

PLANNING AND INFRASTRUCTURE POLICY ADVISORY COMMITTEE MEETING

Date: Wednesday 11 January 2023
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.

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 Meeting Held on 8 December 2022 | 1 - 3 |
| 9. Presentation of Petitions (if any) | |
| 10. Question and Answer session from Local Residents (if any) | |
| 11. Questions from Members to the Chairman (if any) | |
| 12. Forward Plan relating to the Committee's Terms of Reference | 4 - 9 |
| 13. Strategic Plan Refresh 2023 - 28 | 10 - 20 |
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Issued on 3 January 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 by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 9 January 2023). You will need to provide the full text in writing.

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

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 9 January 2023). You will need to tell us which agenda item you wish to speak on.

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

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

MAIDSTONE BOROUGH COUNCIL

PLANNING AND INFRASTRUCTURE POLICY ADVISORY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 8 DECEMBER 2022

Attendees:

Committee Members:	Councillors Mrs Annabelle Blackmore (Chairman), Mrs Grigg (Vice Chair), Clark, Kimmance, Munford, Spooner, Springett, Trzebinski, Young and Burton
Lead Members:	Councillor Burton (Leader of the Council)
Visiting Members:	Councillor English

105. APOLOGIES FOR ABSENCE

No apologies for absence had been received, however Councillor Kimmance was delayed in arriving.

106. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor English was present as a Substitute Member for Councillor Kimmance.

107. URGENT ITEMS

There were no urgent items.

108. NOTIFICATION OF VISITING MEMBERS

Councillor English was present as a Visiting Member for Item 14 – MBC Response to the Kent Minerals and Waste Plan Review and Item 15 – Fees and Charges.

109. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or officers.

110. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

111. EXEMPT INFORMATION

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

112. MINUTES OF THE URGENT MEETING HELD ON 3 NOVEMBER 2022

RESOLVED: That the Minutes of the urgent meeting held on 3 November 2022 be agreed as a correct record and signed.

113. MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2022

RESOLVED: That the Minutes of the meeting held on 9 November 2022 be agreed as a correct record and signed.

114. PRESENTATION OF PETITIONS

There were no petitions.

115. QUESTION AND ANSWER SESSION FROM LOCAL RESIDENTS

There were no questions from Local Residents.

116. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

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

RESOLVED: That the Forward Plan relating to the Committee's Terms of Reference be noted.

Note: Councillor Kimmance arrived during this item, at 6.37 p.m.

118. MBC RESPONSE TO THE KENT MINERALS AND WASTE PLAN REVIEW

The Leader of the Council was present to receive the Committee's feedback on behalf of the Lead Member for Planning and Infrastructure, and asked the Principal Planning Officer to introduce the report.

The Principal Planning Officer explained that the drafted response was to the second Regulation 18 consultation undertaken by Kent County Council (KCC) for the Kent Minerals and Waste Plan 2023-38. The consultation had been triggered following a change to the Plan period, updates to reference nature recovery networks and policy wording on circular economy, as well as reference added to Chapel Farm in relation to soft-sand.

Some Members of the Committee expressed concern that the response was focused on the problem rather than a proactive solution, and that wording should be added to the fourth paragraph of the drafted wording to emphasise the willingness of the Council to work together with KCC to ensure the plan could be effectively implemented.

However it was felt by other Committee Members that the response was a high level document and did not require further wording to be added.

The Leader of the Council agreed that the wording could be reconsidered to include the Council's willingness to continue communications with KCC to bridge the gap between the Council's current position and the impact that the updated plan would have.

RESOLVED: That the proposed response to this Kent Minerals and Waste Plan Review consultation at Appendix 1 of this report be agreed, and subject to further consideration by the Cabinet Member.

119. FEES AND CHARGES

The Head of Finance introduced the report and explained that Fees and Charges for 2023/24 would be implemented from 1 April 2023. Fees and charges could be split into two types; statutory and discretionary. The discretionary charges had been proposed following input from budget managers regarding their specific areas, considering a number of factors including the Council's values, the impact of competition and costs of service delivery. The proposed changes to the discretionary charges as outlined in table 1 of the report were summarised.

In response to questions, the Head of Finance explained that the proposals had taken into account the costs of service provision. However in relation to parking charges, the impact of Covid-19 was also considered and the two issues needed to be balanced.

Some concern was raised regarding the ability to fully consider the fees and charges presented without more information, including a line by line breakdown of current estimates.

The Head of Finance explained that only the top-line figures were presented within the estimates column, as there would be fluctuations within the individual lines which would impact how the budgets looked. A separate report on savings and growth would be presented to the Committee at their January 2023 meeting which would give further information on the financial position of services within the Committee's remit.

The Leader of the Council added that more comprehensive figures would be too detailed to present within the report, but specific data sets could be given outside of the meeting in order to assist the Committee to consider the impact of fees and charges to the Council.

In response to debate, the Leader of the Council acknowledged the opportunity to increase car park charges in the town centre, but was keen for the Council's car parks to remain competitive.

RESOLVED: That

1. the report be noted; and
2. the Executive be recommended to approve the Fees and Charges set out at Appendix 1 to the report.

120. DURATION OF MEETING

6.30 p.m. to 7.42 p.m.

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 DECEMBER 2023 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:

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

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 or you may contact the Democratic Services Team on telephone number 01622 602899 for further details.

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David Burton
Leader of the Council

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
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	Carole Williams carolewilliams@maidstone.gov.uk
Maidstone Local Development Scheme (LDS) Update Update to the adopted Local Development Scheme. The report is also tentatively scheduled to go to Council on 22 February 2023.	Executive Full Council 22 Feb 2023	Lead Member for Planning and Infrastructure	25 Jan 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 11 Jan 2023	Maidstone Local Development Scheme (LDS) Update	Mark Egerton, Nicola Stokes markegerton@maidstone.gov.uk, NicolaStokes@Maidstone.gov.uk
Medium Term Financial Strategy and Saving Proposals 2023/24	Executive	Lead Member for Environmental Services	25 Jan 2023	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 10 Jan 2023	Medium Term Financial Strategy and Saving Proposals 2023/24 (CHE	Mark Green Director of Finance, Resources & Business Improvement

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
7						<p>Planning and Infrastructure Policy Advisory Committee 11 Jan 2023</p> <p>Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023</p> <p>Corporate Services Policy Advisory Committee 18 Jan 2023</p>	PAC)	markgreen@maidstone.gov.uk
<p>Strategic Plan refresh 2023-28 This report proposes refreshed areas of focus for the Council's Strategic Plan for the period 2023-2028.</p>	Executive	Leader of the Council	8 Feb 2023	Yes	No Open	<p>Economic Regeneration and Leisure Policy Advisory Committee 10 Jan 2023</p> <p>Planning and Infrastructure Policy Advisory Committee 11 Jan 2023</p>	Strategic Plan refresh 2023-28	<p>Anna Collier</p> <p>annacollier@maidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
						Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023 Corporate Services Policy Advisory Committee 18 Jan 2023		
Strategic CIL Assessments & Spend ∞	Executive	Lead Member for Planning and Infrastructure	22 Mar 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 8 Mar 2023	Strategic CIL Assessments & Spend	William Cornall, Rob Jarman, Carole Williams williamcornall@maidstone.gov.uk, Robjarman@maidstone.gov.uk, carolewilliams@maidstone.gov.uk
Update on Motion - Water Quality Update on the Motion moved at Council on 20 July 2022, with reference also the Wealden working group.	Executive	Lead Member for Planning and Infrastructure	June 2023	No	No Open	TBA	Update on Motion - Water Quality	Tracey Beattie, Helen Garnett tracey.beattie@midkent.gov.uk, helengarnett@maidstone.gov.uk

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
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Agenda Item 13

Planning and Infrastructure Policy Advisory Committee

11 January 2023

Strategic Plan Refresh 2023-28

Timetable	
Meeting	Date
Economic Regeneration and Leisure PAC	10 January 2023
Planning and Infrastructure PAC	11 January 2023
Communities, Housing and Environment PAC	17 January 2023
Corporate Services PAC	18 January 2023
Executive	8 February 2023
Council	22 February 2023

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Executive
Lead Head of Service	Angela Woodhouse Director of Strategy Insight and Governance
Lead Officer and Report Author	Anna Collier Insight Communities and Governance Manager
Classification	Public
Wards affected	All

Executive Summary

This report proposes refreshed areas of focus for the Council's Strategic Plan for the period 2023-2028.

Committee are asked to consider the changes and recommend any amendments to the Executive for consideration.

Purpose of Report

Decision

This report makes the following recommendation:

1. That the Committee consider the proposed refreshed areas of focus for the Council's Strategic Plan for the period 2023-2028, set out in Appendix A, and recommend that they be approved by the Executive subject to any suggested amendments.

Strategic Plan Refresh 2023-28

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>This report considers the proposed areas of focus for the Strategic Priorities for the next five years and identifies action for progressing the shaping of the areas of focus for 2023-2028.</p>	Insight, Communities and Governance Manager
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>Consideration has been given to the crosscutting objectives in formulating the proposed areas of focus for the Strategic Plan</p>	Insight, Communities and Governance Manager
Risk Management	The Council's corporate risk strategy includes strategic risks associated with the Strategic Plan.	Insight, Communities and Governance
Financial	The Strategic Plan sets the Council's Priorities and the direction for the Medium-Term Financial Strategy.	Section 151 Officer & Finance Team
Staffing	We will deliver the recommendations with our current staffing.	Insight, Communities and

		Governance Manager
Legal	<p>The Council has a statutory duty to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The Council's Strategic Plan demonstrates compliance with this duty.</p> <p>This review of the Council's priorities within the Strategic Plan will enable the Council to deliver services in an efficient and effective manner which meets the needs of the borough and aspirations of local inhabitants and stakeholders.</p> <p>In reviewing the priorities, the Council is obliged to ensure that its financial obligations are adhered to. The Council has a legal duty to set a balanced budget and continue to monitor the budget during the course of each municipal year and take remedial action if at any time.</p>	Interim Team Leader (Contentious and Corporate Governance)
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes. If as a result of the update to the milestones and the emerging MTFs for 2023-2028 changes are required to services involving personal data, then Data Protection Impact Assessments will be undertaken.	Insight, Communities and Governance Manager
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment. If as a result of the update to the milestones and the emerging MTFs for 2023-2028 changes are required to services involving personal data, then an Equalities Impact Assessment will be undertaken.	Insight Communities and Governance Manager
Public Health	One of the Council's cross cutting objectives is that Health Inequalities are addressed and reduced. The recommendations do not propose a change in service therefore will not require an impact assessment. If as a result of the update to the milestones and the emerging MTFs for 2023-2028 changes are	Public Health Officer

	required to services involving personal data, then Data Protection Impact Assessments will be undertaken.	
Crime and Disorder	The recommendations include proposals for amendments to the areas of focus under Safe Clean and Green.	Insight, Communities and Governance Manager
Procurement	No direct implications	Insight Communities and Governance Manager
Biodiversity and Climate Change	The recommendations includes proposals for amendments to the areas of focus under Safe Clean and Green.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The Strategic Plan was adopted in December 2018 and covers the period until 2045. The decision was taken for it to be a 26-year plan to ensure continuity, and a basis on which all other Maidstone Borough Council plans and strategies could be developed. The Strategic Plan was developed involving a wide cross section of Councillors, staff and other stakeholders before being adopted in December of that year. The vision and priorities are clear and remain relevant.
- 2.2 The areas of focus were last refreshed in 2021 to respond to the significant impact of the pandemic and to plan the Council’s approach to the recovery.
- 2.3 In July the Executive approved a recommendation that the Strategic Plan 2019-45 milestones be refreshed for 2023-28. The Council’s Wider Leadership Team reviewed the existing areas of focus at an away day and the proposals were discussed and amended by the Executive.
- 2.4 This report proposes refreshed areas of focus for 2023-2028 consistent with the Council’s Vision and four priorities; it reflects both the long-term ambitions of the Council whilst also responding to the current national and local environment including recovery from the pandemic, increased housing need, financial insecurity and the climate crisis.
- 2.5 The revised areas of focus proposed can be seen at Appendix A. Column A shows the existing milestones and Column B shows the proposed milestones. An overview of the changes and the purpose are outlined below under each priority heading.

Embracing Growth Enabling Infrastructure.

- 2.6 Minimal changes have been made under this priority but some amendments have been made to language to show emphasis and to reflect progress on the local plan, and the importance of engagement.

Safe Clean and Green

- 2.7 There is a broadening of the action on parks and public spaces, to reflect not only enforcement activities but also promotion of these spaces.
- 2.8 Language has been changed on milestones on community safety and cleanliness to make them stronger, and on Climate Change and Biodiversity to demonstrate that Council activity goes beyond the action plan.
- 2.9 An additional action has been included to reflect the work and investment being made in the service and to reflect the need to meet the requirements of all new government legislation.

A Thriving Place

- 2.10 On initial sight it may appear there has been substantial change under this priority. However, many of the changes have been combined to demonstrate focus.
- 2.11 The area of focus on community resilience and to encourage pride in our borough has been merged under homes and communities.
- 2.12 Existing actions on Maidstone East and the opportunity sites have been merged and a new milestone created to reflect the large programme of work and significant investment being made in the town centre.

Homes and Communities

- 2.13 Two new actions have been added. The first has been added to reflect the Council's commitment to support residents and reflect the current financial crisis. The second is the commitment to deliver 1,000 affordable homes.
- 2.14 Some changes have been made to the language on the milestone for rough sleeping to reflect the proactive and innovative actions taken by the council.
- 2.15 There is a change of emphasis on the milestone on temporary accommodation from reduction in use to increase in supply. Whilst the use of temporary accommodation is not desirable the change in emphasis reflects the current climate of financial insecurity which has resulted in an increased demand which the Council is required to support. The new milestone reflects that the Council will meet this demand but do so by investing in accommodation.
- 2.16 The specific action on working with the Integrated Care Partnership has been removed as it is felt that this is covered under the action working in partnership for community resilience.

3. AVAILABLE OPTIONS

- 3.1 The Strategic Plan was adopted in December 2018 and covers the period until 2045. It was developed involving a wide cross section of Councillors, staff and other stakeholders. The vision and priorities are clear and remain relevant. The proposed refresh to the areas of focus for the next 5 years has been set out in Appendix A.
 - 3.2 The Committee could recommend the amendments as set out in the final column of the table, or they could recommend amending the wording, adding or deleting areas of focus.
 - 3.3 Members could recommend retaining the current areas of focus as they were when they were last updated in 2021. However, those areas of focus reflected the current environment and immediate recovery from the pandemic.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The Committee is recommended to consider the new areas of focus as presented at Appendix A and recommend that they be approved by the Executive subject to any suggested amendments. The Council is now facing fresh challenges and opportunities and the proposed areas of focus reflect these developments.
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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.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Key officers and the Executive have been consulted in the development of these areas of focus at independent away days.
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The approved refreshed areas of focus will be submitted to Council for approval as the Strategic Plan is a budget and policy framework document.
 - 7.2 Once approved the new areas of focus will be shared with all officers to ensure the delivery of the Council's priorities. The refreshed Strategic Plan will be made available on the Council's website.
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8. REPORT APPENDICES

- Appendix A: Strategic Plan Proposed Areas of Focus 2023-28
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9. BACKGROUND PAPERS

Strategic Plan 2019-2045 -

https://maidstone.gov.uk/_data/assets/pdf_file/0009/269721/Strategic-Plan-2019.pdf

Embracing Growth and Enabling Infrastructure		
Ref	A -Current Areas of Focus (2021-26)	B- Proposed Areas of Focus (2023-28)
1.1	Engaging with our communities on the Local Plan Review	Undertake engagement throughout the continuous process of the local plan development
1.2	The Council will take a proactive role in creating and consider investing in new places	The Council will take a proactive role in creating and consider investing in new places
1.3	Working with partners to get infrastructure planned, funded and delivered	Working with partners to get strategic infrastructure planned, funded and delivered
1.4	Intervening where necessary in the market, to deliver key employment sites	Intervening where necessary in the market, to deliver key employment sites
Safe, Clean and Green		
Ref	A- Current Areas of Focus (2021-26)	B- Exec Proposed Changes (2023-28)
2.1	Taking action against those who do not respect our public spaces, streets, green spaces and parks	Promote our parks and open spaces and ensuring that we enhance their natural qualities and meet the needs of residents and visitors. Take action against those who do not respect our public spaces.
2.2	Improving community safety by working with our partners to make people less vulnerable to crime	For people to be safe and feel safe we'll work with our partners to take action against those who break the law.
2.3	Maintain resident satisfaction with the cleanliness of the borough	Working to ensure resident satisfaction with the cleanliness and appearance of the whole borough
2.4	Implementation of the biodiversity and climate change strategy and action plan Changed to have a stronger emphasis	The impact on climate change and biodiversity will be central to all decisions.
2.5		Continue to maintain the quality and ensure the resilience of the waste service
Thriving Place		
Ref	A-Current Areas of Focus (2021-26)	B-Exec Proposed Changes (2023-28)

3.1	Deliver a sustainable and vibrant leisure and cultural offer	Deliver a sustainable and vibrant leisure and cultural offer. For example utilising opportunities such as the UK Shared Prosperity Fund and Rural England Prosperity Fund investment plans
3.2	Promote inward investment in the Borough to ensure a diverse employment and business offer	Promote inward investment in the Borough to ensure a diverse employment and business offer
3.3		Develop an ambitious Town Centre Strategy which reflects the needs of the wider community and creates a vibrant and transformed town centre for all.
	Working with community groups and parish councils, to develop more sustainable community resilience and to encourage pride in our borough	Merge into new – Action under Homes and communities at 4.3
	Working with partners to redevelop the Maidstone East site and modernise the bus station in the County Town	Merge into new – The bus station project is now completed and the Maidstone East site forms part of the town centre strategy action above at 3.3
	Developing and delivering plans for the five opportunity sites in the town centre and the staplehurst regeneration project	Merge into new – this now forms part of the town centre strategy which is covered in a new action at 3.3. The Staplehurst regeneration has moved on.

Homes and Communities		
Ref	A-Current Areas of Focus (2021-26)	B-Exec Proposed Changes (2023-28)
4.1	Reducing Rough Sleeping in a sustainable way	Continue our holistic and innovative approach to reduce rough sleeping in Maidstone
4.2	Reducing the use of temporary accommodation for homeless families	Increase supply of TA to assist with need and bring down the unit cost whilst working towards long-term housing solutions.
4.3.		Work with Anchor Institutions and partners to develop community resilience, improve well-being and taking action to support residents in financial crisis, aiming for no-one to be left behind
4.4		Urgent identification and delivery of 1000 affordable homes to ensure availability of good quality housing for Maidstone's residents
4.5	Improving housing through use of our statutory powers to promote good health and wellbeing	Improving the quality of housing through the consistent use of our statutory powers to promote good health and wellbeing
	Working with the integrated care Partnership to identify opportunities to reduce health inequalities in the borough	Deleted as covered in action 4.3. working with partners and 4.5

**PLANNING AND
INFRASTRUCTURE POLICY
ADVISORY COMMITTEE**

11 January 2023

Medium Term Financial Strategy and Budget Proposals

Timetable	
Meeting	Date
Planning and Infrastructure Policy Advisory Committee	11 January 2023
Executive	25 January 2023
Council	22 February 2023

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Council
Lead Head of Service/Lead Director	Mark Green, Director of Finance, Resources and Business Improvement
Lead Officer and Report Author	Mark Green, Director of Finance, Resources and Business Improvement
Classification	Public
Wards affected	All

Executive Summary

This report forms part of the process of agreeing a budget for 2023/24 and setting next year's Council Tax. Following consideration by this Committee at its meeting on 8 November 2022 of the draft Medium Term Finance Strategy for 2023/24 – 2027/28, this report sets out budget proposals for services within the remit of the Committee. These proposals will then be considered by the Executive at its meeting on 25 January 2023. The Executive will subsequently consider all elements of the budget for 2023/24 at its meeting on 8 February 2023, with a view to determining a final set of proposals for submission to Council on 22 February 2023.

Recommendation to the Planning and Infrastructure Policy Advisory Committee

That the Committee recommends to the Executive that it approves:

1. The revenue budget proposals set out in Appendix A.
2. The capital budget proposals set out in Appendix B.

Medium Term Financial Strategy and Budget Proposals

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The Medium Term Financial Strategy and the budget are a re-statement in financial terms of the priorities set out in the strategic plan. They reflect the Council's decisions on the allocation of resources to all objectives of the strategic plan.	Section 151 Officer & Finance Team
Cross Cutting Objectives	The MTFS supports the cross-cutting objectives in the same way that it supports the Council's other strategic priorities.	Section 151 Officer & Finance Team
Risk Management	This has been addressed in section 5 of the report.	Section 151 Officer & Finance Team
Financial	The budget strategy and the MTFS impact upon all activities of the Council. The future availability of resources to address specific issues is planned through this process. It is important that the committee gives consideration to the strategic financial consequences of the recommendations in this report.	Section 151 Officer & Finance Team
Staffing	The process of developing the budget strategy will identify the level of resources available for staffing over the medium term.	Section 151 Officer & Finance Team
Legal	<p>Under Section 151 of the Local Government Act 1972 (LGA 1972) the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management. The legal implications are detailed within the body of the report which is compliant with statutory and legal regulations such as the CIPFA Code of Practice on Treasury Management in Local Authorities.</p> <p>The Council is required to set a council tax by the 11 March in any year and has a statutory obligation to set a balanced budget. The budget requirements and basic amount of Council Tax must be calculated in accordance</p>	Interim Team Leader (Contentious and Corporate Governance)

	<p>with the requirements of sections 31A and 31B to the Local Government Finance Act 1992 (as amended by sections 73-79 of the Localism Act 2011).</p> <p>The Council is required to determine whether the basic amount of council tax is excessive as prescribed in regulations – section 52ZB of the 1992 Act as inserted under Schedule 5 to the Localism Act 2011. The Council is required to hold a referendum of all registered electors in the borough if the prescribed requirements regarding whether the increase is excessive are met.</p> <p>Approval of the budget is a matter reserved for full Council upon recommendation by the Executive on budget and policy matters.</p>	
Privacy and Data Protection	<p>Privacy and Data Protection is considered as part of the development of new budget proposals. There are no specific implications arising from this report.</p>	<p>Director of Finance, Resources and Business Improvement</p>
Equalities	<p>The MFTS report scopes the possible impact of the Council’s future financial position on service delivery. When a policy, service or function is developed, changed or reviewed, an evidence-based equalities impact assessment will be undertaken. Should an impact be identified appropriate mitigations will be identified.</p>	<p>Equalities and Communities Officer</p>
Public Health	<p>The resources to achieve the Council’s objectives are allocated through the development of the Medium Term Financial Strategy.</p>	<p>Director of Finance, Resources and Business Improvement</p>
Crime and Disorder	<p>The resources to achieve the Council’s objectives are allocated through the development of the Medium Term Financial Strategy.</p>	<p>Section 151 Officer & Finance Team</p>
Procurement	<p>The resources to achieve the Council’s objectives are allocated through the development of the Medium Term Financial Strategy.</p>	<p>Section 151 Officer & Finance Team</p>
Biodiversity and Climate Change	<p>The resources to achieve the Council’s objectives are allocated through the development of the Medium Term Financial Strategy.</p>	<p>Biodiversity & Climate Change Manager</p>

2. INTRODUCTION AND BACKGROUND

Medium Term Financial Strategy

- 2.1 The Medium Term Financial Strategy (MTFS) sets out in financial terms how the Council's Strategic Plan will be delivered over the next five years, given the resources available. In so doing, it establishes the framework for the annual budget setting process.
- 2.2 At its meeting on 8 November 2022, this Committee considered a draft MTFS for the five years 2023/24 to 2027/28. No material amendments were proposed to the MTFS by this Committee or subsequently by the Executive when it considered the MTFS at its meeting on 23 November 2022, so it will now go forward to Council for approval at its meeting on 22 February 2023.
- 2.3 The financial projections underlying the MTFS were prepared under a number of different scenarios, given uncertainty about local government funding and economic conditions generally. In the core scenario (Scenario 4) it was assumed that the Council would increase Council Tax by the maximum possible within the referendum threshold, but there would still be a budget gap of £2.5 million in 2023/24, mainly owing to the impact of inflation on the Council's costs, with a steadily increasing budget gap in subsequent years.
- 2.4 There is now better information about the funding context for 2023/24, given in particular the Chancellor's Autumn Statement on 17 November 2022 and the Provisional Local Government Finance Settlement, announced on 19 December 2022. In addition, savings proposals totalling £1.1 million for 2023/24 have been developed. Whilst the longer term position remains challenging, these recent developments have had a positive impact, such that it is now anticipated that the Council will be able to set a balanced budget for 2023/24, provided that the savings proposals are adopted and Council Tax is increased up to the referendum threshold. Further details are set out below.

Autumn Statement 2022

- 2.5 The Chancellor announced the Autumn Statement on 17 November 2022. The background was the need to demonstrate that the government had a clear plan to meet a shortfall in the public finances of around £55 billion. The shortfall was met through a mix of tax rises and spending cuts, although the real impact of the cuts will not be felt until after 2024.
- 2.6 The key points from the Autumn Statement for local government were as follows.
 - Council Tax referendum limit - The core threshold was increased from 1.99% to 2.99%, and the Adult Social Care precept will be 2% in 2023-24.

- Business rates - The multiplier will be frozen in 2023-24, rather than increasing by inflation as in the past. Local authorities will be fully compensated for the loss of income arising.
 - Business rates reliefs - Retail, Hospitality and Leisure reliefs were extended into 2023-24, and a Supporting Small Business Scheme has been introduced.
 - Business rates revaluation – The revaluation scheduled for April 2023 will go ahead but there will be a more generous transitional scheme.
- 2.7 The effect of the increase in Council Tax referendum thresholds is that lower tier authorities like Maidstone may put up Council Tax by up to 2.99%, whilst upper tier authorities may increase their Council Tax by up to 4.99%. If both Maidstone BC and Kent County Council increase Council Tax by the maximum possible, the additional amounts payable by a Band D Council Tax payer would be as follows:
- Maidstone Borough Council - £8.20
 - Kent County Council - £72.90
- 2.8 Maidstone Borough Council retains around 10% of the business rates that it collects and the baseline contribution to the Council's overall budget is approximately £4 million. The announcement in the Autumn Statement that government will compensate councils for the loss of income from freezing business rates for ratepayers means that, broadly, MBC's share of business rates will increase in line with inflation.

Local Government Finance Settlement 2023/24

- 2.9 The Provisional Local Government Finance Settlement for 2023/24 was announced on 19 December 2022. This reiterated the key measures in the Chancellor's Autumn Statement relevant to local government. The main items of new information relevant to Maidstone Borough Council are as follows.

New Homes Bonus will be paid in 2023/24, but will be based on housing completions in 2021/22 only. Formerly NHB also included a legacy payment based on historic housing completions.

Services Grant will reduce in 2023-24, in part because there will no longer be an increase in National Insurance Contributions and no related compensation (the increase in NICs was originally planned by Chancellor Sunak, then reversed).

Lower Tier Services Grant – not payable in 2023/24 – the funding will be used along with New Homes Bonus to pay for the Funding Guarantee (see below).

- 2.10 It is proposed to create a new one-off Funding Guarantee, which will ensure that all authorities see at least a 3% increase in their Core Spending Power, before any decision they make about organisational efficiencies, use of reserves, and council tax levels. Core Spending Power is the measure used by government to evaluate what they consider to be the underlying financial position of local authorities. This guarantee relates to 2023/24 only and

there is no indication as to whether a similar guarantee will be offered in 2024/25.

2.11 The following table shows Maidstone Council's Core Spending Power for 2022/23 and 2023/24.

	2022/23	2023/24	Change	
	£000	£000	£000	%
Council Tax	18,207	19,124 ¹	+917	+5.0%
Retained Business Rates ²	3,594	4,186	+592	+16.5%
<i>Sub-total – Core Funding³</i>	<i>21,801</i>	<i>23,310</i>	<i>1,509</i>	<i>6.9%</i>
New Homes Bonus	4,216	1,889	-2,327	-55.2%
Services Grant	225	127	-98	-43.6%
Lower Tier Services Grant	149	0	-149	-100.0%
Funding Guarantee	0	2,640	+2,640	N/A
<i>Sub-total – One-off Funding</i>	<i>4,590</i>	<i>4,656</i>	<i>66</i>	<i>1.4%</i>
Core Spending Power	26,391	27,966	+1,575	+6.0% ⁴

Notes

¹ Assumes Council Tax increased to the referendum threshold. Notwithstanding that the Funding Guarantee is calculated before allowing for any Council Tax increases, the government's Core Spending Power calculations assume that all authorities will increase Council Tax by the maximum permitted.

² Notional Business Rates income based on the government's baseline. Growth above this baseline is not included here.

³ Council Tax and Business Rates are treated as part of the Council's core funding, whereas New Homes Bonus and other unringfenced government grants have historically not been used by the Council to fund ongoing revenue expenditure.

⁴ The government has advertised the Local Government Finance Settlement as giving local authorities an extra 9%. This is a national average and district councils like Maidstone are generally seeing a lower increase.

2.12 It can be seen that the Funding Guarantee has protected the Council against the reduction in the following elements of Core Spending Power:

- New Homes Bonus
- Services Grant
- Lower Tier Services Grant.

Specifically, the main benefit of the Funding Guarantee from Maidstone's perspective is that the Council is protected against the reduction in New Homes Bonus.

2.13 The Council agreed last year to set aside £1 million of New Homes Bonus for strategic policy and plan making and £3.2 million for the 1,000 Affordable Homes Programme, given the requirement over the 10 year life of the programme for a total revenue subsidy of £50,000 per unit. Within the overall budget proposals for 2023/24, it is now proposed that

£300,000 of the one-off funding will be set aside for strategic policy and plan making, with this sum being built into the revenue budget on an ongoing basis. The balance of one-off funding will be set aside for the 1,000 Affordable Homes Programme.

Revenue Budget Proposals

2.14 The draft MTFS described how, in bridging the budget gap, the Council would need to balance the requirement to make savings or generate increased income against the key priorities set out in the Council's Strategic Plan, namely:

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

2.15 It was explained that all budgets would be reviewed in detail to identify opportunities for savings, or increased income, which can be delivered with the minimum impact on the strategic priorities. To the extent that further growth is planned, above and beyond existing budgets, this would need to be offset by further savings.

2.16 The following growth and savings have been identified in the services falling within the remit of the Planning and Infrastructure Committee.

- Spatial Planning – recharge to Business Rates Pool - £150,000 saving

The current local government funding regime gives authorities the opportunity to pool their business rates income and retain a higher share of growth as compared with their notional baseline income. Maidstone is a member of the Kent Business Rates Pool and has followed a policy of using its share of growth arising from membership of the pool to support the Council's economic development strategy.

Strong business rates growth means that Pool income is now sufficient to fund not only one-off projects (as hitherto) but also £150,000 of Spatial Planning costs. The work of the Spatial Planning team supports the economic development strategy so this is consistent with the objectives of the Business Rates Pool. As Pool income is not treated as part of the base budget, this generates a saving.

- Increased parking volumes - £100,000 saving

Following the Covid-19 pandemic, parking income budgets were adjusted downwards to reflect the steep fall in parking volumes in 2020/21. However, parking has now recovered strongly, such that income levels as at the end of quarter 2 of 2022/23 were well ahead of budget. Accordingly, it is appropriate to increase budgeted income by £100,000.

- Adjust parking fees to reflect demand - £100,000 saving

The strong recovery in parking demand has led to a number of car parks seeing occupancy levels in excess of 85%. Above this level, turnover of vehicles is too low to meet demand, and it is appropriate to increase fees. The car parks concerned are King Street, Medway Street and Palace Avenue. In addition, demand for parking on Sunday at Lockmeadow, where parking on this date has hitherto not been charged for, justifies making a modest fee.

- Recover administrative costs from Community Infrastructure Levy (CIL) - £50,000

The Council is able to use up to 5% of CIL income to pay for administrative costs. This has already been reflected in the budget, based on original estimates of CIL income. In the event, CIL income has been well in excess of the budgeted amounts, allowing additional administrative costs to be charged against it.

- Migration of land charges register to HM Land Registry - £81,000 growth offset by £13,000 savings

The government has legislated to enable HM Land Registry (HMLR) to provide a single, standardised point of contact for provision of the Local Land Charges register. This means that the Council will no longer receive income from searches of the Local Land Charges Register, although we will continue to have responsibility for updating the register. The Council will receive one-off funding to facilitate the transition, but by the end of the transition period the Council will have suffered a cumulative ongoing loss of income. However, this loss of income will mean that the team will no longer have to carry out the LLC1 search, allowing a saving of £13,000 in 2024/25.

- Mid Kent Planning Support – Process Improvement and Automation - £15,000 saving

There are a number of future opportunities for process improvement and automation, e.g. Microsoft 365, the national pilot on reducing invalid planning applications (RIPA), etc that will allow the service to operate more efficiently.

- Strategic Policy and Plan Making - £300,000 growth

The Council currently has a core budget of £200,000 for work on updating the Local Plan. As reviewing and updating the local plan operates on a multi-year cycle, unused funds may be carried forward from one year to the next. However, it has become clear in recent years that the complexity of the process means that an annual budget of £200,000 is inadequate. Total spend for the three years 2019/20 to 2021/22 amounted to £1,415,921, ie an average of £472,000 per annum. It is therefore proposed to increase the annual budget from £200,000 to £500,000. For 2023/24 this increase will be funded from the Funding Guarantee (see paragraph 2.13 above) and in future years the total of £500,000 will form part of the Council's core budget.

Budget proposals have been developed, following a similar approach, for services within the remit of the other Policy Advisory Committees. Taken in total, it is projected that the savings proposals will allow the budget to be balanced in 2023/24 provided that Council Tax is increased up to the referendum threshold.

Capital Budget Proposals

2.17 Capital investment helps the Council to deliver its strategic priorities. Capital programme schemes falling within the remit of this Policy Advisory Committee are as follows.

- Bridges Gyrotory Scheme - £206,000

Residual funds from the Maidstone Bridges Gyrotory Scheme were earmarked for a flood barrier at the bottom of Medway Street. This would prevent floodwater disgorging from the pedestrian underpass beneath the A229 and would allow the underpass to remain open. The project has had a lengthy gestation period, but an Employer's Agent has now been appointed and work is expected to go ahead in 2023/24. External funding for the project has been obtained from the Environment Agency (£50,000) and the Southern Regional Flood and Coastal Committee (£100,000), providing further reassurance that the project can proceed.

Details are set out in Appendix B to this report, which shows the five year capital programme. Amongst the Council's capital schemes, the Affordable Homes programme has a ten year life cycle, so a ten year programme will be presented for the Council as a whole.

3. AVAILABLE OPTIONS

- 3.1 Recommend the budget proposals relating to this Committee as set out in Appendices A and B for approval by the Executive.
- 3.2 Propose changes to the budget proposals.
- 3.3 Make no comment on the budget proposals.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The Executive must recommend to Council at its meeting on 8 February 2022 a balanced budget and a proposed level of Council Tax for the coming year. The budget proposals included in this report will allow the Executive to do this. Accordingly, the preferred option is that this Committee agrees the budget proposals at Appendices A and B.

5. RISK

- 5.1 The Council's finances are subject to a high degree of risk and uncertainty. The draft MTFS includes an evaluation of the Council's financial resilience, from which it can be seen that it has adequate, but not excessive, reserves and is positioned well to manage the financial challenges that it faces.
- 5.2 In order to address risk on an ongoing basis in a structured way and to ensure that appropriate mitigations are developed, the Council has developed a budget risk register. This seeks to capture all known budget risks and to present them in a readily comprehensible way. The budget risk register is updated regularly and is reviewed by the Audit, Governance and Standards Committee at each of its meetings.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The Executive received an initial report on the MTFS at its meeting on 20 July 2022 and it agreed the approach set out in that report to development of an MTFS for 2023/24 - 2027/28 and a budget for 2023/24.
- 6.2 Policy Advisory Committees and the Executive then considered a draft MTFS at their meetings in November 2022.
- 6.3 Public consultation on the budget has been carried out. Details are set out in Appendix C. Members are encouraged to review the findings and assess whether the budget proposals are consistent with public expectations and aspirations.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The timetable for developing the budget for 2023/24 is set out below.

<i>Date</i>	<i>Meeting</i>	<i>Action</i>
25 January 2023	Executive	Consider 23/24 budget proposals
8 February 2023	Executive	Agree 23/24 budget proposals for recommendation to Council
22 February 2023	Council	Approve 23/24 budget

8. REPORT APPENDICES

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

- Appendix A: Revenue Budget Proposals 2023/24 – 2027/28
- Appendix B: Capital Budget Proposals 2023/24 – 2027/28

- Appendix C: Budget Survey 2023
-

9. BACKGROUND PAPERS

There are no background papers.

Revenue Budget Proposals 2023/24 - 2027/28

Service	Proposal	23/24	24/25	25/26	26/27	27/28	Total
		£000	£000	£000	£000	£000	£000
Spatial Planning	Recharge to Business Rates Pool	-150					-150
Parking	Increased Parking volumes	-100					-100
Parking	Adjust parking fees to reflect demand	-100					-100
Development Management	Recover administrative costs from CIL	-50					-50
Land Charges	Migration of land charges register to HM Land Registry	-22	103				81
Land Charges	Staff reduction		-13				-13
MK Planning Support	Process improvement and automation			-15			-15
Spatial Planning	Strategic policy and plan making	300					300
OVERALL CHANGE IN BUDGET (£000)		-122	90	-15	0	0	-47

Negative figures shown above represent a reduction in expenditure budgets, or increased income targets. Positive figures indicate increased expenditure, or a reduction in the income budget.

Capital Budget Proposals 2023/24 - 2027/28

	22/23	Five Year Plan					Total
	Projected	23/24	24/25	25/26	26/27	27/28	
	£000	£000	£000	£000	£000	£000	£000
Bridges Gyratory Scheme		206					206
TOTAL		206					206



BUDGET SURVEY

2023

Produced November 2022

ABSTRACT

A report summarising the results of Maidstone Borough Council's Budget Survey 2023.

Consultation@maidstone.gov.uk

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Introduction

This report presents the findings of Maidstone Council's Budget Survey 2023/24. The survey was conducted to gauge opinion on Council spending as well as its priorities and investment programmes.

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

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

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

Methodology

The survey was open between 20 October and 20 November 2022.

The survey was carried out online, with a direct email sent to approximately 9,000 residents who had consented to being contacted by email. The survey was also promoted on the Council's website, social media, in Borough Insight and in the local press. The survey was open to all Maidstone Borough residents aged 18 years and over.

A total of 1,332 people responded to the questionnaire. Data has been weighted according to the known population profile to counteract non-response bias. The weighting profile is based on the 2020 mid-year ONS population estimates. However, the under-representation of 18- to 34-year-olds means that high weights have been applied to responses in this group, therefore the results for this group should be treated with caution. In addition, the result for minority groups should also be treated with caution due to the sample being unrepresentative of the local population.

The economically active group includes respondents in employment (full, part-time or self-employed) or who are looking for work.

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

With a total of 1,332 responses to the survey, the overall results in this report are accurate to $\pm 2.7\%$ at the 95% confidence level. This means that we can be 95% certain that the results are between $\pm 2.7\%$ of the calculated response, so the 'true' response could be 2.7% above or below the figures reported (i.e., a 50% agreement rate could in reality lie within the range of 47.3% to 52.7%).

Findings

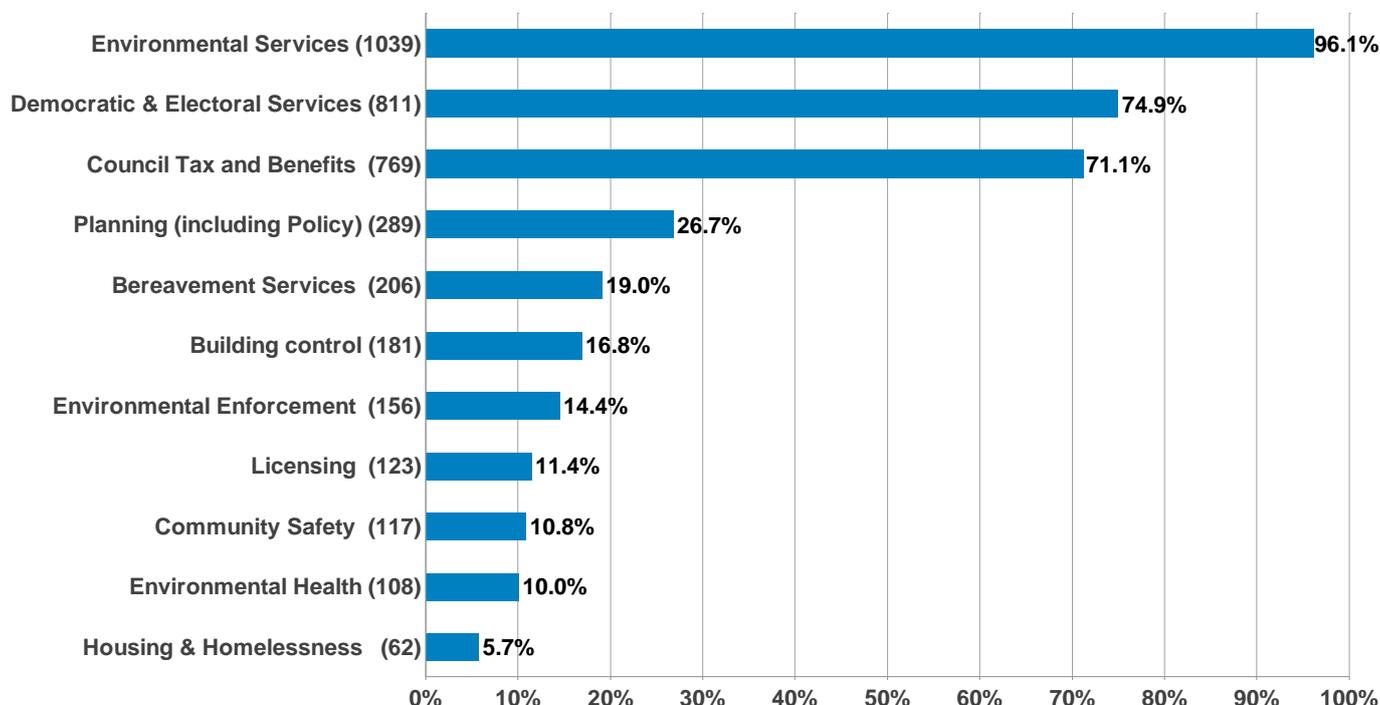
- Environmental Services was the most used service mandatory service and the most important mandatory service with 96% and 87% responding this way respectively.
- The most common mandatory service that people felt should be reduced was Democratic & Electoral Services with 936 answering this way.
- 87% of respondents told us they have used Parking Services making it the most used discretionary service, while Parks and Open Spaces was deemed the most important service (87%).
- Markets and Civic events were most common discretionary services that people felt should be reduced with 431 and 420 answering this way respectively.
- Infrastructure including flood prevention remained the top investment priority for the third year in a row.
- Overall satisfaction with the local area as a place to live has increased from 51.0% in 2021 to 57.8%.

Mandatory Services

Mandatory Services Used

The survey asked respondents to select the services they had used from a list of services that the Council is required to provide by law. A total of 1,082 responses were received.

The most common response was Environmental Services with 1,039 respondents telling us they have used this service. The least common response was Housing & Homelessness with 62 respondents telling us they have used this service.



Demographic Differences

- Female respondents and the economically inactive were significantly more likely than their counterparts to have used Council Tax and Benefits services.
- Economically inactive respondents were more likely than economically active to have used Democratic & Electoral services with 83.5% compared to 71.6% of economically inactive respondents.

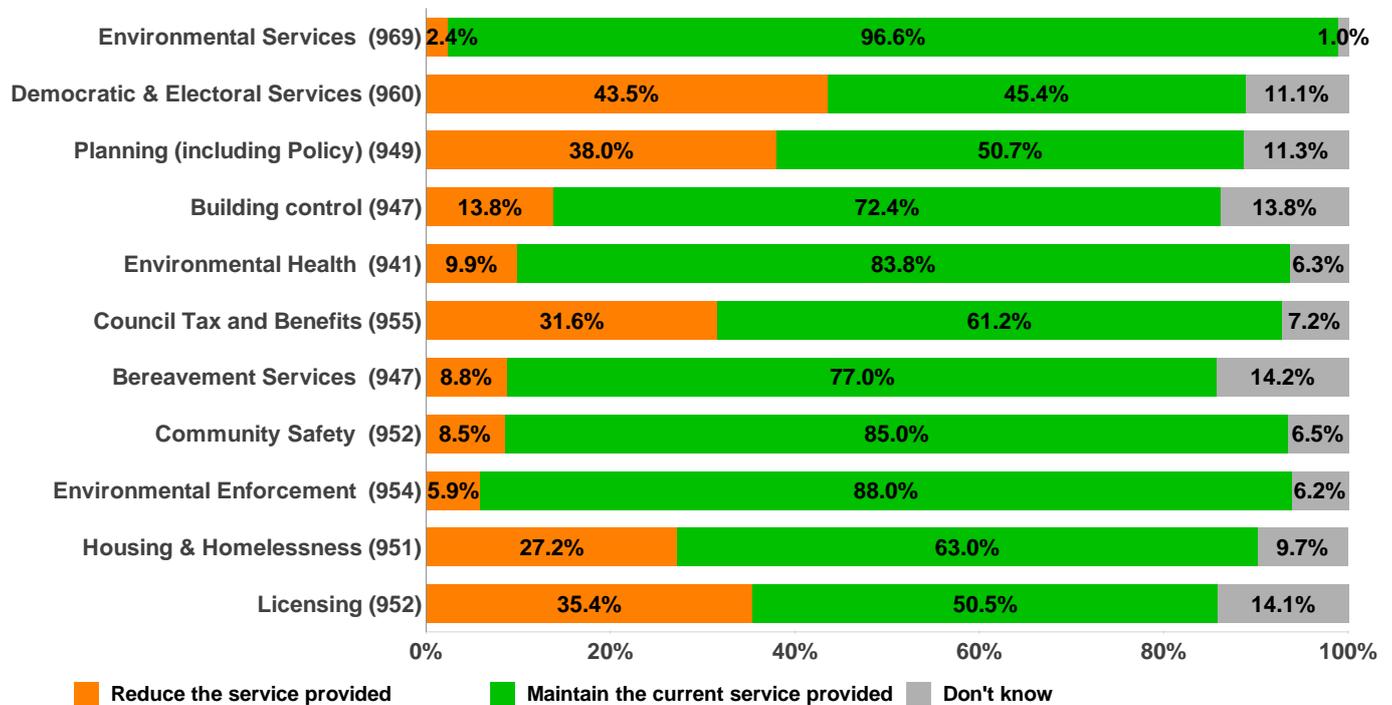
Mandatory Services Spending Approaches

Respondents were provided with the list of mandatory services detailing the current spend for each per council tax band D household. They were asked to indicate what approach they felt the Council should take in delivering the mandatory services. Three options were provided for respondents to select from:

- Reduce the service provided
- Maintain the current service
- Don't know.

There was a total of 969 responses to this set of questions. Democratic Services and Planning (including policy) had the greatest proportions where respondents stated 'reduce the service provided' at 43.5% and 38.0% respectively.

Environmental Services and Environmental Enforcement had the greatest proportions where respondents answered, 'maintain the current service' at 96.6% and 88.0% respectively.



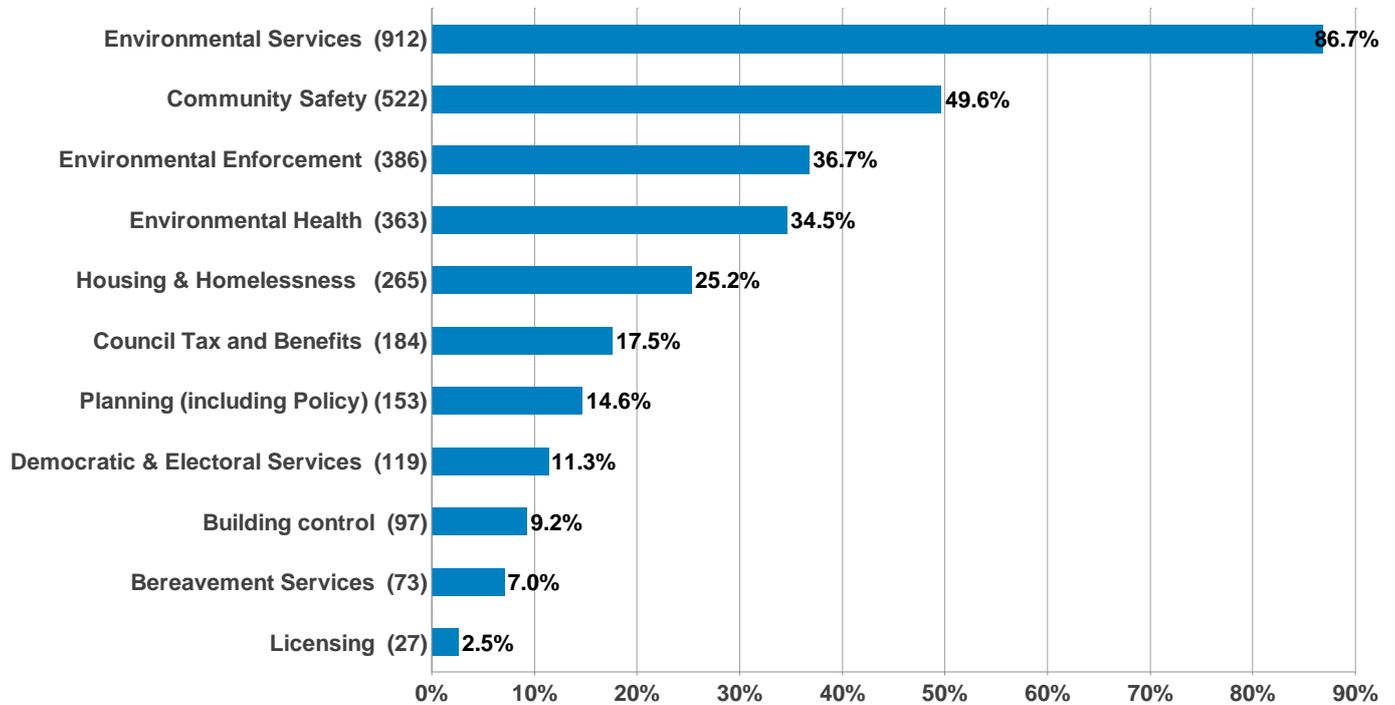
Demographic Differences

- A significantly greater proportion of respondents with a disability said that the Planning (including policy) service should be reduced with 57.3% answering this way compared to 34.8% of respondents without a disability.
- Respondents who have lived in the borough between 3 and 5 years had a significantly greater than average proportion that said Building Control should be reduced at 28.6%.
- A significantly greater proportion of male respondents said that Council Tax and Benefits services should be reduced with 39.2% answering this way compared to 26.0% of female respondents. Economically active respondents were also more likely than their counterparts to say that this service should be reduced.
- A significantly greater proportion of male respondents said that Bereavement services should be reduced with 12.8% answering this way compared to 4.6% of female respondents.
- Male respondents and respondents with a disability had significantly greater proportions than their counterparts that said that Community Safety services should be reduced.
- Male respondents and respondents under 35 years had greater proportions than their counterparts that said Environmental Enforcement services should be reduced.
- Respondents from minority groups and male respondents had significantly greater proportions stating that Housing & Homelessness services should be reduced at 63.9% and 34.4% respectively, compared to the overall response of 27.3%.
- Respondents who have lived in the borough for less than a year had a significantly lower proportion that said that Licensing services should be reduced compared to their counterparts.

Most Important Mandatory Services

The survey asked respondents to select which three Mandatory services provided by the Council were most important to them.

There were 912 responses to this question. The most common response was Environmental Services with 912 respondents selecting this service. The least common response was Licensing with 27 respondents selecting this service at one of their top three services.



Demographic Differences

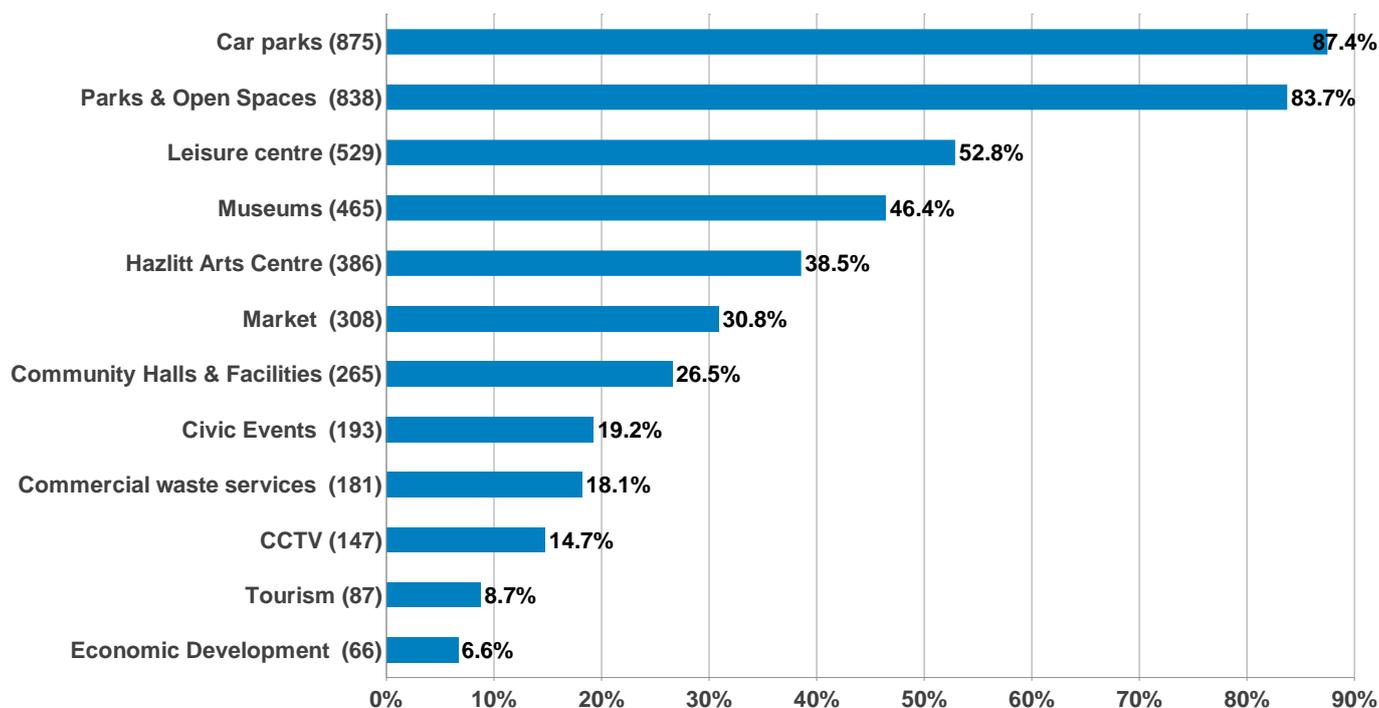
- Environmental services was the most common response across all demographic groups.
- Respondents who had lived at their current address for less than a year were only group where community safety did not have the second greatest proportion. This group's second choice was Environmental Health with 60.2% and Community Safety was third for this group.
- There were three groups whose third most important Mandatory Service response differed from the overall result. These were 18- to 34-year-olds, minority respondents and those who have lived at their present addresses for less than a year. These three groups put Environmental Health above Environmental Enforcement.

Discretionary Services

Discretionary Services Used

The survey asked respondents to select the services that they had used from a list of services that the Council is not required to provide by law but chooses to do so. A total of 875 responses were received.

The most common response was car parks with 875 (87.4%) telling us they have used this service. The least common response was Economic Development with 66 (6.6%) telling us they have used this service.



Demographic Differences

- Car parks and Parks & Open spaces were the two most common responses across all groups.
- Minority group respondents were significantly less likely to have used Parks & Open Spaces compared to white groups with 62.0% compared to 85.2% of white group respondents.
- Female respondents, the economically inactive and those without a disability were significantly more likely than their counterparts to have used the Leisure Centre.
- The data suggests that there is a linear negative relationship between age and using the Leisure Centre, meaning that as people age, they are less likely to use the Leisure Centre.
- Respondents aged 35 to 44 years were more likely than the other age groups to have used the Market at 43.7%.
- Female respondents were significantly more likely to have used the Hazlitt Arts Centre with 43.3% selecting this service compared to 32.6% of male respondents.

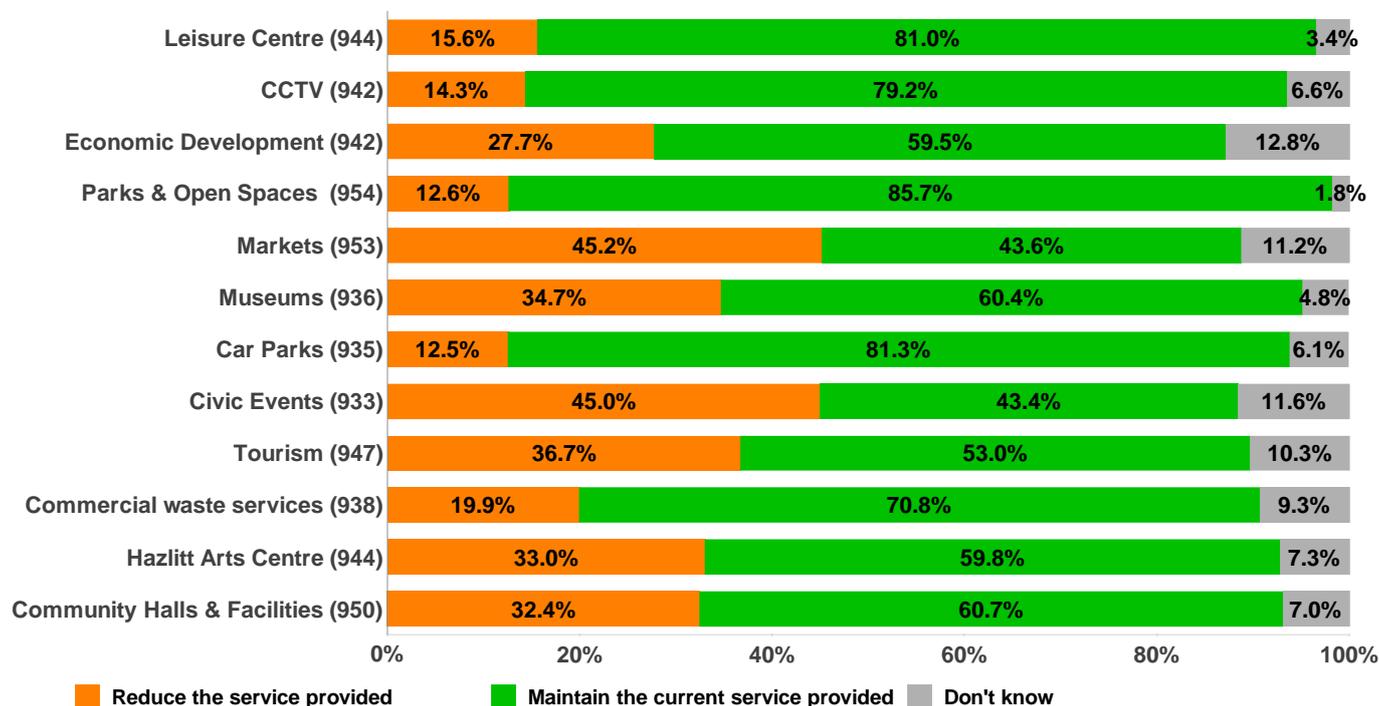
Discretionary Services Spending Approaches

Respondents were provided with the list of discretionary services detailing the current spend for each per council tax band D household. They were asked to indicate what approach they felt the Council should take in delivering the mandatory services. Three options provided for respondents to select from were:

- Reduce the service provided,
- Maintain the current service
- Don't know.

There was a total of 954 responses to this set of questions. Markets and Civic events had the greatest proportions where respondents stated 'reduce the service provided' at 45.2% and 45.0% respectively.

Parks & Open Spaces and Car Parks had the greatest proportions where respondents answered, 'maintain the current service' at 85.7% and 81.3% respectively.



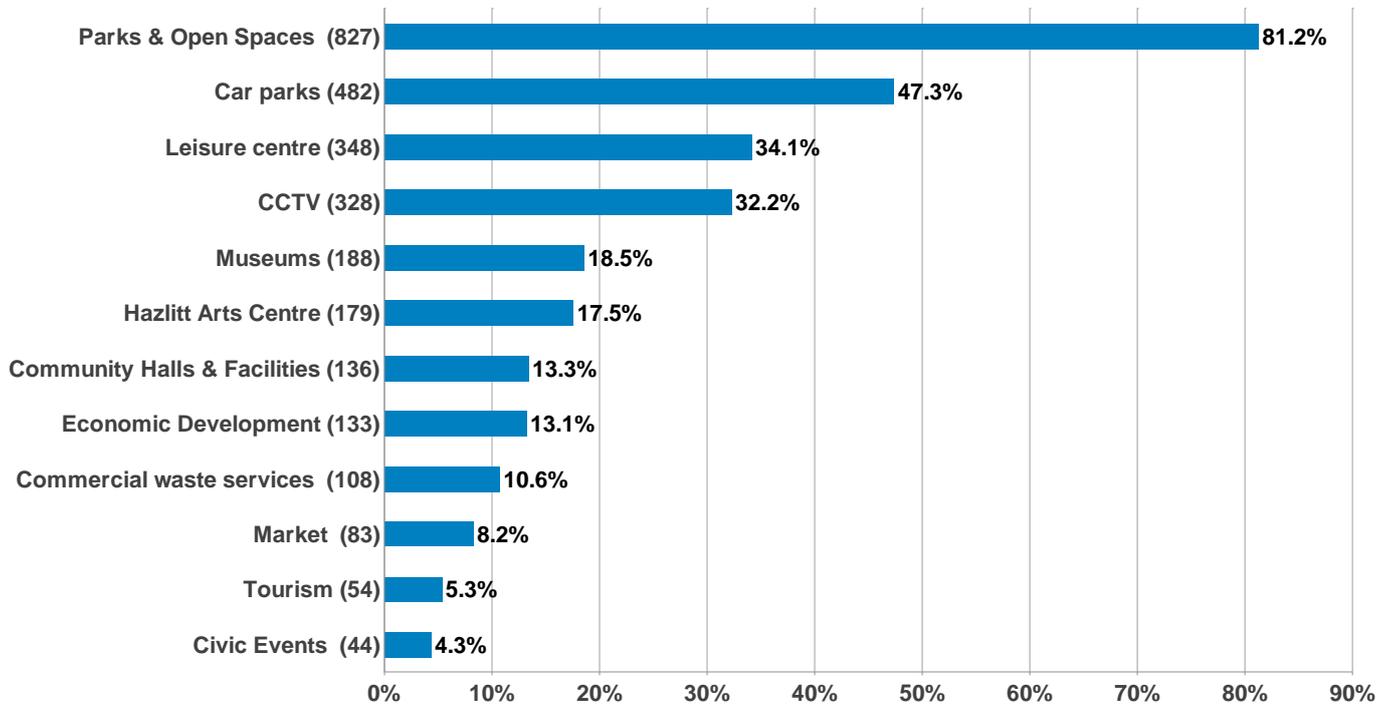
Demographic Differences

- A significantly greater proportion of respondents with a disability and those who are economically inactive said that Parks & Open Spaces should be reduced at 19.9% and 19.2% respectively.
- The proportion stating that Parks & Open Spaces should be reduced increases with age.
- A significantly greater proportion of economically inactive respondents said that the Market should be reduced with 50.1% answering this way compared to 42.6% of economically active respondents.
- A significantly greater proportion of male respondents said the Museum should be reduced with 37.9% answering this way compared to 30.5% of female respondents.
- Respondents with a disability had significantly greater proportion than those without a disability that said that Car Park services should be reduced with 19.7% answering this way compared to 11.1% of non-disabled respondents.
- Male respondents, economically inactive respondents and respondents in the age groups 55 years and upwards had greater than average proportions that said that civic events should be reduced.
- More than half of respondents with a disability said that Tourism should be reduced, significantly greater than the overall result and that for respondents without a disability.
- Respondents from minority groups and economically active respondents had significantly greater proportions stating that Commercial waste services should be reduced compared to their counterparts at 54.7% and 22.4% respectively.
- Male respondents and minority group respondents had significantly greater proportions than their counterparts that said that the Hazlitt Arts Centre and Community Halls & Facilities should be reduced.

Most Important Discretionary Services

The survey asked respondents to select the three discretionary services that were most important to them.

There were 827 responses to this question. The most common response was Parks & Open Spaces with 827 selecting this service. The least common response was Civic Events with 44 selecting this service as one of their top three.



Demographic Differences

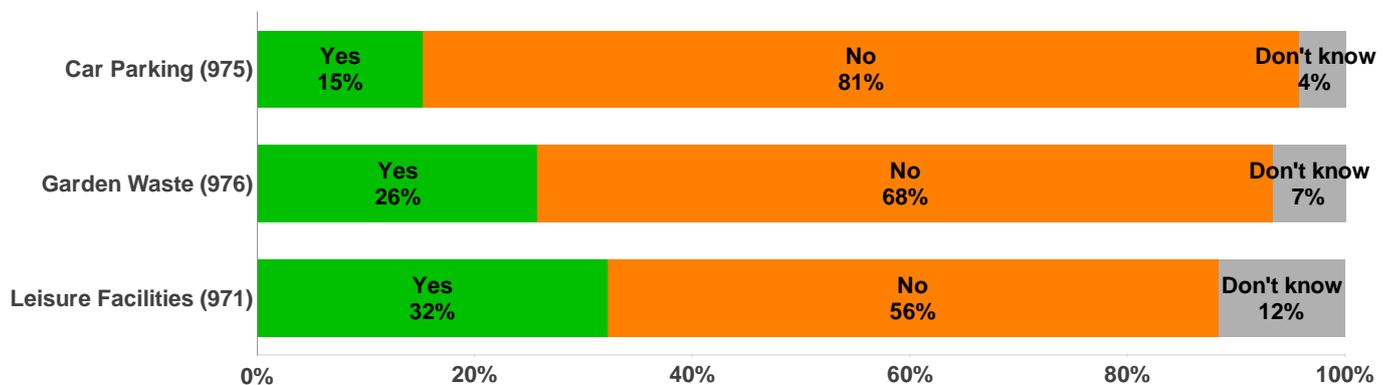
- Parks & Open Spaces was the most common response across all demographic groups.
- The second most common response was Car parks for all but three groups:
 - The Leisure centre was the second most common response for the 18 to 34 years and the 35 to 44 years groups. Both groups third most common response was Car parks.
 - The second most common response for those who had lived at their current address between 3 and 5 years was CCTV. This groups third most common response was the Leisure centre.

Paying more for services

The survey asked respondents if they would be prepared to pay more for car parking, garden waste and leisure facilities. There were 976 responses to this question.

Just under a third of respondents said they would pay more to use leisure facilities and just over a quarter said they would be prepared to pay more for garden waste collection.

Would you be willing to pay more for any of the following services?



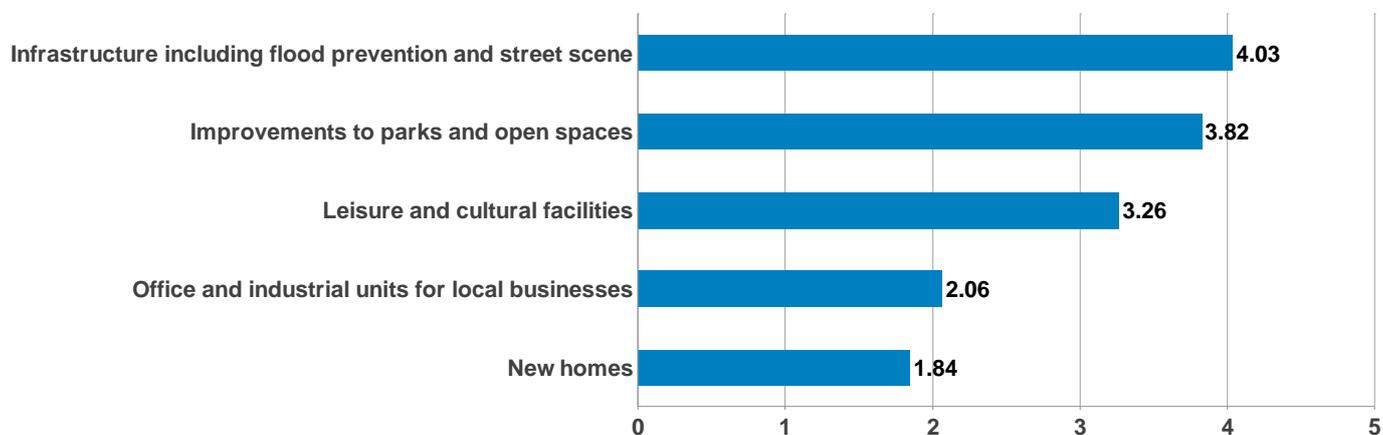
Demographic Differences

- Respondents from minority groups had a significantly greater proportion in favour of raising charges for car parking with 36.7% responding this way compared to 14.6% of respondents from white groups.
- Male respondents had a significant greater proportion in favour of increasing charges around leisure facilities with 41.3% answering this way compared to 24.9% of female respondents.

Priorities & Investments

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

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



This question was asked in the 2021/22 Budget Survey, undertaken in Autumn 2020 and the 2022/23 Budget Survey undertaken in Autumn 2021. Since the 2021/22 survey the order of the top three programmes has not changed.

In 2021/22 New Homes was ranked as fifth but moved up a place to fourth in 2022/23 and Office and Industrial units for local businesses has dropped from fourth to fifth. For this year (2023/24) New Homes has moved back to being the lowest priority for residents.

Demographic Differences

- Economically inactive respondents were more likely than economically active respondent to rank infrastructure, including flood prevention and street scene, as their top priority with 62.2% responding this way compared to 42.7% of the economically active group.
- The survey data suggests that as age increases there is a greater likelihood of Infrastructure being ranked first.
- Female respondents had a significantly greater proportion that ranked new homes last with 62.9% ranking this priority as fifth compared to 51.8% of male respondents.

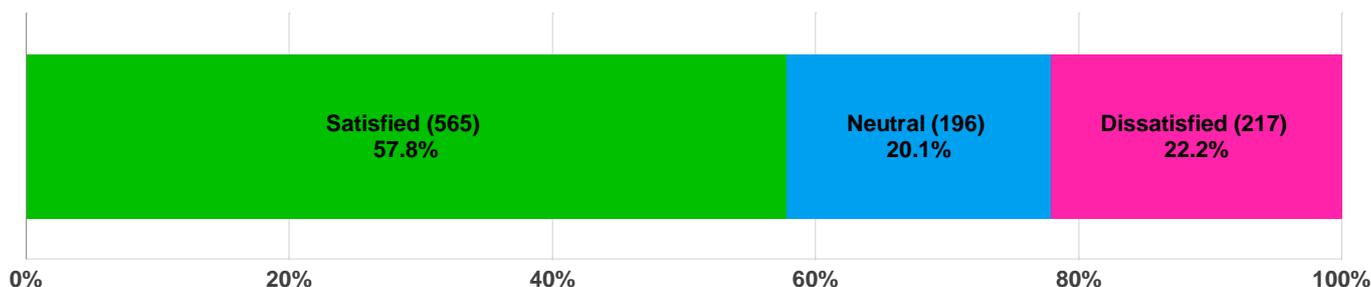
Living in Maidstone

Local area Satisfaction

Survey respondents were asked: 'How satisfied or dissatisfied are you with your local area as a place to live?' and given a five-point scale from 'very satisfied' to 'very dissatisfied'. There was a total of 978 respondents.

The most common response was 'fairly satisfied' with 438 answering this way.

In the last Budget Survey, undertaken in Autumn 2021, 51.0% of respondents answered positively. This has increased by 6.8 percentage points to 57.8% for the current year and demonstrates an overall increase in resident's satisfaction with Maidstone as a place to live.



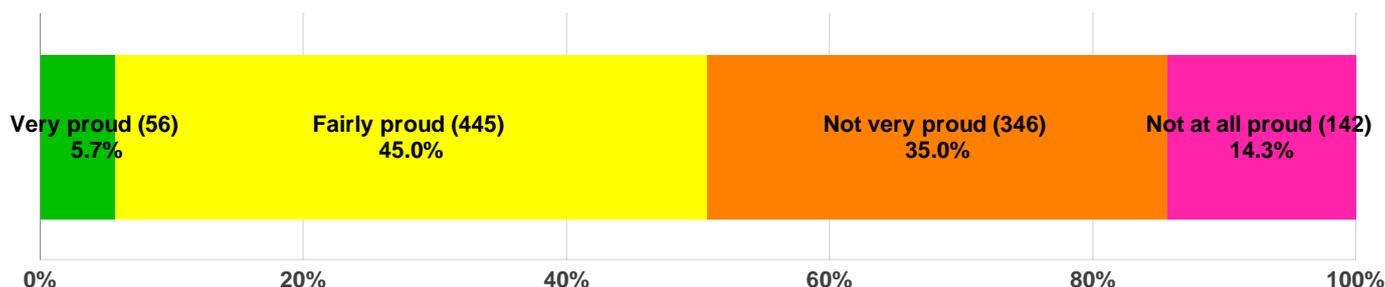
Demographic Differences

- Female respondents were significantly more satisfied with their local area as a place to live with 63.9% answering positively compared to 52.5% of male respondents answering the same.
- Respondents who have lived at their current address for more than ten years had lower proportions answering positively.

Pride in Maidstone Borough

The survey asked respondents: 'How proud are you of Maidstone Borough?', a total of 988 responded to this question.

Overall, 50.7% said they were either 'very proud' or 'fairly proud' of Maidstone Borough. The most common response was 'fairly proud' with 445 answering this way. In the last Budget Survey, undertaken in Autumn 2021, 50.4% of respondents answered positively. The change in the proportion responding positively compared to last year (0.3%) is considered negligible.



Demographic Differences

- Economically active respondents had a significantly greater proportion that answered positively with 54.8% answering this way compared to 43.2% of economically inactive respondents.
- Respondents with a disability had a significantly greater proportion that answered negatively with 61.8% answering this way compared to 46.2% of respondents without a disability.

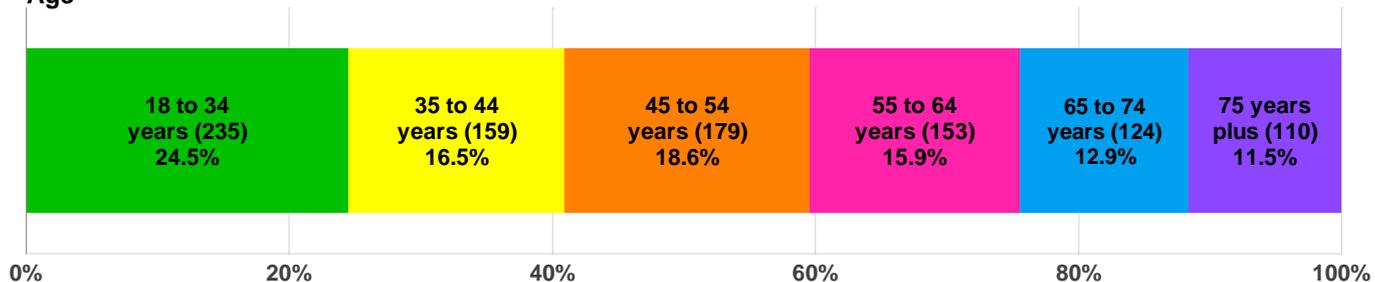
Budget Comments

Respondents to the survey were given the opportunity to make additional comments about the Council's budget and the funding of services. A total of 371 comments were received. These comments have been grouped into themes, with some comments containing multiple themes. The table below provides a summary of the comments for each of the top ten themes identified.

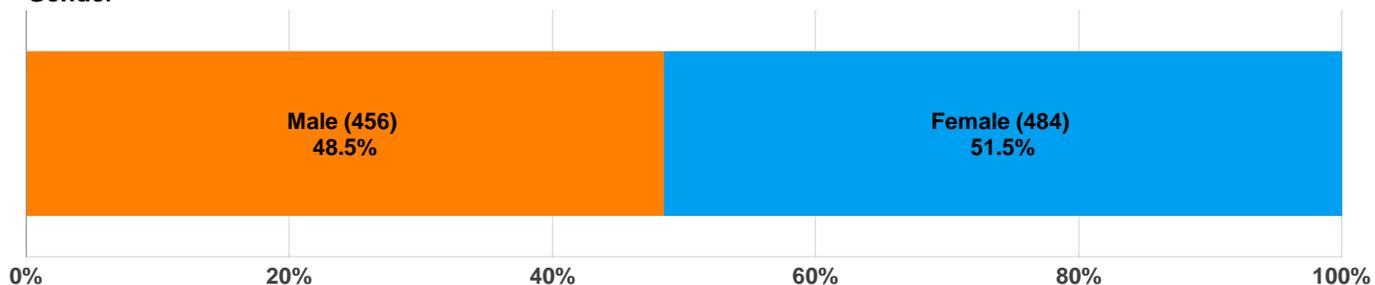
Theme	No.	Summary
Planning & Development (inc. infrastructure)	92	<ul style="list-style-type: none"> • Stop building new homes. • No infrastructure improvements to support growth. • Too much green space disappearing to new housing.
Roads & Traffic	66	<ul style="list-style-type: none"> • Conditions of roads. • Difficulty in getting from A to B due to congestion. • Speeding lorries, particularly in the rural communities.
VFM & Management Efficiencies	60	<ul style="list-style-type: none"> • Do not feel there is value for money from the amount of Council Tax paid (rural locations and suspension of services mentioned) • Spend money more wisely. • Don't spend money on 'vanity' projects. • Better contracts for services. • Cut managers and/or their salaries.
Crime, Safety & ASB	51	<ul style="list-style-type: none"> • Concerns about levels of ASB. • Request for more CCTV. • Requests for more visible policing.
Town centre	47	<ul style="list-style-type: none"> • Comments that the Town centre was shabby, with empty shops and little to attract people. • Several mentioned feeling unsafe in the Town Centre. • Desire to see improvements in the Town Centre.
Cleanliness	46	<ul style="list-style-type: none"> • Statements that cleanliness has deteriorated. • Increased litter and graffiti. • Requests for more litter bins.
The Environment & Waste Services	43	<ul style="list-style-type: none"> • Complaints about disruption to waste collections. • Concerns about pollution (many in reference to traffic). • Perception that the Council is anti-nature.
Parking & Public Transport	40	<ul style="list-style-type: none"> • Comments about new developments without parking facilities. • Suggestions of cheaper or free town centre parking. • Disappointment about the removal of Park & Ride service. • Comments about inadequacy bus services.
Inward migration	24	<ul style="list-style-type: none"> • Comments about people moving to the Borough from other areas (many mentioned London boroughs moving their tenants to Maidstone) and the impact of population increase on local services.
Deliver Essentials & Maintain Services & Support the Vulnerable	20	<ul style="list-style-type: none"> • Focus on the essentials. • Ensure support is vulnerable for most vulnerable. • Maintain current services.
Attracting visitors & inward investment	19	<ul style="list-style-type: none"> • Ensuring support for local businesses. • Making Maidstone a place where people want to invest.

Demographics

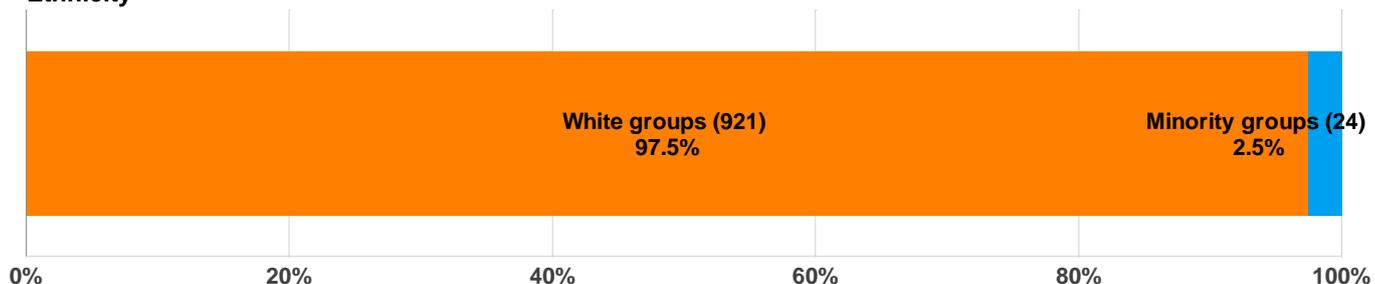
Age



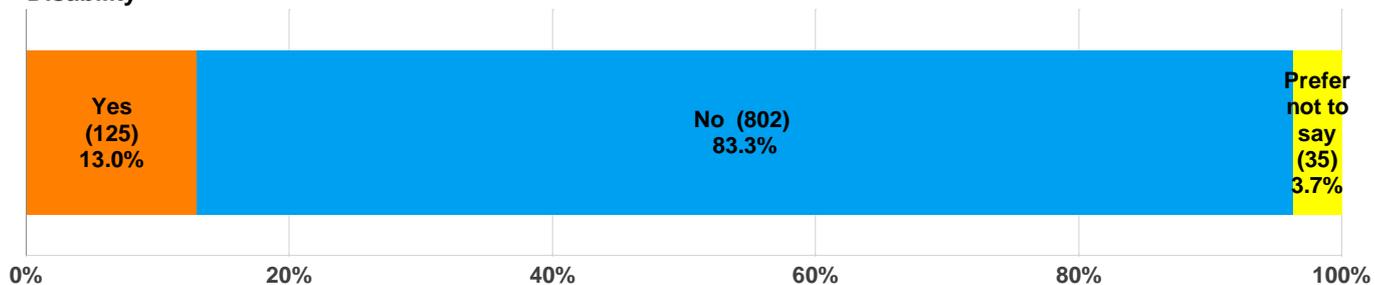
Gender



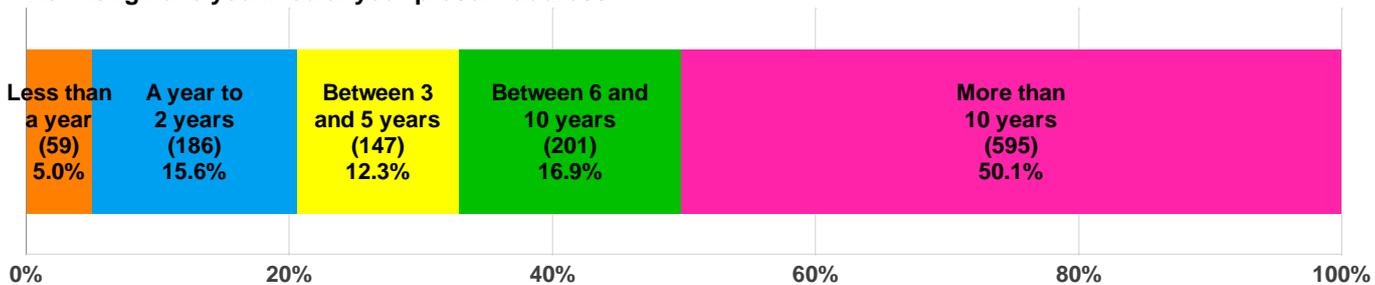
Ethnicity



Disability



How long have you lived at your present address?



Agenda Item 15

Planning and Infrastructure Policy Advisory Committee

11 January 2023

Local Development Scheme 2023 - 2025

Timetable	
Meeting	Date
Planning and Infrastructure Committee PAC	11 January 2023
Lead Member for Planning and Infrastructure	25 January 2023
Council	22 February 2023

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Council
Lead Head of Service	Phil Coyne (Interim Director, Strategic Planning)
Lead Officer and Report Author	Nicola Stokes, Planning Officer
Classification	Public
Wards affected	All

Executive Summary

The Council is required by the Planning and Compulsory Purchase Act (2004) (as amended) to maintain an up-to-date Local Development Scheme (LDS). The purpose of an LDS is to set out the timetable for the delivery of Council produced planning policy documents and to inform local people and stakeholders.

Work is ongoing on the Local Plan Review, Gypsy and Traveller DPD and Design and Sustainability DPD in line with the Local Development Scheme 2022-2024 which was adopted by Full Council on the 28th September 2022.

Since the 2022-2024 iteration of the LDS, the Local Plan Review has been subject to stage 1 examination hearings. Due to their complex nature, the original timetable for the hearing sessions has been extended by the Inspector. This causes delays to the subsequent stages of the Local Plan Review and as such, they no longer align with the published LDS. The LDS will be updated as soon as there is further certainty around examination timescales.

There have been no changes in circumstances to the scope of the Design and Sustainability DPD and Gypsy and Traveller DPD since the previous version of the Local Development Scheme. However, the timetable for the production of the Gypsy and Traveller DPD has been altered as part of this LDS to include two consultations at Regulation 18 (18a and 18b). A new LDS is therefore required which will set out the associated alterations to the timetable for delivery of the Gypsy and Traveller DPD. There have been no changes in the timescales for the Design and Sustainability DPD. The new Local Development Scheme 2023-2025 can be found as an appendix to this report.

This report seeks a recommendation that the Local Development Scheme 2023-2025, attached at Appendix 1 to the report, be recommended to the Executive and Council for approval.

Purpose of Report

To provide an update to the Local Development Scheme and to seek views from this Policy Advisory Committee as appended to this report prior to consideration by the Executive and Full Council for decision.

This report makes the following recommendations to the Committee:

1. That the Lead Member for Planning and Infrastructure be recommended that the Local Development Scheme 2023-2025, attached at Appendix 1 to the report, be recommended to the Council for approval.

Local Development Scheme 2023 - 2025

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>Accepting the recommendations will materially improve the Council's ability to achieve all corporate priorities.</p>	Philip Coyne, Interim Local Plan Review Director
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendation supports the achievement of all four cross cutting objectives.</p>	Philip Coyne, Interim Local Plan Review Director
Risk Management	Already covered in the risk section	Philip Coyne, Interim Local Plan Review Director
Financial	Provision has been made for the costs of delivering planning policies including the local plan review within the Council's agreed budget and medium-term financial plan.	Section 151 Officer & Finance Team
Staffing	We will deliver the recommendations with our current staffing.	Philip Coyne, Interim Local Plan Review Director
Legal	Accepting the recommendations will fulfil the Council duties under the Planning and	Russell Fitzpatrick,

	Compulsory Purchase Act 2004 (as amended)	MKLS (Planning)
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Team
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Equalities & Communities Officer
Public Health	We recognise that the recommendations will have a positive impact on population health or that of individuals.	Public Health Officer
Crime and Disorder	The recommendation potentially will have a positive impact on Crime and Disorder.	Philip Coyne, Interim Local Plan Review Director
Procurement	There are no implications for procurement.	Philip Coyne, Interim Local Plan Review Director & Section 151 Officer
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered and aligns with actions 1.1 / 5.1 and 6.1 of the Biodiversity and Climate Change Action Plan.	Biodiversity and Climate Change Officer

2. INTRODUCTION AND BACKGROUND

- 2.1 The Council is required by the Planning and Compulsory Purchase Act (2004) (as amended) to maintain an up-to-date Local Development Scheme (LDS). The purpose of an LDS is to set out the timetable for the delivery of Council produced planning policy documents and to inform local people and stakeholders.
- 2.2 The Local Development Scheme 2022-2024 was adopted by Full Council on 28th September 2022 and set out the timetable for delivering the Local Plan Review, Gypsy and Traveller DPD, and Design and Sustainability DPD.
- 2.3 To date work on the Design and Sustainability DPD is on track against the timetable set out in Local Development Scheme 2022-2024.
- 2.4 However, since the adoption of the Local Development Scheme 2022-2024, the Local Plan Review has been subject to stage 1 hearing sessions. Due to their complex nature, the original timetable for the hearing sessions has been extended by the Inspector. This causes delays to the subsequent stages of the Local Plan Review and as such, they no longer align with the

published LDS. The LDS will be updated as soon as there is further certainty around examination timescales.

- 2.5 The timetable for the production of the Gypsy and Traveller DPD has been altered as part of this LDS to include two consultations at Regulation 18 (18a and 18b). A Regulation 18a Scoping, Themes and Issues consultation is scheduled to take place in February/March 2023 and Regulation 18b, Preferred Approaches consultation due to take place in February/March 2024, with subsequent key milestones taking place thereafter.
 - 2.6 A new LDS is therefore required which will set out the revised timetable for the delivery of the Gypsy and Traveller DPD to incorporate the two early stage consultations . The timetable for the delivery of the Design and Sustainability DPD remains unchanged.
 - 2.7 The new Local Development Scheme 2023-2025 can be found as an appendix to this report. This report seeks a recommendation that the Local Development Scheme 2023-2025, attached at Appendix 1 to the report, be recommended to the Executive and Council for approval.
-

3. AVAILABLE OPTIONS

- 3.1 Option 1: The Local Development Scheme 2023-2025 is recommended to the Executive and Council for approval. The LDS outlines the scope and timetable for delivering the Gypsy and Traveller DPD and the Design and Sustainability DPD. All three have consideration for the Strategic Plan priorities and cross-cutting objectives.
 - 3.2 Option 2: The Local Development Scheme 2023-2025 is not recommended to the Executive and Council for approval. Under the Planning and Compulsory Purchase Act 2004 (as amended), local planning authorities must maintain an up to date LDS. The current LDS (2022-2024) does reflect the current timescales for the Gypsy and Traveller DPD and therefore a subsequent LDS is required. To not adopt this LDS will be contrary to the Planning and Compulsory Purchase Act 2004 (as amended) and would mean that the Local Planning Authority would fail its legal tests for producing these DPDs.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Option 1 is the preferred option. By adopting the Local Development Scheme 2023-2025 the Council will be compliant with the Planning and Compulsory Purchase Act 2004 (as amended).
-

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. That consideration is shown in this report at paragraph 3.2. We are satisfied that, should the authority proceed as recommended, the risks associated are within the Council's risk appetite and will be managed as per the Policy.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 None
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 If approved by Council, the Local Development Scheme 2023-2025 will be published on the website.
- 7.2 The delivery of the Gypsy and Traveller DPD and the Design and Sustainability DPD against milestones in the LDS will be monitored through the Authority Monitoring Report, which is published each year.
-

8. REPORT APPENDICES

Appendix 1: Local Development Scheme 2023 - 2025

9. BACKGROUND PAPERS

None

LOCAL DEVELOPMENT SCHEME

February 2023

2023-2025

LOCAL DEVELOPMENT SCHEME 2023-2025

**This document is produced by
Maidstone Borough Council**

**This Local Development Scheme came into effect on 22nd February
2023.**

All enquiries should be addressed to:

Strategic Planning

Maidstone Borough Council

Maidstone House

King Street

Maidstone

Kent

ME15 6JQ

Telephone: 01622 602000

Email: LDF@maidstone.gov.uk

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1. Introduction to the Local Development Scheme

What is the Local Development Scheme?

1.1 The government requires local planning authorities to prepare a **Local Development Scheme** (LDS). The purpose of an LDS includes setting out the timetable for the delivery of Council produced planning policy documents. These are often referred to as Development Plan Documents or Local Plans.

1.2 In addition to the Local Plan Review, the Council intends to produce two further Development Plan Documents (DPDs). These are the Gypsy and Traveller DPD and the Design and Sustainability DPD. Both DPDs will affect the whole of Maidstone Borough. This LDS covers the period 2023-2025 and contains a timetable for the delivery of each DPD to inform local people and stakeholders of the key milestones of production.

1.3 This LDS replaces the Local Development Scheme 2022-2024 which was approved by Full Council on 28th September 2022.

1.4 The Local Development Scheme 2023-2025 was approved by Council on 22nd February 2023 and came into effect on the same day.

The Development Plan

1.5 **Development Plans** are an important part of the English planning system and are needed to guide the local decision-making process for land uses and development proposals. As of 22nd February 2023, the Development Plan for Maidstone borough comprises:

- Maidstone Borough Local Plan 2011-2031 and associated Proposals Map (October 2017)
- Staplehurst Neighbourhood Development Plan 2016-2031 (August 2020)
- North Loose Neighbourhood Development Plan 2015-2031 (April 2016)
- Loose Neighbourhood Development Plan 2018-2031 (September 2019)
- Marden Neighbourhood Development Plan 2017-2031 (July 2020)
- Lenham Neighbourhood Plan 2017 – 2031 (July 2021)
- Boughton Monchelsea Neighbourhood Plan (July 2021)
- Otham Neighbourhood Plan 2020 – 2035 (September 2021)
- Kent Minerals and Waste Local Plan 2013-2030 (September 2020)

1.6 Further information regarding each of these documents is provided below.

1.7 The **Maidstone Borough Local Plan** sets out the framework for development within the Borough until 2031. It includes a spatial vision, objectives and key policies. It also includes an associated 'Policies Map' that sets out the geographical extent of key designations and site specific proposals set out in the local plan. Maidstone has an on-line policies map that can be accessed through its website. The Maidstone Borough Local Plan plays a key part in delivering Maidstone Council's Strategic Plan. The Maidstone Borough Local Plan was found sound following independent examination and was adopted by Full Council on 25 October 2017. The Maidstone Borough Local Plan contains Policy LPR1 'Review of the Local Plan'. This requires a review of the local plan to ensure that the plan continues to be up to date. Policy LPR1 outlines matters which may be

addressed by the review. Key considerations are the need to maintain and enhance the natural and built environment; and improve air quality.

1.8 **Neighbourhood Development Plans** are prepared by Parish Councils or Neighbourhood Forums, and the plans are subject to consultation, independent examination and referendum. The plans must be in general conformity with the strategic policies of the adopted local plan and should have regard to any emerging Local Plan. A neighbourhood area has to be designated for a Neighbourhood Development Plan to be produced. In total, 15 Parish Councils and 1 Neighbourhood Forum have designated Neighbourhood Areas. To date, seven Neighbourhood Development Plans have been made and a number of Neighbourhood Development Plans are at various stages of preparation.

1.9 **The Kent Mineral Sites Plan and the Early Partial Review of the Kent Minerals and Waste Local Plan and** was produced by Kent County Council and covers the whole county. Both plans were adopted in September 2020 and describes:

- 'The overarching strategy and planning policies for mineral extraction, importation and recycling, and the waste management for all waste streams that are generated or managed in Kent, and
- The spatial implications of economic, social and environmental change in relation to strategic minerals and waste planning.'

Planning Documents

1.10 In addition to the above components of the Development Plan, there are other key planning documents that the Council produces. These include:

- **Supplementary Planning Documents** – these set out further information, interpretation or clarification regarding existing planning policies and are produced and adopted by the Council in accordance with government legislative requirements.
- **Planning policy guidance** documents – these set out further information, interpretation or clarification regarding existing planning policies but have not been produced to meet government Supplementary Planning Document requirements.
- **Statement of Community Involvement** – a procedural document that sets out the methods for consultation and engagement with the public and stakeholders. This includes consultation and engagement during the production of Local Plans, the production of Neighbourhood Development Plans, and the Development Management process.
- **Authority Monitoring Reports** – a procedural document, produced on an annual basis that monitors the performance of Maidstone's Local Plan and its policies.

Maidstone Community Infrastructure Levy

1.11 The **Community Infrastructure Levy (CIL)** is a charge on specific new developments towards the provision of infrastructure. The Maidstone CIL **Charging Schedule** was adopted by Full Council on 25 October 2017, following examination in June 2017. The Maidstone CIL took effect on 1 October 2018.

1.12 The Charging Schedule sets out the charging rates for development in Maidstone Borough, including the types of development that are required to pay the Levy and where the proposed rates

will apply. The CIL Charging Schedule was developed alongside the Maidstone Borough Local Plan, and the evidence base for infrastructure, planning, affordable housing requirements and development viability supported both the Maidstone CIL and Maidstone Borough Local Plan.

1.13 The infrastructure schemes and/or types of infrastructure that may be funded by Maidstone CIL are set out in an Infrastructure List contained in the Infrastructure Funding Statement, published on the website. In addition, Section 106 planning agreements, which are negotiated with developers to secure infrastructure funding, will continue to play a significant role in securing site related infrastructure.

2. The Local Development Scheme

Review of the Local Development Scheme 2022-2024

2.1 Local Plan Review: Since the adoption of the Local Development Scheme 2022-2024, the Local Plan Review has been subject to stage 1 hearing sessions. Due to their complex nature, the original timetable for the hearing sessions has been extended by the Inspector. This causes delays to the subsequent stages of the Local Plan Review and as such, they no longer align with the published LDS. The LDS will be updated as soon as there is further certainty around examination timescales.

2.2 Gypsy and Traveller DPD: There have been changes to the work programme for the Gypsy and Traveller DPD. There has been no change in circumstances regarding the scope of the Gypsy and Traveller DPD since the previous version of the Local Development Scheme came into effect on 8th December 2021. The timetable for production of the DPD is altered as part of this version of the LDS.

2.3 Design and Sustainability DPD: There has been no change in circumstances regarding the scope and timetable for production of the Design and Sustainability DPD since the previous version of the Local Development Scheme came into effect on 28th September 2022.

2.4 A timetable for the implementation of the Gypsy and Traveller DPD and the Design and Sustainability DPD, in addition to the Local Plan Review follows.

Local Development Scheme 2023-2025

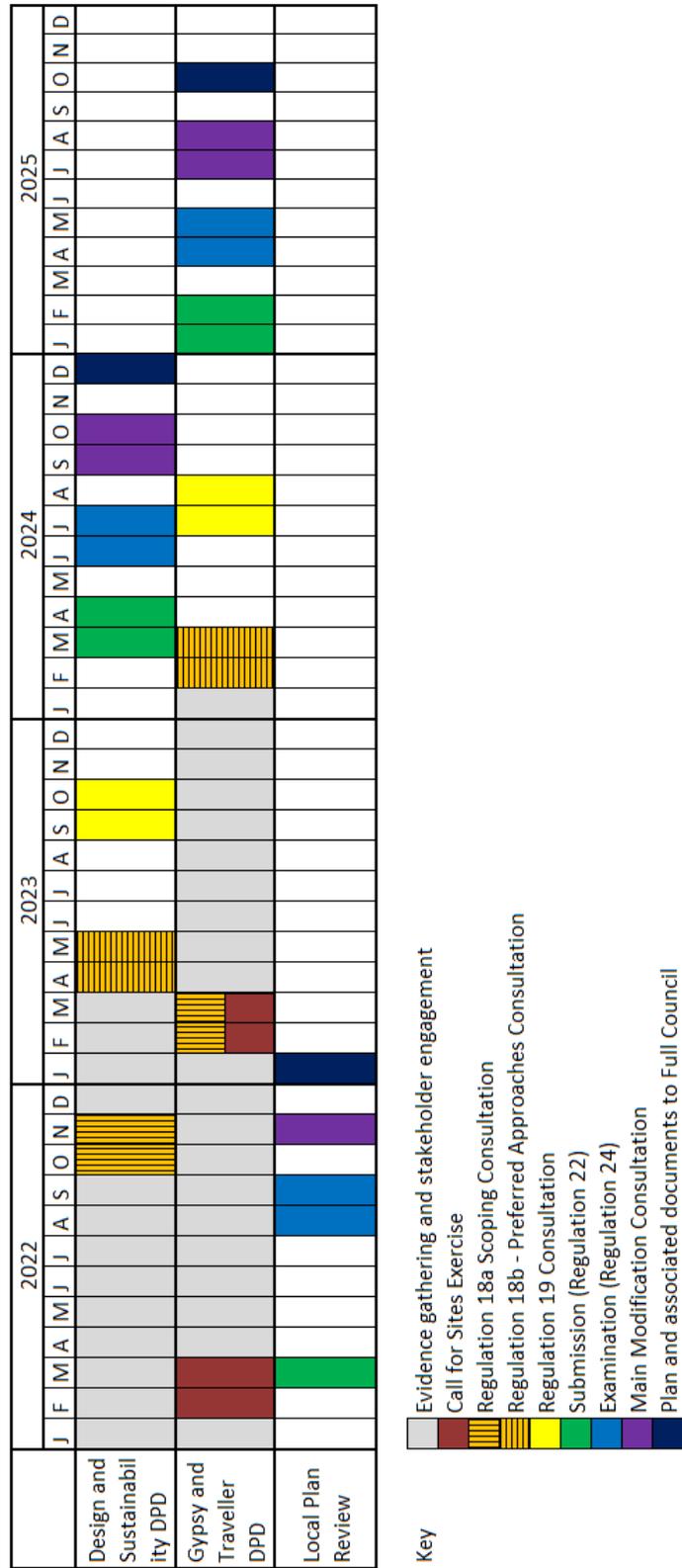


Figure 2.1 Delivery timetable

Monitoring and Review

2.5 Gypsy and Traveller DPD: The Council are creating an evidence base to ensure it has sufficient social, environmental, economic and physical information to inform the Gypsy and Traveller DPD. The DPD will explain how its policies will be delivered and implemented and identify performance indicators against which the success of policies will be monitored. These performance indicators will be monitored through annual Authority Monitoring Reports. The Council will monitor and review progress of delivery of this Gypsy and Traveller DPD against this LDS document.

2.6 Design and Sustainability DPD: The Council are creating an evidence base to ensure it has sufficient social, environmental, economic and physical information to inform the Design and Sustainability DPD. The DPD will explain how its policies will be delivered and implemented and identify performance indicators against which the success of policies will be monitored. These performance indicators will be monitored through annual Authority Monitoring Reports. The Council will monitor and review progress of delivery of this Design and Sustainability DPD against this LDS document.

2.7 Local Plan Review: The Council continue to update their evidence base to ensure it has sufficient social, environmental, economic and physical information to inform the review of the local plan. The adopted local plan explains how its policies will be delivered and implemented, and identifies performance indicators against which the success of policies is monitored. The performance indicators will be monitored through annual Authority Monitoring Reports, and the Council will monitor and review progress against the LDS programme in this document.

3. Document Project Plan

Gypsy and Traveller DPD

Gypsy and Traveller DPD	
Subject/content	<p>The Local Plan Review contains one development management (DM) policy specifically for assessing applications involving development for gypsy, traveller and travelling showpeople sites. It also ‘saves’ the strategic policy GT1 and associated site allocation policies from the 2017 Local Plan. The interim Gypsy and Traveller Accommodation Assessment (GTAA) indicates a high need figure in terms of future pitch requirements. A combination of allocations and criteria-based policies may be used to meet the needs. A standalone DPD is to be prepared. The DPD will sit alongside and build on the policies in the Local Plan Review and will provide the basis for Development Management decision making. The DPD will be informed by evidence.</p> <p>Matters to be reviewed include:</p> <ul style="list-style-type: none"> • New site allocations to meet the need. • Update to DM policies contained within the adopted Maidstone Borough Local Plan and Maidstone Local Plan Review including outbuildings and day rooms (only needed if emerging guidance changes) • Incorporate existing allocations • Non-planning definition Gypsies accommodation
Status	Local Plan
Coverage	Maidstone Borough
Chain of Conformity – national	Central government policy and guidance, including the National Planning Policy Framework, National Planning Practice Guidance, Planning policy for traveller sites (2015) and the Town and Country Planning (Local Planning) (England) Regulations 2012.
Chain of Conformity – local	<p>Regard to the Council’s Plans and Strategies, including the Strategic Plan, Economic Development Strategy and Housing Strategy. Also have regard to the Climate Change and Biodiversity Strategy and Action Plan.</p> <p>The DPD will need to take into account the policies within neighbourhood plans:</p> <ul style="list-style-type: none"> North Loose Neighbourhood Plan 2015 – 2031 (2016) Staplehurst Neighbourhood Plan 2016 – 2031 (2020) Loose Neighbourhood Plan 2018 – 2031 (2019) Marden Neighbourhood Plan 2017 – 2031 (2020) Lenham Neighbourhood Plan 2017 – 2031 (2021) Boughton Monchelsea Neighbourhood Plan (2021) Otham Neighbourhood Plan (2021)
Policies Map	A new policies map is to be created
Timetable	
Sustainability Appraisal	Relevant appraisals and assessment will be carried out throughout the preparation of the DPD
Evidence gathering	January 2021 to January 2024
Call for Sites	February to March 2022 & February to March 2023
Scoping consultation (Regulation 18A)	February to March 2023
Matters and Preferred Approach consultation (Regulation 18B)	February to March 2024

Draft DPD consultation (Regulation 19)	July to August 2024
Submission (Regulation 22)	January to February 2025
Examination hearing sessions (Regulation 24)	April to May 2025
Main Modification Consultation	July to August 2025
Adoption – Full Council (Regulation 26)	October 2025
Internal Partners	Key internal partners include relevant service areas within the Council, Chief Executive; Corporate Leadership Team; and Planning and Infrastructure Policy Advisory Committee.
External Partners	Key external partners include specific and general consultation bodies (including parish councils and neighbourhood forums), local stakeholder groups, hard to reach groups and the local community.
External Resources	Kent County Council, Highways England, infrastructure providers, the Homes England, and use of external consultants to provide evidence (as required).

Table 3.1 Project Plan for the Gypsy and Traveller DPD

Design and Sustainability DPD

Design and Sustainability DPD	
Subject/content	<p>The Local Plan Review contains a suite of policies specifically addressing matters of design and sustainability. At the Strategic Planning and Infrastructure Committee on the 21st September 2021, the Council resolved to prepare a DPD reinforced by appropriate evidence to support the Local Plan Review through the strengthening of the council’s design and sustainability focused policies. The DPD will sit alongside and build on the policies in the Local Plan Review and will provide the basis for Development Management decision making. The DPD will be informed by the preparation of suitable evidence to justify and the adoption of higher design and sustainability standards where these can be achieved.</p> <p>The DPD will specifically cover matters in relation to:</p> <ul style="list-style-type: none"> • Water efficiency • Low carbon energy • Sustainable buildings • Building design • Biodiversity and landscaping • Open space provision • Sustainable connectivity • Internal space standards • Lighting
Status	Local Plan
Coverage	Maidstone Borough
Chain of Conformity – national	Central government policy and guidance, including the National Planning Policy Framework, National Planning Practice Guidance, Planning policy for traveller sites (2015) and the Town and Country Planning (Local Planning) (England) Regulations 2012.
Chain of Conformity – local	<p>Regard to the Council’s Plans and Strategies, including the Strategic Plan, Economic Development Strategy and Housing Strategy. Also have regard to the Climate Change and Biodiversity Strategy and Action Plan.</p> <p>The DPD will need to take into account the policies within neighbourhood plans:</p> <p>North Loose Neighbourhood Plan 2015 – 2031 (2016) Staplehurst Neighbourhood Plan 2016 – 2031 (2020) Loose Neighbourhood Plan 2018 – 2031 (2019) Marden Neighbourhood Plan 2017 – 2031 (2020) Lenham Neighbourhood Plan 2017 – 2031 (2021) Boughton Monchelsea Neighbourhood Plan (2021) Otham Neighbourhood Plan (2021)</p>
Policies Map	A new policies map is to be created
Timetable	
Sustainability Appraisal	Relevant appraisals and assessment will be carried out throughout the preparation of the DPD
Evidence gathering	January 2021 to March 2023
Scope and matters consultation (Regulation 18a)	October to November 2022
Preferred approaches	April to May 2023

consultation (Regulation 18b)	
Draft DPD consultation (Regulation 19)	September to October 2023
Submission (Regulation 22)	March to April 2024
Examination hearing sessions (Regulation 24)	June to July 2024
Main Modification Consultation	September to October 2024
Adoption – Full Council (Regulation 26)	December 2024
Arrangements for Production	
Internal Partners	Key internal partners include relevant service areas within the Council, Chief Executive; Corporate Leadership Team; and Planning and Infrastructure Policy Advisory Committee.
External Partners	Key external partners include specific and general consultation bodies (including parish councils and neighbourhood forums), local stakeholder groups, hard to reach groups and the local community.
External Resources	Kent County Council, Highways England, infrastructure providers, the Homes England, and use of external consultants to provide evidence (as required).

Table 3.2 Project Plan for the Design and Sustainability DPD

Local Plan Review

Maidstone Local Plan Review	
Subject/content	<p>Matters to be reviewed include:</p> <ul style="list-style-type: none"> • A review of housing of needs • The allocation of land at the Invicta Park Barracks broad location and at the Lenham broad location if the latter has not been achieved through a Lenham Neighbourhood Plan in the interim • Identification of additional housing land to maintain supply towards the end of the plan period and, if required as a result, consideration of whether the spatial strategy needs to be amended to accommodate such development • A review of employment land provision and how to accommodate any additional employment land needed as a result • Whether the case for a Leeds-Langley Relief Road is made, how it could be funded and whether additional development would be associated with the road • Alternatives to such a relief road • The need for further sustainable transport measures aimed at encouraging modal shift to reduce congestion and air pollution • Reconsideration of the approach to the Syngenta and Baltic Wharf sites if these have not been resolved in the interim • Extension of the local plan period
Status	Local Plan
Coverage	Maidstone Borough
Chain of Conformity – national	Central government policy and guidance, including the National Planning Policy Framework, National Planning Practice Guidance, Planning policy for traveller sites (2015) and the Town and Country Planning (Local Planning) (England) Regulations 2012.
Chain of Conformity – local	<p>Regard to the Council's Plans and Strategies, including the Strategic Plan, Economic Development Strategy and Housing Strategy. Also have regard to the Climate Change and Biodiversity Strategy and Action Plan.</p> <p>The LPR will need to take into account the policies within neighbourhood plans:</p> <p>North Loose Neighbourhood Plan 2015 – 2031 (2016) Staplehurst Neighbourhood Plan 2016 – 2031 (2020) Loose Neighbourhood Plan 2018 – 2031 (2019) Marden Neighbourhood Plan 2017 – 2031 (2020) Lenham Neighbourhood Plan 2017 – 2031 (2021) Boughton Monchelsea Neighbourhood Plan (2021) Otham Neighbourhood Plan (2021)</p>
Policies Map	To be amended to reflect the policy content of the Local Plan Review
Timetable	
Sustainability Appraisal	Relevant appraisals and assessment will be carried out throughout the review of the Maidstone Borough Local Plan
Evidence gathering	June 2018 to September 2021
Submission (Regulation 22)	March 2022
Examination hearing sessions (Regulation 24)	August – September 2022

Main Modification Consultation	November 2022
Adoption – Full Council (Regulation 26)	January 2023
Arrangements for Production	
Internal Partners	Key internal partners include relevant service areas within the Council, Chief Executive; Corporate Leadership Team; and Planning and Infrastructure Policy Advisory Committee.
External Partners	Key external partners include specific and general consultation bodies (including parish councils and neighbourhood forums), local stakeholder groups, hard to reach groups and the local community.
External Resources	Kent County Council, Highways England, infrastructure providers, the Homes England, and use of external consultants to provide evidence (as required).

Table 3.3 Project Plan for the Maidstone Borough Local Plan Review

4. Appendix

Glossary of terms

Acronym	Term	Description
AMR	Authority Monitoring Report	A report which is produced annually and monitors the performance against monitoring indicators in the Maidstone Borough Local Plan.
	Development Plan	The Development Plan includes adopted local plans/Development Plan Documents and made Neighbourhood Development Plans, and sets a framework for the local decision making process.
DPD	Development Plan Documents/Local Plans	A DPD/Local Plan is a spatial planning document which sets out the plan for the future development of the local area, drawn up by a local authority in consultation with the community. Once adopted, the local plan becomes part of the Development Plan. The Local Plan does not include SPDs or local Planning Guidance, although these documents are material considerations in the decision making process.
GTAA	Gypsy and Traveller Accommodation Assessment	The assessment outlines the current and future need for gypsy, traveller and travelling showpeople provision for Maidstone Borough until 2037.
KCC	Kent County Council	The county planning authority, responsible for producing the Kent Minerals and Waste Local Plans, and are the highways authority.
LDS	Local Development Scheme	The LDS is a summary business programme and timetable for the production of the local plans and Development Plan Documents.
MBC	Maidstone Borough Council	The local planning authority responsible for producing the Borough Local Plan.
NDP	Neighbourhood Development Plan	Neighbourhood Development Plans (also known as neighbourhood plans) are prepared by a parish council or neighbourhood forum for a particular neighbourhood area. Neighbourhood plans must be in conformity with the strategic policies of the Local Plan and, once made, form part of the Council's Development Plan.
	Planning Policy Guidance	Additional guidance which provides further detail to policies set out in local plans and is a material consideration in planning decisions but is not part of the local plan or the development plan. If subject to adequate stakeholder and public consultation, guidance can carry commensurate weight with SPDs in the decision making process.
	Policies Map	The Policies Map uses an on-line ordnance survey map base to show the spatial extent of all land use policies and proposals, and is updated with each new Local Plan so that it reflects the up-to-date planning strategy for the borough.

Acronym	Term	Description
SA	Sustainability Appraisal	The SA is a tool for appraising policies and proposals to ensure they reflect sustainable development objectives, including social, economic and environmental objectives. An SA must be undertaken for all local plans and incorporates a Strategic Environmental Assessment.
SCI	Statement of Community Involvement	The SCI specifies how the community and stakeholders will be involved in the process of preparing local planning documents, Neighbourhood Development Plans and the Development Management process.
SEA	Strategic Environmental Assessment	SEA is a generic term used to describe the environmental assessment of policies, plans and programmes. The European SEA Directive requires a formal environmental assessment of certain plans and programmes, including those in the field of planning and land use.
SoS	Secretary of State	Secretary of State for Housing, Communities and Local Government.
SPD	Supplementary Planning Document	An SPD provides further detail to policies set out in local plans. SPDs are a material consideration in the decision making process but are not part of the Development Plan or the Local Plan. They follow a statutory production and consultation process.

Table 4.1 Glossary of terms