

# PLANNING AND INFRASTRUCTURE POLICY ADVISORY COMMITTEE MEETING

Date: Thursday 8 December 2022  
Time: 6.30 pm  
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Mrs Blackmore (Chairman), Mrs Grigg (Vice-Chairman), Clark, Kimmance, Munford, Spooner, Springett, Trzebinski and Young

*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.*

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## AGENDA

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|--|---------|
| 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 due to the possible disclosure of exempt information |         |
| 8. Minutes of the Urgent Meeting Held on 3 November 2022   | 1 - 3   |
| 9. Minutes of the Meeting Held on 9 November 2022  | 4 - 7   |
| 10. Presentation of Petitions (if any)   |         |
| 11. Question and Answer session from Local Residents (if any)  |         |
| 12. Questions from Members to the Chairman (if any)  |         |
| 13. Forward Plan relating to the Committee's Terms of Reference  | 8 - 11  |
| 14. MBC Response to the Kent Minerals and Waste Plan Review  | 12 - 20 |
| 15. Fees and Charges   | 21 - 55 |

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**Issued on 30 November 2022**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

## **INFORMATION FOR THE PUBLIC**

In order to ask a question at this meeting, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 6 December 2022). 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](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 6 December 2022). 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](mailto:committee@maidstone.gov.uk).

To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk).

## MAIDSTONE BOROUGH COUNCIL

### PLANNING AND INFRASTRUCTURE POLICY ADVISORY COMMITTEE

#### MINUTES OF THE MEETING HELD ON THURSDAY 3 NOVEMBER 2022

##### Attendees:

<b>Committee Members:</b>	<b>Councillors Blackmore (Chairman), English, Garten, Jeffery, Munford, Spooner, Springett, Trzebinski and Young</b>
<b>Lead Members:</b>	<b>Councillors Cooper (Lead Member for Planning and Infrastructure)</b>

73. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Clarke, Grigg, Kimmance and Young.

74. NOTIFICATION OF SUBSTITUTE MEMBERS

The following Substitute Members were present:

Councillor English for Councillor Kimmance;  
Councillor Garten for Councillor Young; and  
Councillor Jeffery for Councillor Grigg.

75. URGENT ITEMS

There were no urgent items, but it was noted there was an urgent update for Item 13 – Statement of Common Ground Local Plan Review. The Committee agreed to adjourn for 15 minutes before Item 13 to enable them to read through the update.

76. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

77. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

78. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

79. EXEMPT ITEMS

**RESOLVED:** That the meeting go into part II session for Item 13 – Statements of Common Ground for Local Plan Review only if required.

80. PRESENTATION OF PETITIONS

There were no petitions.

81. QUESTION AND ANSWER SESSION FROM LOCAL RESIDENTS

There were no questions from local residents.

82. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members.

83. FORWARD PLAN RELATING TO THE COMMITTEE'S TERMS OF REFERENCE

**RESOLVED:** That the Forward Plan be agreed and noted.

84. RESPONSE TO TONBRIDGE AND MALLING BOROUGH COUNCIL LOCAL PLAN CONSULTATION

The Lead Member for Planning and Infrastructure introduced the report and explained that Tonbridge and Malling's Local Plan had previously been submitted but it had been withdrawn due to comments from the Planning Inspector. As a result, there was a new regulation 18 consultation which the Council was responding to as a neighbouring planning authority. The new Local Plan identified the local housing need as well as areas for new growth and development.

The Council's proposed response raised concerns around transport and air quality due to the proximity of Tonbridge and Malling to Maidstone.

The Committee supported the proposed response noting that, although it did not contain anything on river quality, that would be addressed at the next stage of consultation when more specific details about the development are available.

**RESOLVED:** That the Lead Member for Planning and Infrastructure be recommended that Maidstone Borough Council's response to the Local Plan Regulation 18 consultation, attached as Appendix 1 to this report, is submitted to Tonbridge and Malling Borough Council.

85. ADJOURNMENT OF THE MEETING

**RESOLVED:** That the meeting be adjourned at 2:28 p.m. until 2:44 p.m. to allow Members to read the urgent update related to Item 13 – Statement of Common Ground for Local Plan Review.

86. STATEMENTS OF COMMON GROUND FOR LOCAL PLAN REVIEW

The Lead Member for Planning and Infrastructure introduced the report and advised that there were three Statements of Common Ground that were ready to be signed off, which were with; Kent County Council (Exempt Appendix 2), Kent Downs Area of Outstanding Natural Beauty Unit (Exempt Appendix 6) and the Defence Infrastructure Organisation (Exempt Appendix 9).

The Lead Member stated that as the other Statements of Common Ground were not ready to be signed off, if they could not come back to a future meeting of the Committee, he would liaise with the Chairman and group Leaders under the urgency process already agreed with the Committee.

In response to questions from the Committee the Lead Member confirmed that the documents were factual and would outline both agreements and disagreements as the Council had a duty to cooperate, not to agree.

Should there be any significant changes to the documents, the Lead Member undertook to notify the Committee.

**RESOLVED:** That;

1. The Lead Member be recommended to approve draft Statements of Common Ground set out in Exempt Appendices 2, 6 and 9 (between Maidstone Borough Council and Kent County Council, Kent Downs Area of Outstanding Natural Beauty Unit and the Defence Infrastructure Organisation);

The draft Statements of Common Ground set out in Exempt Appendices 1, 3, 4, 5, 7 and 8 be noted.

87. DURATION

2:00 p.m. to 2:59 p.m.

# Agenda Item 9

## MAIDSTONE BOROUGH COUNCIL

### PLANNING AND INFRASTRUCTURE POLICY ADVISORY COMMITTEE

#### MINUTES OF THE MEETING HELD ON WEDNESDAY 9 NOVEMBER 2022

##### Attendees:

<b>Committee Members:</b>	<b>Councillors Mrs Annabelle Blackmore (Chairman), Mrs Grigg (Vice Chair), Clark, Kimmance, Munford, Spooner, Trzebinski, Young and Garten</b>
<b>Lead Members:</b>	<b>Councillor Cooper (Lead Member for Planning and Infrastructure)</b>

88. APOLOGIES FOR ABSENCE

There were apologies of absence from Councillor Springett.

89. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Garten was present as a Substitute Member for Councillor Springett.

90. URGENT ITEMS

There were no urgent items. However, the Committee was informed that Item 14a - Financial Update & Performance Monitoring Report would be taken before Item 14 - Governance and Procedural Arrangements for CIL Ward Spend, to enable the Committee to consider the financial items in succession due to the related subject matter.

91. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

92. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

93. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

94. EXEMPT ITEMS

**RESOLVED:** That all items be taken in public in public, unless any Member of the Committee wished to refer to the information contained within Item 15 - Minutes (Part II) of the Meeting held on 17 October 2022.

95. MINUTES OF THE MEETING HELD ON 17 OCTOBER 2022

**RESOLVED:** That the Minutes of the meeting held on 17 October 2022 be agreed as a correct record and signed.

96. MINUTES (PART II) OF THE MEETING HELD ON 17 OCTOBER 2022

**RESOLVED:** That the Minutes (Part II) of the meeting held on 17 October 2022 be agreed as a correct record and signed.

97. PRESENTATION OF PETITIONS

There were no petitions.

98. QUESTION AND ANSWER SESSION FROM LOCAL RESIDENTS

There were no questions from local residents.

99. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members.

100. FORWARD PLAN RELATING TO THE COMMITTEE'S TERMS OF REFERENCE

**RESOLVED:** That the Forward Plan to be noted.

101. MEDIUM TERM FINANCIAL STRATEGY 2023 - 2028

The Lead Member for Planning and Infrastructure introduced the report and explained that the purpose of the Strategy was to show in financial terms how the Council would deliver its Strategic Plan. Following scenario planning, scenario 4 was considered the most likely and scenario 5 was the worst case, and therefore projections were shown for both. Scenario 4 was based on assumptions of a two percent Council Tax increase, a five percent pay increase for staff and general contract inflation of five percent. Finally, it was highlighted that the current five-year capital programme amounted to £230 million and due to inflation, some of the schemes may be re-prioritised.

Due to an error, the item was not included in the paper copies of the Agendas which had been distributed to the Committee. Therefore, the Head of Finance gave a verbal summary of the report for the Committee, and emphasized that this was the draft Strategy to agree the direction of travel, following which a more details report would be presented.

The Chairman shared the Committees concerns that the papers had not been printed correctly and instructed this should be investigated to ensure any issues were resolved. The Chair reiterated that the report contained the draft Strategy and that the final version would be returned to Committee prior to being adopted.

**RESOLVED:** That;

1. The issues and risks associated with updating the Medium Term Financial Strategy be noted; and
2. The Executive be recommended to approve the draft MTFs and the proposed approach outlined to develop an updated Medium Term Financial Strategy for 2023/24 – 2027/28 and a budget for 2023/24.

## **CHANGE TO THE ORDER OF BUSINESS**

Item 14a - Financial Update & Performance Monitoring Report would be taken before Item 14 - Governance and Procedural Arrangements for CIL Ward Spend, to enable the Committee to consider the financial items in succession due to the related subject matter.

### 102. **FINANCIAL UPDATE & PERFORMANCE MONITORING REPORT**

The Lead Member for Planning and Infrastructure introduced the report. With regards to the revenue budget, there were four areas of potential underspend: On Street Parking; Pay and Display Carparks; Off Street Parking Enforcement; and Park and Ride. There was overspend in Development Control Advice due to decreased demand. The Capital budget showed an underspend on the Bridges Gyrotory Scheme. Despite the projected variances, services within the Committee's remit were projected to have a balanced budget by the year end.

The Lead Member for Planning and Infrastructure highlighted that all six Key Performance Indicators (KPIs) had been met.

In response to questions, the Head of Finance explained that funding for the Local Plan Review (LPR) was kept in a separate reserve rather than being taken from the core budget. Impacts from the mini-budget published prior to the Committee, along with impacts from the first budget announcements in November 2022, would be considered within the updated version of the MTFS.

**RESOLVED:** That;

1. That the Revenue position as at the end of Quarter 2 for 2022/23, 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 2022/23, including the actions being taken or proposed to improve the position, where significant issues have been identified, be noted.

### 103. **GOVERNANCE AND PROCEDURAL ARRANGEMENTS FOR CIL WARD SPEND**

The Lead Member for Planning and Infrastructure introduced the report, and explained that the proposed arrangements would allow Ward Councillors to apply directly to the Council, for CIL monies to fund specific projects identified by their local communities.

In response to questions, the Head of Development Management explained that CIL monies were paid at the commencement of the development, and therefore there would be a lag between planning permission being obtained and the CIL monies being paid. Adjacent wards could choose to pool their allocated resources for collaborative projects.

**Resolved:** That;



1. The appendices A and B to the report be agreed;
2. The principle that local ward councillors should engage with local communities directly to agree how best to spend the neighbourhood funds from their area, be agreed;
3. Ward councillors should apply directly to the Council for allocation of available local CIL funds to projects, using the application form attached as B to the report; and
4. Such applications be assessed by officers against the agreed funding criteria, as contained within Appendix A to the report.

104. DURATION OF MEETING

6.30 p.m. to 7.08 p.m.

## MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 DECEMBER 2022 TO 31 MARCH 2023

This Forward Plan sets out the details of the key decisions which the Executive or Lead Members expect to take and the non-Key decisions that the Executive or Lead Members expect to take during the next four-month period. The plan will be updated weekly for the relevant period and a new plan for a new four-month period, published monthly on the last Friday of the month.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current members of the Executive are:

 <p>∞ <b>Councillor David Burton</b> Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</p>	 <p><b>Councillor John Perry</b> Deputy Leader and Lead Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</p>	 <p><b>Councillor Lottie Parfitt-Reid</b> Lead Member for Communities and Public Engagement LottieParfittReid@Maidstone.gov.uk 07919 360000</p>	 <p><b>Councillor Martin Round</b> Lead Member for Environmental Services MartinRound@maidstone.gov.uk 07709 263447</p>
 <p><b>Councillor Simon Webb</b> Lead Member for Housing and Health SimonWebb@Maidstone.gov.uk 07878 018997</p>	 <p><b>Councillor Claudine Russell</b> Lead Member for Leisure and Arts ClaudineRussell@Maidstone.gov.uk</p>	 <p><b>Councillor Paul Cooper</b> Lead Member for Planning and Infrastructure PaulCooper@Maidstone.gov.uk 01622 244070</p>	

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at the Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the Council's website: [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

Members of the public are welcome to attend meetings of the Executive which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on [www.maidstone.gov.uk](http://www.maidstone.gov.uk) or you may contact the Democratic Services Team on telephone number 01622 602899 for further details.



**David Burton**  
**Leader of the Council**

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
<p>Fees and Charges 2023/24 This report sets out the proposed fees and charges for 2023/24. 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 will come into effect on 1 April 2023 unless otherwise stated in the report.</p>	Executive	Lead Member for Corporate Services	21 Dec 2022	Yes	No Open	<p>Economic, Regeneration and Leisure Policy Advisory Committee 6 Dec 2022</p> <p>Planning and Infrastructure Policy Advisory Committee 8 Dec 2022</p> <p>Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022</p> <p>Corporate Services Policy Advisory Committee 14 Dec 2022</p>	Fees and Charges 2023/24	<p><b>Adrian Lovegrove</b> Head of Finance adrianlovegrove@m aidstone.gov.uk</p>

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
Governance and procedural arrangements for CIL Ward spend	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	23 Jan 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee 9 Nov 2022	Governance and procedural arrangements for CIL Ward spend	<b>Carole Williams</b>  carolewilliams@maidstone.gov.uk
MBC Response to the Kent Minerals and Waste Plan Review Reg.18 response →	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	23 Jan 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee 8 Dec 2022	MBC Response to the Kent Minerals and Waste Plan Review	<b>Helen Garnett</b>  helengarnett@maidstone.gov.uk
Strategic CIL Assessments & Spend	Executive	Lead Member for Planning and Infrastructure	25 Jan 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 11 Jan 2023	Strategic CIL Assessments & Spend	<b>William Cornall, Rob Jarman, Carole Williams</b>  williamcornall@maidstone.gov.uk, Robjarman@maidstone.gov.uk, carolewilliams@maidstone.gov.uk

# Agenda Item 14

## **PLANNING AND INFRASTRUCTURE POLICY ADVISORY COMMITTEE**

**08 December 2022**

### **MBC Response to the Kent Minerals and Waste Plan Review**

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
PAC for Planning and Infrastructure	08 December 2022
Lead Member on the Executive for Planning and Infrastructure	23 January 2023

<b>Will this be a Key Decision?</b>	No
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Lead Member on the Executive for Planning and Infrastructure
<b>Lead Head of Service</b>	Philip Coyne
<b>Lead Officer and Report Author</b>	Helen Garnett
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **Executive Summary**

Consultation on the proposed review of the Kent Minerals and Waste Plan 2013-30 commenced on the Monday 24th October 2022 and will run through until midnight on Monday 4th December 2022. MBC has been granted an extension to allow comments to be reviewed by this PAC.

This is the second Regulation 18 consultation undertaken for this plan.

This report outlines the key post first Regulation 18 consultation changes proposed to the Kent Minerals and Waste Plan (2013-30) through its proposed review of that document, highlighting key matters arising from the plan review which are of relevance to Maidstone Borough Council. It recommends that members agree a formal response to the consultation, as drafted by officers and appended to this report.

**Purpose of Report**

To inform members of the key changes proposed through the review of the Kent Minerals and Waste Plan and to seek agreement from the Lead Member to submit the response appended to this report.

**This report asks the Planning and Infrastructure PAC to recommend to the Lead Member for Planning and Infrastructure that:**

1. The proposed response to this Kent Minerals and Waste Plan Review consultation at Appendix 1 of this report is agreed.

# MBC Response to the Kent Minerals and Waste Plan Review

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>Accepting the recommendations will enable the Council to ensure that plans at county council level do not materially harm its ability to achieve each of the corporate priorities.</p>	Interim Local Plan Director
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The report recommendations support the achievements of the four, cross cutting objectives by ensuring that plans from a neighbouring authority do not materially harm the council's ability to achieve these objectives.</p>	Interim Local Plan Director
<b>Risk Management</b>	<p>The recommendations seek to reduce the risk associated with the production of a Local Plan Review by ensuring that plans produced by the county council are not in conflict with our own and those set out in government policy.</p>	Interim Local Plan Director
<b>Financial</b>	<p>The recommendations seek to reduce the risk associated with the production of the Local Plan Review by ensuring that plans at county level are not in conflict with our own. The recommendation has no immediate impact on budget headings or expenditure in</p>	Head of Finance



	the current year.	
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Interim Local Plan Director
<b>Legal</b>	As part of its duty to co-operate, the Borough Council must engage constructively, actively and on an ongoing basis with the County Council in the preparation of development plan documents in order to maximise the effectiveness of the activity of plan preparation. The Kent County Council are consulting with the Borough Council on an update/refresh to the Kent Minerals and Waste Plan 2013-30, which also forms part of Maidstone BC Local Development Plan Documents. The Borough Council has been consulted on and is responding to that consultation. Whilst there are no legal implications arising from the response, accepting the recommendations will help fulfil the Council's duties under s.33A of the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations (2012) as amended.	Team Leader (Planning) Mid Kent Legal Services
<b>Privacy and Data Protection</b>	Accepting the recommendations will not increase the volume of data held by the Council.	Information Governance Officer
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Equalities and Communities Officer
<b>Public Health</b>	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Housing and Inclusion Team Leader
<b>Crime and Disorder</b>	The recommendation will not have a negative impact on Crime and Disorder.	Interim Local Plan Director
<b>Procurement</b>	The recommendation has no immediate impact on budget headings or expenditure in the current year.	Interim Local Plan Director and Head of Finance
<b>Biodiversity and Climate Change</b>	The implications of this report on biodiversity and climate change have been considered and the listed updates are;	Biodiversity and Climate Change Manager

	This aligns well with action(s) (number and quote action)4.1 to 4.5 to reduce waste and promote circular economy as well as several other actions with reference to enhancing biodiversity and natural recovery of the MBC Biodiversity and Climate Change Action Plan.	
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## 2. INTRODUCTION AND BACKGROUND

This report sets out the key issues arising from the review of the Kent Minerals and Waste Plan 2023-38. The Minerals and Waste Plan was adopted in July 2016, with subsequent changes arising from an early partial review being adopted in 2020 for which KCC engaged with MBC through its statutory consultation process.

The Kent Minerals and Waste Plan forms part of the Development Plan for Maidstone and sets out planning policies relating to minerals supply and waste management. All applications on minerals and waste related development are assessed by Kent County Council against the adopted plan, and other types development affecting minerals and waste sites are assessed by Maidstone Borough, having regard to the Kent Minerals and Waste Plan.

At the beginning of 2022, KCC undertook a Regulation 18 consultation on its plan. Comments received at that consultation have now been considered for inclusion in this revised Regulation 18 consultation document.

MBC made representations at that consultation, principally raising concerns about the onus placed on lower tier authorities to include additional requirements through their Local List, which sets out what should accompany planning applications. Principally, KCC were asking that each major planning application was accompanied by a document setting out how waste management would be dealt with through construction and operation of the development. At the last consultation, MBC raised concerns about the practicality of requiring lower tier authorities to update their local lists.

The main changes arising from this proposed review centre around the following updates:

- amended plan period from 2013-30 to 2023-38;
- updates to reference nature recovery networks and a higher requirement for Biodiversity Net Gain where sites are restored;
- updated position in respect to need for soft-sand, with reference to Chapel Farm; and,
- updated policy wording on circular economy.

The full proposed amends can be found here <https://letstalk.kent.gov.uk/kent-minerals-and-waste-local-plan>. So far as Maidstone Borough Council are concerned, there are no material changes proposed to the mineral allocations and safeguarding policies.

Alongside the Regulation 18 consultation on its plan, KCC are also undertaking a call for sites for proposed sites for the allocation of a hard rock quarry to meet identified need within the Kent Minerals and Waste Local Plan 2023-2038.

The changes proposed to be introduced to policy CSW 3 (Waste Reduction), which seek to include the need for consideration of the circular waste economy in determining applications, are of particular interest to Maidstone Borough Council. CSW 3 and its supporting text requires that proposals for major development should be submitted with a Circular Economy Statement that demonstrates how waste created during development has been taken into account.

These new requirements would place additional burden on the assessment of planning applications, with the possibility for a need to amend the local list to require a Circular Economy Statement to accompany a planning application. These concerns were raised by MBC at the previous consultation and these concerns have not been addressed through these proposed changes.

Subject to the outcome of the call for sites referred to at para. 2.7 above, the Minerals and Waste Plan does not include allocations, but does carry forward existing allocations. These allocations are a strong material consideration in the determination of planning applications and could be grounds for refusal if the criteria set out in policy DM7 of that plan. No changes are proposed to policy DM7 at this time.

In summary, whilst MBC is supportive of the Kent Minerals and Waste Plan review 2023-38 and the proposed changes to waste management during delivery and operation of development, there is a need for the clarification sought in the proposed response at Appendix 1.

It should be noted that the deadline for comments was 4 December 2022, however KCC have agreed to accept MBC’s draft comments after the draft response has been reviewed by the Planning and Infrastructure PAC, with finalisation being confirmed following sign-off by the Lead Member on the Executive for Planning and Infrastructure.

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### **3. AVAILABLE OPTIONS**

Option 1: That the Committee resolves to recommend that the Lead Member on the Executive for Planning and Infrastructure agrees the proposed response to this consultation at Appendix 1 of this report.

Option 2: That Committee do not resolve to recommend that the Lead Member on the Executive for Planning and Infrastructure agrees the response to the consultation. This would mean that KCC would continue production of its Development Plan Document without relevant input from Maidstone Borough Council at this stage.

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### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1 For the reasons set out above, it is recommended that Option 1 is followed and that members agree the proposed response as appended to this report.

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## **5. RISK**

5.1 The risk associated with these proposals, as well as any risks should the Council 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.

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## **6. REPORT APPENDICES**




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

- Appendix 1: Draft Response to the KCC Minerals and Waste Plan Regulation 18 consultation.

Bryan Geake  
Minerals and Waste Planning Policy  
1<sup>st</sup> Floor  
Invicta House  
Maidstone  
ME14 1XX

## Maidstone Borough Council

Maidstone House,  
King Street,  
Maidstone, Kent ME15 6JQ

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 [maidstoneboroughcouncil](https://www.facebook.com/maidstoneboroughcouncil)

By email to: [mwlp@kent.gov.uk](mailto:mwlp@kent.gov.uk)

Date: xxxxxxxxx/2022

Dear Mr Geake

### **Kent Minerals and Waste local Plan 2013-30; Regulation 18 Consultation Draft**

Thank you for consulting Maidstone Borough Council (MBC) on the draft refresh of the Kent Minerals and Waste Plan (2013-30). Maidstone Borough Council's comments on the draft plan are detailed below.

The Planning and Compulsory Purchase Act 2004 (as amended) places a legal duty on planning authorities to engage constructively, actively, and on an ongoing basis, to ensure the effectiveness of Local Plan preparation in relation to strategic issues. Effective and ongoing joint working between strategic policy-making authorities is integral to the production of a positively prepared and justified strategy. **MBC and KCC have consistently and positively engaged on their respective plan making processes and MBC therefore considers that the duty to cooperate in plan-making between the two authorities has been satisfied to date and that cooperation is ongoing.**

MBC have reviewed the additional changes and are supportive of the plan as a whole and the overall aims of the policy refresh, and welcome the updated position in respect to soft sand extraction at Chapel Farm which forms part of an allocation in the Maidstone Local Plan Review.

However, as highlighted in its previous response, MBC are of the view that Policy CSW 3 (Waste Reduction) requires further consideration. The proposed new wording of the policy requires that for applications submitted to Maidstone Borough Council additional information be supplied at application stage. This will likely mean that MBC is required to add to their Local List a requirement for a Circular Economy Statement to accompany major applications.

In respect to the requirement of 20% Biodiversity Net Gain on restored sites as set out in Policy DM3, Maidstone welcomes this aspiration as it aligns with emerging policies in its LPR.

I hope these comments are helpful and look forward to continuing, constructive dialogue on strategic issues as part of the duty to cooperate as our respective Local Plans progress.

Yours sincerely,

**Philip Coyne**

Interim Local Plan Review Director

Maidstone Borough Council, King Street, Maidstone, Kent ME15 6JQ

## Planning and Infrastructure Policy Advisory Committee

**8 December 2022**

### Fees and Charges 2023-24

<b>Final Decision-Maker</b>	Executive
<b>Lead Head of Service</b>	Mark Green, Director of Finance and Business Improvement
<b>Lead Officer and Report Author</b>	Adrian Lovegrove, Head of Finance
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **Executive Summary**

This report sets out the proposed fees and charges for 2023/24 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 2023 unless otherwise stated in the report.

#### **Recommendation to Planning and Infrastructure Policy Advisory Committee that:**

1. The Committee is asked to note the contents but may choose to comment on the content.
2. The Committee recommend to the Executive to approve the Fees and Charges as detailed in Appendix 1

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Planning and Infrastructure Policy Advisory Committee	8 December 2022
Executive	21 December 2022

# Fees and Charges 2023-24

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Head of Finance
<b>Cross Cutting Objectives</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Head of Finance
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>This is covered within section 5 of the report.</li> </ul>	Head of Finance
<b>Financial</b>	<ul style="list-style-type: none"> <li>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 2020-21 onwards.</li> </ul>	Head of Finance
<b>Staffing</b>	<ul style="list-style-type: none"> <li>The recommendations do not have any staffing implications.</li> </ul>	Head of Finance
<b>Legal</b>	<ul style="list-style-type: none"> <li>Acting on the recommendations is within the Council’s powers as set out within the Local Government Act 2003 and the Localism Act 2011.</li> <li>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.</li> </ul>	Interim Team Leader (Contentious and Corporate Governance)



	<p>The authority has a duty to ensure that taking one financial year with another, income does 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"> <li>• 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.</li> </ul>	
<b>Privacy and Data Protection</b>	<ul style="list-style-type: none"> <li>• The recommendations do not have any privacy or data protection implications.</li> </ul>	Policy and Information Team
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
<b>Public Health</b>	<ul style="list-style-type: none"> <li>• The recommendations do not have any public health implications.</li> </ul>	Head of Finance
<b>Crime and Disorder</b>	<ul style="list-style-type: none"> <li>• The recommendations do not have any public health implications.</li> </ul>	Head of Finance
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• The recommendations do not have any procurement implications.</li> </ul>	Head of Finance
<b>Biodiversity and Climate Change</b>	There are no implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

## **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
- l) of any that took place in previous periods.

#### **Discretionary Charges for 2023-24**

- 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 2023/24 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 2023/24 as set out in that appendix.
- 2.8 Table 1 below summarises the 2021/22 outturn and 2022/23 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 £20,080 which amounts to a 0.37% increase in the overall budgeted income figure for this committee for the current financial year.

## Fees and Charges

Service Area	2021-22 Outturn	2022-23 Budget	Proposed change in income	2023-24 Estimate
	£	£	£	£
<b>Parking Services</b>	3,366,460	3,164,500	0	3,164,500
<b>Sandling Road Car Park</b>	61,319	53,470	0	53,470
<b>Land Charges</b>	299,058	286,900	0	286,900
<b>Building Control</b>	456,912	401,510	20,080	421,590
<b>Development and Conservation Control</b>	1,525,860	1,457,410	0	1,457,410
<b>Grand Total</b>	<b>5,709,609</b>	<b>5,363,790</b>	<b>20,080</b>	<b>5,383,870</b>

Table 1: Fees & Charges Summary (PI)

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 the charges in this area 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	£2.50	£3.80	£2.00	£1.00	£1.30	£1.35
2hr	£3.00	£3.80	£2.00	£2.00	£2.60	£2.70
3hr	£3.60	£6.30	£3.50	£2.50	£3.90	£4.05
4hr	£4.60	£6.30	£3.50	£3.50	£5.20	£5.40
5hr	£6.00	£10.60	£4.50	£5.00	n/a	n/a
Over 5hr/6hr	£11.20	£11.70	£9.00	£7.00	n/a	n/a
Overnight	£2.10	£2.10	n/a	No charge	£2.00	£2.00

Table 2: Town centre parking charges comparison – short stay

2.12 Land Charges – 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 2023/24.

2.13 Building control – Moderate inflationary increases are proposed for building control charges. It is anticipated that this may generate additional income of £20,080 which will be reinvested in the service.

2.14 Development Control & Conservation – No inflationary increases have been applied to the discretionary charges in this area. It is proposed that the discretionary charges in these areas remain at their current level for 2023/24.

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### **3. AVAILABLE OPTIONS**

#### **3.1 Option 1**

The Committee could recommend approval to adopt 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 2023-24. 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 2023-24.

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### **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 recommended by this committee will go to the Executive for approval and will come into effect on 1 April 2023 unless otherwise stated.

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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.

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## **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 Budget survey of residents which will be used to inform wider decisions related to budget setting and spending priorities. The results of this survey will be considered as part of the budget process.
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## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 Corporate Services Policy Advisory Committee will receive an overarching report of all fees and charges proposals on 14 December 2022.
- 7.2 Proposed changes to fees and charges will go to the Executive on the 21 December 2022 for approval as set out within Appendix 1 and will be implemented with effect from 1 April 2023.
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## **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 – PI PAC
  - Appendix 2: Charging Policy
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## **9. BACKGROUND PAPERS**

None

Medium Term Financial Strategy 2023-24  
Fees and Charges  
Planning Infrastructure PAC

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>Parking Services</b>										
Business Permits D043		x	6,533	12,710	100.00	100.00	0.00%		12,710	
Residents Permits D065		x	86,668	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	94,325	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	0	780	10.00	10.00	0.00%		780	(For lost Permits)
Carers Permits - Organisation D050	*	x	1,067	1,290	20.00	20.00	0.00%		1,290	
<b>Dispensations and Waivers D061</b>			18,276	2,560					2,560	
Waivers/Work permits [max 1 day]		x			12.00	12.00	0.00%			
Waivers/ Work Permits [max 1 week]		x			36.00	36.00	0.00%			
Waivers/ Work Permits [max 2 week]		x			45.00	45.00	0.00%			
Waivers/ Work Permits [max 1 month]		x			60.00	60.00	0.00%			
Waivers/ Work Permits [over 1 month (to a maximum of 3 months) - per month (or part month)]		x			50.00	50.00	0.00%			
Dispensations [max 1 day]		x			12.00	12.00	0.00%			
Dispensations [max 1 week]		x			36.00	36.00	0.00%			
Dispensations [max 2 week]		x			45.00	45.00	0.00%			
Dispensations [max 1 month]		x			60.00	60.00	0.00%			
Dispensations [over 1 month (to a maximum of 3 months) - per month (or part month)]		x			50.00	50.00	0.00%			
Cones/ Suspension administration Fee		x			100.00	100.00	0.00%			(Plus any bay charges for Pay & Display)
PCN Low - Statutory D042		x	1,088,062	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.
<b>Season Tickets - Car Parks D041 RC20</b>			88,635	132,730					132,730	
6 Month 5 days Mon - Fri	*	x			496.00	496.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
6 Month 7 days Mon - Sun	*	x			638.00	638.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 5 days Mon - Fri	*	x			910.00	910.00	0.00%			Pro-rata refunds after 3 months upon surrender / admin fee applied
12 Month 7 days Mon - Sun	*	x			1,163.00	1,163.00	0.00%			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	180.00	-49.58%			Reduced by 50% to increase sales - Off-peak season ticket / Pro-rata refunds on surrender / admin fee applied
Refund administration fee					30.00	30.00	0.00%			
<b>Season Tickets - Car Parks (Mote Park Only) D041 RC23</b>			6,208	5,000					5,000	
One Year	*	x			40.00	40.00	0.00%			Maidstone residents only

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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>PAY AND DISPLAY</b>										
<b>Electric Vehicles</b>			7,759	10,000						
Battery Electric Vehicles (BEVs)		x			0.00	0.00	0.00%			No change proposed to support an increase in EV usage (currently BEVs represent only 3.44% of all transactions) - Free parking for BEVs when customer registers transaction through the councils cashless payment provider
Electric Vehicle Charging (per kWh)		x			0.25	variable				Charged per Kilowatt hour (kWh) - Increased charge to 15p above the energy supplier rate per kWh (reviewed and adjusted monthly)
<b>On Street D060</b>			187,468	201,340					201,340	
<b>James Whatman Way</b>										
30 mins		x			0.70	0.70	0.00%			
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%			
<b>All other on-street pay and display locations</b>										
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%			
<b>Off street</b>			1,559,285	1,551,750					1,551,750	
<b>Short Stay</b>										
<b>Medway St</b>										
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%			
<b>Brewer Street [E]</b>										
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%			



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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals	Current Estimate	Current Charges	Proposed Charges	Change	+ / - Income	Estimate	Comments
			2021-2022	2022-23	2022-2023	2023-2024		2022-23	2023-2024	
			£	£	£	£	%	£	£	
<b>King Street</b>										
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%			
<b>Wheeler Street</b>										
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%			
<b>Palace Avenue</b>										
1 hr					n/a	1.30				New charge - Introduce 1 hour stays
2 hr					n/a	2.60				New charge - Introduce 2 hour stays
3 hr	*	x			3.90	3.90	0.00%			
4 hr	*	x			5.20	5.20	0.00%			
<b>Mote Road</b>										
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%			
<b>Mill Street</b>										
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%			
<b>Long Stay</b>										
<b>Barker Road</b>										
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%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b><u>Brooks Place</u></b>										
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%			
<b><u>Brunswick Street</u></b>										
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%			
<b><u>College Road</u></b>										
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%			
<b><u>Lucerne Street</u></b>										
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%			
<b><u>Sittingbourne Road</u></b>										
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%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary Fee	Statutory Fee	Actuals	Current Estimate	Current	Proposed	Change	+ / - Income	Estimate	Comments
				2021-2022	2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
				£	£	£	£	%	£	£	
<b>Union Street [E]</b>											
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%			
<b>Union Street [W]</b>											
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%			
<b>Well Road</b>											
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%			
<b>Lockmeadow</b>											
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%			
<b>Overnight charge all off-street car parks (6.30pm to 8am)</b> (except Lockmeadow)	*	x				2.00	2.00	0.00%			
<b>Mote Park</b>				222,175	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%			
<b>Parking Services Total</b>				<b>3,366,460</b>	<b>3,164,500</b>				<b>0</b>	<b>3,164,500</b>	

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Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary /	Statutory Fee	Actuals	Current Estimate	Current	Proposed	Change	+ / - Income	Estimate	Comments
				2021-2022	2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
				£	£	£	£	%	£	£	
<b>Sandling Road Car Park</b>											
				61,319	53,470					53,470	
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%			
<b>Sandling Road Car Park Total</b>				<b>61,319</b>	<b>53,470</b>				<b>0</b>	<b>53,470</b>	

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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals	Current Estimate	Current Charges	Proposed Charges	Change	+ / - Income	Estimate	Comments
			2021-2022	2022-23	2022-2023	2023-2024	%	2022-23	2023-2024	
			£	£	£	£	%	£	£	
<b>Development Control-Land Charges</b>										
			299,058	286,900					286,900	All fees below are the same across the partnership.
Search only (LLC1 only)		x			42.00	15.00	-64.29%			Fee reduced to match levels set by HMRL
LLC1 Only - Additional Parcel of Land		x			12.00	4.80	-60.00%			Fee reduced by the same amount as the LLC1 above.
CON29 (Including VAT)	*	x			123.00	164.00	33.33%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
CON29 - Additional Parcel of Land (Including VAT)	*	x			21.00	24.00	14.29%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Standard Official Search (LLC1 and CON29) (Including VAT)	*	x			165.00	179.00	8.48%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Standard Official Search (LLC1 and CON29) - Additional Parcel of Land (Including VAT)	*	x			33.00	28.80	-12.73%			
Part II enquiry - CON 29 Optional Questions 4-21 (Including VAT)	*	x			15.60	16.20	3.85%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
Part II enquiry - CON29 Optional Question 22 (Including VAT)	*	x			30.00	30.00	0.00%			No change to cost
Additional Questions (Including VAT)	*	x			22.80	22.80	0.00%			No change to cost
<b>CON29 - Personal Searches (EIR)</b>										
<b>Question</b>										
Personal Search		x			0.00	0.00	0.00%			
Enhanced Personal Search		x			15.00	0.00	-100.00%			Service removed so fees are inline with the LLC1 search above.
1.1 (a) - (l) (Planning)	*	x			7.80	8.40	7.69%			Fee increased following a review of staff time taken to answer questions and to account for staff cost increases.
1.1 (j,k,l) (Building Regulations)	*	x			7.80	8.40	7.69%			
2.1 (b) - (d)	*	x			3.90	4.20	7.69%			
3.1 (Land for Public Purpose)	*	x			3.90	4.20	7.69%			
3.3 Drainage Matters	*	x			3.90	4.20	7.69%			
3.5 (Railway Schemes)	*	x			3.90	4.20	7.69%			
3.7 (Outstanding Notices)	*	x			12.00	12.00	0.00%			
3.8 (Building Regulations Contravention)	*	x			3.90	4.20	7.69%			
3.9 (Enforcement)	*	x			7.80	8.40	7.69%			
3.10 CIL	*	x			5.40	5.70	5.56%			
3.13 b (Contaminated Land)	*	x			3.90	4.20	7.69%			
3.13 c (Contaminated Land)	*	x			3.90	4.20	7.69%			
<b>Land Charges Total</b>			<b>299,058</b>	<b>286,900</b>				<b>0</b>	<b>286,900</b>	

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Fees and Charges April 2022- March 2023		* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
<b>Building Control</b>											
				456,912	401,510				20,080	421,590	
Erection of a single dwelling house - Full Plan & Building Notice Charge	*	x				1,059.00	1,134.00	7.08%			
Erection of 2 dwelling houses - Full Plan & Building Notice Charge	*	x				1,392.00	1,489.00	6.97%			
Single storey heated annex - Full Plan & Building Notice Charge	*	x				0.00	891.00	0.00%			New description added
Single storey heated annex - Regularisation Charge		x				0.00	1,113.03	0.00%			New description added
Unheated outbuilding - Full Plan & Building Notice Charge	*	x				0.00	599.00	0.00%			New description added
Unheated outbuilding - Regularisation Charge		x				0.00	748.77	0.00%			New description added
Garages up to 60m <sup>2</sup> - Full Plan & Building Notice Charge	*	x				514.00	551.00	0.00%			
Garages up to 60m <sup>2</sup> - Regularisation Charge		x				643.86	688.05	6.86%			
Garage with room over 60m <sup>2</sup> - 100m <sup>2</sup>	*	x				605.00	648.00	7.11%			
Garage with room over 60m <sup>2</sup> - 100m <sup>2</sup> - Regularisation Charge		x				756.08	809.48	7.06%			
Extension up to 40m <sup>2</sup> - Full Plan & Building Notice Charge	*	x				757.00	809.00	6.87%			
Extension up to 40m <sup>2</sup> - Regularisation Charge		x				946.05	1,011.84	6.95%			
Extensions over 40m <sup>2</sup> and up to 100m <sup>2</sup> - Full Plan & Building Notice Charge	*	x				908.00	971.00	6.94%			
Extensions over 40m <sup>2</sup> and up to 100m <sup>2</sup> - Regularisation Charge		x				1,134.75	1,214.22	7.00%			
Loft Conversions up to 60m <sup>2</sup> - Full Plan & Building Notice Charge	*	x				787.00	842.00	6.99%			
Loft Conversions up to 60m <sup>2</sup> - Regularisation Charge		x				983.02	1,052.33	7.05%			
Garage or Basement Conversion under 40m <sup>2</sup> - Full Plan & Building Notice Charge	*	x				484.00	551.00	13.84%			
Garage or Basement Conversion under 40m <sup>2</sup> - Regularisation Charge		x				605.63	688.05	13.61%			
Installation of up to 10 replacement windows - Full Plan & Building Notice Charge	*	x				242.00	259.00	7.02%			
Installation of up to 10 replacement windows - Regularisation Charge		x				302.18	323.79	7.15%			
Part P electrical work or installation of heating appliance - Full Plan & Building Notice Charge	*	x				303.00	324.00	6.93%			
Part P electrical work or installation of heating appliance - Regularisation Charge		x				378.68	404.75	6.88%			
Alterations up to the value of £4999 - Full Plan & Building Notice Charge	*	x				333.00	356.00	6.91%			
Alterations up to the value of £4999 - Regularisation Charge		x				415.66	445.22	7.11%			
Alterations from £5000 to £9999 - Full Plan & Building Notice Charge	*	x				484.00	518.00	7.02%			
Alterations from £5000 to £9999 - Regularisation Charge		x				605.63	647.58	6.93%			
Alterations from £10000 to £19999 - Full Plan & Building Notice Charge	*	x				0.00	648.00	0.00%			New description added
Alterations from £10000 to £19999 - Regularisation Charge		x				0.00	809.48	0.00%			New description added
Demolition Notice	*	x				257.50	275.50	6.99%			
<b>Building Control Total</b>				<b>456,912</b>	<b>401,510</b>				<b>20,080</b>	<b>421,590</b>	

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				£	£	£	£	%	£	£	
<b>Development Control-Planning and Conservation</b>											
<b>Written Pre-Application Advice</b>											
<b>Pre-Application Fees</b>				223,981	262,700				0	262,700	
<b>Advice for Householder Proposals</b>											
charged for written advice on Householder applications	*	x				71.00	76.00	7.04%			
email response to follow up request	*	x				51.00	54.00	5.88%			
and with an hour long meeting with an officer	*	x				173.00	182.00	0:00%			
additional hour	*	x				51.00	54.00	5.88%			
follow up call/skype with email response	*	x				76.00	81.00	0:00%			
and with an hour long site meeting with an officer	*	x				224.00	237.00	0:00%			
additional hour	*	x				51.00	54.00	5.88%			
follow up call/skype with email response	*	x				77.00	81.00	5.19%			
<b>Advice for Minor Development Proposals 1-9 Dwellings</b>											
charged for written advice	*	x				255.00	268.00	5.10%			
email response to follow up request	*	x				102.00	108.00	5.88%			
and with an hour long meeting with an officer	*	x				357.00	375.00	5.04%			
additional hour	*	x				102.00	108.00	5.88%			
follow up meeting	*	x				153.00	161.00	5.23%			
and with an hour long site meeting with an officer	*	x				459.00	482.00	5.01%			
additional hour	*	x				102.00	108.00	5.88%			
follow up call/Skype with email response	*	x				153.00	161.00	5.23%			
<b>Advice for Major Development Proposals 10-39 Dwellings</b>											
charged for written advice	*	x				357.00	375.00	5.04%			
email response to follow up request	*	x				255.00	268.00	5.10%			
and with an hour long meeting with an officer at MBC Offices	*	x				612.00	643.00	5.07%			
additional hour	*	x				1,277.00	1,341.00	5.01%			
follow up call/Skype with email response	*	x				255.00	268.00	5.10%			
and with an hour long site meeting with an officer	*	x				739.00	777.00	0:00%			
additional hour	*	x				127.00	134.00	5.51%			
follow up call/Skype with email response	*	x				255.00	268.00	5.10%			
<b>Advice for Large Development Proposals 40+ Dwellings</b>											
and with an hour long meeting with an officer at MBC Offices	*	x				842.00	885.00	5.11%			
follow up call/Skype with email response	*	x				357.00	375.00	5.04%			
and with an hour long site meeting with an officer	*	x				969.00	1,018.00	5.06%			
follow up call/Skype with email response	*	x				357.00	375.00	5.04%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary Fee	Statutory Fee	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
				£	£	£	£	%	£	£	
<b>Request for Manager attendance</b>											
Should the applicant request the attendance of a Manager in additional to the assigned case officer, the following additional charge shall apply.	*	x									
Managers - Spatial Policy, Development Management, Major Projects - (MBC Offices or Skype).	*	x				255.00	268.00	5.10%			
on-site	*	x				382.00	402.00	5.24%			
Head of Service	*	x				510.00	536.00	5.10%			
on-site	*	x				765.00	804.00	5.10%			
<b>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)</b>											
Meeting at Maidstone House	*	x				179.00	188.00	5.03%			
Meeting on Site	*	x				255.00	268.00	5.10%			
<b>Heritage Works Only Advice (EE20)</b>				3016.67	8,000					8,000	
Written Advice (D165)				0	5,000					5,000	
Written advice Householder	*	x				76.00	80.00	5.26%			
Written advice Minor	*	x				255.00	268.00	5.10%			
Written advice Major	*	x				357.00	375.00	5.04%			
Site visit/Meeting/ Fee depending type of app/onsite/office based	*	x									
Written plus Meeting Fee Householder	*	x				179.00	188.00	5.03%			
Written plus Meeting Fee Minor	*	x				204.00	215.00	5.39%			
Written plus Meeting Fee Major	*	x				612.00	643.00	5.07%			
Written plus Site visit Fee Householder	*	x				229	230	0.00%			
Written plus Site visit Fee Minor	*	x				408.00	429.00	5.15%			
Written plus Site visit Fee Major	*	x				612.00	643.00	5.07%			
<b>Work to Protected Tree Only Advice</b>				0	2,600					2,600	
<b>Works to Trees - Meeting on Site</b>											
Written advice/response	*	x				77.00	81.00	5.19%			
Works to Trees - Site visit	*	x				153.00	161.00	5.23%			
<b>High Hedges</b>						510.00	510.00	0.00%			



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				£	£	£	£	%	£	£	
<b>S.106 Agreements</b>											
<i>(The following charges do not include any charges levied by MKS Legal)</i>											
Initial email advice following planning/housing officer review of request for DoV	*	x				178.00	186.90	5.00%			
Formal request to instruct on DoV (first clause)	*	x				357.00	374.85	5.00%			
(each additional clause)						128.00	134.40	5.00%			
Confirmation of S.106 clause compliance (desktop) (per clause)	*	x				153.00	160.65	5.00%			
(additional charge if site visit required)	*	x				127.00	133.35	5.00%			
<b>Enforcement</b>											
Written confirmation of closure of household enforcement case and reasons	*	x				51.00	53.55	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
Written confirmation of compliance with household enforcement notice	*	x				51.00	53.55	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
Written confirmation of closure of (other) enforcement case and reasons	*	x				82.00	86.10	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
Written confirmation of compliance with (other) enforcement notice	*	x				92.00	96.60	5.00%			
(additional charge if site visit required)	*	x				51.00	53.55	5.00%			
<b>Listed Building Works</b>											
Site visit and written confirmation of completion in accordance with approval	*	x				280.00	294.00	5.00%			
Written advice only (where possible without inspection)	*	x				153.00	160.65	5.00%			
<b>Planning Conditions</b>											
Written confirmation of compliance with condition	*	x				102.00	107.10	5.00%			
(each additional condition)	*	x				77.00	80.85	5.00%			
(additional charge if site visit required)	*	x				127.00	133.35	5.00%			
<b>Other Pre-Application Fees</b>											
<b>Administration fees</b>											
<b>Research of Permitted Development Rights and Planning Histories</b>											
Research on Planning Histories			x			116.00	116.00	0.00%			
Research on Permitted Development Rights			x			116.00	116.00	0.00%			
<b>Statutory Application Fees (currently set nationally)</b>											
<b>Application to discharge conditions related to a permission</b>											
The standard fee for conditions 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%			

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				2021-2022	2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
				£	£	£	£	%	£	£	
<b><u>Written confirmation of conditions previously discharged relating to a permission</u></b>			x								
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%			
<b><u>Administration fees</u></b>											
<b>Research of Permitted Development Rights and Planning Histories</b>											
Research on Planning Histories			x			116.00	116.00	0.00%			
Research on Permitted Development Rights			x			116.00	116.00	0.00%			
<b><u>All Outline Applications</u></b>				1,298,862	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%			
<b><u>Householder Applications</u></b>											
Alterations/extensions to a <b>single dwelling</b> , including works within boundary			x			206.00	206.00	0.00%			
<b><u>Full Applications (and First Submissions of Reserved Matters)</u></b>											
Alterations/extensions to <b>two or more dwellings houses (or flats), including works within boundaries</b>			x			407.00	407.00	0.00%			
<b>Per New dwelling</b> (up to and including 50)			x			462.00	462.00	0.00%			
<b>New dwellings</b> (for more than 50) £22,859 + £138 per additional dwelling in excess of 50 up to a maximum fee of £300,000			x			22,850.00	22,850.00	0.00%			
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant or machinery)											
No increase in gross floor space or no more than 40m <sup>2</sup> 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%			

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Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>The erection of buildings</b> (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 <sup>2</sup>		x			22,859.00	22,859.00	0.00%			
<b>Erection of glasshouses</b> (on land used for the purposes of agriculture)										
Gross floor space to be created by the development Not more than 465m <sup>2</sup>		x			96.00	96.00	0.00%			
Gross floor space to be created by the development More than 465m <sup>2</sup>		x			2,580.00	2,580.00	0.00%			
<b>Erection/alterations/replacement of plant and machinery</b>										
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%			
<b>Applications other than Building Works</b>										
<b>Car parks, service roads or other accesses For existing uses</b>		x			234.00	234.00	0.00%			
<b>Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)</b>										
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%			
<b>Operations connected with exploratory drilling for oil or natural gas</b>										
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%			

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Planning Infrastructure PAC

Fees and Charges April 2022- March 2023	* Includes VAT	Discretionary Fee	Statutory Fee	Actuals	Current Estimate	Current	Proposed	Change	+ / - Income	Estimate	Comments
				2021-2022	2022-23	Charges 2022-2023	Charges 2023-2024		2022-23	2023-2024	
				£	£	£	£	%	£	£	
<b><u>Operations(other than exploratory drilling) for the winning and working of oil or natural gas</u></b>											
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%			
<b><u>Other operations (winning and working of minerals)</u></b>											
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%			
<b><u>Lawful Development Certificate</u></b>											
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					
<b><u>Prior Approval</u></b>											
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%			
<b><u>Reserved Matters</u></b>											
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.											
<b><u>Approval/Variation/discharge of condition</u></b>											
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%			
<b><u>Change of Use</u> of a building to use as one or more separate dwelling houses, or other cases</b>											
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%			
<b>Other Changes of Use</b> of a building or land			x			462.00	462.00	0.00%			

Medium Term Financial Strategy 2023-24  
Fees and Charges  
Planning Infrastructure PAC

Fees and Charges April 2022- March 2023	* Includes VAT	Statutory Fee Discretionary	Actuals 2021-2022	Current Estimate 2022-23	Current Charges 2022-2023	Proposed Charges 2023-2024	Change	+ / - Income 2022-23	Estimate 2023-2024	Comments
			£	£	£	£	%	£	£	
<b>Advertising</b>										
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%			
<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>										
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%			
<b>Development and Conservation Control Total</b>			<b>1,525,860</b>	<b>1,457,410</b>				<b>0</b>	<b>1,457,410</b>	
<b>Grand Total</b>			<b>5,709,609</b>	<b>5,363,790</b>				<b>20,080</b>	<b>5,383,870</b>	

# Maidstone Borough Council

## Charging Policy

### November 2017

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# Maidstone Borough Council

## Charging Policy

### 1 Introduction and Context

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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.

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## 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

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- 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

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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

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- 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

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# 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

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- 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	<b>Street Naming &amp; Numbering</b>				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%			
	<b>Street Naming &amp; Numbering Total</b>				<b>66,995</b>	<b>49,000</b>				<b>0</b>	<b>49,000</b>	