eligible and homeless	Number of applicants accepted as owed the main housing duty
2018/19	486	390	99
2019/20	478	553	80
2020/21	534	333	96

Table 4.11: Number of homeless households in the borough (Source: MBC 2021).

Indicator M17: House price: earnings ratio

4.27 There is no specific target for this indicator. It is a contextual indicator to monitor wider changes in the local housing market. Figure 4.3 outlines the change since 2011, the base date of the Maidstone Borough Local Plan.

⁵ At 1st April 2021

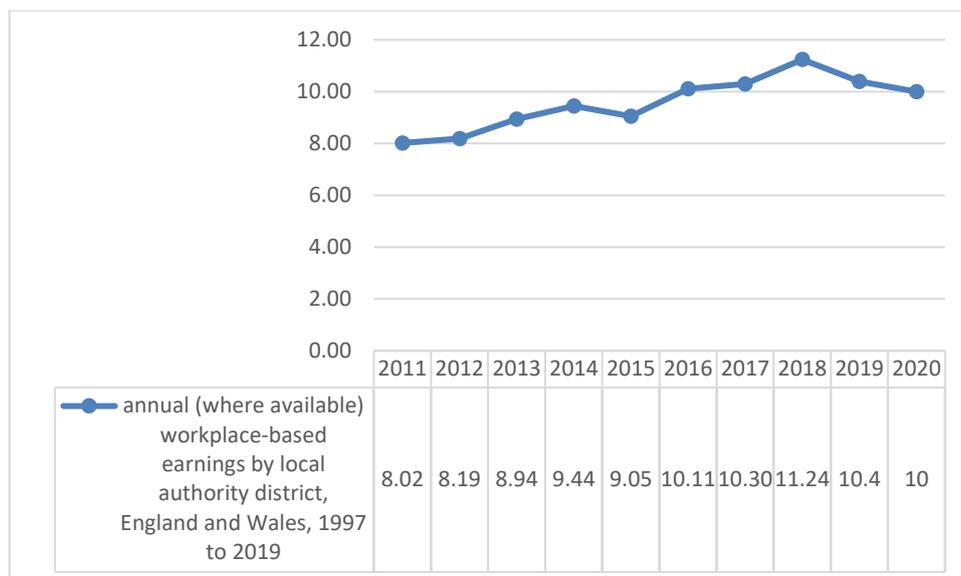


Figure 4.3: Ratio of house price to workplace-based earnings (Source: ONS 2021)

Employment

Indicator M18: Total amount of B class employment floorspace consented/completed by type per annum

4.28 Policy SS1 of the Maidstone Borough Local Plan identifies the amount of office, industrial, warehousing and medical use floorspace to be delivered over the plan period (a net requirement of 13,955 sqm across all B use class employment types). Since 2016/17 there has been a total net loss of 36,282 sqm of employment floorspace, thereby increasing the overall net floorspace requirement to 50,237 sqm by 2031. However, the current net pipeline supply of employment floorspace (i.e. extant permissions) is 49,288 sqm. In purely quantitative terms, this pipeline supply of floorspace results in an overall remaining need to provide just 948 sqm of additional employment floorspace to 2031 (see table 4.12).

	Use Class					Total
	B1a E(g)(i)	B1b E(g)(ii)	B1c E(g)(iii)	B2	B8	
Net requirement 2016-31 (sqm)	24,600			-18,610	7,965	13,955
Completions (per annum)						
2016/17	-14,472	132	3,678	5,361	1,805	-3,496
2017/18	-10,048	28	-1,305	-3,656	-2,734	-17,715
2018/19	-11,085	8	-4,359	-4,108	1,153	-18,391
2019/20	-320	960	1,148	638	4,671	7,097
2020/21	-2,515	20	-1,010	2,612	-2,884	-3,777
Net total (sqm)	-38,440	1,148	-1,848	847	2,011	-36,282
Consent (extant permissions)						
Net total (sqm)	1,877	7,069	16,008	1,663	22,672	49,288
Remaining net total floorspace (sqm) required to 2031	38,786			-21,120	-16,718	948

Table 4.12: Net delivery of B use class floorspace, by type since 2016/17 (Source: MBC 2021).

4.29 It should be noted that although this indicator monitors B1, B2 and B8 use classes, changes were made to the national Use Class Order in 2020 and 2021⁶. Use Class B1 has been deleted and replaced by Use Class E(g). There are no changes to B2 and B8 use class categories. The table references both the former B1 use class and current E(g) use class.

4.30 As is evident from the above table, whilst the quantity of overall floorspace provision is well on target to meet the requirements by 2031, the mix of floorspace being delivered does not accord with the requirements. There is an apparent oversupply of B2 and B8 uses, whilst there is a significant under delivery of office floorspace (B1 or E(g) use). A considerable amount of this office floorspace loss since 2016/17 can be attributed to conversion to residential under permitted development rights.

Indicator M19: Amount of B class floorspace by type consented/completed within Economic Development Areas per annum

4.31 The Maidstone Borough Local Plan includes the designation of Economic Development Areas (EDAs). Policy SP22 Retention of employment sites protects

⁶ Use Classes Order 1987 (as amended) and the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

the EDAs for employment use. Table 4.13 indicated that over the monitoring year there has been an increase of 2,019sqm in B class floorspace from completions within designated Economic Development Areas. It should be noted that although this indicator monitors B1, B2 and B8 use classes, changes were made to the national Use Class Order in 2020 and 2021. Use Class B1 has been deleted and replaced by Use Class E(g). There are no changes to B2 and B8 use class categories. The table below references both the former B1 use class and current E(g) use class.

	B1a E(g)(i)	B1b E(g)(ii)	B1c E(g)(iii)	B2	B8	Total
Completed	405	0	0	1168	446	2,019
Consent	-290	0	-41	687	370	726

Table 4.13: Net gain for completed and consented B class development by type within Economic Development Areas (Source: MBC 2021).

Indicator M20: Amount of B class floorspace by type consented/completed on allocated sites per annum

4.32 The Maidstone Borough Local Plan includes allocations for employment uses. Table 4.14 below outlines the delivery of the allocated sites in 2020/21. Two separate developments are under construction at RMX1(1) Newnham Park but not for B class uses. EMP1(1) West of Barradale Farm has consent and has completed, although the remainder of the allocation remains available for future development; whilst EMP1(4) Woodcut Farm has outline permission. Since the adoption of the Maidstone Borough Local Plan in 2017, EMP1(2), RMX1(4) and RMX1(6) have yet to gain planning permission. The site promoters of EMP1(2) have confirmed through the Local Plan Review Regulation 18b consultation that their site remains suitable and available for development. The former Syngenta Works (RMX1(4)) has an application for up to 46,447sqm B1/B2/B8 currently pending decision. Similarly, site RMX1(6) Mote Road has an application pending decision (20/505707/FULL) for 172 units and 1,169sqm office floorspace. Should these applications be permitted, this will be reflected in next year's AMR.

Site Allocation	Allocation Progress	B1a (sqm)	B1b (sqm)	B1c (sqm)	B2 (sqm)	B8 (sqm)	Total (sqm)
EMP1 (1) West of Barradale Farm, Maidstone Road, Headcorn	Complete. Remainder of allocation – no application	0	0	0	967.7	967.7	1,935.4
EMP1 (2) South of	No application	0	0	0	0	0	0

Site Allocation	Allocation Progress	B1a (sqm)	B1b (sqm)	B1c (sqm)	B2 (sqm)	B8 (sqm)	Total (sqm)
Claygate, Pattenden Lane, Marden							
EMP1 (3) West of Wheelbarrow Industrial Estate, Pattenden Lane, Marden	Partly developed, remaining part of the site yet to be developed.	0	0	0	0	0	0
EMP1 (4) Woodcut Farm, Bearsted Road, Bearsted	Not started	2906	5182	14,934	0	22,273	45,295
RMX1 (1) Newnham Park, Bearsted Road, Maidstone	Not started	12,375	12,375	0	0	0	24,750
RMX1 (2) – Maidstone East and forming Royal Mail sorting office, Maidstone	Previous temporary permission completed	0	0	0	0	0	0
RMX1 (4) Former Syngenta works, Hampstead Lane, Yalding	Application pending decision	0	0	0	0	0	0
RMX1 (5) Powerhub Building and Baltic Wharf, St Peter's Street, Maidstone	Expired permission for foodstore	0	0	0	0	0	0
RMX1 (6) Mote Road, Maidstone	Application pending decision	0	0	0	0	0	0
Total		15,281	17,557	14,934	967.7	23,240.7	71,980.4

Table 4.14: Net gain for completed and consented B class development by type for allocated sites (Source: MBC 2021).

Indicator M21: Amount of land/floorspace within Economic Development Areas and allocated sites and elsewhere lost to non B class uses

4.33 As noted in indicator M19, there have been changes to the use class order in this regard. However, Table 4.15 below show the breakdown of net floorspace completed and consented, by location. A positive (+) figure represents a net increase in B Use Class floorspace whilst a negative (-) figure represents a net loss of B Use Class floorspace. Over the monitoring year, a net total of -1,860sqm of B Use Class floorspace was lost to other non- B Use Classes across the borough. Whilst both the EDAs and Allocations had positive net B Use Class floorspace completions (+3,954sqm), 'elsewhere' in the borough saw a net loss of -5,814sqm of B Use Class floorspace completed. This loss is primarily of office (B1a Use Class) and warehousing (B8 Use Class) floorspace. By far the largest single loss of office floorspace 'elsewhere' in the borough in the monitoring year was the completion of the conversion of Medvale House office block in Maidstone town centre, to residential units under permitted development rights (-1,800sqm).

4.34 As at 1st April 2021, a net total of +48,459sqm of B Use Class floorspace had consent. The majority of this floorspace is on allocated sites, specifically Woodcut Farm (EMP1(4)). There is, however, a net loss of -14sqm of floorspace consented within the EDAs. Whilst the target is for no net loss, Local Plan Policy SP22 does allow for mixed use proposals incorporating elements of non-B Use Classes subject to certain criteria. This small amount of consented floorspace loss in the EDAs is therefore not considered to be of concern.

	B1a	B1b	B1c	B2	B8	Total
Economic Development Area						
Completed	405	0	0	1,168	445	2,018
Consent	-290	0	-41	687	-370	-14
Allocations						
Completed	0	0	0	968	968	1,936
Consent	4,810	6,923	14,934	-400	22,273	48,540
Elsewhere						
Completed	-2,937	20	-1,010	1,444	-3,331	-5814
Consent	-2,643	146	1,115	1,376	29	23
Completed total:						-1,860
Consented total:						48,459

Table 4.15: Net B Use Class land/floorspace gained/lost within Economic Development Areas, allocated sites and elsewhere, 2020/21 (Source: MBC 2021)

Indicator M22: Percentage unemployment rate

4.35 There is no specific target for this indicator. It monitors wider changes in the local economy. With the introduction of Universal Credit, which requires a broader span of claimants to look for work than under Jobseeker’s Allowance, the number of people recorded as being on the Claimant Count will increase. The number of people recorded as being on the Claimant Count is a proportion of the resident population. Table 4.16 shows the change in claimants since 2011.

Date	Maidstone (%)	South East (%)	Great Britain (%)
2011/12	2.5	2.6	3.8
2012/13	2.5	2.5	3.8
2013/14	2.0	2	3.2
2014/15	1.4	1.3	2.2
2015/16	1.2	1.0	1.8
2016/17	1.2	1.1	1.8
2017/18	1.2	1.2	2.0
2018/19	1.2	1.5	2.3
2019/20	1.9	1.9	2.9
2020/21	5.1	5.1	6.2

Table 4.16: Percentage of claimants as a proportion of the resident population in 2020/21 (Source: Nomis 2021)

4.36 Figure 4.4 shows how the percentage of those who are unemployed has reduced from previous years, with a small increase in 2020.

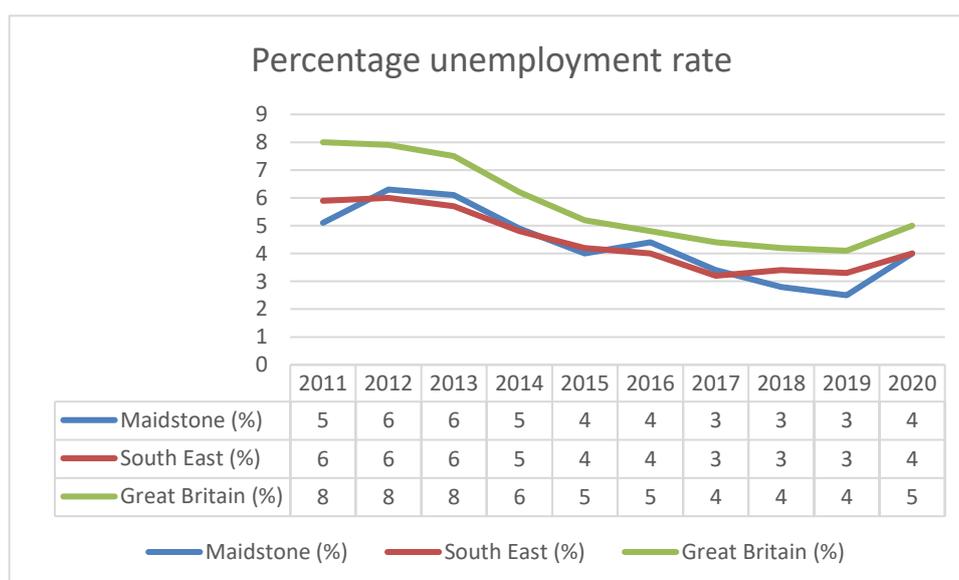


Figure 4.4: Percentage of unemployed 2020/21 (Source: Nomis 2021)

Indicator M23: Number of jobs in the Borough

4.37 This indicator does not have a specific target as it monitors wider changes in the local economy. Figure 4.5 shows the change in the number of jobs between 2011 and 2019 using the latest information available.

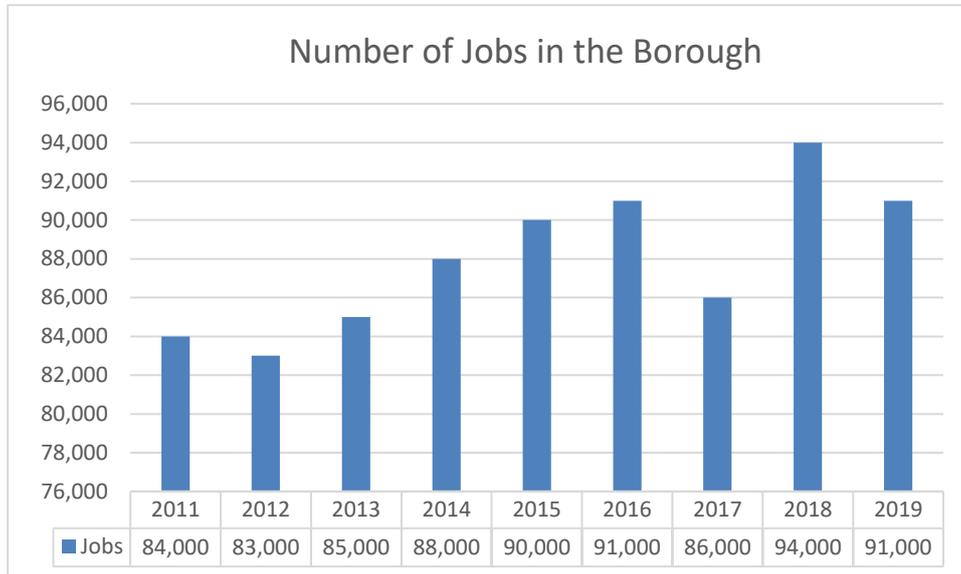


Figure 4.5: Number of jobs in Maidstone Borough (Source: Nomis 2021)

Retail

Indicator M24: Amount of additional comparison and convenience retail floorspace consented/completed per annum

4.38 Policy SS1 of the Maidstone Borough Local Plan identifies the need for an additional 6,100sqm of convenience retail floorspace and 23,700sqm of comparison retail floorspace to be delivered over the plan period. Since 2016/17 there has been a total net gain across the A1 use class retail floorspace of 2,065 sqm, thereby reducing the overall net floorspace requirement to 27,735 sqm by 2031. However, the current net pipeline supply of A1 retail use floorspace (i.e. extant permissions) is -494 sqm (i.e. a net loss). In purely quantitative terms, this pipeline supply of floorspace results in an overall remaining need to provide 28,229 sqm of additional A1 retail floorspace to 2031 (see table 4.17).

	Use Class			Total
	A1 [E(a)] convenience	A1 [E(a)] comparison	A1 unspecified	
Net requirement 2016-31 (sqm)	6,100	23,700	0	29,800
Completions (per annum)				
2016/17	728	-127	353	954
2017/18	1,794	395	-47	2,12
2018/19	1,593	-897	20	716
2019/20	407	-9,439	-951	-9,983
2020/21	1,409	6,435	402	8,246
Net total (sqm)	5,931	-3,633	-223	2,065
Consent (extant permissions)				
Net total (sqm)	322	-1,683	867	-494
Remaining net total floorspace (sqm) required to 2031	-153	29,016	-1,090	28,229

Table 4.17: Net gain for completed and consented retail floor space by type (Source: MBC 2021).

4.39 It should be noted that although this indicator monitors A1 use class, changes were made to the national Use Class Order in 2020 and 2021. Use Class A1 has been deleted and replaced by Use Class E(a). The table references both the former A1 use class and current E(a) use class.

4.40 As is evident from the above table, the quantity of overall floorspace provision is well below target to meet the requirements by 2031. However, upon analysis of the provision of different types of retail floorspace, it is evident that the requirement for convenience retail has already been exceeded, whilst there is a significant under delivery of comparison retail floorspace.

4.41 The first three years of the plan saw a relatively modest net loss in comparison retail floorspace (629sqm). However, this loss was compounded during 2019/20, when there was a significant net comparison retail floorspace loss (9,439sqm) primarily due to the demolition of Grafty Green Garden Centre. This has meant that despite the strong net floorspace gains in 2020/21 (6,435sqm) predominately through the completion of a new Marks and Spencer store at Eclipse Park, the growth has not been significant enough to counteract the previous years' cumulative net losses.

4.42 As part of the Local Plan Review, new evidence is being produced to look at future retail, food/drink and leisure floorspace requirements, particularly as new ways of retailing and use of high streets evolve in a post-Brexit and post-Covid economic market. The borough's floorspace requirements will be 'reset' from the start of the new plan period (2022). The Council's approach to retail land supply and delivery is therefore being reviewed in light of the updated evidence to ensure that the floorspace provision is aligned as closely as possible to future market requirements.

Indicator M25: Amount of convenience and comparison retail floorspace consented/completed on allocated sites per annum

4.43 The Maidstone Borough Local Plan allocates land for both comparison and convenience retail development. Over the monitoring year, no planning permissions were granted or completed on retail allocations.

4.44 There is an extant permission at RMX1 (1) Newnham Park, Bearsted Road, Maidstone for refurbishment and extension of existing garden centre buildings (including the enclosure of 2,570 sqm gross internal area of 31 existing external retail floor space). However, this permission is yet to be implemented.

Temporary permission was previously granted for a mix of uses including offices (873sqm), warehousing (1,214sqm net gain) and retail (450sqm) at RMX1 (2) Maidstone East and former Royal Mail sorting office, Maidstone. This permission was completed in the monitoring year 2017/18. Permission was also granted for a foodstore at RMX1 (5) Powerhub Building and Baltic Wharf, St Peter's Street, Maidstone. However, this has since expired.

4.45 The Council approved planning guidance documents for five Town Centre Opportunity Sites in 2019. One of these opportunity sites, titled Maidstone Riverside, includes land allocated under RMX1(5) Powerhub and Baltic Wharf.

4.46 All allocations will be reviewed through the Local Plan Review, particularly as new ways of retailing and use of high streets evolve in a post-Brexit and post-Covid economic market. The Council's approach to retail land supply and delivery will be reviewed in light of the updated evidence to ensure that the floorspace provision is aligned as closely as possible to future market requirements.

Indicator M26: Proportion of non-A1 uses in primary shopping frontages

4.47 There are eight primary frontages identified within Maidstone town centre. These are areas where retail uses are concentrated and in order to maintain this concentration, the indicator requires primary frontages to contain at or above

85% retail (A1 Use Class) uses. In 2020 and 2021, changes were made to both the national Use Class Order and to Permitted Development Rights, including, among other things, the introduction of a new E Use Class (Commercial, Business and Service) and the deletion of the A Use Class. Retail shops previously falling under A1 Use Class are now E(g) Use Class. These changes will be reflected in the Local Plan Review indicators, but for the purposes of this adopted Local Plan indicator, reference is made to both old and new Use Class categories.

4.48 Overall, in the monitoring year, the level of A1 (now E(g)) Uses within primary frontages has remained at the same percentage with none of the primary frontages falling below the 85% threshold, indicating that the primary frontage still remains effective in focusing a core retail provision in Maidstone Town Centre (see figure 4.6). However, in future years the ability to control the uses within these frontages will be significantly reduced given the aforementioned changes to permitted development rights, which allow a far greater flexibility of changes of use to non-retail within the same class.

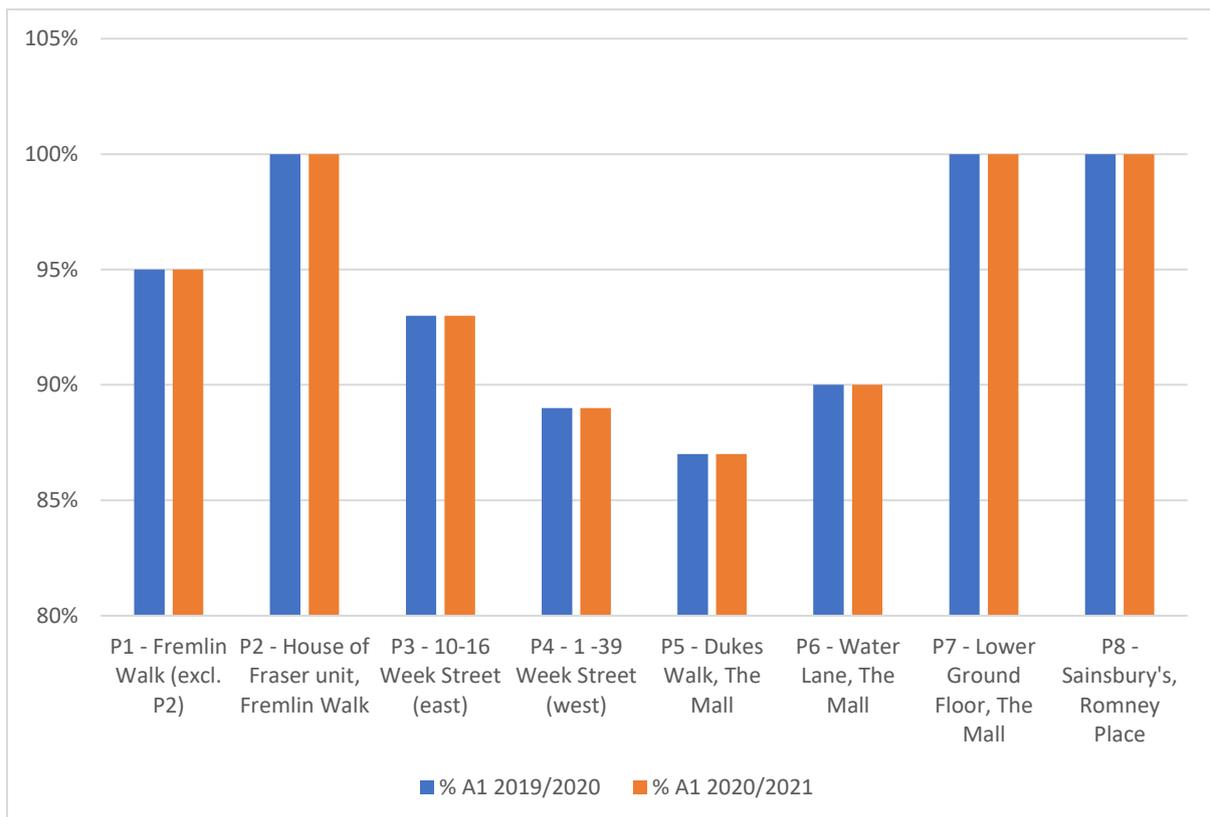


Figure 4.6: Change in the percentage of primary shopping frontage in A1 (now E(g)) between 2019/20 and 2020/21 (Source: MBC 2021)

Gypsies, Travellers and Travelling Showpeople Accommodation

Indicator M27: Annual delivery of permanent pitches/plots (allocated and unidentified sites)

4.49 The Local Plan outlines a 187 pitch target over the plan period. Since 2011, the base date of the Maidstone Borough Local Plan, a total of 246 pitches have been granted permanent consent (Table 4.18). At the 1st April 2021, the rate at which permanent permissions have been granted exceeds the target.

Permanent non-personal pitches	Permanent personal pitches	Temporary non-personal pitches	Temporary personal pitches
214	32	4	39

Table 4.18: Permitted gypsy and traveller pitches 2011-2021 (Source: MBC 2021)

4.50 Between 1st April 2020 and 31st March 2021 there has been permission for 21 permanent pitches (Table 4.19). This figure is made up of 21 non-personal and 2 personal permanent permissions.

	Permanent non-personal pitches	Permanent personal pitches	Temporary non-personal pitches	Temporary personal pitches	Total
2020/2021	21	2	0	0	23

Table 4.19: Annual permissions of permanent pitches/plots (Source: MBC 2021)

4.51 At Strategic Planning and Infrastructure Committee on 9th November 2020 the preferred approach for the LPR was agreed. The preferred approach contained an approach for gypsy and traveller need which will be based on an updated assessment. The preferred approach was to create a separate DPD for gypsy and traveller need.

4.52 The new Gypsy and Traveller and Travelling Showpeople Accommodation Assessment (GTAA) has been commissioned to cover the Local Plan Review period and survey work was undertaken in Winter 2020. However, due to the Covid-19 lockdowns and subsequent public health advice, the new GTAA has been delayed.

Indicator M28: Delivery of permanent pitches on allocated sites

4.53 Since the adoption of the Local Plan, 15 permanent pitches have been delivered on allocated sites (37% of the 41 pitch requirement). As a result of the Covid-19 pandemic the biannual caravan counts in July 2020 and January 2021 could not take place. This indicator relies on the caravan count to inform

delivery. As such, where possible, delivery information has been taken from previous counts and information submitted at the application stage.

Indicator M29: Five year supply position

4.54 The former Ministry of Housing Communities and Local Government's (MHCLG) 'Planning policy for traveller sites' (PTS) requires local plans to identify 5 years' worth of deliverable Gypsy and Traveller pitches against the Local Plan's pitch target. At 1st April 2021 the Council can demonstrate a 6.2 years' worth of deliverable gypsy and traveller pitches. Tables 4.20 and 4.21 below outlines the calculation used.

		Pitches
1	Pitch requirement 1 October 2011 to 31 March 2020 (10 years) (105 + 5 + 5 + 5 + 5 + 5)	130
2	No of permanent pitches consented 1 October 2011 to 31 March 2021	246
3	5 year requirement 2021 - 2026 (5.4 + 5.4 + 5.4 + 5.4 + 5.4 = 27)	27
4	5% buffer brought forward from later in the Plan period (5% of line 3)	1.35
5	Total requirement 1 April 2021 to 31 March 2026 (line 3 + line 4)	28.35
6	Total pitch supply 1 April 2021 to 31 March 2026 (from Table 4.21)	35
	5 year supply: Yearly requirement = Total requirement 1 April 2021 to 31 March 2026 ÷ 5 years $28.35 \div 5 = 5.67$ 5-year supply = Total pitch supply ÷ Yearly requirement $35 \div 5.67 = 6.17$ rounded to 6.2 years	

Table 4.20: Five year supply calculation (Source: MBC 2021)

	Pitches
Policy GT1 - allocated pitches (excl. consented and/or occupied pitches) <ul style="list-style-type: none"> • GT1(1) – The Kays, Linton (1) • GT1(2) – Greenacres, Church Hill, Boughton Monchelsea (1) • GT1(6) – Rear of Granada, Lenham Rd, Headcorn (1) • GT1(8) – Kilnwood Farm, Old Ham Lane, Lenham (2) • GT1(10) – The Paddocks, George Street, Staplehurst (2) • GT1(13) – Flips Hole, South Street Rd, Stockbury (5) • GT1(15) Hawthorn Farm, Ulcombe (2) • 	14
Pitch turnover on 2 x public sites (5 x 1.1 pitches/annum)	6 ⁷
Windfall sites	15 ⁸
Total pitch supply 1 April 2021 to 31 March 2026	35

Table 4.21: Components of total pitch supply 1 April 2021 to 31 March 2026
(Source: MBC 2021)

Indicator M30: Number of caravans recorded in the bi-annual caravan count

4.55 There is no specific target for this indicator. It provides a snapshot of Gypsy and Traveller accommodation provision in the Maidstone Borough. As a response to the Coronavirus pandemic the bi-annual caravan count was suspended for July 2020 and January 2021. Therefore, the most up to date figures published by the MHCLG (now Department for Levelling Up, Homes and Communities) are those which are reported below.

4.56 As reported in July 2019 there were 744 caravans and in January 2020 there were 727 caravans recorded. This figure includes both mobiles and tourers. There has been a significant increase in the number of caravans recorded between July 2018 and January 2020 (Table 4.23). This increase is due to the large gypsy and traveller population in Maidstone Borough and an improved monitoring and identification system.

⁷ 16 pitches over 15 years = $16 \div 15 = 1.1$; $5 \times 1.1 = 5.5$ (rounded to 6)

⁸ 150 (pitches on non-allocated sites granted planning permission (excluding appeals)) $\div 10$ (years) = 15

Year	Total caravans
January 2020	727
July 2019	744
January 2019	572
July 2018	466

Table 4.22: Number of caravans recorded in the bi-annual caravan count (includes both mobiles and tourers) (Source: MHCLG, 2020).

Heritage

Indicator M31: Number of and nature of cases resulting in a loss of designated heritage assets as a result of development

4.57 There have been no applications permitted for demolition, or for the removal of a heritage asset during the monitoring year, so no action is required.

Indicator M32: Change in the number of entries on Historic England's Heritage at Risk Register

4.58 There has been no change to the Heritage at Risk Register and as of April 2021 there are 13 designated heritage assets at risk.

Natural Environment – Biodiversity

Indicator M33: Loss of designated wildlife sites as a result of development (hectares)

4.59 There has been no loss of designated wildlife sites as a result of development during 2020/21 so no action is required.

Indicator M34: Loss of Ancient Woodland as a result of development (hectares)

4.60 There has been no loss of ancient woodland as a result of development permitted during the monitoring year of 2020/21. Loss of ancient woodland will be reviewed to ensure the correct application of Local Plan policies.

Agricultural Land

Indicator M35: Loss of the best and most versatile agricultural land as a result of development (hectares)

4.61 Agricultural land is graded into five categories according to versatility and suitability for growing crops. Grade 1 is excellent, Grade 2 very good, Grade 3 good to moderate, Grade 4 poor and Grade 5 as very poor. Grades 1 – 3a are the best and most versatile agricultural land. The target for this indicator is no overall loss of best and most versatile agricultural land as a result of consented development on non-allocated sites (major applications only).

	Grade 1	Grade 2	Grade 3a/b⁹
2016/17	0	3.06	0
2017/18	0	0	0
2018/19	0	1.93	0.26
2019/20	0	0	1.98
2020/21	0	0	0

Table 4.23: Hectares of agricultural land lost due to windfall planning consent on major sites (Source: MBC 2021)

Good Design and Sustainable Design

Indicator M36: Number of qualifying developments failing to provide BREEAM very good standards for water and energy credits

4.62 Of the 99 applications permitted during 2020/21 that qualify to provide BREEAM very goods standards, 95 did so. Of the four applications that failed to do so, two of those applications have conditions which require a final certificate to be submitted to certify that a very good BREEAM rating has been achieved. By adding a condition to a commercial application to meet the BREEAM standard, the applications meet the policy objective.

Indicator M37: Completed developments performing well in design reviews

4.63 Design quality is monitored through the planning decision and appeal process. There has been an increase in the number of applications allowed on appeal following a refusal on grounds of design quality since 2016/17 (Table 4.24 below). If this trend continues, the application of Policy DM1 'Principles of good design' in the development management process will need to be reviewed.

⁹ Current agricultural land assessment mapping does not distinguish between grades 3a and 3b, therefore for the purposes of this indicator, grade 3 is assumed to be grade 3a.

Year	Completed developments performing well in design reviews
2016/17	0
2017/18	0
2018/19	3
2019/20	5
2020/21	12

Table 4.24: Completed developments performing well in design reviews (Source: MBC 2021)

Open Space

Indicator M38: Loss of designated open space as a result of development (hectares)

4.64 There has been no loss of designated open space as a result of development during the reporting year 2020/21 so no action required.

Indicator M39: Delivery of open space allocations

4.65 There are 17 open space (OS) allocations listed under Policy OS1 in the Local Plan. These are directly linked to residential site allocations. Table 4.25 shows all 17 OS1 allocations and the status/progress of the development sites for the 2020/21 monitoring year. In the last year one site was completed: OS8 The Parsonage, Goudhurst Road, Marden.

Site name/address	LP17 OS1 allocation	LP17 OS1 size (hectares)	LP17 OS1 description	Development status	OS permitted (description)	Completion year
Oakapple Lane Barming	1	1.5	Natural/semi-natural OS	No application		
Langley Park Sutton Road B. Monch	2	7.65	Informal OS (nature conservation area)	Started		
South of Sutton Road, Langley	3	0.1	Natural/semi-natural OS	Started		
Kent Police HQ, Sutton Road, Maidstone	4	1.6	Outdoor sports provision (3-5 sports pitches)	Not started		
Cross Keys Bearsted	5	2.4	Natural/semi-natural OS	Started		
South of Ashford Road Harrietsham	6	1.37 0.5	Natural/semi-natural OS Allotments	Completed	Contributions towards refurbishment and replacement of offsite outdoor sports facilities and children's and young people's equipped play areas at Glebe Fields and improvements of infrastructure and provision of capacity at the existing	2018/19

Site name/address	LP17 OS1 allocation	LP17 OS1 size (hectares)	LP17 OS1 description	Development status	OS permitted (description)	Completion year
					allotments to the west of the land (due occupation of 35 dwelling)	
Church Road Harrietsham	7	0.91	Natural/semi-natural OS	Completed	Not to complete more than 75% of the dwellings of allow the same until land is made available for use the on site open space	2018/19
The Parsonage Goudhurst Rd Marden	8	2.1	Natural/semi-natural OS	Completed		2020-21
Land to the North of Henhurst Farm, Pinnock Lane, Staplehurst	9	1.22	Natural/semi-natural OS	No application		

Site name/address	LP17 OS1 allocation	LP17 OS1 size (hectares)	LP17 OS1 description	Development status	OS permitted (description)	Completion year
Land at Lenham Road Headcorn	10	0.1	Natural/semi-natural OS	Completed	£60,480 towards improvements (including equipped play) refurbishment and maintenance to Hoggs Bridge Green Play Area to mitigate the impact of the development (50% prior to commencement and 50% prior to occupation of 24th dwelling)	2017/18
(Gibbs Hill Farm) South of Grigg Lane Headcorn	11	1.18	Natural/semi-natural OS	Started		
Land North Of, Heath Road (Older's Field), Coxheath, Maidstone, Kent, ME17 4TB	12	1.12	Natural/semi-natural OS	Started		

Site name/address	LP17 OS1 allocation	LP17 OS1 size (hectares)	LP17 OS1 description	Development status	OS permitted (description)	Completion year
Heathfield Heath Rd Coxheath	13	0.5	Natural/semi-natural OS	Completed	£97,924.20 towards the cost of improvements refurbishment and replacement of facilities (including pavilions play equipment and play areas ground works and facilities) at Stockett Lane Recreation Ground (prior to occupation of 55th dwelling)	2017/18
Land at Boughton Mount Boughton Lane	14	0.15	Natural/semi-natural OS	No application		
Lyewood Farm, Green Lane. B. Monchelsea	15	0.15	Natural/semi-natural OS	Started		
West of Church Road Otham	16	1.4	Natural/semi-natural OS	Appeal allowed		
Tanyard Farm, Old Ashford Rd Lenham (Land North Of Old Ashford Road)	17	0.34	Natural/semi-natural OS	Not started		

Table 4.25: Local Plan Allocations and open space delivered (Source: MBC 2021)

Indicator M40: Delivery of new or improvements to existing designated open space in association with housing and mixed use developments

4.66 This indicator looks at whether the delivery of new or improvements to existing designated open space has been fulfilled in accordance with Policy DM19 and, where appropriate, Policy H1 over the reporting year. Policy DM19 of the adopted Maidstone Borough Local Plan (2017) sets out the Council's requirements for open space provision and Policy H1 sets out site specific housing allocation requirements, including for the provision of open space. In the reporting year 2020/21, qualifying residential and mixed-use sites provided over 3.2 hectares of on-site open space provision.

Air Quality

Indicator M41: Progress in achieving compliance with EU Directive/national regulatory requirements for air quality within the Air Quality Management Area (AQMA)

4.67 The Air Quality Annual Status Report (June 2020)¹⁰ explains that

“The 2019 monitoring results show that the annual mean NO₂ [...] objective has been met in majority of the monitoring locations. Also, in the vast majority of monitoring locations, NO₂ levels had decreased from the 2018 levels, continuing the general trend of air quality improvements which has been ongoing in Maidstone in the last four or five years. There were six locations within the AQMA where NO₂ levels were observed to exceed the annual mean objective for NO₂ in 2019, when distance corrected to the nearest relevant exposure. Five of these locations were in Upper Stone Street and the other was at the Wheatsheaf Junction.

It is clear that air quality in Maidstone has improved over recent years, to the extent that a number of areas previously identified as air quality ‘hotspots,’ for example, the High Street and Well Road, no longer appear to exceed the NO₂ annual mean objective. At the Wheatsheaf junction, whilst an exceedance is regularly measured at the Wheatsheaf pub, the pub appears to be the only property where the exceedance is measured. Neighbouring residential properties appear to be below the objective. A similar picture is emerging at the Fountain Lane/Tonbridge Road junction where the area of exceedance barely seems to extend outside the carriageway of the road to the residential properties.

An apparent exceedance of the hourly mean NO₂ objective in Upper Stone Street was thought to be due to an instrument fault. [...]

¹⁰ https://www.maidstone.gov.uk/_data/assets/pdf_file/0004/345181/Maidstone-ASR-2020-Final.pdf

Therefore it is now very clear that Upper Stone Street is now the main area of concern in Maidstone with regards to air quality. Even here, there have been considerable improvements in recent years. [...] Despite the improvements, the levels remain stubbornly in excess of the objective, and it's clearly here that we need to prioritise our efforts in the coming years. That said, it is not hard to envisage a time in the not too distant future, when our relatively new AQMA might be revoked and replaced with a much smaller AQMA, probably only including Upper Stone Street and Loose Road, between Wrens Cross and the Wheatsheaf Junction."

4.68 In conclusion, there has been continued improvements in air quality at the identified exceedance areas.

Indicator M42: Applications accompanied by an Air Quality Impact Assessment (AQIA) which demonstrate that the air quality impacts of development will be mitigated to acceptable levels

4.69 For this indicator, the Council reviewed the permissions granted for residential development in Maidstone urban area during the monitoring year. The Council focused on the 19 permissions granted on large sites (5+ dwellings). Of this number, 9 of the developments were found to have no specific air quality implications when the applications were assessed and 1 application was for a 'Prior Notification' proposal and, as such, exempt from air quality considerations. The remaining 9 proposals made provision for air quality as follows; provision of electric vehicle charging points (7 sites), and air quality mitigation measures to be submitted and approved; (1 site, 2 applications).

Infrastructure

Indicator M43: Planning obligations – contributions prioritisation (Policy ID1(4))

4.70 There were 9 planning consent applications that had S106 agreements signed off in the 2020/21 reporting year. All 9 provided contributions sought in accordance with the priorities outlined in Policy ID1(4). In addition to the provision of affordable housing (where required), a total of £1,563,242.52 of developer contributions were agreed towards the provision, improvement or enhancement of community infrastructure. This included contributions towards primary education, healthcare facility improvements, cycleway and highways improvements, and open space and riverway enhancements.

Indicator M44: Planning obligations – number of relevant developments with planning obligations

4.71 There were 9 planning consent applications that had S106 agreements signed off in the 2020/21 reporting year. All 9 provided contributions where the needs generated by the development were identified. In addition to the provision of affordable housing (where required), a total of £1,564,242.52 of developer contributions were agreed towards the provision, improvement or enhancement of community infrastructure. This included contributions towards primary education, healthcare facility improvements, cycleway and highways improvements, and open space and riverway enhancements.

Indicator M45: Delivery of infrastructure through planning obligations/conditions

4.72 Where developer contributions are secured through Section 106 agreements, there are normally prescribed dates by which the funds are required to be spent or risk being returned to the payee. In this reporting year, the total amount of money from planning obligations received towards infrastructure was £5,256,410. Of this amount £4,996,714 was spent (£3,885,101 of which was transferred to a third party by Maidstone Borough Council). The remaining £261,025 was not spent during the reported year. Full details of all planning obligations secured/received/spent within the monitoring year are available to view in the published Infrastructure Funding Statement (IFS).

Indicator M46: Introduction of Community Infrastructure Levy

4.73 The Council formally implemented CIL on 1st October 2018. Over the monitoring year 1st April 2020 to 31st March 2021, 127 planning applications were received that were potentially liable for the CIL charge. In reality, this figure may be lower due to various exemptions and relief options available. e.g. self-build exemption or charitable relief. In total over the monitoring year, £1,226,382 (gross) was collected by the Council in CIL payments.

Transport

Indicator M47: Identified transport improvements associated with Local Plan site allocations

4.74 The Council maintains an Infrastructure Delivery Plan (IDP) that identifies the projects needed to deliver the Maidstone Borough Local Plan (2017). It

tracks the progress of all known infrastructure projects and updates the status of them annually. The Council also meets with KCC, as the highway authority, on a quarterly basis to discuss progress of identified highways improvement schemes and ensure their timely delivery – with a particular focus on the schemes identified as part of the Maidstone Integrated Transport Package (MITP). There are 48 transport improvements identified relevant to this indicator in the IDP. See table 4.26 below for details.

4.75 Of concern is the ongoing delays to delivery of the Maidstone Integrated Transport Package. This comprises a series of junction improvement schemes that seek to alleviate the pressure of additional growth contained within the adopted Local Plan 2017. Funding has been obtained but none of the schemes have been delivered by Kent County Council.

Over the reporting year 2020-21
<p>Schemes completed:</p> <ul style="list-style-type: none"> • HTHE2 - Signalisation of the Kings Road / Mill Bank junction, Headcorn
<p>Schemes delayed:</p> <ul style="list-style-type: none"> • HTJ73 – Capacity improvements at M2 J5 (located in Swale Borough) • HTJ74 – Upgrading of Bearsted Road to a dual carriageway between Bearsted roundabout and New Cut roundabout. • HTSE1 – Capacity improvements on the A274 Sutton Road between the junctions of Wallis Avenue and Loose Road, incorporating bus prioritisation measures from the Willington Street junction to the Wheatsheaf junction, together with bus infrastructure improvements. • HTSE6 – Improvements to capacity at the A229/A274 Wheatsheaf junction and improvements to the approaches to the Bridge Gyratory signal junctions from the Wheatsheaf junction • HTSE7 – Improvements to capacity at the A229/A274 Wheatsheaf junction and improvements to the approaches to the Bridge Gyratory signal junctions from the Wheatsheaf junction • HTNW3 – Enlargement of existing A20 Coldharbour roundabout and removal of traffic signals • HTNW4 – Capacity improvements at the junction of Fountain Lane and the A26/Tonbridge Road • HTUA1 – Highway improvements at Boughton Lane and at the junction of Boughton Lane and the A229 Loose Road. • HTUA2 - Improvements to capacity at the A20/Willington Street junction <p>In these cases, this is due to a significant shortfall in funding or due to the Covid-19 pandemic. MBC continues to work with KCC and partners to progress the delivery of these critical schemes.</p>
<p>One scheme had now completed its design:</p> <ul style="list-style-type: none"> • HTNW10 - Provision of a new cycle lane along B2246 Hermitage Lane
<p>A total of 39 schemes had no change in their status since 2019-20 IDP.</p>

Table 4.26: Identified transport improvements associated with Local Plan site allocations (Source: MBC 2021)

Indicator M48: Sustainable transport measures to support the growth identified in the Local Plan and as set out in the Integrated Transport Strategy and the Walking and Cycling Strategy

4.76 In total 16% of the actions within the Integrated Transport Strategy (ITS) have not been actioned. A total 27% are on track to be actioned and 57% are being appropriately actioned. This has meant there has been an increase in the number of actions categorised as not being actioned due to growing concern at the lack of delivery of the highways schemes identified in the Maidstone Integrated Transport Package (MITP). Whilst the majority of sustainable transport measures to support the growth identified in the Local Plan remain broadly on track to be delivered within the time periods identified within the Infrastructure Delivery Plan, the MITP schemes are now at risk of being delivered beyond the timeframes identified in the IDP.

Indicator M49: Provision of Travel Plans for appropriate development

4.77 Travel Plans, Transport Assessments and Statements are all ways of assessing and mitigating the negative transport impacts of development in order to promote sustainable development. They are required for all developments which generate significant amounts of movements. In 2020/21 the following developments submitted travel plans to the KCC travel plan officer through the consultation process:

- 19/506146 – Gibbs Farm Hill
- 20/501733 – Bearsted Road
- 19/502360 – Springfield Mill
- 20/501206 – Land South of Heath Road
- 20/505957 – Land South of Sutton Road

Indicator M50: Achievement of modal shift through:

- **No significant worsening of congestion as a result of development**
- **Reduced long stay town centre car park usage**
- **Improved ratio between car parking costs and bus fares**

4.78 There is no specific target for this indicator. It purely monitors modal shift. The three parts of the indicator are discussed in turn below.

4.79 **No significant worsening of congestion as a result of development:** The figures below in Table 4.27 show the average vehicle speeds on five of the main A roads. Between 2019 and 2020 average speeds have increased on all five roads.

Road Name	2017 (mph)	2018 (mph)	2019 (mph)	2020 (mph)	Change in last year (%)
A20	32.2	31.3	30.7	33.0	7.5
A229	31.5	33.6	34.1	36.3	6.5
A249	42.9	47.9	48.4	51.5	6.4
A26	24.3	24.0	24.3	26.2	7.8
A274	27.4	27.2	26.2	27.0	3.1

Table 4.27: Average vehicle speeds on locally managed 'A' roads (Source: DfT 2021)

4.80 There is no further information regarding average combined journey times for public transport, bicycling and car to key services since 2018 (Figure 4.7).

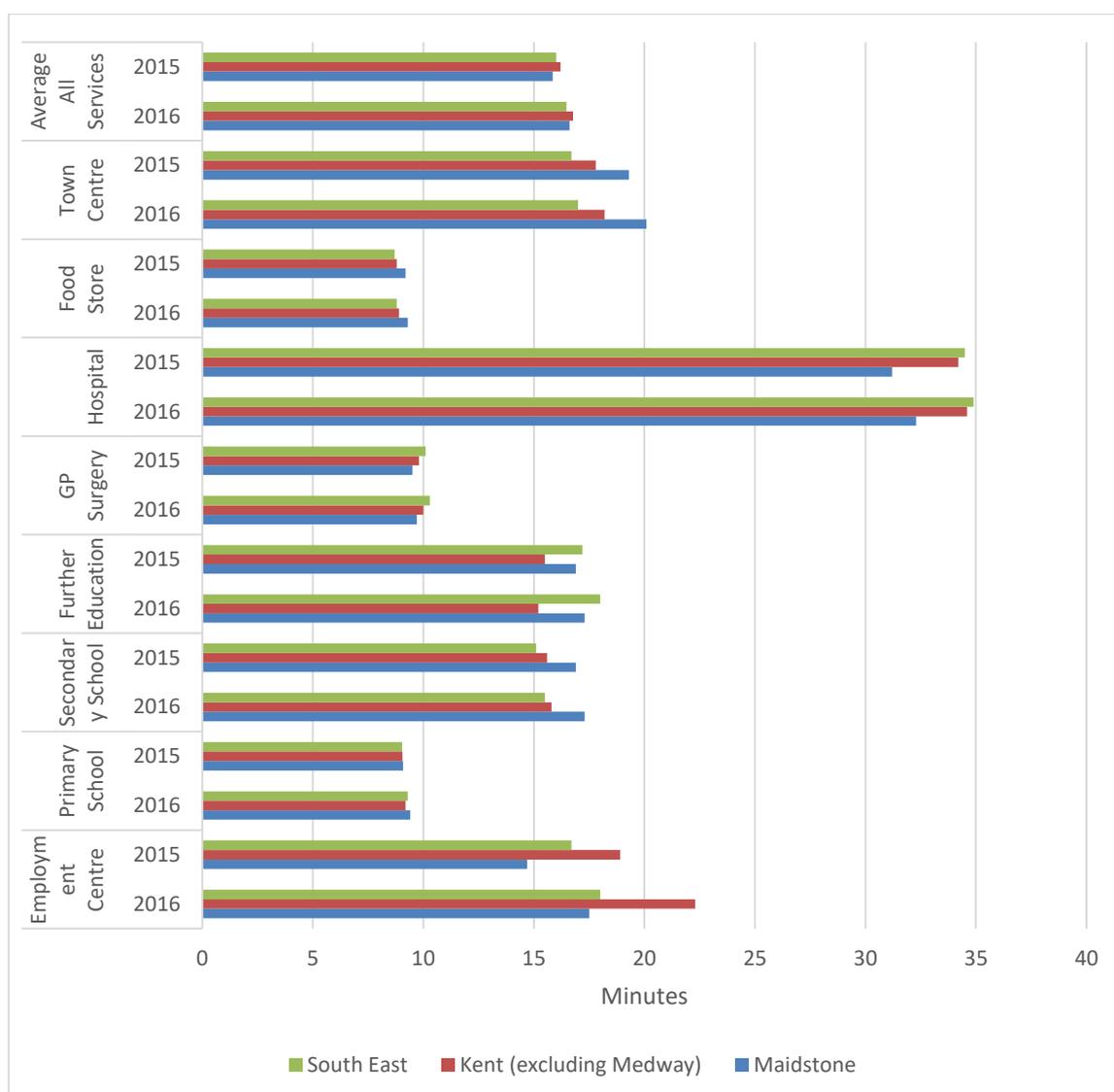


Figure 4.7: Average journey times to key services 2016 (Source: DfT 2018¹¹)

¹¹ No recent figures have been published.

4.81 Reduced long stay town centre car park usage: In total there were 108,546 transactions in the town centre long stay car parks (Table 4.28) a decrease of 69% from the previous year. This was in most part due to the effects of the COVID-19 pandemic and several nationwide lockdowns which both restricted and discouraged members of the public visiting the Town Centre to improve public safety.

4.82 Interestingly, car parks closer to the town centre and frequently used by commuters saw a smaller drop off in patronage, but those located further away from the Town Centre or based around leisure offerings (e.g. Lockmeadow) were hit more significantly by the impact of COVID-19.

Car Park	Payment Method						Total	
	Pre-pay Unit		RingGo		CiCo (Check In, Check Out)			
	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21
Barker Road	15,970	7,414	17,082	6,457	0	0	33,052	13,871
Brooks Place	1056	638	1,153	641	0	0	2,209	1,279
Brunswick Street	0	0	39	20	0	0	39	20
College Road	11,552	5,513	10,001	4,613	0	0	21,553	10,126
Lockmeadow	118,574	20,126	71,853	26,294	0	0	190,427	46,420
Lucerne Street	2258	2,279	3,475	2,541	0	0	5,733	4,820
Sandling Road	32,032	5,350	18,221	4,564	5,228	528	55,481	10,442
Sittingbourne Road	8,236	2,997	9,930	2,883	0	0	18,166	5,880
Union Street East	7,094	2,804	4,685	4,639	0	0	11,779	7,443
Union Street West	3,823	2,637	4,185	3,080	0	0	8,017	5,717
Well Road	2,301	1,343	4,462	1,185	0	0	6,763	2,528
Total	202,905	51,101	145,086	56,917	5,228	528	353,219	108,546

Table 4.28: Town Centre long stay car park transactions 2019/20 (Source: MBC 2021)

4.83 Improved ratio between car parking costs and bus fares: Since last year there has been no change to the cost of an Arriva day ticket (£5.50). There have been changes to the cost of parking in MBC car parks and Fremlin Walk carpark. All car park options remain more expensive than travelling by bus, with the exception of the Mall (4-5 hours) (Table 4.29).

Car Parks	Long stay cost (over 4 hours) (2021)	Arriva day ticket cost (2021)	Ratio 2021	Ratio 2020	Ratio 2019	Ratio 2018	Ratio 2017	Change
MBC (up to 5 hours)	£5.75 (mode)	£5.50	1.05	0	0	1.38	1.25	1.05
MBC (over 5 hours)	£7.30	£5.50	1.33	1.27	1.28			0.06
Fremlin Walk (4-5 hours)	£5.80	£5.50	1.06	0.02	0			0.04
Fremlin Walk (over 5 hours)	£10.80	£5.50	1.96	1.91	1.89	1.96	1.83	0.05
The Mall (4-5 hours)	£4.50	£5.50	-0.82	-0.82	-0.83			0
The Mall	£9.00	£5.50	1.63	1.63	1.67	1.8	1.73	0

Table 4.29: Ratio of car parking costs compared to bus fares (Source: MBC 2021; Fremlin Walk 2021; and The Mall 2021)

5. Sustainability Appraisal – Significant Effect Indicators

5.1 The Sustainability Appraisal for the adopted Maidstone Local Plan outlines measures that will be used to monitor the effects of the Maidstone Borough Local Plan. The monitoring of the significant effect indicators allows previously unforeseen effects to be identified early.

Housing

Indicator SA1: Number of households on the Housing Register

5.2 See Local Plan Indicator M15.

Indicator SA2: Number of new dwellings built compared to targets

5.3 There were 1,354 dwellings (net) completed during the monitoring year 2020/21, bringing the total completed dwellings to 9,095 for the plan period 2011/21. This represents an over delivery of +265 against the ten year target of 8,830 dwellings.

Indicator SA3: Net additional Gypsy and Traveller pitches

5.4 See Local Plan Indicators M27 and M29

Flooding

Indicator SA4: New development in the floodplain

5.5 There have been 111 applications permitted within the floodplain during the monitoring year of 2020/21. Of this number 28 included a flood risk assessment as part of the application. A further 17 applications included flood mitigation conditions such as details regarding floor level, materials and the submission of a floor risk assessment. The remaining applications did not include any flood risk mitigation as the developments were considered suitable.

Indicator SA5: Development permitted contrary to advice by the Environment Agency on flood risk

5.6 During the monitoring year, no development has been permitted contrary to advice by the environment agency on flood risk.

Indicator SA6: Percentage of developments implementing SUDs

5.7 Data for the indicator is unavailable as it is not currently held by the council.

Health

Indicator SA7: Percentage of residents that consider their health to be good

5.8 The 2011 Census data outlines that 48% of people within Maidstone consider their health to be very good, with a further 35% who consider their health to be good¹². These figures are similar to the national averages, whereby a total of 47% consider their health to be very good and 34% consider their health to be good.

Indicator SA8: Distance travelled to services

5.9 Information on access to services has been gathered for the five Rural Service Centres (RSCs) and five larger villages as identified in the adopted Local Plan 2017. A revised Settlement Hierarchy (2021) has been commissioned as part of the Local Plan Review and amends the RSCs and larger villages. For the purposes of this AMR the RSCs and larger villages which have been analysed below are those set out in the adopted Maidstone Borough Local Plan (2017). The RSCs are Harrietsham, Headcorn, Lenham, Marden and Staplehurst and the larger villages are Boughton Monchelsea, Coxheath, Eyhorne Street (Hollingbourne), Sutton Valence and Yalding.

5.10 Table 5.1 shows the percentage of key villages with access to each service.

	Retail & services	Community & public	Library	Medical	Education
Harrietsham	YES	YES	NO	YES	YES
Headcorn	YES	YES	YES	YES	YES
Lenham	YES	YES	YES	YES	YES
Marden	YES	YES	YES	YES	YES
Staplehurst	YES	YES	YES	YES	YES
Boughton Monchelsea	YES	YES	NO	NO	YES

¹² No recent figures have been published.

	Retail & services	Community & public	Library	Medical	Education
Coxheath	YES	YES	YES	YES	YES
Hollingbourne (Eyhorne St village boundary, there is no Hollingbourne village boundary)	YES	YES	NO	NO	YES
Sutton Valence	YES	YES	NO	YES	NO
Yalding	YES	YES	YES	NO	YES
% of villages with access	100%	100%	60%	70%	90%

Table 5.1: Access to services in rural service centres and larger villages (Source: MBC 2021)

Poverty

Indicator SA9: Difference in levels of deprivation between the most and least deprived areas

5.11 The Index of Multiple Deprivation ranks each Lower-layer Super Output Area (LSOA) in the country from 1 being the most deprived and 32,844 being the least deprived. As of 2019, according to the Index of Multiple Deprivation, the least deprived LSOA in Maidstone Borough is in Bearsted ward and is ranked as 32,648. The LSOA is E01024329 and is amongst the 10% least deprived areas in the country. Whilst the least deprived LSOA in Maidstone Borough in both 2015 and 2019 is in Bearsted, it is a different LSOA identified as the least deprived (E01024330 in 2015 and E01024329 in 2019). See Figure 5.1 for location.

5.12 The most deprived LSOA in the Borough is located in Parkwood ward and is ranked as 2914 in 2019 and 1979 in 2015, a change of 935 rankings. The LSOA is E01024389 and remains amongst the 10% most deprived areas in the country. See Figure 5.2 for location.

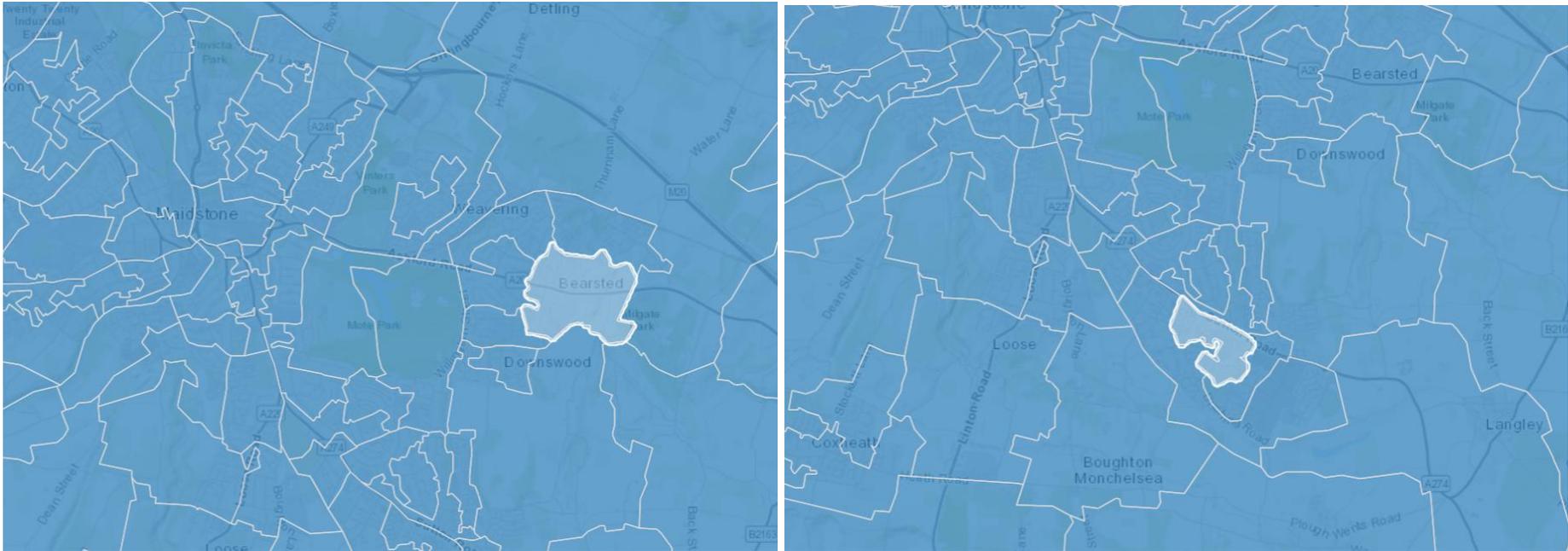


Figure 5.1 Location of E01024329 in Bearsted (left image) and Figure 5.2 Location of E01024389 in Parkwood (right image) (Source: MHCLG, 2021)

Indicator SA10: Levels of unemployment

5.13 See Local Plan Indicator M22.

Education

Indicator SA11: Number of schools that are at capacity/surplus

5.14 The Department for Education’s School Capacities return, shown in Figure 5.3, shows that secondary schools in 2017 were operating at a 90% level which has increased to 98% in 2021. The capacity for primary schools has only changed by 1%.

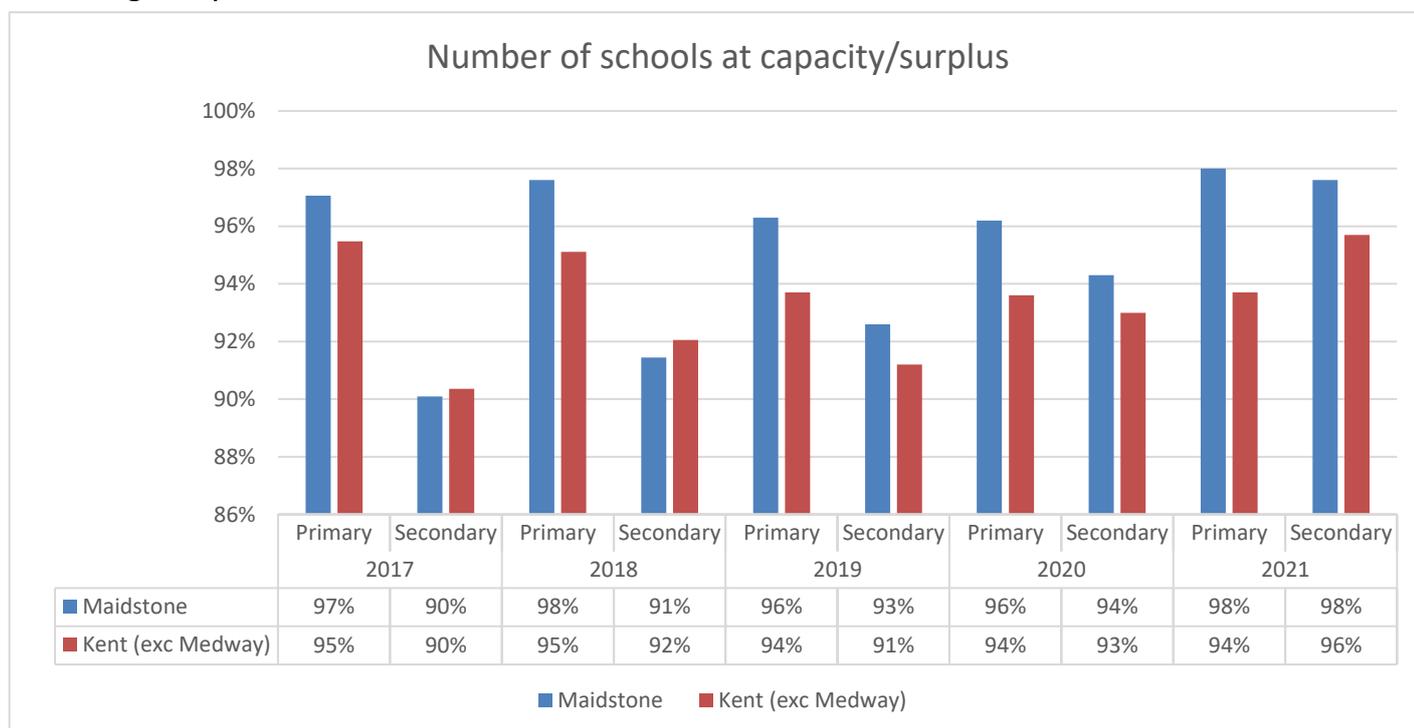


Figure 5.3 School capacities from 2017-2021 (Source: KELSI 2021).

Indicator SA12: Pupils achieving grades A-C

5.15 NVQ Level 2 equates to 4-5 GCSE grades A*-C (grades 4-9 under the new grading system). Between 2019 and 2020 there has been an increase in the number of pupils achieving NVQ 2 or above in Maidstone (Table 5.2). A trend which is also replicated across the South East and Great Britain. Since 2011, the base date of the Maidstone Borough Local Plan, there has been an increase in the number of pupils achieving NVQ 2 or above of 14.8%, and this is in above

the level for the rest of the south east (10.0%). However, it is below the national level of 26.5%¹³.

		Jan 2019 - Dec 2019	Jan 2020 - Dec 2020
NVQ 4 or above	Maidstone (%)	38.5	51.6
	South East (%)	43.4	44.9
	Great Britain (%)	40.3	43.1
NVQ 3 or above	Maidstone (%)	51.3	62.7
	South East (%)	62.1	63.5
	Great Britain (%)	58.5	61.4
NVQ 2 or above	Maidstone (%)	70.9	85.1
	South East (%)	79.1	80.6
	Great Britain (%)	75.6	87.9
NVQ 1 or above	Maidstone (%)	84.3	92.2
	South East (%)	88.8	90.3
	Great Britain (%)	85.6	87.9

Table 5.2: Percentage of pupils achieving grades A-C (Source: Nomis 2021)

Crime

Indicator SA13: Levels of crime in town centres

5.16 The town centre is located in the High Street ward. Figures provided by Kent Police show that overall between July-September 2017 and January-March 2021 there has been a decline in reported crime in the High Street ward from 1109 to 877 reported crimes (Figure 5.4). There was a spike in July-September 2020.

¹³ Further details can be accessed at:

<https://www.nomisweb.co.uk/reports/lmp/la/1946157316/report.aspx?town=maidstone#tabquals>

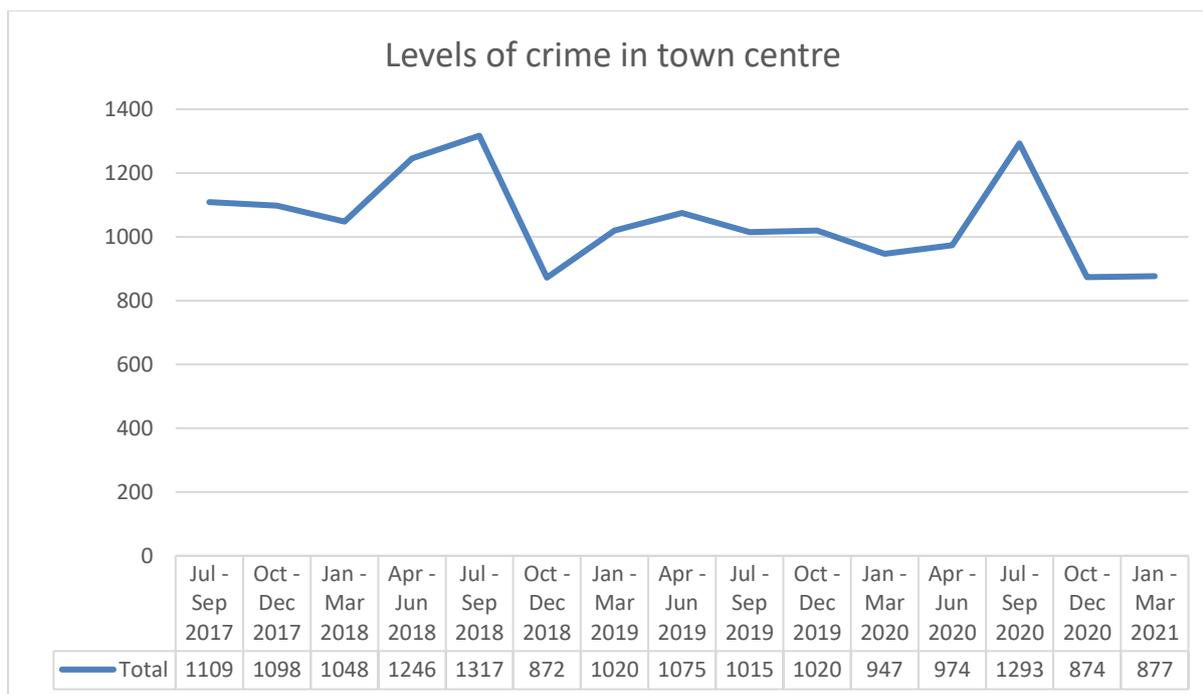


Figure 5.4: Crimes reported between July 2017 and March 2021 (Source: Kent Policy 2021)

Indicator SA14: Crime rates per 1000 population

5.17 There has been a decrease in all reported crime both within Maidstone and county wide between 2017/18 and 2020/21. With a reduction of 11% between 2019/20 and 2020/21 for Maidstone Borough (Table 5.3).

		Crime rate per 1,000 population
2017/18	Maidstone	90
	Kent	114
2018/19	Maidstone	104
	Kent	127
2019/20	Maidstone	95
	Kent	120
2020/21	Maidstone	85
	Kent	104
% Change	Maidstone	-11%
	Kent	-13%

Table 5.3: Crime rates per 1,000 population (Source: Home Office 2021)

Vibrant community

Indicator SA15: Loss/gain of community facilities

5.18 The Maidstone Borough Local Plan seeks to resist the net loss of community facilities. During 2020/21, 8 new community facilities were completed. This includes one performing arts studio; three dental surgeries; one veterinary practice; one doctors surgery; one ultrasound studio and one 65 bed hospital.

5.19 During 2020/21 there has also been a total loss of 5 community facilities, consisting of one nursery; one opticians, one community centre, one derelict building adjoining a hospital and one dentist. Overall, this equates to a net gain of three community facility in 2020/21.

Accessibility

Indicator SA16: Percentage of relevant applications where a Travel Plan is secured

5.20 See Local Plan Indicator M49

Indicator SA17: Percentage of trips to work, school, leisure using public transport, walking and cycling

5.21 Information produced by Public Health England¹⁴ shows that in 2018/19 15.9% of adults in the Borough walk as their mode of travel at least three days per week, compared to 18% of adults in 2017/18. A further 2.4% of adults cycle for travel at least three days per week. This represents an increase since 2017/18, where this figure was just 1%.

5.22 Walking to school statistics published¹⁵ indicate that over the monitoring year a total of 7,716 cars were taken off the road as a result of walking to school, a marked decrease from last year's figure of 16,092 cars. It is likely that commuting patterns have changed in response to the Covid-19 pandemic.

¹⁴ <https://fingertips.phe.org.uk/profile/wider-determinants/data#page/1/gid/1938133043/pat/6/par/E12000008/ati/101/are/E07000110>

¹⁵ <https://kmcharityteam.secure.force.com/localauthority/walkingtoschoolstats>

Indicator SA18: Develop indicators to look at access issues in rural areas

5.23 The Council will develop indicators to look at access issues in rural areas. Table 5.1 for Indicator SA8 provides information on the level of access to services within the Rural Service Centres (RSCs) and five larger villages.

Culture

Indicator SA19: Number of visits to the Borough

5.24 In a report on the Economic Impact of Tourism in Maidstone – 2019 Results, commissioned by Visit Kent and published in November 2020, there has been a decrease in the number of visits to Maidstone Borough (Figure 5.5). This contrasts with the county as whole. Looking specifically at the number of day trips between 2017 and 2019, for Kent the number of visits increased from 60,100,000 to 61,700,000.

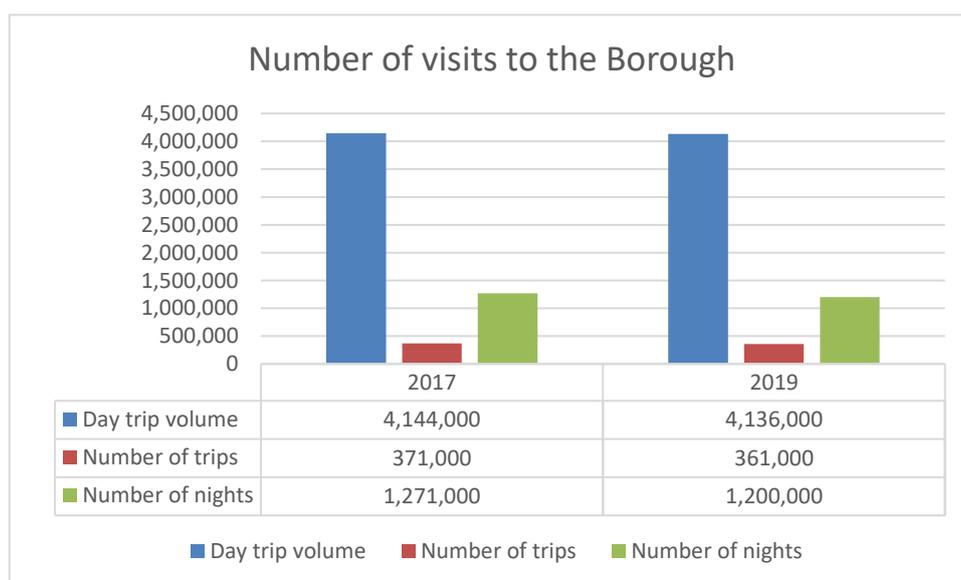


Figure 5.5: Number of visitors to the Borough (Source: Destination Research, 2020 commissioned by Visit Kent)

Land use

Indicator SA20: Percentage of development on previously developed land

5.25 Out of the 1,354 dwellings (net) completed during the monitoring year 2020/21 a total of 351 dwellings were completed on previously developed land. This equates to 29%. Table 5.4 shows that there has been a decline in the

percentage of completions on previously developed land, which is to be expected as greenfield sites allocated in the adopted Local Plan are delivered.

Year	Percentage of completions on previously developed land
2011/12	92%
2012/13	84%
2013/14	77%
2014/15	77%
2015/16	69%
2016/17	60%
2017/18	47%
2018/19	51%
2019/20	27%
2020/21	29%

Table 5.4: Percentage of housing completions on previously developed land (Source: MBC 2021)

Indicator SA21: Net loss of agricultural land

5.26 See Local Plan Indicator M35.

Indicator SA22: Number of new allotment pitches provided through development contributions

5.27 Over the monitoring year no new allotment pitches have been provided through development contributions.

Congestion

Indicator SA23: Peak traffic flow

5.28 See Local Plan Indicator M50.

Indicator SA24: Travel times

5.29 See Local Plan Indicator M50.

Indicator SA25: Investment in road infrastructure

5.30 A total of 25 highways and transportation schemes from the Infrastructure Delivery Plan have been completed since the adoption of the Maidstone Borough

Local Plan in 2017. These schemes include works to reduce traffic congestion; improve sustainable transport options through the provision of bus lanes and cycle parking; footpath provision; and the enhancement of the public realm. All of these measures contribute to reducing congestion in the borough.

Climate change

Indicator SA26: CO₂ emissions per capita

5.31 Between 2011 and 2019, CO₂ emissions per capita in Maidstone has declined, a trend which is reflected in the Kent average (Table 5.5).

Per Capita Emissions (tonnes)	2011	2012	2013	2014	2015	2016	2017	2018	2019
Maidstone	6.3	6.5	6.5	5.7	5.5	5.2	4.9	4.7	4.4
Kent	6.9	6.8	6.5	5.9	5.6	5.4	5.1	5.0	4.6
England	6.6	6.8	6.6	6.0	5.7	5.3	5.1	5.0	4.9

Table 5.5: Per Capita CO₂ Emissions (t) between 2011 and 2019 (Source: DEBIS 2021)

Indicator SA27: Number of new residential developments where the energy/emissions standards in the Building Regulations Part L have been exceeded

5.32 The Council assesses new residential developments to see if they meet Building Regulations Part L. What is not currently monitored, is to what extent developments exceed energy and emission standards.

Indicator SA28: Number of developments where 'adaptation statements' have been produced

5.33 Data for the indicator is unavailable as it is not currently held by the council.

Biodiversity

Indicator SA29: Net loss/gain of designated wildlife habitats

5.34 There has been no net change in designated wildlife habitats.

Indicator SA30: Condition of wildlife sites

5.35 Data for the indicator is unavailable as it is not currently held by the council.

Countryside and heritage

Indicator SA31: Landscape character appraisals and impacts

5.36 The Maidstone Landscape Character Assessment and Maidstone Landscape Character Assessment Supplement were produced in 2012. The Landscape Character Assessment identifies 58 borough wide landscape character areas. Each landscape area has been assessed against condition and sensitivity. The Council also commissioned the Maidstone Landscape Capacity Study: Sensitivity Assessment and the Maidstone Landscape Capacity Study: Site Assessments (both published in 2015) which assessed the sensitivity of the landscape character areas in more detail. The documents form part of the evidence base for the Local Plan and inform planning application decisions.

Indicator SA32: Number of heritage restoration projects completed

5.37 Data for the indicator is unavailable as it is not currently held by the council.

Waste

Indicator SA33: Number of complaints to the Council related to waste storage and collection at new developments

5.38 During the monitoring year, no complaints relating to waste storage and collection at new developments were received by the Council.

5.39 In previous years, the Council changed the standard collection service by providing additional collections on a weekly basis, rather than the standard alternative week system in a number of new build locations to accommodate for a lack of storage space. The Council has changed developer guidance in relation to the sizes of bins to be provided and has given additional guidance about communal bin stores to try to prevent service problems in the future.

Indicator SA34: Amount of construction and demolition waste

5.40 Across Kent there has been a reduction in the amount of non-household waste disposed between 2014/15 to 2019/20 of 59%, with 16,742 tonnes in

2019/20. In Maidstone there has been a decrease of 61% with 220 tonnes of non-household waste collected in 2019/20 (Table 5.6).

Financial Year	Maidstone (collected)	Kent (disposal)
2014/15	558	41,091
2015/16	523	40,266
2016/17	202	41,779
2017/18	357	39,119
2018/19	252	35,406
2019-20	220	16,742

Table 5.6: Amount of non-household waste collected (tonnes) (Source: DEFRA 2021)

Indicator SA35: Waste generated per capita

5.41 As demonstrated in the graph below there has been a decrease in the amount of household waste generated in Maidstone of 4%. Similarly, the amount of household waste collected per person in Kent has also seen a decrease of 9%.

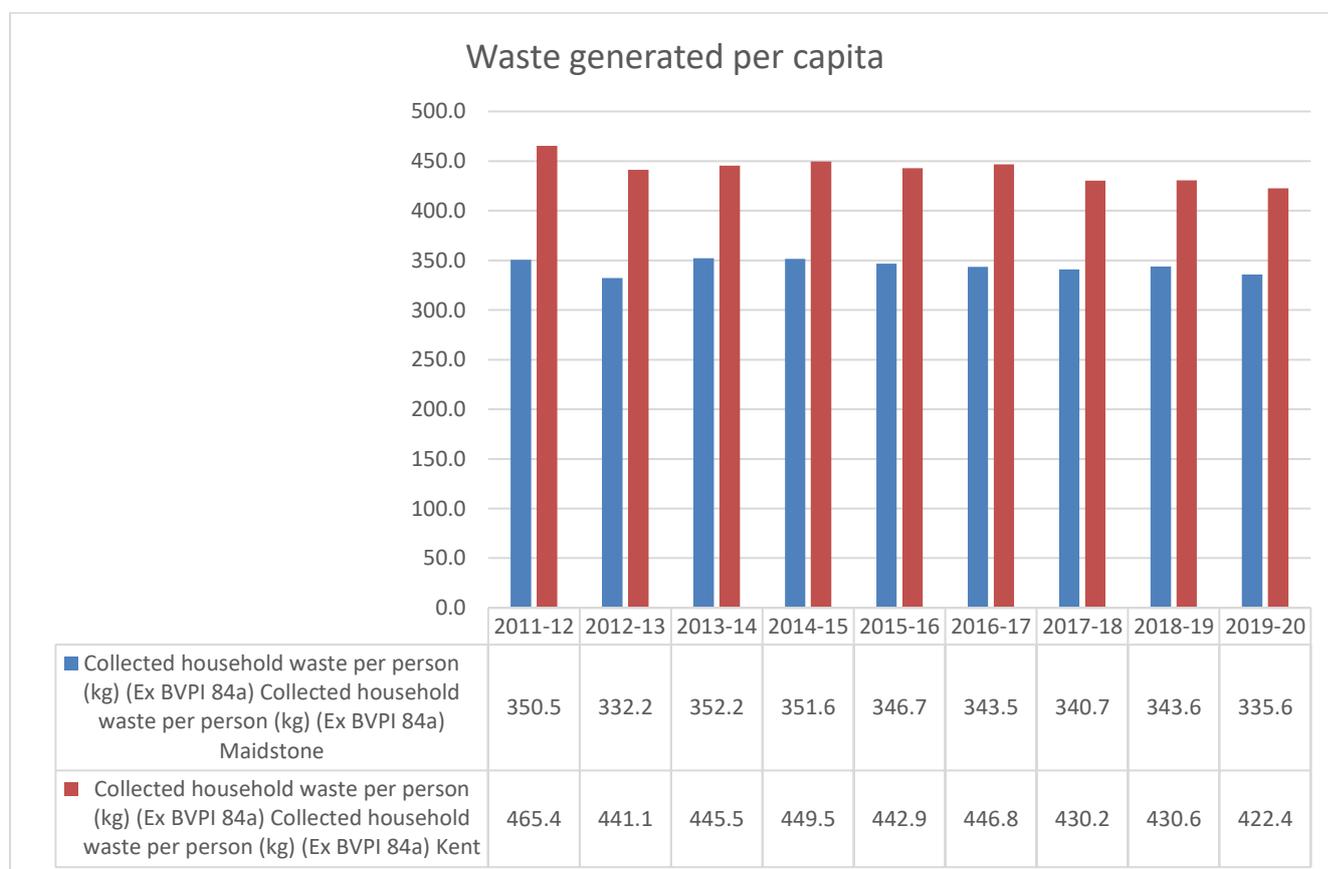


Figure 5.6: Collected household waste per person (kg) (Source: DEFRA 2021)

Water management

Indicator SA36: Water availability/consumption ratios

5.42 The Southern Water 'Water Resources Management Plan 2019' outlines the future forecasts for demand and supply across Southern England. The Southern Water Management Plan includes four scenarios. Table 5.7 outlines that over the Management Plan period, across all four scenarios there will be an increase in water demand.

Planning scenario	2019-20 demand (MI/d)	2069-70 demand (MI/d)	Net change (MI/d)	Net change (%)
Normal Year	535.1	594.9	59.8	11%
Dry Year	571.0	636.0	65.0	11%
Peak Demand	643.9	720.0	76.1	12%
Minimum DO	561.0	624.1	63.2	11%

Table 5.7 Increase in the demand over the 50 year planning period for each scenario (Source: Southern Water, 2019¹⁶).

5.43 The Southern Water Management Plan, has three areas of supply. Kent falls under the eastern area. At the start of the planning period (2020/21) in a 1 in 200 year drought, the water available for use is calculated as 165.05 MI/d (million litres per day). At the end of the planning period (2070) the water available for use is estimated at 143.32 MI/d. It is anticipated that in 2027-28, during a 1 in 200 year drought the supply demand balance for the eastern area will move from surplus to deficit as a result of potential sustainability reductions and water exported to South East Water.

5.44 The South East Water Resource Management Plan 2020 to 2080 also outlines that supply demand balance for Kent will move from surplus to deficit. Table 5.8 includes information taken from the South East Water Management Plan and indicates that by 2024/25 there will be a deficit of 2.8 MI/d.

Kent	Average (MI/d)	Summer (MI/d)
2020/21	0.5	4.2
2024/25	-2.8	0.1
2029/30	-8.2	-6.6
2033/34	-11.8	-11.3
2039/40	-39.8	-41.3
2044/45	-45.4	-48.7
2049/50	-48.9	-54.0
2054/55	-51.6	-58.1
2059/60	-54.9	-62.6

¹⁶ No recent figures have been published

2064/65	-58.5	-67.3
2069/70	-62.6	-72.1
2074/75	-67.3	-78.0
2079/80	-71.1	-83.9

Table 5.8 Baseline supply demand balance for Kent (Source: South East Water, 2019¹⁷)

Indicator SA37: Ecological/chemical status of water bodies

5.45 Information gathered by the Environment Agency in Table 5.9 shows the ecological and chemical status of water bodies in and around Maidstone. In total, 73% of water bodies have been classified as moderate in terms of ecological status or potential (this figure excludes groundwater bodies). 85% of water bodies have a chemical status of good.

5.46 Stodmarsh is a nationally and internationally important wildlife site and is located along the Stour river to the south of Canterbury. Recent condition assessments have established that parts of this site are being adversely impacted by high levels of nitrates and phosphates which are deteriorating habitats. In July 2020 Natural England issued an advice note to Local Authorities informing them that all new development proposals within the Stour catchment, or that connect to a Waste Water Treatment Works linked to the Stour catchment, will need to consider the impact that they would have on the nitrate and phosphate nutrient levels of the Stour via an appropriate assessment. The advice note was accompanied by a methodology which sets out how applicants and local planning authorities will need to undertake an Appropriate Assessment. Lenham parish falls within the catchment of the Upper Stour, therefore the Local Plan will need to take its impact on nutrient levels in the Stour into account, and any potential mitigation will need to be included in the plan viability assessment.

Water Body Name	Water Body Category	Ecological status or potential	Chemical status
Alder Stream and Hammer Dyke	River	Moderate	Fail
Aylesford Stream	River	Poor	Fail
Bartley Mill Stream	River	Moderate	Fail
Beult	River	Moderate	Fail
Beult at Yalding	River	Moderate	Fail

¹⁷ No recent figures have been published

Water Body Name	Water Body Category	Ecological status or potential	Chemical status
Bewl	River	Moderate	Fail
Bewl Water	Lake	Moderate	Fail
Bourne (Medway)	River	Moderate	Fail
Cliffe Pools North Lake	Lake	Moderate	Fail
Cliffe Pools South Lake	Lake	Good	Fail
Ditton Stream	River	Moderate	Fail
East Stour	River	Moderate	Fail
Eccles Lake	Lake	Moderate	Fail
Great Stour between Ashford and Wye	River	Moderate	Fail
Hammer Stream	River	Moderate	Fail
Hilden Brook	River	Poor	Fail
Len	River	Moderate	Fail
Leybourne Stream	River	Poor	Fail
Little Hawden Stream	River	Moderate	Fail
Loose Stream	River	Moderate	Fail
Lower Teise	River	Moderate	Fail
Marden Meadow Ponds	Lake	Good	Fail
Marden Mill Stream	River	Moderate	Fail
MEDWAY	Transitional	Moderate	Fail
Medway at Maidstone	River	Moderate	Fail
Mid Medway from Eden Confluence to Yalding	River	Moderate	Fail
Murston Lakes	Transitional	Good	Fail

Water Body Name	Water Body Category	Ecological status or potential	Chemical status
Murston Lakes, angling lakes	Lake	Moderate	Fail
Sherway	River	Moderate	Fail
Somerhill Stream	River	Bad	Fail
SWALE	Transitional	Moderate	Fail
Teise and Lesser Teise	River	Moderate	Fail
Teise at Lamberhurst	River	Poor	Fail
Tributary of Beult at Frittenden	River	Moderate	Fail
Tributary of Beult at Sutton Valance	River	Moderate	Fail
Tributary of Teise at Bedgebury	River	Moderate	Fail
Tudeley Brook	River	Moderate	Fail
Ulcombe Stream	River	Moderate	Fail
Upper Beult	River	Bad	Fail
Upper Beult - High Halden and Bethersden Stream	River	Poor	Fail
Upper Great Stour	River	Bad	Fail
Upper Teise	River	Moderate	Fail
Wateringbury Stream	River	Moderate	Fail
White Drain	River	Poor	Fail

Table 5.9 Water bodies classification status (Source: Environment Agency, 2019¹⁸)

Energy

Indicator SA38: New installed renewable energy capacity

5.47 Information published by Department for Business, Energy and Industrial Strategy states that between the end of 2014 and end of 2020 there has been an increase in the number of renewable energy installations in Maidstone

¹⁸ No recent figures have been published

Borough from 1,484 installations to 2,416. The largest contributor being photovoltaics. The installed capacity has increased from 56.3 MW to 66.8 MW at the end of 2020.

Indicator SA39: Total energy consumption

5.48 Total energy consumption in Maidstone has fluctuated between 2011 and 2019. Table 5.10 below shows the total energy consumption in the borough over the time period. There has been an overall decrease in energy consumption.

	Coal Total (GWh)	Manufactured Fuels Total (GWh)	Petroleum products Total (GWh)	Gas Total (GWh)	Electricity Total (GWh)	Bioenergy & wastes Total (GWh)	All fuels Total (GWh)
2011	99	10	1,648	1,033	697	63	3,551
2012	91	11	1,638	1,024	685	85	3,533
2013	152	11	1,594	1,004	756	105	3,622
2014	158	13	1,621	965	669	101	3,527
2015	126	12	1,683	989	671	110	3,590
2016	86	10	1,693	988	643	118	3,538
2017	70	11	1,689	1,063	653	114	3,600
2018	83	13	1,436	894	558	373	3,557
2019	72	13	1,344	907	551	399	3,286
	-27.45%	34.51%	-18.47%	12.21%	-20.99%	533.63%	-7.46%

Table 5.10: Total energy consumption in Maidstone (Source: Department for Business, Energy and Industrial Strategy (DBEIS, 2020)).

Economy

Indicator SA40: Total amount of additional floorspace by type

5.49 During 2020/21 there has been an increase of 101,884 sqm of commercial floorspace (Table 5.11) based on completed and consent permissions. This figure excludes C1 and C2 uses which are measured in number of bedspaces (see indicator M14 for the number of C2 bedspaces) and is based on completed and consent permissions.

Use class	Net sqm				
	2016/17	2017/18	2018/19	2019/20	2020/21
A1	-1,665	-5,189	-2,998	-1,428	10,832
A2	611	-1,351	-655	70	91
A3	1,930	1626	2,314	1,467	1,869
A4	-1,078	-1,418	-619	-2,191	1,504

Use class	Net sqm				
	2016/17	2017/18	2018/19	2019/20	2020/21
A5	1,078	572	698	2,982	2,823
B1a	-17,166	-8,564	-195	22,170	-638
B1b	13,228	14,156	19,004	20,737	7,089
B1c	-5,377	-5,775	8,914	12,576	14,998
B2	-12,386	-13,613	-10,200	2,885	4,275
B8	-2,683	-6,714	23,829	28,783	19,788
D1	27,090	30,009	32,674	54,029	21,893
D2	-1,181	-608	-38,874	-40,411	5,609
Sui Generis	3,292	3,657	17,331	9,385	11,751
TOTAL	5,693	6,788	51,223	111,054	101,884

Table 5.11: Net additional floorspace by type 2020/21 (completed and consent permissions combined) (Source: MBC 2021)

Indicator SA41: Unemployment rate

5.50 See Local Plan Indicator M22.

6. Appendices

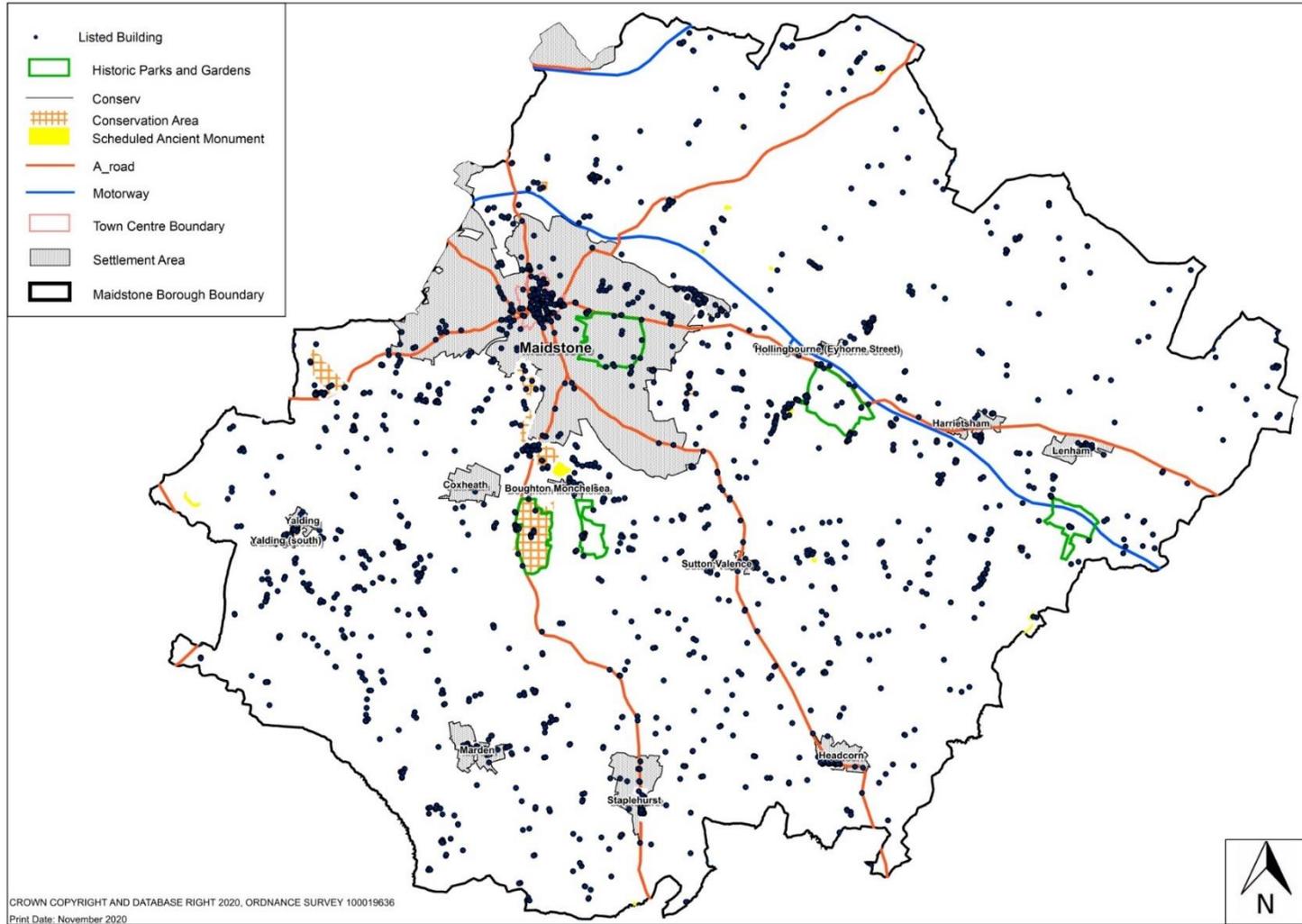
Appendix 1 – Built and Natural Environment Assets and Constraints

Built Environment Assets	2020	2021
Conservation areas	41	41
Listed Buildings	2,023	2,023
Grade I	42	42
Grade II*	105	105
Grade II	1,876	1,876
Scheduled Ancient Monuments	26	26
Parks and Gardens of Special Historic Interest	5	5
Gardens of County Level historic importance	9	9

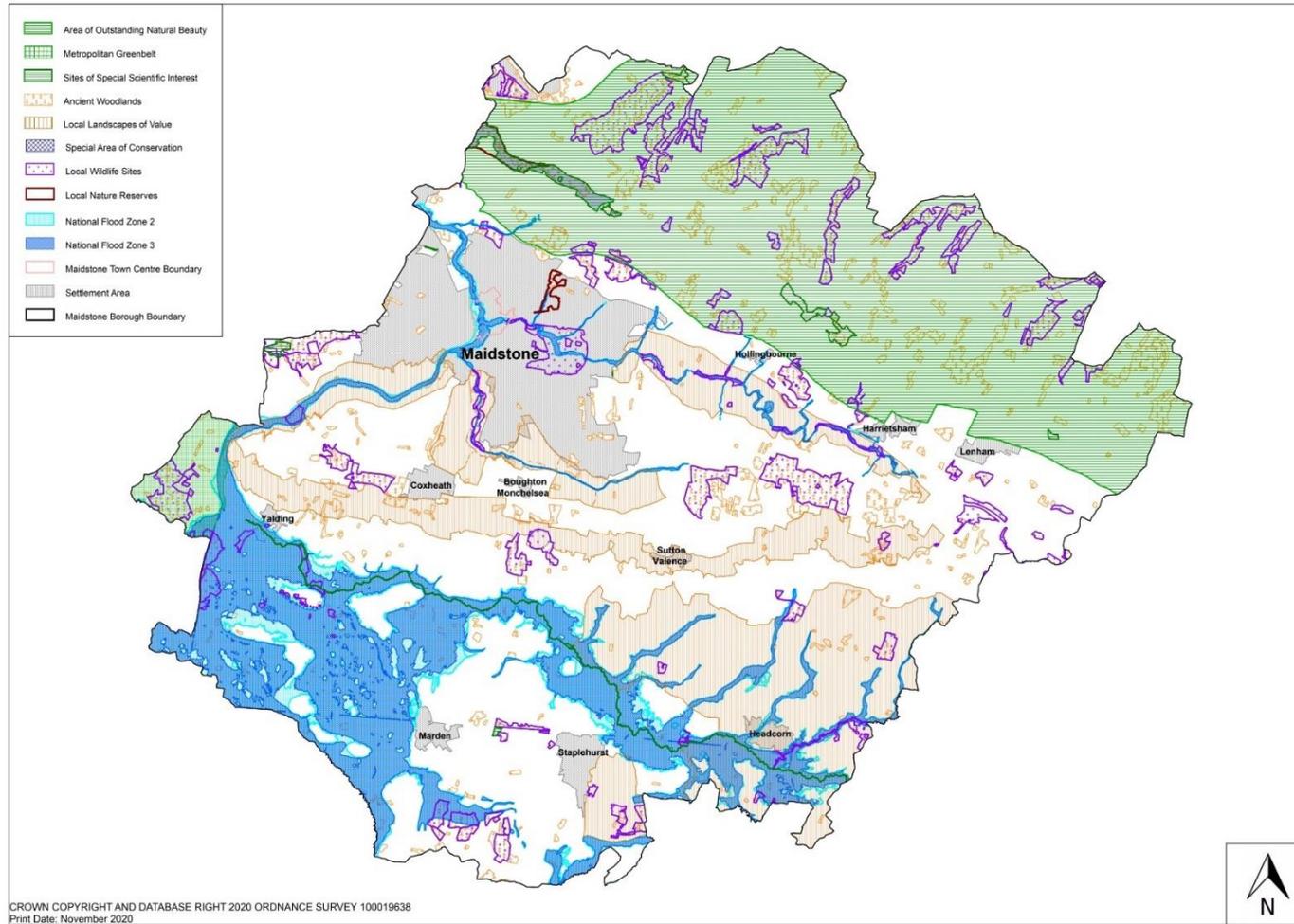
Table 6.1: Key assets of the built environment (Source: Historic England 2021)

Natural Environment Assets and Constraints	2020			2021		
	KM²	% of Borough	Number	KM²	% of Borough	Number
Total area of the Borough	391.88			391.88		
Metropolitan Green Belt	5.27	1.34%		5.27	1.34%	
Area of Outstanding Natural Beauty	106.8	27.25%		106.8	27.25%	
National Flood Zone 3	41.39	10.56%		41.39	10.56%	
National Flood Zone 2	25.05	6.39%		25.05	6.39%	
Landscape of Local Value	75.58	19.29%		75.58	19.29%	
Ancient Woodland (semi-natural and replanted)	23.13	7.18%		23.13	7.18%	
Special Area of Conservation	1.42	0.36%		1.42	0.36%	
Sites of Special Scientific Interest	4.92	1.25%	9	4.92	1.25%	9
Local Wildlife Sites	23.85	6.09%	62	23.85	6.09%	62
Roadside Verges of Nature Conservation Interest			34			34
Local Nature Reserves	0.33	0.08%	3	0.33	0.08%	3

Table 6.2: Key assets and constraints of the natural environment (Source: MBC 2021).



Map: 6.1: Key assets and constraints of the built environment (Source: MBC 2020)



Map 6.2: Key assets and constraints of the natural environment (Source: MBC 2020)

Maidstone Borough Council

Annual Infrastructure Funding Statement

For

Community Infrastructure Levy and Section 106

Reporting Period:

From 01 April 2020 to 31 March 2021

Community Infrastructure Levy Matters

Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A Schedule 2 Section 1

- a) The total value of demand notices issued in the reported period is £2,918,097.56. This value is of demand notices issued within the reported period that have not been suspended or superseded by new demand notices outside of the reported period.

Of total value the amount from Liability Notices (liable floorspace after any relief that has been granted) is £2,895,217.35. The total value is from surcharges imposed due to breaches of the Community Infrastructure Levy Regulations is £22,880.21 and the total value of the late payment interest accrued is £0.00.

- b) The total amount of CIL collected within the reported period totals £1,226,382.59.
- c) The amount of CIL collected prior to the reported period totals £573,222.21. Of this total the following amount was collected in Cash and as Land Transactions (including payments in kind and infrastructure payments) and the following amounts remain unallocated:

Type	Received	Unallocated (Strategic Infrastructure)
Cash	£573,222.21	£408,295.28
Land Payment	£0.00	£0.00

- d) The total CIL expenditure recorded for the reported period is as follows:

Type	Expenditure
Admin CIL	£25,623.70
Neighbourhood CIL	£32,098.50
CIL Land Payments	£0.00
Other CIL Cash	£0.00
Total Value	£57,722.20

- e) The total amount of CIL allocated and not spent during the reported period is as follows, this does not include allocations made within the reported year that have been fully spent:

Type	Allocated	Spent	Remaining
Admin CIL	£25,623.70	£25,623.70	£0.00
Neighbourhood CIL	£131,974.20	£31,408.50	£100,565.70
CIL Land Payments	£0.00	£0.00	£0.00
Other CIL Cash	£0.00	£0.00	£0.00

- f) i) The items of infrastructure on which CIL (including land payments) has been spent within the reported year, and the amount of CIL spent on each item is as follows:

Infrastructure	Date	Amount	Description
		£0.00	

- ii) The amount of CIL spent on repaying money borrowed, including any interest, and details of the items of infrastructure which that money was used to provide (wholly or in part) is as follows:

Date	Amount Used	Loan/Interest	Infrastructure Funded
	0.00		

- iii) The amount of CIL collected towards administration expenses is £61,319.14. This was 5% of the total CIL receipts collected (£1,226,382.59) in the reported period.

Maidstone Borough Council has set a collection percentage of 5.00%. The percentage taken may differ due to Land payments (including payments in kind and infrastructure payments) not being allocated to administration expenses, Surcharges and Late Payment Interest not being split with Neighbourhood Areas.

The amount of CIL spent on administration expenses during the reported year was £25,623.70. This was 2.09% of the total CIL collected within the reported year.

- g) Regarding CIL collected and allocated within the reported year that has not been spent, summary details of what has been allocated, is remaining to be spent and what it has been allocated towards is as follows:

Strategic Infrastructure	Amount Allocated	Amount Unspent	Allocation Dated
	0.00	0.00	

- h) i) The total amount of CIL passed to a neighbourhood zone under Regulation 59A (collected on behalf of the neighbourhood zone in cash), cash collected and allocated towards Neighbourhood CIL, and 59B (cash provided by the Charging Authority to Neighbourhood Zones equivalent to what they would have received on a payment in kind), are as follows:

Zone	Date	Amount Passed
Boxley	28 October 2020	£1,527.21
Bredhurst	28 October 2020	£3,862.38
Collier Street	28 April 2020	£34,185.66
Collier Street	28 October 2020	£34,185.66
Harrietsham	20 April 2020	£14,682.64
Headcorn	20 April 2020	£2,613.60
Headcorn	28 October 2020	£1,399.20
Lenham	28 October 2020	£2,692.43
Loose	28 October 2020	£187.11

North Loose Residents Association	01 July 2020	£7,014.45
Staplehurst	20 April 2020	£9,133.67
Sutton Valence	28 October 2020	£223.50
Tovil	28 October 2020	£18,191.69

The following amounts were allocated towards neighbourhood zones under Regulation 59B, cash provided by the Charging Authority to Neighbourhood Zones equivalent to what they would have received on a payment in kind, during the reported year:

Zone	Amount	Date	Re-allocated from
	0.00		

ii) The following spends within the reported year have been passed to a third party to spend on the provision, improvement, replacement, operation, or maintenance of infrastructure under Regulation 59(4):

Parish Council	Amount	Date	Spend Description
Harrietsham	£14,682.64	20 April 2020	Unspent
Staplehurst	£9,133.67	20 April 2020	CCTV Cameras
North Loose Residents Association	£2,583.93	07 July 2020	Towards Security Shed for Loose Road Allotments
Headcorn	£2,613.60	22 April 2020	Parsonage Meadow Footpath Refurbishment
Headcorn	£1,399.20	28 October 2020	Tree Works for Extension to Headcorn Burial Ground
Boxley	£1,527.21	28 October 2020	Unspent
Bredhurst	£3,862.38	28 October 2020	Unspent
Lenham	£2,692.43	28 October 2020	Unspent
Loose	£187.11	28 October 2020	Repairs to play equipment-KGVPF Loose
Sutton Valence	£223.50	28 October 2020	Changeover of street lighting to LED- ongoing project
Tovil	£18,191.69	28 October 2020	Unspent
Bearsted	£2,586.77	28 October 2020	Unspent
North Loose Residents Association	£771.96	12 February 2021	Signage on all 3 sites (Richmond Way Green, The Greenway, Mangravet Woods)
Collier Street	£34,185.66	28 April 2020	Unspent
Collier Street	£34,185.66	28 October 2020	Unspent

i) i) The total collected by Maidstone Borough Council for the reported year under Regulation 59E (CIL returned to the Charging Authority after 5 years if not spent) was £0.00 and under Regulation 59F, CIL collected and retained by the Charging Authority for areas that are not designated Neighbourhood Zones, was £0.00.

ii) The amount of CIL allocated during the reported year under Regulation 59E, CIL returned to the Charging Authority that had been passed to a Neighbourhood Zone and had not been applied to infrastructure after a 5-year period, during the reported year is as follows:

Infrastructure	Neighbourhood Zone	Amount	Date
		£0.00	

The amount of CIL spent under Regulation 59E during the reported year is as follows:

Infrastructure	Amount	Date	Spend Description
	£0.00		

The amount of CIL allocated during the reported year under Regulation 59F during the reported year is as follows:

Infrastructure	Neighbourhood Zone	Amount	Date
		£0.00	

The amount of CIL spent under Regulation 59F during the reported year is as follows:

Infrastructure	Amount	Date	Spend Description
	£0.00		

j) i) The amount of CIL requested under Regulation 59E for the reported year is as follows per neighbourhood zone:

Neighbourhood Zone	Amount Requested
	£0.00

ii) The amount of CIL still outstanding for recovery under Regulation 59E at the end of the reported year for all years is as follows for each neighbourhood zone:

Neighbourhood Zone	Amount Outstanding
	£0.00

i) The amount of CIL collected, not assigned for Neighbourhood CIL or CIL Administration, for the reported year and that had not been spent is £973,866.25.

ii) The amount of CIL collected, not assigned for Neighbourhood CIL or CIL Administration, from 01 October 2018 to the end of the reported year that had not been spent is £1,428,790.55.

iii) The amount CIL collected and that had not been spent under Regulations 59E and 59F during the reported year are as follows:

Type	Retained
Regulation 59E	£0.00
Regulation 59F	£0.00

iv) The amount of CIL collected from 01 October 2018 to the end of the reported year under Regulations 59E and 59F that has not been spent is as follows:

Type	Retained
Regulation 59E	£0.00
Regulation 59F	£0.00

Appendix 3 – Duty to Cooperate

Who was the meeting with?	Topic area/What was discussed?	When was the meeting?
Swale Borough Council	Update on respective plans	June 2020
Kent Downs AONB	Update on the proposed Garden Communities	June 2020
Ashford Borough Council	Update on respective plans	June 2020
Medway Council	Update on respective plans	June 2020
Natural England	HRA scoping response – no issues raised	July 2020
KCC	Update on the Local Plan process and specific schemes	July 2020
Kent districts and boroughs	Update on each authorities GTAA and discussion on other key issues	July 2020
Tunbridge Wells Borough Council	Update on respective plans	July 2020
Medway Council	Implications of the government’s proposed changes	September 2020
Tunbridge Wells Borough Council	Letter from TWBC to MBC regarding housing and employment land need.	September 2020
Swale Borough Council	Implications of the government’s proposed changes	October 2020
Tonbridge and Malling Borough Council	Update on respective plans	October 2020
Medway Council	MMB local plan review update; housing and employment need.; standard methodology revision;	November 2020

Who was the meeting with?	Topic area/What was discussed?	When was the meeting?
	highway infrastructure; M2 J4.	
KCC	Discussion on two garden communities proposals and LLRR	November 2020
Tonbridge and Malling Borough Council	TMBC examination outcome; MBC local plan review timetable; Gypsy and traveller need; garden settlements; highways infrastructure; other infrastructure.	November 2020
Swale Borough Council	Updates on Local Plans. Gypsy and traveller. Housing and economic land need. Future DtC and SoCG arrangements	November 2020
Ashford Borough Council	Update on plans; housing and employment land need; garden settlements; infrastructure; highways.	November 2020
KCC	Briefing on the Local Plan Review preferred approaches consultation	November 2020
Medway Council	Infrastructure, Landscape, Highways, LPR timetable	December 2020
Openreach & KCC Broadband	Communications infrastructure	December 2020
Highways England	Highway infrastructure	December 2020
Homes England	Housing growth	December 2020
Nu-Venture	Infrastructure - Transport	December 2020
Kent & Medway NHS CCG	Infrastructure - Health	December 2020

Who was the meeting with?	Topic area/What was discussed?	When was the meeting?
Kent Downs AONB Unit	Landscape & Environment	December 2020
Southern Gas Network	Infrastructure - Gas	December 2020
Tunbridge Wells Borough Council	Local Plan updates; meeting needs; infrastructure	December 2020
Historic England	Heritage	December 2020
Natural England	Environment	December 2020
South East Water	Infrastructure - Water	December 2020
Maidstone Cycle Campaign Forum	Infrastructure - Transport	December 2020
UKPN	Infrastructure - electricity	December 2020
Network Rail	Infrastructure - Transport	December 2020
Southern Water	Infrastructure – Wastewater	December 2020
South Eastern Railway	Infrastructure - Transport	December 2020
Tunbridge Wells Borough Council	Progress on Local Plans, TMBC Examination, highways infrastructure, long term housing need.	January 2021
Kent & Medway CCG	GP provision – SE Maidstone	January 2021
KCC	Future political level DTC and coordination of SOCG, education, spatial strategy	January 2021
Tonbridge and Malling Council	Progress on local plans	January 2021
North Downs AONB	LPR development in respect to AONB and setting	January 2021
Ashford Borough Council	LPR update and future coordination of DtC.	January 2021

Who was the meeting with?	Topic area/What was discussed?	When was the meeting?
Medway Council	Local Plan timetables. Lidsing, including highways, landscape and biodiversity.	February 2021
Local Enterprise Partnership	Update on LPR and approach to town centres	February 2021
Highways England/KCC	Highways – Lidsing	February 2021
Medway Council/KCC	Highways - Lidsing	February 2021
Local Enterprise Partnership	Local Plan and approach to Maidstone Town Centre	February 2021
UKPN	Progress on Local Plans	February 2021
Ashford Borough Council	Infrastructure, LPR timetable. Next steps for DTC	March 2021
KMEP	Nutrient neutrality	March 2021
Tonbridge and Malling Council	Local Plan updates. Forthcoming DtC	March 2021
Natural England	Nutrient neutrality	March 2021
Swale Borough Council	Transport	March 2021
KCC (Minerals and waste)	Waste and minerals	March 2021

Table 6.3: Summary of duty to cooperate engagement with neighbouring authorities and statutory bodies.

Appendix 4 – Glossary

Acronym	Term	Description
	Affordable Housing	<p>The NPPF defines affordable housing as: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:</p> <p>a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government’s rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).</p> <p>b) Starter homes: is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household’s eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.</p> <p>c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices.</p>

Acronym	Term	Description
		<p>Provisions should be in place to ensure housing remains at a discount for future eligible households.</p> <p>d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.</p>
AMR	Authority Monitoring Report	The Monitoring Report provides a framework with which to monitor and review the effectiveness of local plans and policies.
	Ancient woodland	An area that has been wooded continuously since at least 1600 AD. It includes ancient semi-natural woodland and plantations on ancient woodland sites (PAWS).
AQMA	Air Quality Management Area	Areas designated by local authorities because they are not likely to achieve national air quality objectives by the relevant deadlines.
AQIA	Air Quality Impact Assessment	AQIA considers the potential impacts of pollution from individual and cumulative development, and to demonstrate how air quality impacts of the development will be mitigated to acceptable levels.
	Best and most versatile agricultural land	Land in grades 1, 2 and 3a of the Agricultural Land Use Classification.
CIL	Community Infrastructure Levy	The levy will help pay for the infrastructure required to support new development. This includes development that does not require planning permission. The levy should not be

Acronym	Term	Description
		used to remedy pre-existing deficiencies unless the new development makes the deficiency more severe.
	Comparison shopping	Retail items not bought on a frequent basis, for example televisions and white goods (fridges, dishwashers etc.)
	Convenience shopping	The provision of everyday essential items, such as food
DEFRA	Department for Environment, Food and Rural Affairs	UK government department responsible for safeguarding the natural environment, supporting the world-leading food and farming industry, and sustaining a thriving rural economy. The department's broad remit means they play a major role in people's day-to-day life, from the food people eat, and the air people breathe, to the water people drink.
DLUHC	Department for Levelling Up, Housing and Communities	New name for the Ministry of Housing, Communities and Local Government. See MHCLG for definition.
	Designated heritage asset	A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.
	Development Plan	Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.
DPD	Development Plan Document	A DPD is a spatial planning document that is subject to independent examination. Under new regulations, DPDs are now known as local plans.
DfE	Department for Education	The Department for Education is responsible for children's services and education, including early years, schools, higher and further

Acronym	Term	Description
		education policy, apprenticeships and wider skills in England.
DfT	Department for Transport	The DfT works with its agencies and partners to support the transport network that helps the UK's businesses and gets people and goods travelling around the country. They plan and invest in transport infrastructure to keep the UK on the move.
	Environment Agency	The Environment is the leading public body for protecting and improving the environment in England and Wales, with particular responsibilities for river, flooding and pollution. (www.environment-agency.gov.uk)
GTAA	Gypsy and Traveller and Travelling Showpeople Accommodation Assessment	An assessment which outlines the current and future need for gypsy, traveller and travelling showpeople provision for the Borough until 2037.
	Historic England	Historic England is the government's expert advisor on the country's heritage. Historic England gives advice to local planning authorities, government departments, developers and owners on development proposals affecting the historic environment.
	Housing Delivery Test	Measures net additional dwellings provided in a local authority area against the homes required, using national statistics and local authority data. The Secretary of State will publish the Housing Delivery Test results for each local authority in England every November.
IDP	Infrastructure Delivery Plan	The Infrastructure Delivery Plan identifies the infrastructure schemes necessary to support the development proposed in the Local Plan and outlines how and when these will be delivered.
IMD	Index of Multiple Deprivation	The Index of Multiple Deprivation provides a relative measure of deprivation at small area level across England. Areas are ranked from least deprived to most deprived on seven different dimensions of deprivation and an overall composite measure of multiple deprivation. The domains used are: income deprivation; employment deprivation;

Acronym	Term	Description
		education, skills and training deprivation; health deprivation and disability; crime; barriers to housing and services; and living environment deprivation.
ITS	Integrated Transport Strategy	The Integrated Transport Strategy 2011-2031 assesses the principal existing and future challenges affecting the transport network, including taking account of jobs and housing growth, the recognises that the population of the urban area and dispersed villages bring different challenges and solutions.
JSA	Jobseeker's Allowance	Jobseeker's Allowance is an unemployment benefit people can claim while looking for work.
KCC	Kent County Council	The county planning authority, responsible for producing the Kent Minerals and Waste Local Plans. Kent County Council is also responsible for roads, schools, libraries and social services in the county.
LDS	Local Development Scheme	A Local Development Scheme is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). This must specify (among other matters) the development plan documents (i.e. local plans) which, when prepared, will comprise part of the development plan for the area. Local planning authorities are encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as Neighbourhood Plans.
LNR	Local Nature Reserves	Local nature reserves are formally designated areas. They are places with wildlife or geological features that are of special interest locally. They offer people special opportunities to study or learn about nature or simply to enjoy it. (www.naturalengland.org.uk)
	Maidstone Borough Local Plan	The Maidstone Borough Local Plan is the key document that sets the framework to guide the future development of the borough. It plans for homes, jobs, shopping, leisure and the environment, as well as the associated infrastructure to support new development. It explains the 'why, what, where, when and how' development will be delivered through a

Acronym	Term	Description
		strategy that plans for growth and regeneration whilst at the same time protects and enhances the borough's natural and built assets. The plan covers the period from 2011 and 2031.
MBC	Maidstone Borough Council	The local planning authority responsible for producing the local plan and supplementary planning documents.
MHCLG	The Ministry of Housing, Communities and Local Government's	The Ministry of Housing, Communities and Local Government's (now the Department for Levelling Up, Housing and Communities) job is to create great places to live and work, and to give more power to local people to shape what happens in their area.
	Neighbourhood Plan	A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.
NOMIS		Nomis is a service provided by the Office for National Statistics, ONS, providing the most detailed and up-to-date UK labour market statistics from official sources.
ONS	Office for National Statistics	The Office for National Statistics (ONS) is the executive office of the UK Statistics Authority, a non-ministerial department which reports directly to Parliament. ONS is the UK Government's single largest statistical producer and is responsible for the production of a wide range of economic and social statistics.
	Previously developed land	Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously

Acronym	Term	Description
		developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.
	Primary Frontage	Primary frontages are likely to include a high proportion of retail uses which may include food, drinks, clothing and household goods.
	Self-build and custom-build housing	Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing.
SCAP	Schools Capacity Survey	The school capacity survey is a statutory data collection that all local authorities must complete every year. Local authorities must submit data about: school capacity (the number of places and pupils in a school), pupil forecasts (an estimation of how many pupils there will be in future), capital spend (the money schools and local authorities spend on their buildings and facilities).
SCI	Statement of Community Involvement	The SCI specifies how the community and stakeholders will be involved in the process of preparing local planning policy documents.
SHMA	Strategic Housing Market Assessment	A Strategic Housing Market Assessment assessed the local planning authority/s full objectively assessed need for new homes. This is expressed as the number of new homes needed over the time period the local plan covers. The SHMA also considers affordable housing needs and the need for additional care home places. The National Planning Practice Guidance advises that local planning authorities work with neighbouring authorities where housing market areas cross administrative boundaries.
SPD	Supplementary planning documents	An SPD provides further detail to a policy or a group of policies set out in a local plan. A SPD can provide additional detail about how a policy should be applied in practice. SPDs are a material consideration in planning decisions but are not part of the development plan.
	Sustainability Appraisal	The SA is a tool for appraising policies to ensure they reflect sustainable development objectives,

Acronym	Term	Description
		including social, economic and environmental objectives.
	Travel Plan	A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.
	Windfall sites	Sites not specifically identified in the development plan

Table 6.4: Glossary of terms



7 December 2021 Strategic Planning and Infrastructure Committee

Urgent Update

3 December 2021

Agenda Item 21: Maidstone Authority Monitoring Report

At paragraph 2.39 of the Maidstone Authority Monitoring Report additional text is to be inserted as follows (underlined):

- 2.39 Transport – In total 16% of the actions within the Integrated Transport Strategy (ITS) have not been actioned. A total 27% are on track to be actioned and 57% are being appropriately actioned. This has meant there has been an increase in the number of actions categorised as not being actioned due to growing concern at the lack of delivery of the highways schemes identified in the Maidstone Integrated Transport Package (MITP). This is despite Kent County Council having successfully applied for £8.9 million of South East Local Enterprise Partnership (SELEP) Local Growth Fund (LGF) monies in 2015 towards the delivery of these schemes. Whilst the original intention for the LGF money was to fund delivery of two park and ride schemes within Maidstone; in October 2015, it was agreed not to pursue the park and ride schemes and to focus instead on the delivery of several junction improvements across the borough.

Since then, business cases for each of the 3 phases of works have been presented by KCC to SELEP Accountability Board (2016, 2018 and 2019) to release portions of the LGF allocation. At the April 2019 Accountability Board, an additional £700,000 was awarded to Phase 1 (A20 Ashford Rd/A274 Sutton Road/Willington Street) and a slightly reduced amount of £4.2 million of LGF was approved to Phase 3 of the MITP (A229 Loose Road corridor, A20 London Rd/Hall Rd/Mill Rd). According to SELEP, the expected completion date for the full package of measures is now Autumn 2024.

Therefore, whilst the majority of other sustainable transport measures to support the growth identified in the Local Plan remain broadly on track to be delivered within the time periods identified within the Infrastructure Delivery Plan, the MITP schemes are now at risk of being delivered beyond the timeframes identified in the IDP.

Similarly, at the end of paragraph 4.75 of Appendix 1: Maidstone Authority Monitoring Report 2020-2021, additional text is to be inserted as follows:

- 4.75 Of concern is the ongoing delays to delivery of the Maidstone Integrated Transport Package. This comprises a series of junction improvement schemes that seek to alleviate the pressure of additional growth contained within the adopted Local Plan 2017. ~~Funding has been obtained but none of the schemes have been delivered by Kent County Council.~~ Kent County Council successfully applied for £8.9 million of South East Local Enterprise Partnership (SELEP) Local Growth Fund (LGF) monies in 2015 towards the delivery of these schemes. Whilst the original intention for the LGF money was to fund delivery of two park and ride schemes within Maidstone; in October 2015, MBC and the Maidstone Joint Transportation Board agreed not to

pursue the park and ride schemes and to focus instead on the delivery of several junction improvements across the borough.

Since then, business cases for each of the 3 phases of works have been presented by KCC to SELEP Accountability Board (2016, 2018 and 2019) to release portions of the LGF allocation. At the April 2019 Accountability Board, and additional £700,000 was awarded to Phase 1 (A20 Ashford Rd/A274 Sutton Road/Willington Street) and a slightly reduced amount of £4.2 million of LGF was approved to Phase 3 of the MITP (A229 Loose Road corridor, A20 London Rd/Hall Rd/Mill Rd). According to SELEP, the expected completion date for this package of measures is now Autumn 2024. However, at present, none of the schemes have been delivered.

Agenda Item 22

Strategic Planning and Infrastructure Committee

7 December 2021

Infrastructure Funding Statement

Final Decision-Maker	Strategic Planning and Infrastructure Committee
Lead Head of Service	Rob Jarman
Lead Officer and Report Author	Rob Jarman and Carole Williams
Classification	Public
Wards affected	All

Executive Summary

It is a statutory requirement for the Council to produce an Infrastructure Funding Statement (IFS) annually before 31 December each year. The IFS reports on the CIL and s.106 receipts (financial and non-financial) and the allocation/expenditure thereof during the previous financial year 2020/2021. In compliance with this requirement, this report produces the Council's IFS for 2020/21.

Purpose of Report

For noting

This report makes the following recommendations to this Committee:

That the Infrastructure Funding Statement for the last financial year (2020/21) is noted (as set out in Appendix 1) so that it can be published.

Timetable

Meeting	Date
Strategic Planning and Infrastructure	7 December

Infrastructure Funding Statement

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>• We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Council's overall achievement of its aim of enabling infrastructure by providing a position statement.</p>	Rob Jarman
Cross Cutting Objectives	NA	Rob Jarman
Risk Management	This reduces risk by being transparent on the latest position in relation to CIL and s106 monitoring	Rob Jarman
Financial	The cost of publishing an Infrastructure Funding Statement is met from within existing budgets. Publishing this statement is a legal requirement and helps to ensure that the planning process is transparent.	[Section 151 Officer & Finance Team]
Staffing	We will deliver the recommendations with our current staffing.	Rob Jarman
Legal	Pursuant to Regulation 121A (read with Schedule 2) of the Community Infrastructure Levy Regulations 2010 (as amended) the Council is required to produce an Infrastructure Funding Statement (IFS). This	Russell Fitzpatrick (MKLS (Planning))

	must be provided at least annually by no later than 31 December each year and report on CIL and s.106 receipts (financial and non-financial) and the allocation/expenditure thereof during the previous financial year. The IFS must be published on the Council's website. Accepting the recommendation will allow the Council to fulfil its statutory obligations.	
Privacy and Data Protection	Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with our retention schedules.	Rob Jarman
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Equalities & Communities Officer
Public Health	NA	Rob Jarman
Crime and Disorder	NA	Rob Jarman
Procurement	NA	Rob Jarman

2. INTRODUCTION AND BACKGROUND

2.1 Pursuant to the Community Infrastructure Levy Regulations 2010 (as amended) (the 2010 Regulations), the Council, as the contribution receiving authority, is required to produce and publish at least annually (and by no later than 31 December) an Infrastructure Funding Statement (IFS) for the previous financial year (2020/21). Although the content of the IFS is set out in the 2010 Regulations, in broad terms the IFS sets out:

- A statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by the Community Infrastructure Levy (CIL)
- Reports on the CIL and s.106 (planning obligations) contributions (financial and non-financial) it has collected, and
- The allocation and any expenditure (including distribution) of the receipts received.

2.2 It does not cover the physical implementation of infrastructure projects.

- 2.3 In compliance with the secondary legislation referred to above, the Council has produced, at Appendix 1 to this report, its IFS for the financial period 1 April 2020 to 31 March 2021.
- 2.4 This IFS sets out the 2020/21 income and expenditure relating to CIL and s106 legal agreements (also referred to as planning obligations). This annual report provides a summary of all financial and non-financial developer contributions received by the Council for the previous financial year. It is important to note that this Council is a 'collecting' authority through monies coming in via s106 legal agreements and CIL and, at the appropriate time, transfers monies collected to the appropriate infrastructure providers to enable projects to be delivered and these transfers of money are referred to as 'expenditure'. Some monies from s106 agreements are expended directly on MBC infrastructure such as improving existing open space (theses are internal transfers of money from the Planning Department to other parts of the Council).
- 2.5 The Council mainly collects funds on behalf of third parties. As this Council is non-unitary much of the funds received through CIL and s.106 receipts are transferred to Kent County Council. Some of the CIL receipts are also to be distributed to parish councils and neighbourhood forums. This Council also collects funds for NHS England Clinical Commissioning Group under s.106 agreements. A summary of the funds held/collected on behalf of third parties, the allocation of those funds and what they have been (or are due to be) spent on by these third parties is also reported on in the IFS.
- 2.6 The IFS is a key document which seeks to communicate how developer contributions are achieving the infrastructure required by the Council's Strategic Plan, Local Plan and Infrastructure Delivery Plan with the latter containing a 'long list' of infrastructure projects with prioritisation of these. This Committee will allocate CIL monies following a bidding process and the IDP informs the prioritisation of these projects. Within the "critical" list in the IDP it is suggested that Linton Crossroads, the junction of Fountain Lane with the A26 and improvements to Junction 7 of the M20 motorway are perhaps the biggest priorities but a detailed report will be brought to this Committee in the future as greater levels of funding are collected.
- 2.7 S106 monies must be spent on the projects set out in the s106 agreement (this is because of the 3 legal tests to a s106; namely they are necessary to make the development acceptable in planning terms, are directly related to the development; and are fairly and reasonably related in scale and kind to the development). For example, the securing of a new doctors' surgery or an improved road junction in terms of its capacity under a s.106 agreement are required as these mitigate the impact of the development on local doctors surgeries or on the highway junction as a result of the new development. They also cover non-financial matters such as obligating a developer to provide for affordable housing and the creation of *in situ* public open space. Table D (S106 Closing Balance) is of note in that it shows that this Council held £10,812,698 of s.106 monies at the end of the last financial year.
- 2.8 The reason why the Council is holding an apparently significant amount of s.106 monies is that before any money is transferred to an infrastructure

provider (e.g Kent County Council), the provider (for audit reasons) has to provide details of the specific project on which the contribution is to be spent so that planning officers can be satisfied that the detail aligns with that set out in the applicable s106 legal agreement. These details include costings and timelines etc. Business cases for infrastructure projects take time to be finalised. For example, whilst a road junction will have been identified for capacity improvements based on congestion and so is identified in local policies, it takes time and resource to undertake detailed and comprehensive surveys. Furthermore, infrastructure providers are rarely in a position to forward fund infrastructure works. Where the development is to be phased or the contribution is being pooled with other developments, the infrastructure provider may only be able to carry out the works to which the contribution is to be paid once all the 'pooled contributions'/monies have been received (i.e. once all the funds comprising the pooled contributions from the other developments have been received). Accordingly, in practice, there are often 'lags' in delivery. In addition, most infrastructure providers cover a much wider area than Maidstone Borough and so there are competing demands.

- 2.9 This report is for noting only and the Council's IFS at Appendix 1 will be published on the Council's website in accordance with the 2010 Regulations (2019 Amendment).

3. AVAILABLE OPTIONS

- 3.1 This report is for noting only and so that the IFS can be published and there is a legal requirement to do this prior to the end of the calendar year.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 NA

5. RISK

- 5.1 Whilst this report is presented for information only and has no risk management implications it is a statutory requirement to produce an IFS at least annually by 31 December in each calendar year. It is also a requirement that the IFS be published on the Council's website.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The IFS 2020/21 will be uploaded onto this Council's web site.
-

7. REPORT APPENDICES

The following document is to be published with this report and form part of the report:

Appendix 1: Infrastructure Funding Statement 2020/21 Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A Schedule 2

**Maidstone Borough
Council**

**Annual Infrastructure
Funding Statement**

For

**Community Infrastructure Levy and
Section 106**

Reporting Period:
From 01 April 2020 to 31 March 2021

1. INTRODUCTION

1.1 Maidstone Infrastructure Funding Statement (IFS)

This sets out the 2020/2021 income and expenditure relating to the Community Infrastructure Levy (CIL) and Section 106 (S106) agreements, as required under the *2019 CIL Regulations 121A*. This is an annual report (typically published in December), providing a summary of all financial and non-financial developer contributions for the last financial year, but does not cover implementation details. It also provides a statement of the infrastructure projects or types of infrastructure which will be, or may be, wholly or partly funded by the authority's Community Infrastructure Levy.

The purpose of the developer contributions is to provide a funding source which will help to deliver necessary infrastructure to accommodate new development across the borough. This necessary infrastructure is identified within the Maidstone Borough Local Plan (2011 - 2031), and the associated Infrastructure Delivery Plan (IDP), also the Council's Infrastructure List setting out which types of infrastructure not in order of priority, which Maidstone intends may be partly or wholly funded by CIL.

CIL: is a non-negotiable financial levy fixed rate charging schedule collected from development but there is no site/spend relationship, and it must be paid once the development commences. There are exemptions available for self-build and affordable housing, however Maidstone Borough Council (MBC) does not offer exceptional circumstances relief due to the MBC viability evidence that new development would be able to sustain a CIL charge.

The Community Infrastructure Levy Regulations 2010 (as amended) state that CIL must be spent on: the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area. 15% or 25% of CIL is used for local infrastructure, 70% or 80% strategic borough wide infrastructure and 5% will be used by the Council to provide staff costs for the administration of CIL.

Strategic CIL Expenditure - the strategic CIL funds will be available for infrastructure providers to bid for in early in 2022, see more information in the S106 Planning Agreements are negotiated legal agreements which provide for on/off site infrastructure to mitigate the impact of a specific development required and to make a development acceptable.

Where appropriate, planning authorities can seek planning obligations to secure the provision or contribution towards new or improved infrastructure. Authorities can also use planning obligations to secure affordable housing provisions from residential developments in line with local planning policies. Contributions collected from a site must be spent in accordance with the legal agreement normally paid at a staggered period over the build out of the development.

Other Funding Sources

If funding gaps remain for infrastructure projects, infrastructure providers will need to identify other funding sources to address the gap. Alternative sources of funding from other Council sources (i.e. the New Homes Bonus and capital funding programme) may be considered where appropriate.

2. CIL & S106 REPORTS 2020/21

Community Infrastructure Levy Report

2.1 Headlines

CIL Opening Balance at 01/04/2020	£ 567,924
CIL Income during 2020/21	£ 1,226,382
CIL Expenditure during 2020/21	£ 45,424
CIL Closing Balance at 31/03/2021	£ 1,181,031

2.2 CIL Summary 2020/21

Type	Potentially *Liable	Collected	Allocated	Spent	Balance
CIL Admin	£105,377	£61,319		£25,623	£35,696
CIL Neighbourhood	£323,712	£191,197	£131,974	£19,728	£171,469
CIL Strategic	£1,678,460	£973,866		0.00	£973,866
CIL Total	*£2,107,550	£1,226,382		£45,351	£ 1,181,031

*The amount of potential CIL income based on liable development applications, before any relief granted, and commencement

Neighbourhood CIL Expenditure in 2020/21

Table A

Neighbourhood CIL	Amount Allocated	Date	*Infrastructure project or item	Spent
Staplehurst	£9,133	28 April 2020	CCTV Cameras	£9,133
Boughton Monchelsea	£336	28 April 2020	No project identified	
Collier Street	£34,185	28 April 2020	No project identified	
Headcorn	£2,613	28 April 2020	Parsonage Meadow Footpath Refurbishment	£2,613
Harrietsham	£14,682	28 April 2020	No project identified	

Neighbourhood CIL	Amount Allocated	Date	*Infrastructure project or item	Spent
North Loose Residents Association	£2,583	07 July 2020	Towards Security Shed for Loose Road Allotments	£2,583
Headcorn	£1,399	28 October 2020	Tree Works for Extension to Headcorn Burial Ground	£1,399
Loose	£ 621	28 October 2020	Repairs to play equipment- KGVPF Loose	£ 621
Sutton Valence	£223	28 October 2020	Changeover of street lighting to LED-ongoing project	£223
Bearsted	£2,385	28 October 2020	TRO Ware Street Application - paid to KCC	£2,385
Boxley	£1,527	28 October 2020	No project identified	
Bredhurst	£3,862	28 October 2020	No project identified	
Lenham	£2,692	28 October 2020	No project identified	
Tovil	£18,191	28 October 2020	No project identified	
Bearsted	£2,586	28 October 2020	No project identified	
Collier Street	£34,185	28 October 2020	No project identified	
North Loose Residents Association	£771	12 February 2021	Signage on all 3 sites (Richmond Way Green, The Greenway, Mangravet Woods)	£771
TOTAL	£ 131,974			£19,728

*Completion data not available.

S106 Report

2.3 S106 Headlines

S106 Opening Balance at 01/04/2020	£ 10,498,240
S106 Income during 2020/21	£ 5,248,266
S106 Expenditure during 2020/21	£ 4,933,808
S106 Closing Balance at 31/03/2021	£ 10,812,698

2.4 S106 Summary 2020/21

S106 Agreements signed in 2020/21

In 2020/21 Maidstone Borough Council signed new S106s which secured a total of £1,560,239 in future developer contributions. The most significant agreements were:

- £ 1,096,089 towards expansion of Greenfields Community Primary School 19/506182/FULL
- £ 200,000 towards Cycleway Improvements to part of the National Cycle Route 177 from Church Road to Deringwood Drive 19/506182/FULL
- £108,030 towards expansion of Lenham Primary School 19/505281/FULL
- £ 37,800 towards improvement at Salts Farm natural area 20/503109/FULL
- £17,280 towards healthcare facilities in Boughton Monchelsea 20/503109/FULL

Non-Monetary Contributions

In relation to affordable housing, the total number of units which were agreed through S106 during the reported year was 371 including 264 Affordable Rented units and 107 Shared Ownership units.

Deed Signed	Planning Application	Housing numbers	Affordable Rent	Shared Ownership
15/07/2020	19/503912/FULL	91	64	27
15/04/2020	19/505281/FULL	20	16	4
03/02/2021	20/501315/FULL	4	4	0
14/12/2020	19/506182/FULL	126	89	37
14/12/2020	19/501600/OUT	130	91	39
Total		371	264	107

In relation to affordable housing delivered, the total number of units which were delivered through planning obligations in 2020/21 was 373. Of these, 190 were a mix of social and affordable rented units and 183 were shared ownership

S106 Income in 2020/21**Table B**

Infrastructure Type	S106 Income
Affordable Housing (off-site commuted sums)	£584, 421
Community Facility	£205,206
Public Transport (KCC)	£57,479
Education (KCC)	£2,915,479
Healthcare (NHS)	£577,702
Highways and Transportation (KCC)	£421,670
Travel plan (KCC)	£21,273
Libraries (KCC)	£34,942
Community Learning (KCC)	£18,554
Youth Services (KCC)	£5,225
Open Spaces	£107,592
Public Rights of Way (KCC)	£13,762
Town Centre (Contributions)	£284,961
TOTAL	£ 5,248,266

S106 Expenditure in 2020/21**Table C**

Infrastructure Type*	S106 Expenditure
Affordable Housing (off-site commuted sums) towards affordable housing units in Union Street and Brunswick Street developments	£602,057
Public Transport (KCC) towards Late Night Bus Services at Forstal Lane Coxheath	£105,434
Education Primary (KCC)	£2,441,330
Education Secondary (KCC)	£1,146,413
Healthcare (NHS)	£55,484
Travel plan (KCC)	£5,271
Libraries (KCC)	£41,802
Community Learning (KCC)	£18,763
Youth Services (KCC)	£26,691
Social Care (KCC)	£14,032
Open Spaces Including towards Oakwood Hospital cemetery, Mote Park Inclusive Play Area, Parkwood Recreation Ground improvements and outdoor sports facilities at Parkwood	£431,767

Recreation Ground, Whatman/River Park improvement works	
Town Centre (Public Art) towards Public Art iguanodon dinosaur at Maidstone East Station	£44,764
TOTAL	£4,933,808

*Completion data not available

S106 Closing Balance at 31/03/2021

Table D

Infrastructure Type	S106 Closing Balance
Affordable Housing (off-site commuted sums)	£944,200
Public Transport (KCC)	£773,665
Cycle Parking	£35,811
Education (KCC)	£2,798,872
Healthcare (NHS)	£2,584,089
Public Rights of Way (KCC)	£45,888
Town Centre (Public Art)	£1,877
Highways	£1,833,241
Libraries (KCC)	£20,403
Community Learning (KCC)	£51,169
Youth Services (KCC)	£15,470
Open Spaces	£1,423,052
TOTAL	£10,812,698

S106 developer contributions are paid over a staggered period or ‘trigger points’ during the build out of the development. This means there will be intervals in receiving the S106 monies which reflects in a fluctuation of the balance of monies collected. Likewise, the expenditure balances will also be impacted by the timing of the delivery of projects. These are regulated within a S106 clause which allows time for the key infrastructure delivery partners in receipt of S106 money to plan and account for project delivery complexities. The clawback periods are between five and ten years.

3 The Infrastructure List

The Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A (1) requires the Infrastructure Funding Statement to include a statement of the infrastructure projects or types which will be or may be, wholly or partly funded by CIL.

The list below outlines the types of infrastructure that Maidstone Borough Council intends will be, or may be, wholly or partly funded by Community Infrastructure Levy (CIL) funds. This list does not signify a commitment by the Council to fund all the infrastructure listed. Nor does the inclusion of a type of infrastructure on the list guarantee or imply it will receive any CIL funding.

Infrastructure category	Elements relevant to Maidstone Borough
Transport	Cycling and Walking (including Public Rights of Way) Bus Rail Road Public realm
Education	Nursery / Early years Primary and Secondary, including SEN Further and Higher
Health	Acute care General hospitals Health centres / Care Hubs GP surgeries
Social and Community	Community facilities Adult social care Community learning Youth services Libraries Sports and leisure facilities Heritage and visitor attractions
Public Services	Emergency services (Police, Fire, Ambulance / First responder, River rescue) Waste management and disposal
Utilities	Water supply Wastewater treatment and sewerage Electricity supply Gas supply Digital and telecommunications
Green and Blue	Open spaces and parks HRA mitigation Waterways and water bodies Flood defences

The 2019 CIL regulation amendment removed the previous restriction on the pooling of planning obligations towards a single piece of infrastructure. Alongside CIL contributions, Maidstone Borough Council may also seek planning obligations by way of a planning agreement (S106) where it can meet the statutory and policy tests and are in line with requirements set out in Maidstone's adopted Planning Obligations Supplementary Planning Document.

Future Spend Priorities

Affordable Housing

The provision of affordable housing as part of new development will continue to be sought through S106s in line with 'Policy SP20 – Affordable Housing' in the adopted Maidstone Borough Local Plan (2017), as well as the Affordable and Local Needs Housing Supplementary Planning Document (July 2020). In exceptional circumstances where affordable housing cannot be provided on-site, the Council will agree in-lieu, an affordable housing commuted sum contribution under a S106 which the Council will use to spend towards delivering new affordable homes within the borough.

The Council currently holds £944k of monies from “off-site” developer contributions for affordable housing. MBC intends to spend this money on its own building programme for which there is an ambition to eventually increase the portfolio to 1,000 homes..

Infrastructure

Infrastructure provision should align with the delivery of new development. Future income will be allocated towards much needed infrastructure to support the growth of new development. Details of planned S106 expenditure across each main spend area are set out below.

- **Education** - Primary Schools; Headcorn Platts Heath, Harrietsham, Yalding, Lenham, Southborough, Boughton Monchelsea, Marden, North Borough. Secondary Schools; Maidstone Grammar School, Valley Park, Cornwallis, Maplestone Noakes and Free School of Science and technology
- **Community Learning** - outreach facilities in St Faiths Adult Education Centre
- **Libraries** - additional book stock at Allington, Coxheath, Staplehurst Kent History & Library Centre Mobile library Harrietsham & Lenham, Hollingbourne, Marden Bearsted
- **Transportation** - Marden Railway Station, Staplehurst Station Improvements, bus service enhancements in Staplehurst village
- **Healthcare** - new premises for Greensand Health Centre and Sutton Valence Group Practice, premises development at Len Valley Surgery, facilities and refurbishment includes extensions, new carpets, IT equipment etc at Stockett Lane & Orchard Surgery, Wallis Avenue, Orchard Langley, The Mote & Cobtree, Northumberland Road and Shepway surgeries, Glebe Medical Centre, Blackthorn Medical Centre, Allington Park Surgery, Aylesford Medical Practice and Brewer Street surgery, Marden Medical Centre, Bowermount surgery and Lockmeadow Surgery, Grove Green, Staplehurst Health Centre, Boughton Monchelsea, Yeomans Lane Surgery and Yalding surgery
- **Public Rights of Way** - in Detling & Thurnham Ward and Heath Ward
- **Outdoor sports facilities** - at Giddyhorn Lane, Parkwood, Shepway North/South
- **Open Space** - Marden playing fields, Stockett Lane, play areas in Headcorn, allotments in Barming, Clare Park multi use facilities, Tovil play area, Ulcombe recreation ground, King George V playing fields, Lime Trees play area and Surrendon playing field, Millennium River Park, Jubilee Playing Fields, Midley Close play Area, Penenden Heath History Garden, Barming Heath, and Gatland Lane, River Len Nature Reserve, Glebe Fields, Senacre

- Recreation ground, Mote Park, White Beam Drive play area, William Pitt field, Cockpit play area, Hoggs Bridge Green, Brenchley Gardens
- **Community Facility** - at St Faiths Centre, Spring Field Park and Trinity Foyer Sensory Garden
 - **Town Centre** - public realm Earl Street, Maidstone shop front improvement scheme, town centre marketing initiative and transition study
 - **Cycle Park** - Marden Railway Station
 - **Highways** - M20 Junction 5 improvements, M2 Junction 5 traffic flow scheme, traffic displacement mitigation, works to Willington Street junction to wheat sheaf junction improvements and Willington Street/Wallis Avenue junction improvements, upgrade junction at Millbank/North Street, Fountain Lane, and Tonbridge Road junction modification

Strategic CIL Expenditure

In terms of CIL, the Council will invite CIL strategic funding bids in 2022 from a range of infrastructure delivery organisations and stakeholders. The CIL funding available for infrastructure projects across the borough will contain CIL funds of £1.4m and MBC capital funds. Projects submitted will be assessed against the infrastructure types or projects contained in our Infrastructure List within this IFS and those infrastructure projects identified in the current Infrastructure Development Plan. Schemes within the IDP identified as critical for delivery in the short term are likely to be prioritised.

This includes, but is not limited to:

- Traffic signalisation of the M20 J7 roundabout, widening of the coast bound off-slip and creation of a new signal-controlled pedestrian route through the junction
- Capacity improvements at the junction of Fountain Lane and the
- A26/Tonbridge Road; and
- Linton Crossroads junction improvements

If you have any further queries or comments about this statement, please do not hesitate to contact us via email: (CIL@maidstone.gov.uk)

Annex 1

Community Infrastructure Levy

Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A Schedule 2 Section 1

a	The total value of CIL set out in all demand notices issued in the reported year	£2,918,097
b	The total amount of CIL receipts for the reported year	£1,226,382
c	The total amount of CIL collected prior to the reported period	£567,924
d	The total amount of CIL receipts collected and allocated for the reported year	£45,351
e	The total amount of CIL expenditure for the reported year	£45,351
f	The total amount of CIL receipts collected which were allocated but not spent during the reported year	£131,974
g	In relation to CIL expenditure for the reported year, summary details of. <ul style="list-style-type: none"> i) The items of infrastructure on which CIL (including land payments) has been spent within the reported year, and the amount of CIL spent on each item ii) The amount of CIL spend on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part) iii) The amount of CIL collected towards administration expenses (5%) of the total CIL receipts collected (£1,226,382) in the reported period <p>The amount of CIL spent on administrative expenses pursuant to regulation 61 and that amount expressed as a percentage of all CIL collected in that year in accordance with that regulation</p>	<p>£0.00</p> <p>£0.00</p> <p>£61,319</p> <p>£25,623 2.09%</p>
h	In relation to CIL receipts collected and allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL (including land payments) has been allocated and the amount of CIL allocated to each item	£112,246 <i>(see table 2.1)</i>
i	The amount of CIL passed to <ul style="list-style-type: none"> i. any parish council under regulation 59A or 59B; and ii. any person under regulations 59(4) 	£131,974 <i>Spent £19,728 Unspent £112,246</i>
j	<ul style="list-style-type: none"> i. the total collected for the reported year under Regulation 59E (CIL returned to the Charging Authority after 5 years if not spent) and Regulation 59F. ii. the amount of CIL allocated during the reported year under Regulation 59E and Regulation 59F; 	<p>£0.00</p> <p>£0.00</p>
k	<ul style="list-style-type: none"> i. the amount of CIL requested under Regulation 59E for the reported year is as follows per neighbourhood zone: 	<p>£0.00</p> <p>£0.00</p>

	ii. the amount of CIL still outstanding for recovery under Regulation 59E at the end of the reported year for all years is as follows for each neighbourhood zone:	
I	i. the amount of CIL collected, not assigned for Neighbourhood CIL or CIL Administration, for the reported year and that had not been spent	£973,866
	ii. the amount of CIL collected, not assigned for Neighbourhood CIL or CIL Administration, from 01 October 2018 to the end of the reported year that had not been spent	£1,428,790
	iii. the amount CIL collected and that had not been spent under Regulations 59E and 59F during the reported year	£0.00
	iv. CIL receipts from previous years to which Regulation 59E or 59F applied retained at the end of the reported year	£0.00

Section 106

Community Infrastructure Levy Regulations (2019 Amendment) Regulation 121A Schedule 2 Section 3

a	The total amount of money to be provided under any planning obligations which were entered during the reported year	£1,560,239
b	The total amount of money received from planning obligations during the reported year	£5,248,266
c	The total amount of money received prior to the reported year that has not been allocated	£601,080
d	During the reported year the following non-monetary contributions have been agreed under planning obligations: <ul style="list-style-type: none"> i. in relation to affordable housing, the total number of units which will be provided ii. in relation to educational facilities, the number of school places for pupils which will be provided and the category of school at which they will be provided 	371 units N/A
e	The total amount of money received from planning obligations allocated but not spent towards infrastructure during the reported year	£3,113,545
f	The total amount of money (received under planning obligations) spent during the reported year (including transferring it to a third party to spend)	£4,933,808
g	In relation to money (received under planning obligations 20/21) which was not spent during the reported year	£314,458

h	<p>In relation to money which was spent by Maidstone Borough Council during the reported year (including transferring it to a third party to spend) summary details of:</p> <ul style="list-style-type: none"> i. the items of infrastructure on which that money (received under planning obligations) was spent, and the amount spent on each item ii. the amount of money (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part) iii. the amount of money (received under planning obligations) spent in respect of monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations 	<p>£4,933,808</p> <p><i>(see Table 2.3 of the report)</i></p> <p>£0.00</p> <p>£19,750</p>
i	<p>The total amount of money (received under planning obligations) during any year which was retained at the end of the reported year and where any of the retained money has been allocated for the purposes of long-term maintenance (commuted sums), also identify separately the total amount of commuted sums held.</p>	<p>£328,069</p>

Strategic Planning & Infrastructure Committee

7 December 2021

Article 4 Direction covering the primary shopping area of Maidstone and the renewal of certain existing Article 4 Directions

Final Decision-Maker	Strategic Planning and Infrastructure Committee
Lead Head of Service	Rob Jarman
Lead Officer and Report Author	Rob Jarman
Classification	Public
Wards affected	High Street for the specific article 4 direction and renewals but they will impact on all wards as it concerns Maidstone's primary shopping area and town centre

Executive Summary

A new use class (E) has been introduced which encompasses a wide range of uses, amalgamating all forms of retail, offices, leisure etc and, moreover, has recently introduced a new permitted development right (MA) which allows for these uses to change to residential without the need for planning permission (albeit subject to a prior approval process). There is thus the potential for a significant impact on the mix of uses in the primary shopping centre and the quality of the conversions. Whilst the town centre strategy is imminent, the loss of control through the planning application process means that there is a significant current risk and so it is proposed to serve a non-immediate article 4 direction on the designated primary shopping centre to enable control to be regained in the form of planning applications needing to be permitted. Secondly, existing article 4 directions on 14 office buildings will cease to have effect from 1 August 2022 and so it is recommended that the 6 'at risk' office buildings are the subject of renewed article 4 directions.

Purpose of Report

Decision

This report makes the following recommendations:

1. A non-immediate article 4 direction is served on the 'primary shopping area' as defined by the adopted Local Plan.
2. That 6 existing article 4 directions are renewed by the serving of new non-immediate article 4 directions that restrict Class MA permitted development

Timetable

Meeting	Date
Strategic Planning & Infrastructure Committee	7 December 2021

Article 4 Direction covering the primary shopping area of Maidstone and the renewal of certain existing Article 4 Directions

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

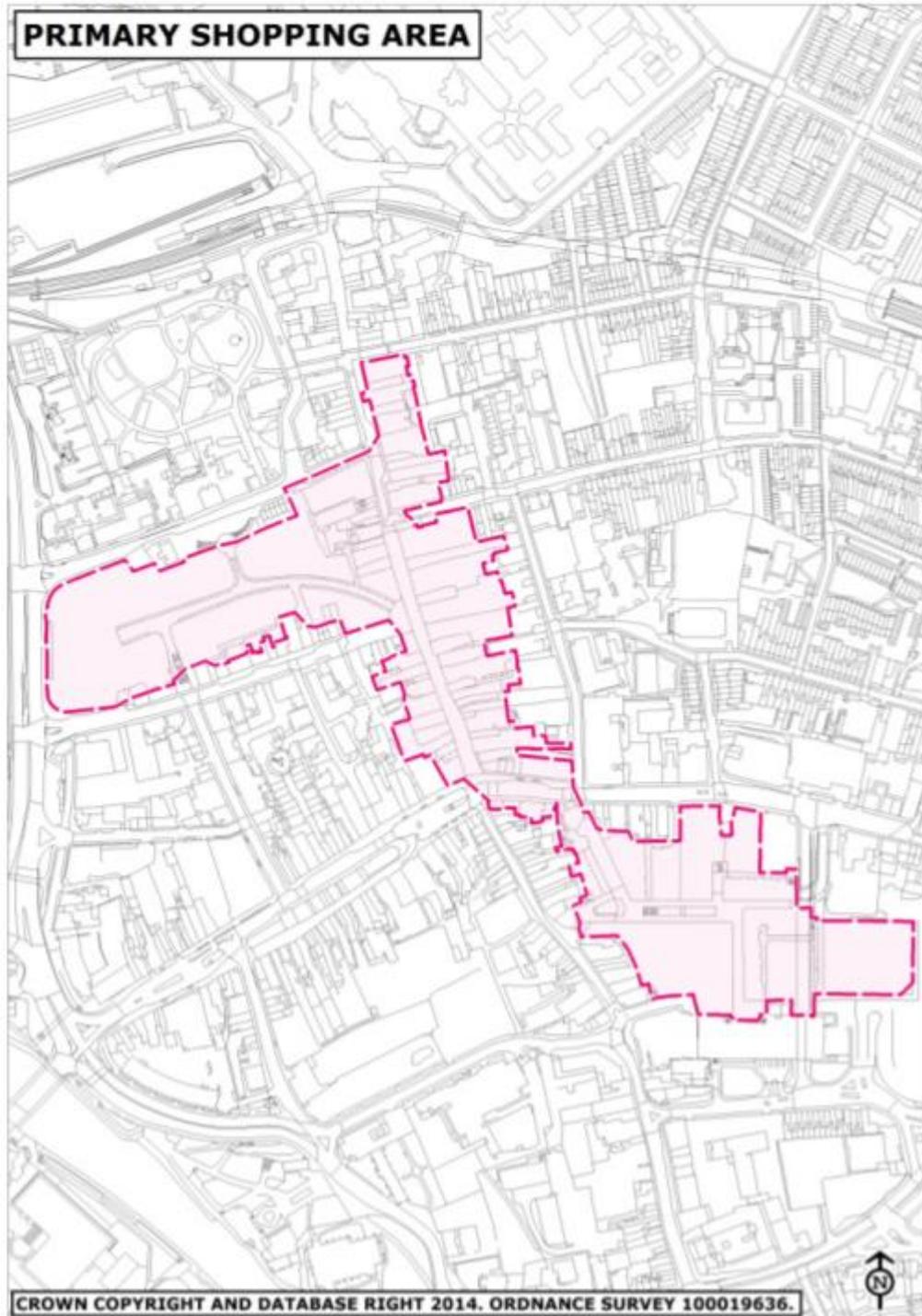
Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>Accepting the recommendations will materially improve the Council's ability to achieve 'A thriving place'.</p>	Rob Jarman
Risk Management	Integral to the discussion section of this report.	Rob Jarman
Financial	<p>The Article 4 directions that are recommended in this report can be implemented within the framework of already approved budgetary headings and so need no new funding for implementation.</p> <p>The report addresses the risk of compensation and concludes that this risk can be managed.</p>	Section 151 Officer & Finance Team
Staffing	We will continue to deliver the recommendations with current staff.	Rob Jarman
Legal	<ul style="list-style-type: none"> • Acting on the recommendations is within the Council's powers as set out at Articles 4 and 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 [SI 596/2015] 	Cheryl Parks Mid Kent Legal Services (Planning)
Privacy and Data Protection	<ul style="list-style-type: none"> • Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with [policy]. • We recognise the recommendations 	[Legal Team]

	will impact what information the Council holds on [its residents] and so have completed a separate privacy impact assessment [at reference].	
Equalities	An EqIA screening has been completed. This identified that whilst the removal of permitted development rights under an article 4 direction would not directly impact a particular group, there would be potential for positive impacts in terms of ensuring higher design and space standards for accessibility for groups with disabilities and/or an aging workforce.	Equalities & Communities Officer
Public Health	<ul style="list-style-type: none"> • We recognise that the recommendations will have a positive impact on population health or that of individuals. • We recognise that the recommendations will not negatively impact on population health or that of individuals. • We recognise the recommendations may have varying impacts on the health of the population or individuals within Maidstone. Therefore, we have completed a separate health impact assessment. • In accepting the recommendations, the Council would be fulfilling the requirements of the Health Inequalities Plan. 	[Public Health Officer]
Crime and Disorder	Neutral impact	Rob Jarman
Procurement	n/a	Rob Jarman
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected 	Rob Jarman

Biodiversity and Climate Change	<p>The implications of this report on biodiversity and climate change have been considered and are;</p> <ul style="list-style-type: none"> • There are no particular implications on biodiversity and climate change. 	[Biodiversity and Climate Change Officer]
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2. DISCUSSION

- 2.1 The Government, last year, introduced a new use class (E) which was an amalgamation of use classes including all forms of retail and also employment uses such as offices plus other uses. In the summer of this year, a new permitted development right (MA) was introduced which allowed for the permitted change of use from Class E to residential subject to a prior approval process (the detailed context is set out in Appendix 1).
- 2.2 Permitted development rights for changes of use from offices to residential already existed so the Council had served 14 article 4 directions (non-immediate) on the 'best' quality office buildings because of concerns with regard to the potential for imbalance of uses in the town centre. These existing article 4 directions will cease to have effect on 1 August 2022.
- 2.3 Article 4 directions restrict the landowner's ability to enjoy permitted development rights and so 'force' planning applications to be made for any permitted development removed by the article 4 direction. There are two types of article 4, an immediate and a non-immediate. The latter have been previously favoured as they mean a much reduced risk of compensation. However, to avoid any compensation risk altogether, a minimum of 12 months prior notice of the removal of permitted development rights is required (to take effect from the time of serving). An article 4 direction gives a planning authority control through the planning application process. The non-immediate article 4 directions will take 12 months to be confirmed from the dates of serving. The recommendations seek the serving of non-immediate article 4 directions.
- 2.4 The primary shopping area is identified in the adopted Local Plan (page 36) for the purposes of the sequential retail test (policy DM16).



- 2.5 The primary shopping area encompasses the core retail part of the town centre only. Recent evidence from both the Economic Development Strategy and Local Plan Review indicates that this area still performs relatively well (post Covid 19) in terms of footfall. It still hosts a number of major retailers, has relatively low vacancy rates when compared to other Kent centres. The mix of general retail with restaurants and cafes together with leisure and personal retail uses (e.g., hairdressers) encourage people to visit the area for different but complimentary purposes and so extend the length of their stay.

- 2.6 Why an article 4 direction encompassing this area? The NPPF (para 53) advises that all article 4 directions should be applied in a measured and targeted way based on robust evidence and apply to the smallest geographical area. The NPPG goes on to state that:
- 2.7 “The **potential harm** that the article 4 direction is intended to address will need to be clearly identified, and there will need to be a particularly strong justification for the withdrawal of pd rights relating to:
- An area extending beyond the essential core of a primary shopping area”.
- 2.8 So, the “core” of a primary shopping area is likely to be considered to be an acceptable area for an article 4 direction. However, what is proposed is the whole of the primary shopping area. This is still considered to be a “targeted” area with an associated “robust” evidence base in that it is the area identified in the adopted Local Plan (October 2017) and is replicated in the Regulation 19 Local Plan Review. Therefore, the area and, moreover, its evidence base have recently passed independent examination and the work for the Local Plan Review has confirmed this position to be unchanged in terms of the evidence.
- 2.9 Government planning guidance clearly does not allow for landowner’s permitted development rights to be removed lightly. Harm must be identified and the area tightly defined. The objective of this article 4 direction, however, would not be prevent changes to residential use per se in that this is not the identified harm rather the balance of uses and the quality of conversion to residential are important considerations.
- 2.10 There are many examples in urban centres whereby apartment schemes have complimented the retail offer and certain office uses (such as small rented concierge types). Indeed, for many years, local authorities have advocated policies encouraging ‘living above the shop’ partly for security reasons. There is a general need to keep a balance of uses for the viability and vitality of the town centre, and there is a need for controlling changes of use to residential to ensure a quality standard for such conversions. Key to quality is the overall design in terms of architecture, amenity space (both private and communal particularly outdoor), generous public realm creation (including tree planting), mitigation of noise and air pollution, considered car parking arrangements, a genuine mix of apartments etc.
- 2.11 However, there is an argument that the new permitted development rights (class MA) have adequate conditions attached to the prior approval process (see **Appendix 1**). These certainly give more control than hitherto. However, a fundamental concern around quality and, in particular, the ability under permitted development to provide all one bedroom apartments above that meet the minimum room size criteria and with no amenity space etc still remains. A new control introduced through the qualifying criteria for permitted development in class MA is the maximum of 1500 sq. m threshold but (following legal advice) there is the risk that this is not a ‘once and for all’ threshold and might be applicable in an incremental approach through successive applications for prior approval. This is yet to be fully tested through appeals or in the courts to

provide any authority on how this should be properly interpreted, although in practice there is an argument that this is unlikely to happen. Where new additional floorspace is created then the Community Infrastructure Levy (CIL) applies but most conversions do not involve extensions in the initial phase.

- 2.12 Comprehensive external legal advice on this matter has been given including the new conditions imposed on the class MA prior approval process. However, the risk with relying on national conditions is that, by their very nature, they are general. For example, one of the conditions of prior approval is “transport impacts of the development, particularly to ensure safe site access” so the local planning authority has the power to assess this issue and it could be a potential reason for refusal. However, “transport impacts...” are not locally defined in this context in that there are no specific references to permitted development right class MA within local policies and, moreover, vehicle parking standards are expressed as a maximum with no parking being deemed acceptable in policy. Legal advice indicates that where article 4 directions are at their most effective is where they are backed up by specific and effective local policies. However, this will take time and will not be part of the Local Plan Review itself.
- 2.13 It is acknowledged that this article 4 direction would be before the nascent Town Centre Strategy (which will provide a strategic framework and ‘vision’ for local policies (not just planning)), the permitted development right (Class MA) has been in place for since 1 August this year, and the existing office to residential article 4 directions (14) cease to have effect on 1 August 2022. Therefore, there is a clear risk of properties within the primary shopping centre (particularly those vacant) becoming residential through the permitted development with little control available through the prior approval process to the planning authority with regard to quality. It is accepted that the primary shopping centre does not represent the smallest geographical area and not the “core” but it has been clearly defined in the adopted local plan and this and the associated evidence base has passed independent examination.
- 2.14 Article 4 directions have traditionally been applied to conservation areas and the interplay with these has been considered. However, this recommendation is solely for an article 4 direction in relation to the change of use buildings from class E to residential rather than extending or creating new conservation areas. This is because the two evidence bases are distinctly different as is the potential harm. With conservation areas, the objective is to maintain and enhance the character and appearance so permitted development rights for modern additions such as upvc windows are taken away.

Impact of new permitted development rights on existing Article 4 Directions

- 2.15 The existing article 4 directions on 14 office buildings in the town centre will cease to have effect as of 1 August 2022. Having reviewed the evidence for continued article 4 protection on these 14 buildings, and in considering issues such as their geographical location, floor space and other matters it is recommended that these, in addition to an article 4

direction on the primary shopping area, as discussed above that a further 6 individual article 4 directions be made to (in effect) renew the existing directions. These would be the 6 shaded green in the table below. Those shown in red are either within the primary shopping area (and therefore would be covered by the newly proposed direction) or over 1500 sq m (or both).

Building	m2	Inside core
County Gate	2544	Above 1500m2
County House	900	Outside core shopping area below 1500m2
Medway Bridge House	2871	Above 1500m2
23-29 Albion Place	3632	Above 1500m2
Sterling House	536	Outside core shopping area below 1500m2
Maidstone House	9464	Above 1500m2
Romney House	527	Outside core shopping area below 1500m2
Gail House	2457	Above 1500m2
Kestrel House	2128	Above 1500m2
Knightrider Chambers	675	Outside core shopping area below 1500m2
62 Earl Street	1032	Within proposed geographic area of new A4D
66 Earl Street	266	Within proposed geographic area of new A4D
72 King Street	232	Outside core shopping area below 1500m2
Clarendon Place	1635	Looks capable of subdivision, so pursue building A4D
Sub total 28,899	28899	
Red = Pursue a new building specific A4D	6	
Green = Do NOT persue a new building specific A4D	8	
	14	

2.17 The evidence base for these is still relatively up to date and as individual buildings, they represent the smallest geographical area. The previous Committee report on this matter forms **Appendix 2**. Therefore, the second recommendation is to renew the protection on the 6 identified buildings by serving new article 4 directions.

3. AVAILABLE OPTIONS

- 3.1 Do nothing in terms of a non-immediate article 4 directions and rely on the conditions of permitted development as per the prior approval process.
- 3.2 Do something: a different geographical area to that of the primary shopping area. For example, individual buildings. Conversely, for the 6 office buildings, to have a wider geographical area.
- 3.3 Do Something: the primary shopping area as defined in the adopted local plan together with renewing the existing 6 article 4 directions on the office buildings referred to in the table above.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Do something: given the commitment to the Town Centre Strategy and the current risk of losing a significant amount of 'control' over place shaping, it seems logical that something tangible and timely is needed and

an article 4 direction represents such an opportunity.

- 4.2 A smaller geographical area could be defined but the 'control' would be reduced with the greatest risk of permitted changes of use being to properties outside the core of the primary shopping area.
 - 4.3 The primary shopping area is defined and has an allied evidence base. In order to reduce risk, it is recommended that this is the subject of a non-immediate article 4 direction.
 - 4.4 There is an existing evidence base for renewing the 6 existing article 4 directions.
-

5. RISK

- 5.1 The recommendation for a non-immediate article 4 directions are based on reducing the risk of compensation. As with any article 4 direction there is the risk of call in by the secretary of state but it is considered that the evidence base is robust. The main risk is that local policies are not developed so the article 4 direction becomes phyric in its effectiveness.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The SPI Committee have fairly recently supported article 4 directions in relation to the 14 office buildings and ,at its last meeting, resolved to examine the possibility of article 4 directions in the Fant area to prevent permitted development rights being used in relation to Houses in Multiple Occupation (HMOs). This would indicate support for more article 4 directions in order to become more effective at 'place shaping'.
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7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The legal team would execute this potential resolution with support from Development Management in terms of serving the article 4 directions on landowners and other persons with a controlling interest and in carrying out all the required notifications.
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8. REPORT APPENDICES

- Appendix 1: Use class E and permitted development right MA
 - Appendix 2: Town Centre Article 4 Directions – Report to Strategic Planning and Infrastructure Committee – 10 September 2019
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9. BACKGROUND PAPERS

None

PERMITTED DEVELOPMENT RIGHT CLASS MA AND ARTICLE 4 DIRECTIONS

1. Background

- 1.1. The Town and Country Planning (Use Classes) Order 1987 ("Use Classes Order") was amended through Regulations which came into force on 1 September 2020. The amended Order introduced a new Class E which subsumed a number of previous use classes. The new Class E encompasses retail; restaurants; financial & professional services; publicly accessible indoor sport, recreation and fitness; publicly available medical / health services; creches, day centres and day nurseries; offices (including research & development); and industrial uses (those which do not harm amenity).
- 1.2. The Town and Country Planning (General Permitted Development) (England) Order 2015 ("GPDO") sets out the permitted development rights afforded to use classes from the Use Classes Order. As a result of the new Class E, a number of changes were also required to the GPDO including the previous permitted development rights for changes of use from offices to residential use (Part 3 Class O) and, moreover, a new permitted development right came into being, namely, Part 3 Class MA which applies to Class E uses. Class MA is the categorisation of the permitted development (there are others with different categories).
- 1.3. The new Part 3 Class MA rights came into force from 1 August 2021 and allow (subject to certain limitations) permitted changes of use to residential via the prior notification process.
- 1.4. The new permitted development right does not inter alia apply to buildings of over 1500 sq metres(*), listed buildings and protected land such as areas of outstanding natural beauty. In addition, the use of permitted development rights would be conditional on matters such as:
 - "transport impacts of the development, particularly to ensure safe site access"
 - Flooding risks
 - Noise impacts
 - In conservation areas, for the whole or part of the ground floor, "the impact of that change of use on the character or sustainability of the" CA.
 - Provision of natural light to all habitable rooms
 - Potentially, fire safety
- 1.5. Prior to this, a new 'control' was introduced from the 6th April 2021 whereby minimum space standards had to be adhered to.

- 1.6. A consequence of the changes, MBC's current Article 4 Directions (A4Ds) on 14 office buildings which removed Part 3 Class O permitted development rights would now fall under the new Part 3 Class MA permitted development rights. However, transitional arrangements allow for the 'old' office use class (and therefore the A4Ds) to continue to have effect until the 31st July 2022.
- 1.7. The Community Infrastructure Levy (CIL) does apply in principle to new residential floorspace created under this permitted development allowance (i.e., conversion to residential), however, where new built floorspace is **not** proposed then there is no CIL charge (so 'pure' changes of use).
- 1.8. The Government has also produced guidance to advise local authorities that they need to be more specific in their approach to A4Ds by way of a Written Ministerial Statement (1 July 2021) and also by effecting amendments to NPPF para 53 to clarify the need for there to be exceptional circumstances to warrant the introduction of a new A4D and robust evidence to demonstrate this.

2. **Likely consequences**

- 2.1. This new permitted development right (Class MA) would allow more commercial buildings to be converted into residential without the need for planning permission. This is likely to result in smaller (typically one bedroom) apartments being provided without the need for planning permission and so a preponderance of one bedroom apartment schemes.
- 2.2. Between 1 April 2015 until 14 September 2021, 84 prior approvals for office to residential had been received; and 14 retail to residential (these include resubmissions). Since 1 April 2017 until 14 September 2021, a total of 46 prior notifications had been received with 35 approved, 9 refused and 2 pending. Reasons for refusal included flood risk, noise, contamination and poor daylight.
- 2.3. Although there are now more limitations and conditions, these are unlikely to significantly restrict the conversion of Class E uses to residential. Of note is that the 1500 sq metre threshold can, potentially, be used at different times so that buildings over this threshold can be converted in stages e.g., floor by floor.
- 2.4. An increased number of small apartments will clearly affect the balance of uses in the town centre and potentially retail and business parks etc affecting the character and appearance of such areas. It is also likely to result in a more pronounced demographic (i.e., small, young households) putting more strain on the existing infrastructure.

- 2.5. A direct consequence will be that as of 1 August 2022, the 14 A4Ds referred to above will cease to have effect so there is the potential for part or all of the 14 office buildings to be converted to residential use, albeit very large offices would have to be converted in stages up to the 1500 sq metre limit each time.
- 2.6. Although the 'new' prior approval tests are somewhat stricter than under the previous Part 3 Class O permitted development rights, there is still significantly less control than there would be through the planning application process.
- 2.7. Nationally, the Government are seeking to boost housing numbers and so is the Local Plan Review, particularly in the Town Centre. In addition, a 5% contingency is being proposed as part of the Regulation 19 draft Local Plan Review and permitted conversions would be defensible under this contingency.
- 2.8. However, the Strategic Housing Market Assessment (SHMA) identifies a need for all types of housing with a significant proportion being 'family housing' and it is highly unlikely that such a range of housing would be provided with a non-protectionist approach. Secondly, there would be no place shaping.

3. **Options**

- 3.1. **Do Nothing:** the existing suite of A4Ds remain valid under the transitional arrangements up to and including 31 July 2022. After that date they would cease to have effect and the permitted development rights under Part 3 Class MA would be available to those premises. Enhanced controls exist under the prior approval process, otherwise the Council has no ability to review and assess the proposed conversion. External legal advice on making better use of the controls available under the prior approval process has been received.
- 3.2. **Intervene:** under NPPF para 53 it is clear that robustly evidenced A4Ds are still able to be put in place where the exceptional circumstances can be demonstrated. The Council could consider implementing new A4Ds to remove the new permitted development rights. An A4D can be made in one of two ways:
- To have immediate effect; or
 - To come into force at some date in the future
- 3.2.1. Where the A4D comes into force with less than 12 months' notice, for certain permitted development rights there is a compensation regime

applicable. Part 3 Class MA rights are included in this regime, and so a new A4D that gives less than 12 months' notice gives rise to a degree of risk. Compensation can be claimed in certain circumstances for expenditure incurred, including loss of value of the land / property, as a result of having to make a planning application that is then refused or is granted but with conditions that would not have been applicable under the permitted development right.

- 3.2.2. If new A4Ds are put in place giving at least 12 months' notice then the compensation risk is avoided. On the current suite of sites, the existing A4Ds remain valid until 31 July 2022, but since we are already in August 2021, any new A4D with at least 12 months' notice would mean a window with no A4D in place. During that window an application for prior approval could be made.
- 3.3. **Blend:** for example, there may be less need to protect office space but a greater need to protect retail space and a new A4D could be applied to a core retail area(s).
- 3.4. If Intervention is the chosen option, the potential actions include:
 - i. **Potential new article 4 directions for the Town Centre**
 - a. **'Renewing' the existing 14 article 4 directions concerning office to residential:** these would have to be reviewed in the light of the new Government guidance on making A4Ds but also the impact that they have had and, lastly, within the context of Covid 19.
 - b. **Area based article 4 directions:** the existing A4Ds mentioned above apply to 14 individual buildings surveyed as 'good quality' office accommodation. For a broader geographic area and a mixture of existing uses therein, then there would need to be a clear and robust justification as Government advice is that A4Ds need to be 'focused'. So, this could be applied to the core retail area identified in the adopted Local Plan (2017).

Strategic Planning and Infrastructure Committee

10 September 2019

Town Centre Article 4 Directions

Final Decision-Maker	Strategic Planning and Infrastructure Committee
Lead Head of Service	William Cornall
Lead Officer and Report Author	Rob Jarman
Classification	Public
Wards affected	High Street and North Wards

Executive Summary

The report seeks approval for the making of non-immediate article 4 directions on 14 sites in the town centre and thereafter confirmation of the directions following consultation if it is considered expedient to do so after reviewing the consultation responses. Secondly, it seeks approval for further work to be undertaken on further article 4 directions of this nature.

Purpose of Report

Decision

This report makes the following recommendations to this Committee:

That:

1. A non-immediate Article 4 Direction is made on the following sites; County Gate, Medway Bridge House, 23 – 29 Albion Place, Sterling House, Maidstone House, Romney House, Gail House, Kestrel House, Knightrider Chambers, County House (Earl Street), 62 Earl Street, 66 Earl Street, 72 King Street and Clarendon Place.
2. The Head of Planning and Development exercise delegated authority to confirm the directions, in consultation with the Head of Legal Services, following statutory consultation on the made directions.
3. Exploratory work is initiated on making further Article 4 Directions on office sites both within and outside of the Town Centre.

Timetable

Meeting	Date
Committee: Strategic Planning and Infrastructure Committee	10 September 2019

Town Centre Article 4 Directions

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>Accepting the recommendations will materially improve the Council's ability to achieve Embracing Growth and Enabling Infrastructure. We set out the reasons other choices will be less effective in section 2 [available alternatives].</p>	Rob Jarman
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation is Reduced and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendation supports the achievement(s) of all 4 of the cross-cutting objectives by bringing control over the change of use of office buildings to residential.</p>	Rob Jarman
Risk Management	No significant risk	Rob Jarman
Financial	This is being undertaken within existing budgets	Section 151 Officer & Finance Team
Staffing	We will need access to extra expertise to deliver the recommendations, as set out in section 3.	Rob Jarman
Legal	An article 4 direction can be made under the provisions of Schedule 3 Town and Country Planning (General Permitted Development) (England) Order 2015/596. Officers from Mid	Cheryl Parks, Mid Kent Legal Services

	Kent Legal Services have been consulted and involved from the outset of this work and will assist in taking forward any directions agreed as a result of this report.	(Planning)
Privacy and Data Protection	Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with our retention schedules.	Policy and Information Team
Equalities	An EqIA screening has been completed. This identified that whilst the removal of permitted development rights under an article 4 direction would not directly impact a particular group, benefitting all residents in terms of employment, it would provide an opportunity to ensure higher levels of design and space standards in terms of accessibility for groups with disabilities.	Equalities and Corporate Policy Officer.
Public Health	We recognise the recommendations may have varying impacts on the health of the population or individuals within Maidstone. Due to the often poor design quality of office space converted to residential use the wellbeing of individuals residing in these dwellings is likely to be negatively impacted upon in comparison to those under planning control.	Public Health Officer
Crime and Disorder	No significant implications.	Rob Jarman
Procurement	On accepting the recommendations, the Council will then follow procurement exercises for survey work.	Rob Jarman

2. INTRODUCTION AND BACKGROUND

2.1 A report on this subject was discussed at a Strategic Planning, Sustainability and Transportation Committee on 11 September 2018. Councillors resolved that no Article 4 Direction(s) should be served on any of the 14 office sites put forward and commented that:

- a) "The Maidstone Borough Council Local Plan outlined that the development of housing units was to be achieved using office stock, which contradicted the Article 4 Direction; and
- b) The timing of the Article 4 Direction was not appropriate, and it should instead be included in the review of the Local Plan".

2.2 In terms of the second 'reason', an article 4 direction is, in itself, a regulatory matter not a policy matter. It is a legal direction restricting permitted development rights (i.e the change of use from offices to residential) under paragraph 4 of The Town and Country Planning (General Permitted Development) (England) Order 2015. Therefore, it is secondary

planning legislation that needs to be utilised.

2.3 Allied to this point, the National Planning Policy Framework states:-

- "53. The use of Article 4 directions to remove national permitted development rights should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area..."

2.4 Pleasantness of place is a direct interpretation of 'local amenity'. It is clear to me that any vibrant town centre requires a balance of uses including employment. Offices lend themselves to town centres, whereby the staff can access their workplace by a variety of transport options, and they can also enjoy the amenities of the town centre during lunch breaks and after work. A strong business sector is integral to a successful town centre. In the town centre vision set out in the adopted Local Plan it states that:-

- "Key components in realising this vision are:
 - Establishing the town centre as an attractive hub for business building on the town centre's assets and environment."

2.5 The Local Plan Review, in itself, cannot create Article 4 directions (in the same way that it cannot create new conservation areas); the broad "local amenity" justification already exists under the current Local Plan and also the Council's Strategic Plan. However, there is still a need to examine the first reason for rejection by SPST and to crystallise a detailed narrative and justification.

2.6 With regard to the Committee's first reason, none of the 14 sites identified as good office stock (by the GVA Employment Assessment carried out in 2014 which defined good stock as, location (connectivity, accessibility, prominence), occupancy rates and condition of building) have been included as the basis for the town centre prior notification broad location allowance. And so, there is a zero contribution assumed from these sites towards the 940 town centre total. Only those sites categorised as 'poor' by GVA have been used as the basis for the allowance. Further, with regard to any impact upon windfall allowance from unidentified sources, the use of site specific Article 4 directions, will still allow flexibility for conversion of smaller units under permitted development. This windfall allowance is over a long period (up until 2031) and any concerns about the quantum of delivery from this source will be addressed in the Local Plan Review.

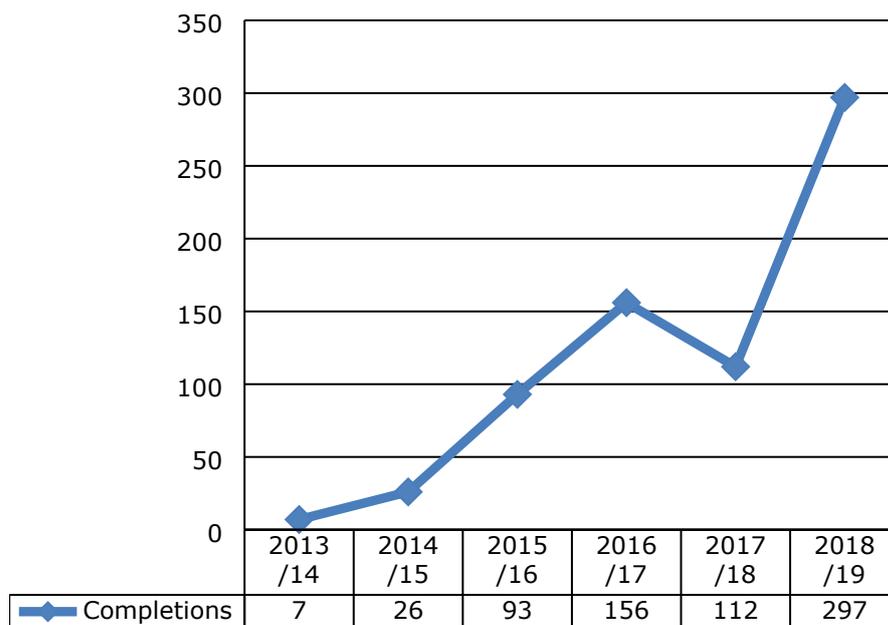
2.7 With regard to the existing Local Plan, policy SP 22 inter alia seeks to retain certain buildings for B1 use and 4 of these are the subject of the proposed Article 4 Direction (Medway Bridge House, 23 – 29 Albion Place, Gail House and Kestrel House). However, the prior notification process, in effect, makes this Policy a nullity.

2.8 I have addressed both reasons for the previous rejection by SPST Committee (there was also consideration by the Policy and Resources Committee whom rejected the recommendation by one vote). However, for the purposes of this new report and recommendations I consider it

important to consider and set out for the Committee what has been happening since September 2018.

2.9 The trend is shown in the tables below with a big jump in completions between 2017/18 to 2018/19, this is despite there having been an overall slowing down in the housing market. The total quantum of office floorspace lost as a result of permitted development rights (Borough wide) was 51,980 sq m with a further 7000 sq m unimplemented between 2014/15 to 2017/18. This suggests that a total of 58,980 sq m of office space could be lost as a result of permitted development rights, equivalent to 30% of the total 199,000 sq m of office space recorded in the borough in 2014. The office floorspace which has been lost has all been 'poor' quality based on the GVA categorisation. However, our Economic Development Manager classifies Brenchley House, Link House, Bishops Terrace in the good category based on his extensive knowledge of the local commercial market. Therefore, clearly there is a risk of the trend continuing and the resultant erosion of the town centre's good quality office space and the resultant impact that this would have on the balance of uses in the town centre with the risk of the town centre becoming predominantly a dormitory. It is of note that the Inspector, at the Examination in Public, required MBC to allocate significantly more office space in the Borough to meet need and there was concern about the loss of existing office space through the prior notification process at the time of the EIP. Officers did not anticipate the rate and quantum of loss of office floor space to residential.

2.10 Both the Economic Development Manager and myself estimate that the vacancy rate for the town centre is much lower now than when GVA did their work. All of which supports the view that we should be protecting our remaining office stock to prevent the further loss of employment opportunities and choice of employment land in the Borough.



Completed town centre dwellings from office to residential conversion under prior notification

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total

Completions	7	26	93	156	112	297	691
Percentage	1%	4%	13%	23%	16%	43%	

Percentage of town centre dwellings from office to residential completed under prior notification

2.11 There exists an argument that office to residential prior notifications provide 'good numbers'. However, housing need is not homogenous and this is made clear in paragraph 61 of the NPPF (Chapter 5 'Delivering a sufficient supply of homes'):-

- "61. Within this context, the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities...people who rent their homes...)."

2.12 A new Strategic Housing Market Assessment will be produced as an evidence base for the need for new homes and this will include different types and sizes of housing. Based on the office to residential prior notification completions to date, the homes being provided are predominantly studio or one bedroom rented apartments which clearly cater for a single person or young couple demographic. Whilst there is a need for a quantum of this type of accommodation, there is also a significant need for family homes which tends to be housing of a greater size within a plot and this large sector of the market is not being catered for with these town centre conversions. Therefore, there will still be a significant need for family housing on 'green field' sites and there is also a clear danger of over providing for one sector of the market at the expense of the town centre's employment base. For both 2016/17 and 2017/18, one bedroom market dwellings accounted for 20% of all market dwellings which was far in excess of the SHMA (2014) target of 5 - 10% and so there is clear over provision.

2.13 Fundamentally, it should be remembered that an Article 4 Direction does not mean that there will be a block on office to residential conversions rather that this is controlled through the normal town and country planning regime. Therefore, as local planning authority we would seek (if applicable) improvements to the design of a scheme, for example, securing landscaped areas and private amenity space (e.g balconies). Despite there being a bespoke chapter in the NPPF on "Achieving well-designed places" the prior notification process takes away the ability to have control over design and so office buildings can be converted to residential without having to meet any level of design standard. Similarly, these prior notifications are not the subject of planning obligations (such as a s106 legal agreement) nor the Community Infrastructure Levy. This does not align with the Council's strategic objective of 'Embracing Growth and Enabling Infrastructure'. With regard to infrastructure provision, no s106 nor CIL monies have been generated from permitted development conversions but there is a resultant extra strain on the existing town centre infrastructure from a pronounced demographic. This is accentuated by the rate and numbers involved with these prior notifications.

- 2.14 Given that the conversions thus far (e.g Brenchley House) have all been small apartments, they have not attracted registered providers and so they are not having a benign impact on this Borough's housing need which is particularly acute in and around the town centre.
- 2.15 This would also potentially allow for the securing of contributions toward infrastructure and other mitigation through section 106 agreements or through CIL payments.
- 2.16 If this Committee agrees with my arguments for Article 4 Directions on the 14 office sites then it would be appropriate to investigate whether further Article 4 Directions should be pursued throughout the Borough.
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3. AVAILABLE OPTIONS

- 3.1 **Option 1.** Do nothing: this would mean no Article 4 Directions and so the trends identified in the report may well continue with good quality office stock being lost and the town centre becoming more of a dormitory with a preponderance of residential development of a low quality and increasing pressure on existing physical and social infrastructure.
- 3.2 **Option 2.** Immediate Article 4 Direction: under this option, compensation may be payable in the event of the refusal of planning permission or where more onerous planning conditions are imposed than those likely to be attached through the prior approval process. I consider that the imposition of more onerous conditions albeit within certain parameters presents too much of a risk in terms of compensation.
- 3.3 The majority (12) of the 14 buildings are occupied, at least in part. However, there should be a consistent rationale in approach and, moreover, the prior notification process is a streamlined process whereby landowners choose to exercise their permitted development rights. The consequence being that a landowner can relatively quickly exercise his/her permitted development rights with no engagement with the local planning authority beforehand (unlike with a planning application whereby prospective developers generally engage in pre-application discussion). Therefore, it is difficult to quantify the risk of quick fire prior notifications. However, I am clear on the risks of subsequent compensation.
- 3.4 **Option 3.** Non-immediate Article 4 Direction: this would remove permitted development commencing a minimum of 12 months from the making of the Directions, subject to them being confirmed. There would be no compensation. However, there is the risk that this would trigger more prior notifications in the 12 month period preceding the coming into force of the made direction. This said, SPST were not swayed by any immediate need to serve an Article 4 Direction so a further 12 month period would align itself with this previous decision. The 12 month period would also allow time for further communication and engagement.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 **Option 3.** Non-immediate Article 4 Directions are progressed: this does not have the risk of compensation and is also something of a compromise considering the SPST decision on this matter.
- 4.2 Also, that if it is determined to be expedient to confirm the directions following the statutory period of consultation, that this is exercised under delegation to the Head of Planning.
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5. RISK

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The previous SPST report forms Appendix 1 to this report.
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7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 If the Committee is minded to agree with the recommendation, various preparatory tasks need to be completed before the non-immediate Article 4 Direction is made. Once the direction is made there are a number of requirements for notification and publicity that must be followed.
- 7.2 In due course following consultation on the made directions, a further decision is required as to whether it is expedient to confirm the directions, and this must be taken before the date the directions are proposed to come into effect. The Head of Planning has delegated powers under the Council's Constitution to effect Article 4 Directions and this report recommends that this delegation is used to confirm the directions.
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8. REPORT APPENDICES

- 8.1 The following documents are to be published with this report and form part of the report:
- Appendix 1: Town Centre Article 4 Direction – Options committee report to Strategic Planning, Sustainability and Transport Committee 11 September 2018
 - Appendix 2: Location of Each of the 14 Sites

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted