

PLANNING, INFRASTRUCTURE AND ECONOMIC DEVELOPMENT POLICY ADVISORY COMMITTEE MEETING

Date: Wednesday 7 June 2023
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Mrs Blackmore (Chairman), Cleator, Conyard, Mrs Grigg (Vice-Chairman), Jones, Kimmance, McKenna, Springett and Trzebinski

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.

<u>AGENDA</u>	<u>Page No.</u>
1. Apologies of Absence	
2. Notification of Substitute Members	
3. Urgent Items	
4. Notification of Visiting Members	
5. Disclosures by Members and Officers	
6. To consider whether any items should be taken in private because of the possible disclosure of exempt information	
7. Minutes of the meeting held on 23 May 2023	1
8. Forward Plan relating to the Committee's Terms of Reference	2 - 5
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Issued on 30 May 2023

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

INFORMATION FOR THE PUBLIC

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 4 p.m. one clear working day before the meeting (i.e. by 4 p.m. on Monday 5 June 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**.

To find out more about the work of the Committee, please visit the [Council's Website](#).

MAIDSTONE BOROUGH COUNCIL

PLANNING, INFRASTRUCTURE AND ECONOMIC DEVELOPMENT POLICY ADVISORY COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 23 MAY 2023

Attendees:

Committee Members:	Councillors , Bartlett, Mrs Blackmore (Chairman), Cleator, Conyard, Cooke, Cox, Jeffery, Kimmance and Springett
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1. APOLOGIES OF ABSENCE

Apologies were received from Councillors Grigg, Jones, McKenna and Trzebinski.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Bartlett was present as Substitute for Councillor McKenna.

Councillor Cox was present as Substitute for Councillor Grigg.

Councillor Cooke was present as Substitute for Councillor Trzebinski.

Councillor Jeffery was present as Substitute for Councillor Jones.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Blackmore be elected Chairman for the 2023/24 Municipal Year.

4. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Grigg be elected as Vice-Chairman for the 2023/24 Municipal Year.

5. DURATION OF MEETING

8.00 p.m. to 8.04 p.m.







MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 30 MAY 2023 TO 30 SEPTEMBER 2023

This Forward Plan sets out the details of the key and non-key decisions which the Cabinet or Cabinet Members expect to take during the next four-month period.

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 Cabinet Members are:

<p>2</p>  <p>Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</p>	 <p>Councillor Paul Cooper Deputy Leader and Cabinet Member for Planning, Infrastructure and Economic Development PaulCooper@Maidstone.gov.uk 01622 244070</p>	 <p>Councillor John Perry Cabinet Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</p>
 <p>Councillor Claudine Russell Cabinet Member for Communities, Leisure and Arts ClaudineRussell@Maidstone.gov.uk</p>	 <p>Councillor Patrik Garten Cabinet Member for Environmental Services PatrikGarten@Maidstone.gov.uk 01622 807907</p>	 <p>Councillor Lottie Parfitt-Reid Cabinet Member for Housing and Health LottieParfittReid@Maidstone.gov.uk 07919 360000</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 Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the [Council's website](#).

Members of the public are welcome to attend meetings of the Cabinet which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on the [Council's Website](#), 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	Relevant Cabinet 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
4th Quarter Financial Update & Performance Monitoring Report	Cabinet	Cabinet Member for Housing and Health	28 Jun 2023	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 June 2023	4th Quarter Financial Update & Performance Monitoring Report	Paul Holland paulholland@maidstone.gov.uk
Strategic CIL Assessments & Spend 4	Cabinet	Cabinet Member for Planning, Infrastructure and Economic Development	28 Jun 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 30 Mar 2023	Strategic CIL Assessments & Spend	William Cornall, Rob Jarman, Carole Williams Director of Regeneration & Place, Head of Development Management, williamcornall@maidstone.gov.uk, Robjarman@maidstone.gov.uk, carolewilliams@maidstone.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant Cabinet 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
1st Quarter Financial Update & Performance Monitoring Report	Cabinet	Cabinet Member for Housing and Health	20 Sep 2023	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 September 2023	1st Quarter Financial Update & Performance Monitoring Report	Paul Holland paulholland@maidstone.gov.uk

Agenda Item 9

Planning, Infrastructure and Economic Development Policy Advisory Committee

7 June 2023

Reference from Council – Notice of Motion – Town Centre Strategy

Timetable	
Meeting	Date
Planning, Infrastructure and Economic Development Policy Advisory Committee	7 June 2023
Leader of the Council/Cabinet	To be confirmed

Wards affected	All, with particular impact for Bridge, High Street, East, Fant and North wards
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Executive Summary

At the meeting of the Council held on 19 April 2023, a motion relating to the development of the Town Centre Strategy was moved by Councillor Harper, seconded by Councillor Jeffery. In accordance with Council Procedure Rule 12.9.3, at the conclusion of the debate, there being no proposal to refer the matter directly to the Executive (now the Cabinet), the Mayor referred the matter to the Economic Regeneration and Leisure Policy Advisory Committee (matter now covered by the Planning, Infrastructure and Economic Development Policy Advisory Committee).

This reference makes the following recommendation to the Planning, Infrastructure and Economic Development Policy Advisory Committee:

That consideration be given to the motion relating to the development of the Town Centre Strategy with a view to making a recommendation to the Leader of the Council/Cabinet as appropriate.

Reference from Council – Notice of Motion – Town Centre Strategy

1. REASONS FOR RECOMMENDATION

- 1.1 At the meeting of the Council held on 19 April 2023, the following motion was moved by Councillor Harper, seconded by Councillor Jeffery:

The Council is currently preparing a new Town Centre Strategy to guide the development of Maidstone for the next 10/30 years. As the report of 4 April 2023 to the Economic Regeneration and Leisure Policy Advisory Committee stated, all party consensus is essential to this project as it will clearly span multiple administrations over that time. Whilst a number of subject stakeholder Groups have been established there is one key group missing. There is no formal stakeholder consultation group set up for the representatives of the residents most closely affected, those in the current wards of Bridge, East, Fant, High Street and North. This can be addressed by establishing a formal stakeholder consultation group of the Councillors for these areas. The needs of residents close to the Town Centre are of a different nature to those who only visit it periodically, it is where local residents go for local shopping needs as well as their local pubs and restaurants and for local leisure and sports needs. It is a Town Centre for where they live on a daily basis rather than visit as a destination.

It is therefore resolved that:

- 1. The Council continues with the Town Centre Strategy on the basis of obtaining all party support; and*
 - 2. A Consultation Stakeholder Group of Town Centre Councillors for the current wards of Bridge, East, Fant, High Street and North be established so they can represent the needs of the local communities in and adjacent to the Town Centre area.*
2. In accordance with Council Procedure Rule 12.9.3, at the conclusion of the debate, there being no proposal to refer the matter directly to the Executive (now the Cabinet), the Mayor referred the matter to the Economic Regeneration and Leisure Policy Advisory Committee (matter now covered by the Planning, Infrastructure and Economic Development Policy Advisory Committee).

2. ALTERNATIVES CONSIDERED AND WHY NOT RECOMMENDED

Not applicable.

3. REPORT APPENDICES

A copy of the Briefing Note which was prepared to assist Members in their consideration of the motion is attached as Appendix A.

4. BACKGROUND PAPERS

Minutes of the meeting of the Council held on 19 April 2023

Full Council 19th April 2023

Briefing note – Motion on Town Centre Strategy

The purpose of this briefing note is to provide context for members' consideration of the Motion concerning Town Centre Strategy development on Full Council's agenda for 19th April 2023.

The Motion is

Town Centre Strategy

The Council is currently preparing a new Town Centre Strategy to guide the development of Maidstone for the next 10/30 years. As the report of 4 April 2023 to the Economic, Regeneration and Leisure Policy Advisory Committee stated, all party consensus is essential to this project as it will clearly span multiple administrations over that time. Whilst a number of subject stakeholder groups have been established there is one key group missing. There is no formal stakeholder group set up for the representatives of the residents most closely affected, those in the current wards of Bridge, East, Fant, High Street and North. This can be addressed by establishing a formal stakeholder group of the Councillors for these areas. The needs of residents close to the Town Centre are of a different nature to those who only visit periodically, it is where residents go for local shopping needs as well as their local pubs and restaurants and for local leisure and sports needs. It is a Town Centre for where they live on a daily basis rather than visit as a destination.

It is therefore resolved that

1. The Council continues with the Town Centre Strategy on the basis of obtaining all party support; and
2. A Consultation Stakeholder Group of Town centre Councillors for the current wards of bridge, Fant, High Street and North be established so they can represent the needs of the local communities in and adjacent to the Town Centre area.

Background

An update report on the development of a Town Centre Strategy was presented to the Economic Regeneration and Leisure Policy Advisory Committee on 4th April 2023 and subsequently to the Executive on 18th April 2023. This followed consideration of scope, political governance, managerial arrangements and procurement of a professional team to enable delivery of the strategy on several occasions by the Policy and Resources Committee in 2021 and 2022 – which included consultation

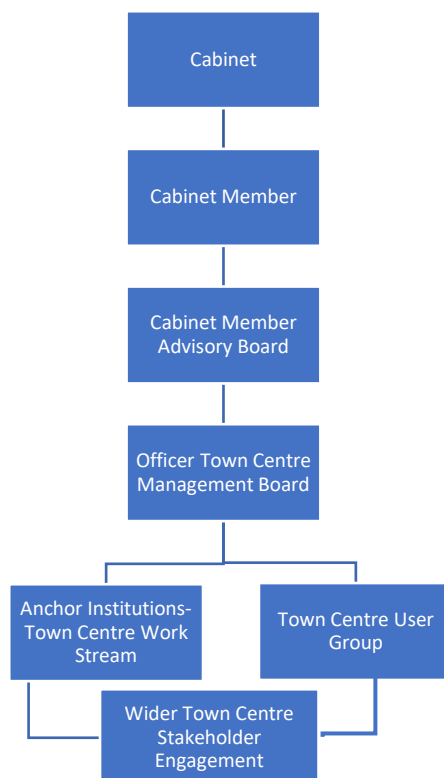
and feedback from the other three service committees in place at the time. This reflects the considerable investment of time and effort in seeking and responding to the views of members across the political spectrum.

In the April 2023 update report several key challenges and “must get right” issues were identified. These included reference to the importance of “Political buy-in and cross-party **engagement** with politicians with short-, medium- and long-term goals”. This is consistent with the long-held aspiration to make every endeavour to secure input and as far as practical achieve consensus in terms of the content of the Town Centre Strategy. It was stated that this will be achieved through the work of our professional team “We Made That” by means of engagement with the executive, presence at Policy Advisory Committees and a series of themed stakeholder sessions including town centre organisations such as the Business Improvement District.

In earlier reports proposed arrangements for governance were set out; this was followed by consultation with all the council’s service committees in place at the time during the November 2021 committee cycle and culminated in a decision by the Policy and Resources Committee on 23rd March 2022. All parties at the time were represented on this Committee. Amongst other things the report sought the committee’s agreement to a potential governance structure that would commence in the next municipal year, and a process of engagement to commence in parallel with the new governance structure. The Committee agreed the proposed governance structure and the principles of the proposed engagement strategy contained in the report.

Governance and engagement arrangements in place

The governance arrangements agreed are shown in the diagram below. Some of the terminology subsequently changed; the Constitution adopted in May 2022 uses the term Executive rather than the Cabinet and Policy Advisory Committees rather than Cabinet Advisory Boards although the role is similar and place in the governance system is the same.



In addition, the report proposed, and it was agreed that

- post May 2022, executive political leadership and oversight will be provided by the new Cabinet - with component parts of the strategy and work programme falling under the purview of the appropriate Cabinet Member/Cabinet Member Advisory Board, Officer Town Centre Management Board, Anchor Institutions Town Centre Work Stream, Wider Town Centre Stakeholder Engagement and Town Centre User Group and the Cabinet Member for the purposes of day-to-day decision making. This would be supported by quarterly update reports to Cabinet. Reports have been presented less than quarterly in October 2022 and April 2023 reflecting key milestones in the project and the work needed to reach these points.
- The approach of the Town Centre Strategy engagement strategy would be to achieve
 - the re-invention and renaissance of Maidstone town centre as an exemplar of sustainability
 - a strong focus around heritage, arts, culture, leisure and the visitor economy
 - creating a place where people want to live and feel safe
 - an equal emphasis upon the town centre as a district/regional destination for those visiting it from within the borough and beyond, and its role as a local centre for those who live in the town centre or in the surrounding area

- The key aims of this engagement were
 - To raise awareness of the strategy
 - To ensure transparency
 - Provide the basis of evidence-based decision making
 - To work in partnership with and gain feedback from local organisations and businesses
 - To gain feedback from local people and others who use the town centre on what they would like to see in its future
 - To obtain feedback from those who do not use the town centre and the reasons for this
 - To ensure that all sections of the community and wider stakeholders can access the consultation
 - To ensure wide engagement and an appropriate cross section of community involvement
 - To co-design where possible
 - To test spatial ideas and options to see if they successfully address the community's aspirations
 - To test draft proposals and plan for consultation with stakeholders and the community
- To establish a town centre user group to act as a source of ideas and a sounding board as the strategy and action plan are developed. This would include elected members from the wards in the immediate vicinity of the town centre, ensuring cross party participation
- Councillor workshops would be arranged at key points in the strategy development process to enable all members to contribute views, ideas and feedback

In practice the following actions have been taken

- Political Leadership and oversight have been provided by the Executive
- Before reports have been considered by the Executive, they have been subject of pre-decision consideration by the Economic Regeneration and Leisure Policy Advisory Committee
- Managerial leadership has been provided through an officer project board, chaired by the Chief Executive, and supported by a project manager; due to a range of work commitments operational leadership has been undertaken on various workstreams by the Directors of Regeneration and Place and Strategy Governance and Insight rather than as originally envisaged as being by the Interim Director for the Local Plan
- The Maidstone Anchor Institutions Group was established in Spring 2022; it has met to consider the use of UK Shared Prosperity Fund resources which are being focussed on the town centre and has

- considered the approach to Town Centre Strategy at its two subsequent meetings on 9th November 2022 and 13th March 2023
- Stakeholder engagement took place to inform the brief for the Town Centre Strategy professional team in September 2022; facilitated by Mutual Ventures this workshop looked at the challenges and opportunities in Maidstone Town Centre across five themes and asked attendees to come up with possible actions to address these. The event was attended by more than 50 representatives from local businesses, the voluntary and community sector, faith and arts and heritage-based organisations.
 - Four themed workshops for stakeholders were held in March 2023 covering Health and Well-Being, Accessibility and Active Travel, Community and Vibrant Place
 - [Walking Workshops \(Members & Officers\)](#); all (14) members from Bridge, East, Fant, High Street and North Wards were invited to attend one of two walking workshops in the Town Centre. The first session on 15th February was attended by three Councillors; the second session on 9th March was attended by four Councillors. The aims of the sessions were to understand what the ward members consider to be key areas for improvement and change in the Town Centre to feed into the development of the Town Centre Strategy. This was then followed up by an hour session in Maidstone House to further develop and discuss ideas.
 - A Town Centre user group has not yet been established; the views of ward members have been captured by means of walking workshops and the views of the public captured to inform challenges and aspirations (see below)
 - The views of the public have been captured via MBC's [Resident Survey – Summer 2022](#) (as part of this survey we asked people to tell us what they wanted Maidstone Town Centre to be. We received 77 comments from events and 214 were received through the Council's engagement platform, a total of 291 comments. [Community Safety Survey – September 2021](#) - respondents were provided with a free text box and were asked to tell us about any areas in the borough where they feel unsafe 638 comments were received; 559 (88%) related to the town centre. [Budget Survey – November 2022](#); 47 comments relating to the town centre that were submitted as part of this survey. The information collected has been shared with our professional team to inform the analysis of the current position, the challenges and what the strategy needs to focus on improving.

Further planned engagement

- **Business Owners** - focus groups with commercial businesses in the Town Centre are being planned for May/June 2023
- Public engagement including at a physical location in the Town Centre on the draft strategy is due to be undertaken by We Made That in June/July 2023.
- **Stakeholder Summits - in** person events which aim to build on the previous town centre event in September 2022, to inform stakeholders on the development of the masterplan and engage participants in a creative discussion with propositional thoughts. Attendance will be by invite only to include relevant stakeholders from previous events. They are due to happen in July and will be run by We Made That

Provisions in the Constitution concerning consulting ward members

This is covered in the Member/Officer protocol where the key points of direct relevance to the Motion are

- whenever the Council undertakes any form of consultative exercise on a local issue the Ward Members should be notified at the outset of the exercise – this means for example when consultation is conducted on the Town centre Strategy then ward members will be advised
- Officers may only attend meetings called by Ward Members in an official capacity if this attendance is approved by a Chief Officer/Head of Service – this means that if ward members wished to meet collectively concerning the Town Centre Strategy and invite officers then there is provision for this to happen

It has also been a matter of practice for officers to discuss issues that have an impact on a particular ward(s) greater than others to discuss them with Ward Members as appropriate. This is reflected in our report template which reminds officers to consult with ward members as required before an agenda is published.

**PLANNING, INFRASTRUCTURE
& ECONOMIC DEVELOPMENT
POLICY ADVISORY COMMITTEE**

7 June 2023

**4th Quarter Financial Update & Performance Monitoring
Report 2022/23**

Timetable	
Meeting	Date
Planning & Infrastructure Policy Advisory Committee	7 June 2023
Cabinet	28 June 2023

Will this be a Key Decision?	No
Urgency	Not Applicable
Final Decision-Maker	Cabinet
Lead Head of Service	Mark Green, Director of Finance, Resources & Business Improvement
Lead Officer and Report Author	Paul Holland, Senior Finance Manager Carly Benville, Senior Business Analyst Georgia Harvey, Senior Information Governance Officer Charlotte Yarnold, Policy & Implementation Programme Manager
Classification	Public
Wards affected	All

Executive Summary

This report sets out the 2022/23 financial and performance position for the services reporting into the Planning, Infrastructure & Economic Development Policy & Advisory Committee (PIED PAC) as at 31st March 2022 (Quarter 4). The primary focus is on:

- The 2022/23 Revenue and Capital budgets; and
- The 2022/23 Key Performance Indicators (KPIs) that relate to the delivery of the Strategic Plan 2019-2045.

The combined reporting of the financial and performance position enables the Committee to consider and comment on the issues raised and actions being taken to

address both budget pressures and performance issues in their proper context, reflecting the fact that the Council's financial and performance is inextricably linked.

This report previously went to the now decommissioned Planning & Infrastructure (PI) Policy Advisory Committee. For this report the budgets have been aligned to reflect the responsibilities of this new Policy Advisory Committee.

Budget Monitoring

Overall net expenditure at the end of Quarter 4 for the services reporting to PIED PAC is £1.299m, compared to the approved profiled budget of £1.322m, representing an underspend of £0.023m.

Capital expenditure at the end of Quarter 4 was £0.268m against a total budget of £0.341m.

Performance Monitoring

30% (3 of 9) targetable quarterly key performance indicators reportable to the Planning, Infrastructure & Economic Development Committee achieved their Quarter 4 target.

Proposed new KPIs for 2023/24 for this Committee are included within Appendix 2.

Purpose of Report

The report enables the Committee to consider and comment on the issues raised and actions being taken to address both budget pressures and performance issues as at 31st March 2023.

This report makes the following recommendations to the Planning, Infrastructure & Economic Development Policy Advisory Committee:

1. That the Revenue position as at the end of Quarter 4 for 2022/23, including the actions being taken or proposed to improve the position, where significant variances have been identified, be noted.
2. That the Capital position at the end of Quarter 4 be noted.
3. That the Performance position as at Quarter 4 for 2022/23, including the actions being taken or proposed to improve the position, where significant issues have been identified, be noted.
4. That the Committee recommend the proposed new KPIs for 2023/24 to the Cabinet.

4th Quarter Financial Update & Performance Monitoring Report 2022/23

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>This report monitors actual activity against the revenue budget and other financial matters set by Council for the financial year. The budget is set in accordance with the Council's Medium-Term Financial Strategy which is linked to the Strategic Plan and corporate priorities.</p> <p>The Key Performance Indicators and strategic actions are part of the Council's overarching Strategic Plan 2019-45 and play an important role in the achievement of corporate objectives. They also cover a wide range of services and priority areas.</p>	Director of Finance, Resources and Business Improvement (Section 151 Officer)
Cross Cutting Objectives	This report enables any links between performance and financial matters to be identified and addressed at an early stage, thereby reducing the risk of compromising the delivery of the Strategic Plan 2019-2045, including its cross-cutting objectives.	Director of Finance, Resources and Business Improvement (Section 151 Officer)
Risk Management	This is addressed in Section 5 of this report.	Director of Finance, Resources and Business Improvement (Section 151 Officer)
Financial	<p>Financial implications are the focus of this report through high level budget monitoring. Budget monitoring ensures that services can react quickly enough to potential resource problems. The process ensures that the Council is not faced by corporate financial problems that may prejudice the delivery of strategic priorities.</p> <p>Performance indicators and targets are closely linked to the allocation of resources and determining good value for money. The financial implications of any</p>	Senior Finance Manager (Client)

	<p>proposed changes are also identified and taken into account in the Council's Medium-Term Financial Strategy and associated annual budget setting process. Performance issues are highlighted as part of the budget monitoring reporting process.</p>	
Staffing	<p>The budget for staffing represents a significant proportion of the direct spend of the Council and is carefully monitored. Any issues in relation to employee costs will be raised in this and future monitoring reports.</p> <p>Having a clear set of performance targets enables staff outcomes/objectives to be set and effective action plans to be put in place.</p>	<p>Director of Finance, Resources and Business Improvement (Section 151 Officer)</p>
Legal	<p>The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables the Committee to remain aware of issues and the process to be taken to maintain a balanced budget.</p> <p>There is no statutory duty to report regularly on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. One of the purposes of the Key Performance Indicators is to facilitate the improvement of the economy, efficiency and effectiveness of Council services. Regular reports on Council performance help to demonstrate best value and compliance with the statutory duty.</p>	<p>Senior Lawyer (Corporate Governance), MKLS</p>
Information Governance	<p>The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.</p>	<p>Policy and Information Team</p>
Equalities	<p>There is no impact on Equalities as a result of the recommendations in this report. An EqIA would be carried out as</p>	<p>Equalities and Communities Officer</p>

	part of a policy or service change, should one be identified.	
Public Health	The performance recommendations will not negatively impact on population health or that of individuals.	Public Health Officer
Crime and Disorder	There are no specific issues arising.	Director of Finance, Resources and Business Improvement (Section 151 Officer)
Procurement	Performance Indicators and Strategic Milestones monitor any procurement needed to achieve the outcomes of the Strategic Plan.	Director of Finance, Resources and Business Improvement (Section 151 Officer)
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered and there are no direct implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The Medium-Term Financial Strategy for 2022/23 to 2026/27 - including the budget for 2022/23 - was approved by full Council on 23rd February 2022. This report updates the Committee on how its services have performed over the last quarter with regard to revenue and capital expenditure against approved budgets.
- 2.2 This report also includes an update to the Committee on progress against its Key Performance Indicators (KPIs).
- 2.3 Attached at Appendix 1 is a report setting out the revenue and capital spending position at the Quarter 4 stage. Attached at Appendix 2 is a report setting out the position for the KPIs for the corresponding period. Attached at Appendix 3 is an update on progress against the Recovery & Renewal Plan and attached at Appendix 4 is an update on the UK Shared Prosperity Fund, which includes a RAG rating that was requested by Members at a previous meeting.

3. AVAILABLE OPTIONS

- 3.1 There is one matter for decision in this report. The Committee is asked to recommend the approval of the new Key Performance Indicators to Cabinet. The Committee is asked to note the remaining parts of the report but may choose to comment.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 In considering the current position on the Revenue budget and the Capital Programme at the end of March 2023, the Committee can choose to note this information or could choose to comment. In the case of the Key Performance Indicators the Committee is asked to recommend these to Cabinet for approval so ongoing performance can be monitored effectively.
- 4.2 The Committee is requested to note the remaining content of the report.
-

5. RISK

- 5.1 This report is presented for information only and has no direct risk management implications.
- 5.2 The Council produced a balanced budget for both revenue and capital income and expenditure for 2022/23. The budget is set against a continuing backdrop of limited resources and a difficult economic climate, even before the impact of the Covid-19 pandemic became clear. Regular and comprehensive monitoring of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives the Executive the best opportunity to take actions to mitigate such risks.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The KPIs update ("Performance Monitoring") are reported to the Policy Advisory Committees (PAC) quarterly: Communities, Leisure & Arts PAC, Housing, Health & Environment PAC and Planning, Infrastructure & Economic Development PAC. Each committee also receives a report on the relevant priority action areas. The report was also presented to the Corporate Services PAC reporting on the priority areas of "A Thriving Place", "Safe, Clean and Green", "Homes and Communities" and "Embracing Growth and Enabling Infrastructure".
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The Quarter 4 Budget & Performance Monitoring reports are being considered by the relevant Policy Advisory Committees during June 2023.
-

8. REPORT APPENDICES

- Appendix 1: Fourth Quarter Budget Monitoring 2022/23
 - Appendix 2: Fourth Quarter Performance Monitoring 2022/23
 - Appendix 3: Recovery & Renewal Update 2022/23
 - Appendix 4: UK Shared Prosperity Fund Update 2022/23
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9. BACKGROUND PAPERS

None.

Fourth Quarter Financial Update 2022/23

Planning, Infrastructure & Economic Development – Policy Advisory
Committee

7th June 2023

Lead Officer: Mark Green

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Part A

Executive Summary & Overview



This report provides members with the financial position as at 31st March 2023, covering activity for the Planning, Infrastructure & Economic Development Policy Advisory Committee's (PIED PAC) revenue and capital accounts for the fourth quarter of 2022/23.

In 2021/22, income recovered more strongly than expected from the pandemic and the Council generated a modest surplus compared with budget. For 2022/23, there is no more direct government funding to cover the costs of Covid, but the Council was able to set a balanced budget. Additional provision of £1.3 million was made within the 2022/23 budget for the expected impact of higher inflation on the Council's input costs. The projected peak level of inflation has increased and looks to continue to remain high for some time and is having an impact on contract and energy costs, so the unused contingency has been carried forward. We are also seeing increased demands in temporary accommodation which is linked to the financial economy. These pressures have been offset by increased levels of income and some underspends giving an outturn position which is a small underspend. The significant under and overspends have been reflected in the budget for 2023/24. The headlines for Quarter 4 are as follows:

Part B: Revenue budget – Q4 2022/23

- Overall net expenditure at the end of Quarter 4 for the services reporting to PIED PAC is £1.299m, compared to the approved profiled budget of £1.322m, representing an underspend of £0.023m.

Part C: Capital budget – Q4 2022/23

- Capital expenditure at the end of Quarter 4 was £0.268m against a total budget of £0.341m.

Part B

Fourth Quarter Revenue Budget 2022/23



B1) Revenue Budget

B1.1 The table below provides a detailed summary on the budgeted net income position for PIED PAC services at the end of Quarter 4. The financial figures are presented on an accruals basis (e.g., expenditure for goods and services received, but not yet paid for, is included).

PIED PAC Revenue Budget & Outturn – Quarter 4

Economic Development

(a)	(b)	(c)	(d)
Cost Centre	Approved Budget for Year	Actual	Variance
	£000	£000	£000
Innovation Centre	-62	12	-74
Business Support & Enterprise	15	15	0
Business Terrace	77	78	-1
Business Terrace Expansion (Phase 3)	-10	61	-72
Economic Dev - Promotion & Marketing	70	70	0
Economic Development Section	226	204	22
Head of Regeneration and Economic Development	92	88	4
Innovation Centre Section	212	192	20
Sub-Total: Economic Development	620	720	-100

Planning Services

(a)	(b)	(c)	(d)
Cost Centre	Approved Budget for Year	Actual	Variance
	£000	£000	£000
Building Regulations Chargeable	-375	-396	21
Building Control	-1	-8	7
Development Control Advice	-293	-172	-121
Development Control Appeals	132	190	-58
Development Control Majors	-558	-467	-91
Development Control - Other	-772	-698	-74
Development Control Enforcement	127	126	1
Planning Policy	598	603	-6
Neighbourhood Planning	-20	-20	0
Conservation	-11	6	-17
Land Charges	-265	-222	-42
Spatial Policy Planning Section	552	536	16
Head of Planning and Development	135	132	3
Building Surveying Section	520	472	48
Mid Kent Planning Support Service	374	320	54
Heritage Landscape and Design Section	388	324	64
CIL Management Section	67	73	-6
Mid Kent Local Land Charges Section	111	90	21
Development Management Section – Majors	320	275	45
Development Management Section – Others	1,180	1,271	-90
Head of Spatial Planning and Economic Development	1	11	-10
Salary Slippage	-97	0	-97
Sub-Total: Planning Services	2,112	2,444	-332

Parking Services

(a)	(b)	(c)	(d)
Cost Centre	Approved Budget for Year	Actual	Variance
	£000	£000	£000
Environment Improvements	18	17	1
Name Plates & Notices	19	21	-1
On Street Parking	-305	-339	34
Residents Parking	-202	-231	28
Pay & Display Car Parks	-1,208	-1,352	143
Non Paying Car Parks	15	10	5
Off Street Parking - Enforcement	-107	-130	23
Mote Park Pay & Display	-195	-195	0
Sandling Road Car Park	-1	-65	65
Park & Ride	136	-5	141
Other Transport Services	-4	0	-5
Parking Services Section	424	404	21
Sub-Total: Parking Services	-1,410	-1,865	455
Total	1,322	1,299	23

PIED Revenue Budget & Outturn – Quarter 4 (By Lead Member)

Leader of the Council

(a)	(b)	(c)	(d)
Cost Centre	Approved Budget for Year	Actual	Variance
	£000	£000	£000
Planning Policy	598	603	-6
Spatial Policy Planning Section	552	536	16
Sub-Total: Leader of the Council	1,150	1,140	10

Cabinet Member for Planning, Infrastructure & Economic Development

(a)	(b)	(c)	(d)
Cost Centre	Approved Budget for Year	Actual	Variance
	£000	£000	£000
Innovation Centre	-62	12	-74
Business Support & Enterprise	15	15	0
Business Terrace	77	78	-1
Business Terrace Expansion (Phase 3)	-10	61	-72
Economic Dev - Promotion & Marketing	70	70	0
Economic Development Section	226	204	22
Head of Regeneration and Economic Development	92	88	4
Innovation Centre Section	212	192	20
Building Regulations Chargeable	-375	-396	21
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Development Control Enforcement	127	126	1
Neighbourhood Planning	-20	-20	0
Conservation	-11	6	-17
Land Charges	-265	-222	-42
Head of Planning and Development	135	132	3
Building Surveying Section	520	472	48
Mid Kent Planning Support Service	374	320	54
Heritage Landscape and Design Section	388	324	64
CIL Management Section	67	73	-6
Mid Kent Local Land Charges Section	111	90	21
Development Management Section - Majors	320	275	45
Development Management Section - Others	1,180	1,271	-90
Head of Spatial Planning and Economic Development	1	11	-10
Salary Slippage	-97	0	-97
Environment Improvements	18	17	1
Name Plates & Notices	19	21	-1
On Street Parking	-305	-339	34
Residents Parking	-202	-231	28
Pay & Display Car Parks	-1,208	-1,352	143
Non Paying Car Parks	15	10	5
Off Street Parking - Enforcement	-107	-130	23
Mote Park Pay & Display	-195	-195	0
Sandling Road Car Park	-1	-65	65
Park & Ride	136	-5	141
Other Transport Services	-4	0	-5
Parking Services Section	424	404	21
Sub-Total: Cabinet Member for Planning, Infrastructure & Economic Development	173	159	13
Totals	1,322	1,299	23

B1.2 The table shows that at the end of the fourth quarter overall net expenditure for the services reporting to PIED PAC is £1.299m, compared to the approved profiled budget of £1.322m, representing an underspend of £0.023m.

B1.3 The table indicates that in certain areas, significant variances to the budgeted income levels have emerged during the fourth quarter of the year. The reasons for the more significant variances are explored in section B2 below.

B2) Variances

B2.1 The most significant variances for this Committee are as follows:

	Positive Variance Q4	Adverse Variance Q4
Planning, Infrastructure & Economic Development PAC	£000	
ECONOMIC DEVELOPMENT		
Innovation Centre – The variance was caused by a number of factors, the most significant ones being business rate payments that had not been budgeted for and increased building maintenance costs as there were a number of issues that arose that had not been foreseen.		-74
Business Terrace Expansion (Phase 3) – This is a shortfall against budgeted income as a number of units were vacant during the year.		-72

	Positive Variance Q4	Adverse Variance Q4
Planning, Infrastructure & Economic Development PAC	£000	
PLANNING SERVICES		
Development Control Advice – The majority of this variance relates to a shortfall in Pre-Planning Advice income. This has come about in part due to staff vacancies within the Development Control Majors team.		-121
Development Control Appeals – There were a number of active appeals during 2022/23 and as a result there have been increased costs above what was budgeted for.		-58
Development Control Majors – Income was down against budget due to a reduction in the number of applications received. The Majors Team Leader has been seconded to the Local Plans Team and the budget for the post was also transferred for the period of the secondment.		-91
Development Control Other - Income was down against budget due to a reduction in the number of applications received.		-74

Local Plan Review

The Local Plan Review (LPR) process is an important, high profile and continuous task undertaken by the Planning Services team. The associated revenue spending profile however is cyclical and does not fit the conventional 12-month financial planning process for general revenue expenditure. Instead, spending tends to follow the five-year production period of each Local Plan with various peaks and troughs over that time period.

In the past the LPR process has therefore been funded through an annual £200,000 revenue contribution, in addition to the existing service budget, with any remaining unspent balances at year end automatically rolled forward into the following financial year. The table below shows the available revenue resources currently allocated to fund LPR activities, and the spend as at 31st March 2023.

Opening Balance 01/04/2022	Spending April - March 2023	Spending Balance 31/03/2023
£'s	£'s	£'s
1,477,664	687,718	789,946

In addition to the annual funding a further £1m was allocated from the New Homes Bonus for 2022/23 for the LPR.

	Positive Variance Q4	Adverse Variance Q4
Planning, Infrastructure & Economic Development PAC	£000	
PARKING SERVICES		
Pay & Display Car Parks – Occupancy levels have been consistently higher than anticipated through the year, leading to increased income.	143	
Sandling Road Car Park – This variance is due to an underspent running costs budget and greater than forecast income.	65	
Park & Ride – This variance is due to an underspent running costs budget following the closure of the sites and refunded business rates.	141	

Part C

Fourth Quarter Capital Budget 2022/23

C1) Capital Budget: Planning, Infrastructure & Economic Development PAC (PIED)

C1.1 The position of the 2022/23 PIED element of the Capital Programme at the Quarter 4 stage is presented below.





PIED Capital Programme 2022/23 (@ Quarter 4)




Capital Programme Heading	Revised Estimate 2022/23 £000	Actual to March 2023 £000	Budget Remaining £000
Planning, Infrastructure & Economic Development			
Kent Medical Campus - Innovation Centre	341	268	73
Total	341	268	73

This was the budget for the construction of the temporary car park at the centre.

Part A - PIED: Quarter 4 Performance Report

Key to performance ratings




















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

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

Performance Summary

RAG Rating	Green	Amber	Red	N/A ¹	Total
KPIs	3	2	4	7	16
Direction	Up	No Change	Down	N/A	Total
Last Quarter	7	0	5	4	16
Last Year	8	0	3	5	16

- 33.3% (3 of 9) targetable quarterly key performance indicators (KPIs) reportable to this Committee achieved their Quarter 4 (Q4) target¹. 22.2% (2 of 9) targetable quarterly KPIs missed their target within 10%, and 44.4% (4 of 9) KPIs missed their targets by more than 10%.
- Compared to last quarter (Q3 2022/23), performance for 58.3% (7 of 12) KPIs have improved and 41.7% (5 of 12) have declined.
- Compared to last year (Q3 2022/23), performance for 66.6% (8 of 12) KPIs have improved, 33.4% (4 of 12) have declined.

Performance Indicator	Q4 2022/23				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Percentage of priority 1 enforcement cases dealt with in time	50%	95%			
Percentage of Priority 2 enforcement cases dealt with in time	97.25%	90%			
Number of enforcement complaints received	111				
Processing of planning applications: Major applications (NI 157a)	93.33%	90.00%			
Processing of planning applications: Minor applications (NI 157b)	93.33%	95.00%			
Processing of planning applications: Other applications (NI 157c)	97.38%	98%			

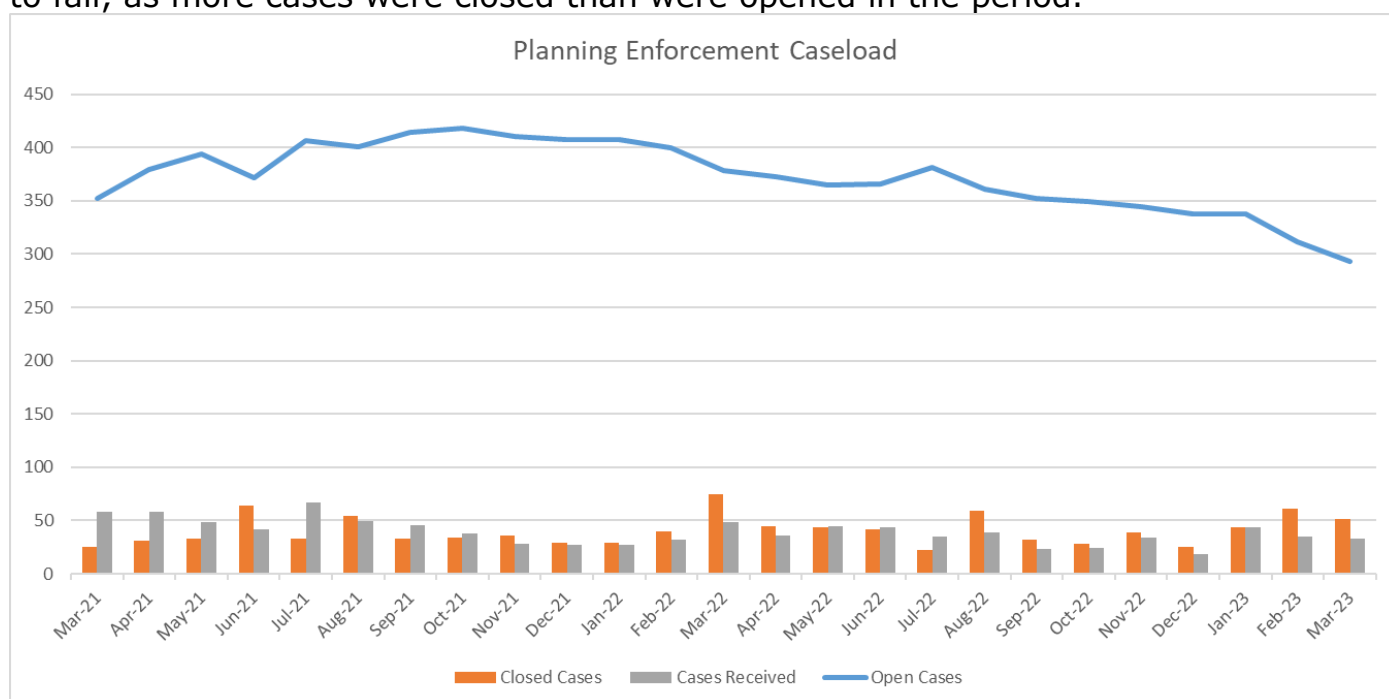
¹ PIs rated N/A are not included in the summary calculations.

Performance Indicator	Q4 2022/23				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Number of affordable homes delivered (Gross)	132	50	✅	↑	↑
Affordable homes as a percentage of all new homes	Annual KPI				
Net additional homes provided (NI 154)	Annual KPI				



The KPI, **“Percentage of priority 1 enforcement cases dealt with in time”** missed the target by 50%. There were only two priority 1 enforcement cases in the period, and both were visited on time. However, due to one of the reports falling on a bank holiday, and annual leave being taken after, the system was not updated on time.

Open planning enforcement cases (as of the start of each month)					
	Value	Target	Status	Short Trend (Last Month)	Long Trend (Last Year)
January 2023	338			↑	↑
February 2023	338			-	↑
March 2023	312			↑	↑

The graph below shows how in quarter 4, the open caseload of the team has started to fall, as more cases were closed than were opened in the period.












Economy

Performance Indicator	Q4 2022/23				
	Value	Target	Status	Short Trend	Long Trend
Footfall in the Town Centre	356,574	468,658			N/A
Percentage of vacant retail units in the town centre	Annual KPI				

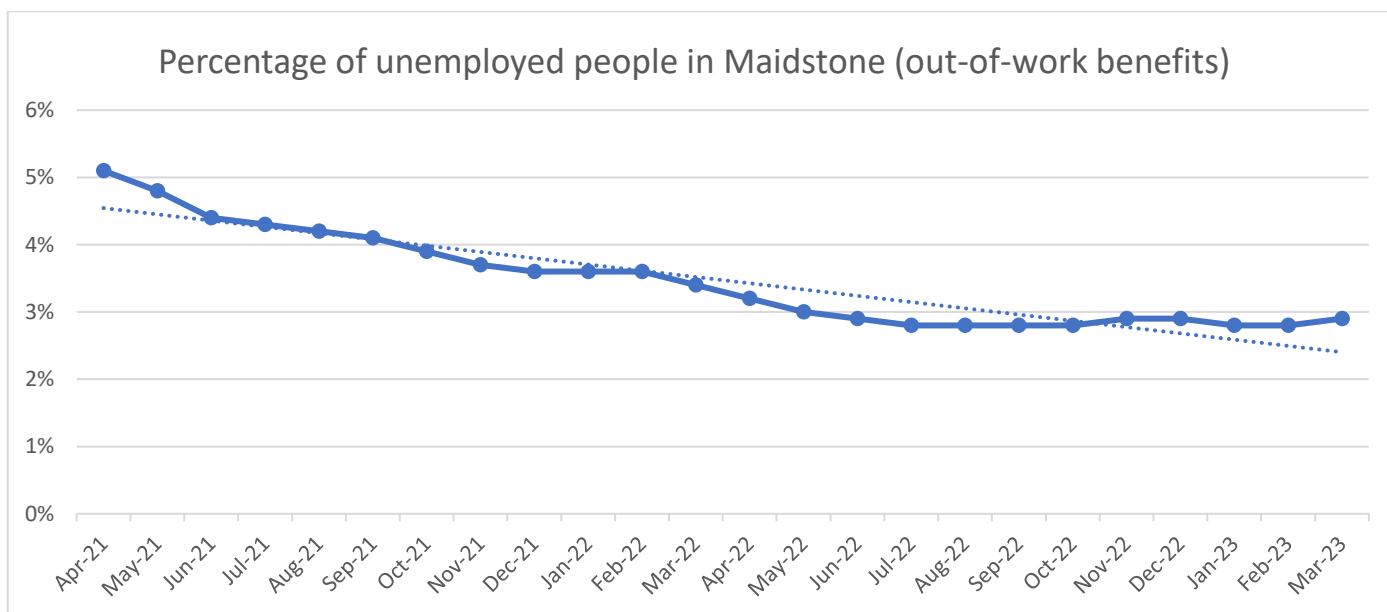
The Council no longer uses Springboard to record town centre footfall from a fixed camera in Week Street. Springboard was unable to identify unique visitors and instead recorded every movement past the fixed camera. This means that previously reported Springboard data was higher than the new data we capture.

Footfall is now measured using data from HUQ, which records **unique** visitors for the entire town centre area using **mobile phone data**. Reporting data from Q2 2022 onwards will look different as we have updated to the KPI to reflect this change.

Using the data from HUQ, the “**Footfall in Town Centre**” KPI achieved an outcome of 356,574 against a target of 468,658, missing its target by more than 10%. The footfall for the current quarter has increased by 5,000 compared to the previous quarter. However, it is important to note that this figure may be influenced by the inflation rate, which reached over 10% by the end of March. As a result, people may be adapting their spending patterns, which could impact the footfall figures.

Percentage of unemployed people in Maidstone (out-of-work benefits) [NOMIS]					
	Value	Target	Status	Short Trend (Last Month)	Long Trend (Last Year)
January 2023	2.8%	2.1%			
February 2023	2.8%	2.2%			
March 2023	2.9%	2.2%			

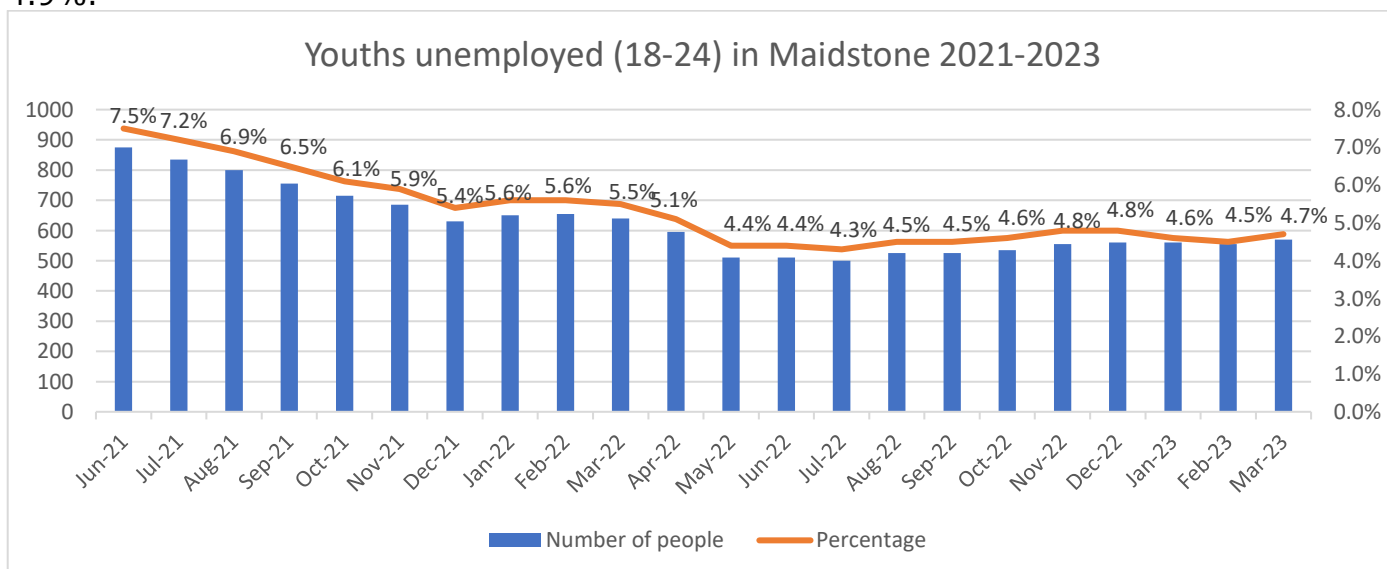
The recent trend over the last nine months indicates that the percentage of unemployed individuals has been relatively stable, fluctuating between 2.8% and 2.9%. The long-term trend over the past year shows a gradual decline in the percentage of unemployment, although it has not fallen below 2.8% since June 2022. Whilst this rate is higher than the pre-pandemic target, it is significantly lower than the rates seen throughout 2020 and 2021.



Number of youths unemployed (18-24 years)					
	Value	Target	Status	Short Trend (Last Month)	Long Trend (Last Year)
January 2023	560	373	●	-	↑
February 2023	555	373	●	↑	↑
March 2023	570	373	●	↓	↑

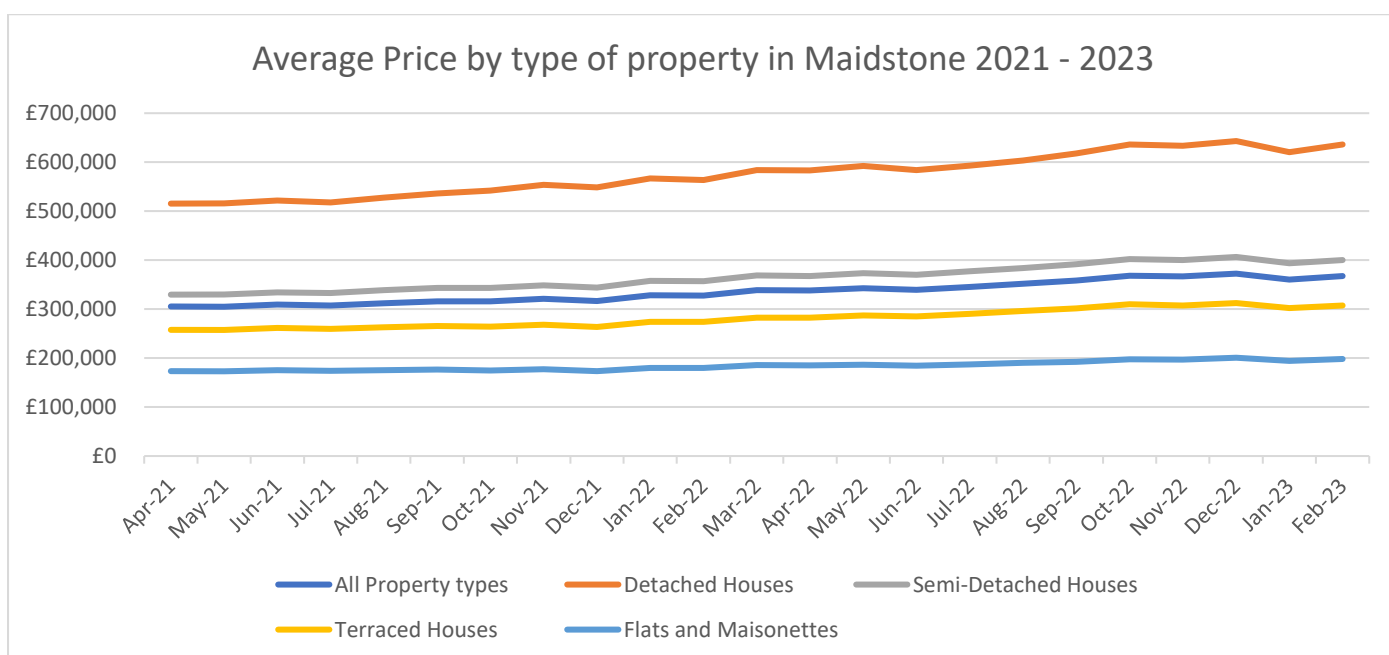
The number of unemployed youths remained steady at 560 in January, the same as in December, but decreased by 5 in February before increasing by 15 in March. Despite this, the figure of 560 marks a measurable decrease since January 2022 when the Omicron Variant of COVID was coming to an end. However, it is important to note that this figure is still significantly higher than pre-pandemic levels and has been slowly increasing since the summer of 2022.

In March 2023, the percentage of Youths (18-24 years) unemployed in Maidstone was 4.7%, which was higher than the Southeast average of 3.7% but lower than the National average of 4.9%.



We have created a Dashboard on our website, which tracks unemployment figures across all ages, taken from the ONS' data. This data is updated regularly and can be accessed here: <https://maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/information-and-data/tier-3-primary-areas/performance-And-stats/tier-3-primary-areas/dashboards/dashboards/out-of-work-benefits-and-average-property-prices-data>

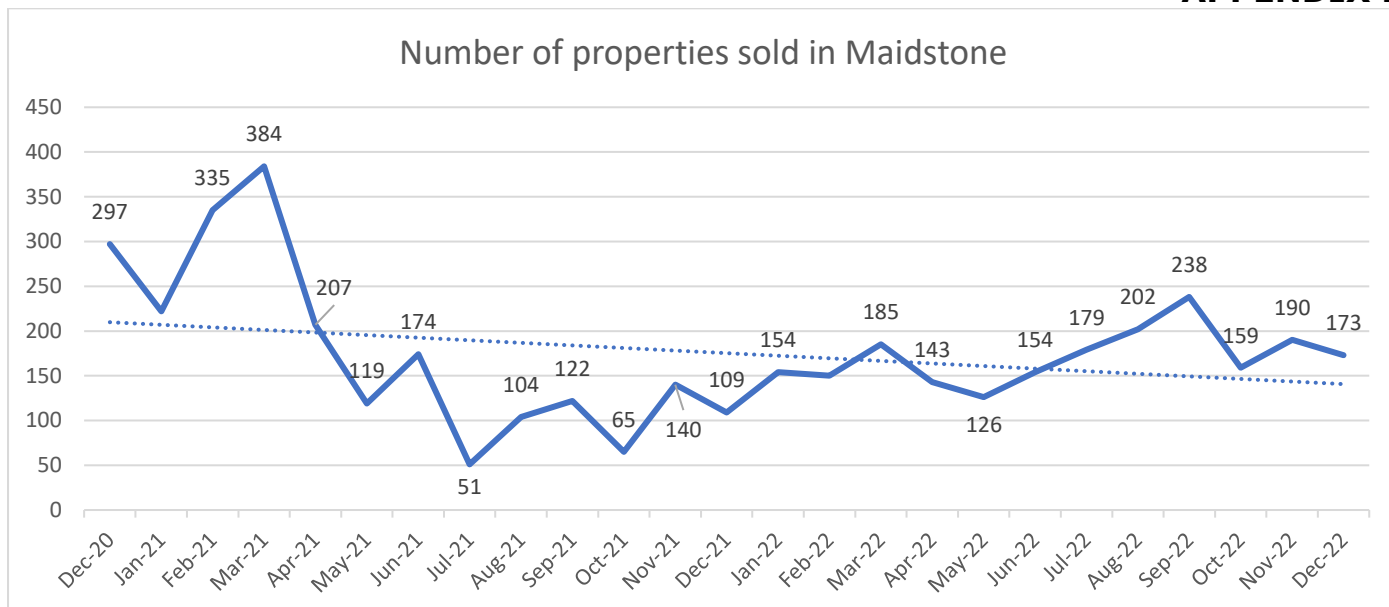
House Prices in Maidstone – February 2023				
House Type	Average price	Target	Short Trend (Last Month)	Long Trend (Last Year)
All properties	£367,215		↑	↑
Detached Houses	£636,266		↑	↑
Semi-detached Houses	£400,339		↑	↑
Terraced Houses	£307,207		↑	↑
Flats & Maisonettes	£197,953		↑	↑



At the time of writing this report, data has not been released for March 2023. In February 2023, across all property types, we saw an increase of 6.1% against February 2022. Prices of semi-detached houses had the largest increase, of 6.4%.

When looking back to pre-pandemic figures, the average price of a property in Maidstone in February 2020 was £283,992. This represents an increase of 29.3% in three years.

We have created a Dashboard on our website, which tracks property prices in Maidstone, including data back to 2004. This data is updated regularly and can be accessed here: <https://maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/information-and-data/tier-3-primary-areas/performance-And-stats/tier-3-primary-areas/dashboards/dashboards/out-of-work-benefits-and-average-property-prices-data>



Please note that the figures provided in this report are accurate up until December 2022, as volumes for Q4 have not yet been published by HM Land Registry. In December 2022, the number of properties sold in Maidstone decreased by 17, compared to the month before. However, December consistently has lower numbers than November.

Compared to the previous year, there was an increase of 64 properties sold (58.7%). The average number of properties sold in Q3 22/23 was 174, which compares to 105 in the same quarter the year before.



Part B – PIED: 2022/2023 End of Year Outturn
Key to performance ratings

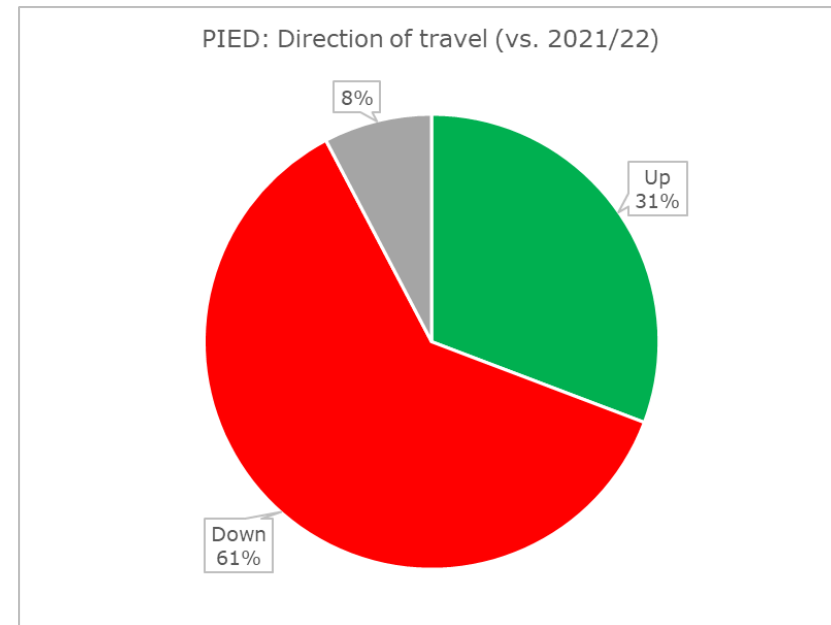
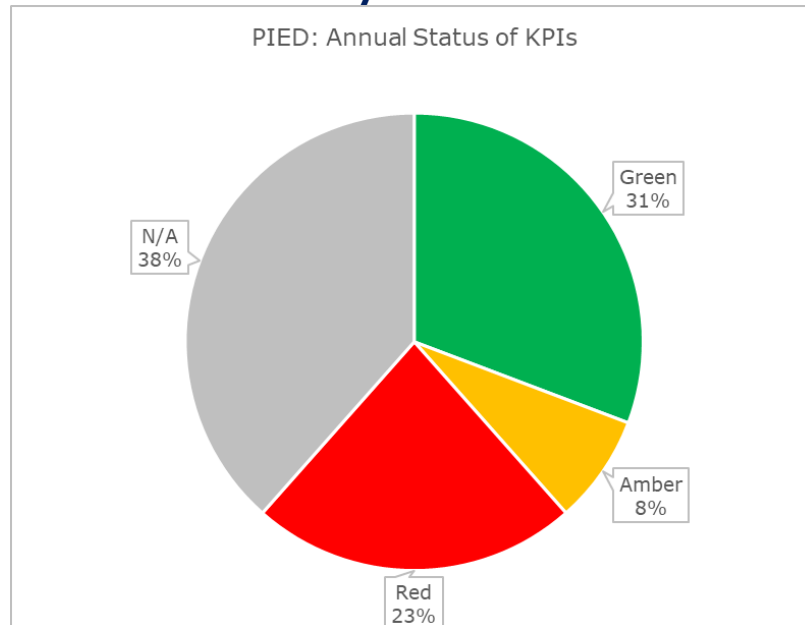
RAG Rating	
	Target not achieved
	Target slightly missed (within 10%)
	Target met
	Data Only

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














NOTE: Direction of travel for targeted performance indicators shows if performance has improved or declined. For Data Only performance indicators, the direction of travel shows if there has been an increase or decrease in volume.

Annual Performance Summary

40



Embracing Growth & Enabling Infrastructure

Indicator	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Annual 2022/23	Annual Target 2022/23	Annual Status	Direction of travel (Last Year)
Percentage of priority 1 enforcement cases dealt with in time	100%	100%	100%	50%	87.50%	95%		
Percentage of Priority 2 enforcement cases dealt with in time	89.29%	91.55%	94.67%	97.25%	93.19%	90%		
Number of enforcement complaints received	116	72	76	111	375			
Processing of planning applications: Major applications (NI 157a)	92.31%	91.30%	86.67%	93.33%	90.91%	90.00%		
Processing of planning applications: Minor applications (NI 157b)	99.05%	97.54%	94.12%	93.33%	96.08%	95.00%		
Processing of planning applications: Other	99.32%	98.11%	98.32%	97.38%	98.35%	98.00%		

APPENDIX 2

Indicator	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Annual 2022/23	Annual Target 2022/23	Annual Status	Direction of travel (Last Year)
applications (NI 157c)								
New additional homes provided (NI 154)	Annual KPI				TBC	1001	TBC	TBC

Notes

- Data for the KPI “New additional homes provided (NI 154)” is not available yet. As with previous years, the data is derived from surveys and subsequent analysis which take place from April, with results being available by August 2023.
- Direction of travel for targeted performance indicators shows if performance has improved or declined. For data only performance indicators direction of travel shows if there has been an increase or decrease in volume.





Summary of 2022/23 year

Comments from the Head of Planning:

N

It has been a year of very strong performance from the teams, especially when benchmarked against similar Local Planning Authorities. The resources have suffered this year, especially in the Majors Team, which is down 50% in staffing, and in the Minors team. This shortness across the teams has put increased pressure on the capacity of current staff.

The Economy

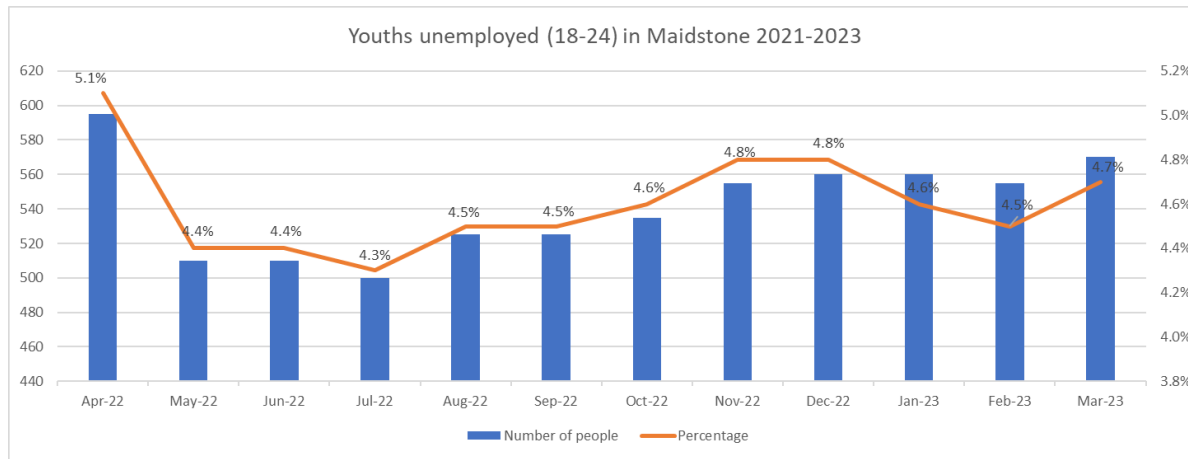
Indicator	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Annual 2022/23	Annual Target 2022/23	Annual Status	The direction of travel (Last Year)
Footfall in the Town Centre	2,417,464	428,180	351,489	356,574	3,553,707	4,128,349		
Percentage of vacant retail	Annual KPI				16.3%	11%		

APPENDIX 2

Indicator	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Annual 2022/23	Annual Target 2022/23	Annual Status	The direction of travel (Last Year)
units in the town centre								

Indicator	April 2022 – March 2023	Annual Target 2022/23	Annual Status	Direction of travel (Last Year)																										
<p>45</p> <p>Percentage of unemployed people in Maidstone (out-of-work benefits) [NOMIS]</p>	<p>Percentage of unemployed people in Maidstone (out-of-work benefits)</p> <table border="1"> <caption>Percentage of unemployed people in Maidstone (out-of-work benefits) [NOMIS]</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>Apr-22</td><td>3.2%</td></tr> <tr><td>May-22</td><td>3.0%</td></tr> <tr><td>Jun-22</td><td>2.9%</td></tr> <tr><td>Jul-22</td><td>2.8%</td></tr> <tr><td>Aug-22</td><td>2.8%</td></tr> <tr><td>Sep-22</td><td>2.8%</td></tr> <tr><td>Oct-22</td><td>2.8%</td></tr> <tr><td>Nov-22</td><td>3.0%</td></tr> <tr><td>Dec-22</td><td>3.0%</td></tr> <tr><td>Jan-23</td><td>2.9%</td></tr> <tr><td>Feb-23</td><td>2.9%</td></tr> <tr><td>Mar-23</td><td>3.0%</td></tr> </tbody> </table>	Month	Percentage	Apr-22	3.2%	May-22	3.0%	Jun-22	2.9%	Jul-22	2.8%	Aug-22	2.8%	Sep-22	2.8%	Oct-22	2.8%	Nov-22	3.0%	Dec-22	3.0%	Jan-23	2.9%	Feb-23	2.9%	Mar-23	3.0%			
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Number of youths unemployed (18-24 years)

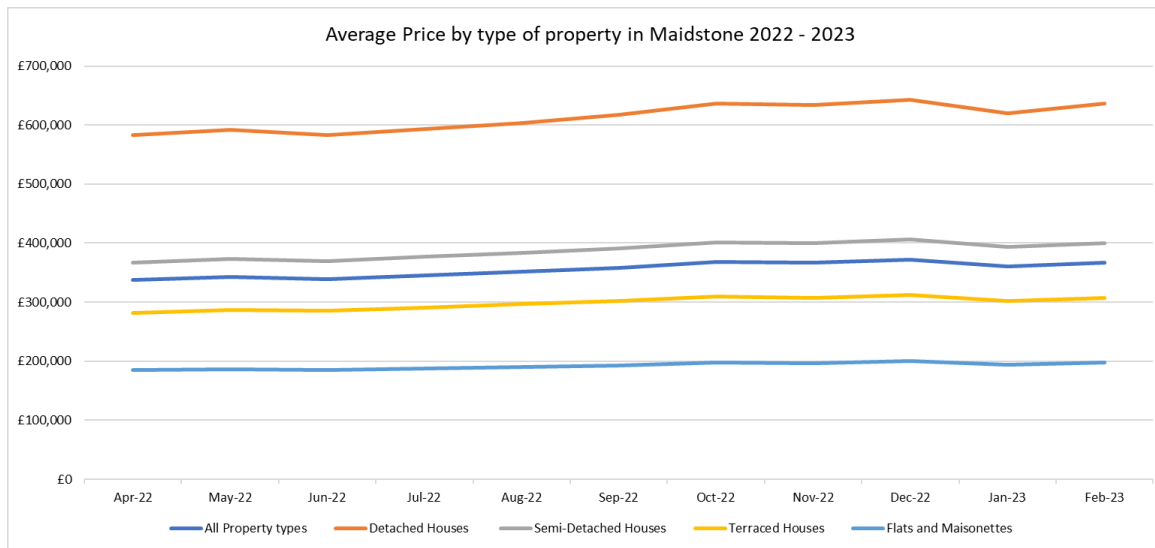


373
(March 2023)



44

Average House Prices in Maidstone



<p>Number of Properties sold in Maidstone</p> <p>45</p>	<table border="1"> <caption>Number of properties sold in Maidstone in 2022</caption> <thead> <tr> <th>Month</th> <th>Number of Properties Sold</th> </tr> </thead> <tbody> <tr><td>Jan-22</td><td>154</td></tr> <tr><td>Feb-22</td><td>150</td></tr> <tr><td>Mar-22</td><td>185</td></tr> <tr><td>Apr-22</td><td>143</td></tr> <tr><td>May-22</td><td>126</td></tr> <tr><td>Jun-22</td><td>154</td></tr> <tr><td>Jul-22</td><td>179</td></tr> <tr><td>Aug-22</td><td>202</td></tr> <tr><td>Sep-22</td><td>238</td></tr> <tr><td>Oct-22</td><td>159</td></tr> <tr><td>Nov-22</td><td>190</td></tr> <tr><td>Dec-22</td><td>173</td></tr> </tbody> </table>	Month	Number of Properties Sold	Jan-22	154	Feb-22	150	Mar-22	185	Apr-22	143	May-22	126	Jun-22	154	Jul-22	179	Aug-22	202	Sep-22	238	Oct-22	159	Nov-22	190	Dec-22	173			
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Nov-22	190																													
Dec-22	173																													

Summary of 2022/23 year

Comments from Economic Development Manager:

It has been a tough time for the retail, leisure and hospitality sector and high streets nationally over the last financial year, with inflation rising to just over 10% and as people’s shopping patterns change to online shopping, accommodate the national living crisis and squeeze on wages. The cold snap of weather in December may also have affected footfall in the build-up to Christmas with people deciding not to visit the town centre.

Footfall in the Town Centre

The council no longer uses Springboard to record town centre footfall from a fixed camera in Week Street which was unable to identify unique visitors and would record every movement past the fixed camera. From Q2 22 the council has used Smart data from HUQ. A full financial year analysis of figures is therefore unavailable.

Footfall is now measured using unique visitors for the entire town centre area using mobile phone data. A data time set for HUQ data for 2019 (pre-pandemic) was used to provide the new yearly target of 1,874,632.

For quarters 2/3/4 22/23 the town centre footfall figures totalled 1,136,243. There was a slight increase in footfall of 5,000 from Q3 in Q4, but Q4 was down by 71,526 from Q2.

Percentage of vacant retail units in the town centre

Vacant units surveyed by One Maidstone for April 2023 stood at 16.3%, a fall of 1.9% from April 2021 but a rise of 0.6% since January 2022 survey data.

Percentage of unemployed people in Maidstone

Unemployment figures have continued to drop from 5.5% in May 2020 during the height of the pandemic. The March 2022 figure was 3.5% falling to 2.9% in March 2023, this equates to a 0.6% decrease in numbers over the last financial year. The Kent average unemployment rate in March 2023 was 3.3% and Great Britain 3.8%. Maidstone has the fourth lowest unemployment rate in the County after Sevenoaks 2%, Tonbridge and Malling 2.1% and Tunbridge Wells 2.3%.



Part C - PIED: 2023/24 Key Performance Indicators

Indicator	New or Existing	Frequency	Target	Head of Service
Lead Member for Planning, Infrastructure & Economic Development				
Percentage of priority 1 enforcement cases dealt with in time	Existing	Quarterly	98%	Rob Jarman
Percentage of Priority 2 enforcement cases dealt with in time	Existing	Quarterly	92%	Rob Jarman
Number of enforcement complaints received	Existing	Quarterly	Data	Rob Jarman
Open planning enforcement cases (as at start of month)	Existing	Quarterly	Data	Rob Jarman
Number of enforcement cases closed	New	Quarterly	Data	Rob Jarman
Processing of planning applications: Major applications (NI 157a)	Existing	Quarterly	90%	Rob Jarman
Processing of planning applications: Minor applications (NI 157b)	Existing	Quarterly	95%	Rob Jarman
Processing of planning applications: Other applications (NI 157c)	Existing	Quarterly	98%	Rob Jarman
Percentage of planning applications meeting Biodiversity Net Gain 20% adopted standard <i>*Not in place until November 2023</i>	New	TBC	TBC	Rob Jarman
MBC Success rate at planning appeals within a rolling 12-month period	New	Quarterly	76%	Rob Jarman
New additional homes provided (NI 154)	Existing	Annual	1,157	Karen Britton
Percentage of onsite renewable energy generation in new developments 10% adopted standard	New	TBC	TBC	Karen Britton
Footfall in the Town Centre	Existing	Quarterly	468,658	Karen Britton
Percentage of vacant retail units in the town centre	Existing	Annual	11%	Karen Britton
Percentage of unemployed people in Maidstone	Existing	Quarterly	Data	Karen Britton
Number of youths unemployed (18 - 24)	Existing	Quarterly	Data	Karen Britton
Number of Electric Vehicle Charging Points Installed	New	Annual	TBC	Anna Collier

A VIBRANT ECONOMY					
Action	Agreed funding	Target Start	Target End	Expected Success	Q4
Mid Kent College Skills Hub	£60,000 Recovery Fund	Sep-21	TBC	Provision of a town centre venue to provide accessible training, careers advice, and employability support for all residents. Courses delivered to a range of participants including book-keeping and computerised accounting, skills development online courses, essential digital skills, certified work skills programmes, food hygiene and employability workshops and support. Courses delivered to a range of participants including bookkeeping and computerised accounting, skills development online courses, essential digital skills, certified work skills programmes, food hygiene and employability workshop and support. With space for ten participants to be physically present in the hub it is envisaged that 208 people would be able to take advantage of the hub for courses and support over 26 weeks.	No change in position. (The college was unable to identify and agree commercial terms on a suitable premises and have confirmed that they are no longer in a position to undertake this project. It remains a strategic priority for the college who would welcome collaboration with the council in the future when other future opportunities and funding sources become available.)
Invest in industrial and warehouse premises to help de risk new employment sites coming forward	Capital Programme funding	Sep-21	N/A	Projects are identified to invest in and Maidstone is seen and delivers its promise of being open for business, businesses can expand and locate to the Borough.	A package of Town Centre Capital Bids to the value of £5m in support of the new Town Centre strategy have been submitted. A further bid for £250k has been submitted for Maidstone Innovation Centre to facilitate more flexible workspace (wet labs) and associated shared high-tech equipment.

Appendix 3 Recovery and Renewal Action Plan

<p>Capacity to develop projects and bids to take advantage of new funding opportunities</p>	<p>£45,000 Recovery Fund</p>	<p>Sep-21</p>	<p>Sep-25</p>	<p>Successful bids and projects completed that meet our priorities.</p>	<p>No action</p>
<p>Transform the Town Centre through the development and delivery of a town centre strategy.</p>	<p>£175,680 Recovery Fund</p>	<p>Sep-21</p>	<p>TBC</p>	<p>Town Centre Strategy in place by 1 March 2023, projects may begin prior to this. Maidstone town centre becomes a centre of excellence for urban sustainability with a strong focus around arts, culture, leisure and visitor economy creating a place where people want to live, feel safe and which prides itself upon being a town centre which is relevant to all of the Borough's residents and to which all of the borough's residents can relate.</p>	<p>Consultant appointed in December 2022, work is continuing for the Town Centre Strategy to be adopted by the end of 2023. Public consultation on the draft strategy is planned for late summer/early autumn.</p>

UKSPF 2022/23 Quarter 4 Update:

On 5th December 2022 the Department for Levelling up, Housing & Communities (DLUHC) approved the Investment Plan submitted in August 2022. Since then the authority has returned the Memorandum of Understanding and received year 1 grant at the end of January 2023. Due to the delay in approving year 1 grants the government agreed that authorities can carry over any underspend from year 1 into year 2. There was £7,397 underspend across year 1 as shown in the table below. It was agreed by the Leader that this underspend would be used on equipment and added to the Creative Communities Fund that was extremely oversubscribed in year 2.

Preparatory and delivery work for year 2 projects has continued with project leads, the year 2 projects include:

- Creative Communities Fund
- Continued Events expertise and Advertisements for events
- Literature Festival
- Iggy Sculpture Trail
- Arts Carnival
- Feasibility Study for a Community Arts Hub
- Borough Insight
- Green volunteering project to improve Town Centre Green Spaces

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In April 2023 the authority received confirmation that the Rural England Prosperity Fund (REPF) investment plan had been approved by Government. The first year of spending of this is 2023/24. The first round of applications was opened in mid-April and closes in June 2023.

Intervention	Project	Detail	2022/23 budget	Amount spent:	£ Committed	Q4 Update:
E1: Improvements to town centres & high streets	Project B A Safe and Attractive Town Centre achieved through Greening and Lighting	Feasibility study in year 1. The feasibility study will be combined with other work required for the Town Centre Strategy so the amount allocated reflects the study being partly funded from the TCS allocation	£20,000	£20,000		Consultant started work in January 2023, a feasibility study is nearly complete and will form part of the wider Town Centre Strategy that will be adopted in 2023.
E6: Local arts, cultural, heritage &	Project A - Building Pride in Place through	Creative communities funds for local organisations and groups to support events	£30,000	£30,000		Completed. In 2022/23 a single round was published, funding was then distributed across 18 projects.

creative activities	promotion of the Town Centre and Events.	Festive Trail event – working with One Maidstone to create a festive trail to run through the Town Centre	£20,000	£19,999		Completed in December 2022.
		Events Expertise to develop bespoke events	£4,500	£4,200		Support for the Festive Trail and Magic of Xmas Parade.
		Equipment purchase to support events	£15,000	£12,249		Videography equipment, speaker on wheels, Go Pro and accessories, uplighters for events, equipment storage, poster cases, event furniture.
E8: Campaigns to encourage visits and exploring of local area	Project A - Building Pride in Place through promotion of the Town Centre and Events.	Advertising budget to promote events across all channels	£20,000	£16,122		Support the Festive Trail, Magic of Xmas Parade, Lunar Festival, Light Festival and many others.
		Borough Insight Events and Town centre focussed	£25,000	£25,000		Completed.
		Promotional video for business and events in TC	£5,218	£4,750		Promotional video for the Magic of Xmas Parade.
Management Overheads			£5,822	£5,820		
Total:			£145,540	£138,143	£0	£7,397 underspend carried over to year 2.
				£138,143		

Agenda Item 11

PLANNING, INFRASTRUCTURE AND ECONOMIC DEVELOPMENT POLICY ADVISORY COMMITTEE

7 June 2023

Strategic CIL Assessment & Spend Report

Timetable	
Meeting	Date
Planning, Infrastructure and Economic Development PAC	7 June 2023
Cabinet	28 June 2023

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Lead Member for Planning, Infrastructure and Economic Development
Lead Head of Service	Rob Jarman
Lead Officer and Report Author	Rob Jarman
Classification	Public
Wards affected	All

Executive Summary

As per the approved CIL governance arrangements, and in relation to the Strategic CIL Bidding Cycle 2021/22, this report is to be considered before the Cabinet is delegated to approve projects for the allocation of the Strategic CIL Funding, as recommended within this report.

Four infrastructure projects are recommended for Strategic CIL funding: Linton Crossroads; Junction 7 of the M20; Heather House community facilities; and St Faith's Community Centre. These have all been subject to an external moderation report by Turley consultancy (Appendix 1) and internal officer preliminary evaluation (Appendix 2). Appendix 3 sets out all the meetings held by the CIL Steering Board.

Purpose of Report

Decision on CIL spend

This report makes the following recommendations to the Cabinet:

1. Cabinet is recommended to agree that Community Infrastructure Levy funding that has been collected is allocated (as minima) to the following strategic projects for the period to 31 March 2025 (figures are approximate and based on early February 2023 data):
 - M20 Junction 7 Upgrade - £1,900,000 in Strategic CIL monies subject to appropriate due diligence by the Director of Finance & Business Improvement in consultation with the Cabinet Member for Finance & Corporate Services
 - A229 Linton Crossroads Junction Improvement - £1,232,000
 - Heather House Community Centre Redevelopment - £956,420
 - St Faith's Community Centre Redevelopment - £200,000

Strategic CIL Assessment & Spend Report

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 • Accepting the recommendations will materially improve the Council's ability to achieve 'Embracing Growth and Enabling Infrastructure'. 	Rob Jarman
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendations support the achievements of all the cross-cutting objectives by reducing traffic congestion and providing new community facilities.</p>	Rob Jarman
Risk Management	Already covered in the risk section.	Rob Jarman
Financial	As set out in the officer report and the Appendix, the proposed allocations of CIL can be funded based on the amounts received and expected, so there are no direct budgetary implications. The appendix describes how capital programme funds are also used to support projects that will ultimately be eligible for CIL funding, and this is in accordance with the agreed capital programme.	Mark Green Director of Finance, Resources & Business Improvement &
Staffing	We will deliver the recommendations with our current staffing.	Rob Jarman

Legal	<p>The Planning Act 2008 introduced a discretionary planning charge known as the Community Infrastructure Levy (CIL). The legislative framework for CIL is contained within the Community Infrastructure Levy Regulations 2010 (as amended). The Council decided to implement CIL for new development with effect from October 2018, agreed "strategic" CiL governance procedures in January 2019 and approved the Bidding Prospectus in January 2022. 70-80% of the money raised by CIL is for 'Strategic CIL' which will be allocated to strategic infrastructure projects by the Council. This is the portion of CIL that is the subject of this Report. Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed. The levy can be used to fund a wide range of infrastructure (including transport) and can be used to fund a very broad range of facilities (such as cultural and sports facilities and community safety facilities). The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their relevant Development Plan. Charging authorities may not, however, use the levy to fund affordable housing.</p>	Russell Fitzpatrick (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	<p>We recognise the recommendations may have varying impacts on different communities within Maidstone.</p> <p>Therefore, we have completed a separate equalities impact assessment.</p>	Senior Policy and 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	N/A	Rob Jarman
Procurement	N/A at this specific stage	Rob Jarman
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered and there are no direct implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

1. INTRODUCTION AND BACKGROUND

- 1.1 The Community Infrastructure Levy (CIL) commenced in October 2018 and is governed by the CIL Regulations 2010 (as amended). It allows local authorities to raise funds from developers who are undertaking new building projects. The principle behind CIL is that most development has some impact on infrastructure and so should contribute to the cost of infrastructure. All developments within Maidstone Borough of a certain type and size are liable to 'pay' CIL which is due upon commencement of development. The Council developed a Charging Schedule alongside the Maidstone Borough Local Plan. The charge can be differentiated by geographical area, and by development type, and based on viability evidence within the Maidstone Community Infrastructure Levy - Charging Schedule 2017.
- 1.2 Infrastructure is needed to support the new development, and the Infrastructure Delivery Plan is reviewed on an annual basis with the latest being 2022. This highlights the infrastructure needed in the Borough to support new development (such as schools, health facilities, leisure, community facilities etc.) which supports the delivery of the adopted Local Plan. The Council is required under the Community Infrastructure Levy Regulations (2019 Amendment) to produce an Infrastructure Funding Statement to include a statement of the infrastructure projects or types which will be or may be, wholly or partly funded by CIL.

Available Strategic CIL Funds

- 1.3 As of 1st February 2023, the Council had collected Strategic CIL funds totalling £ 4,280,886. We forecast that a further £7,495,282 of Strategic CIL may be available by 31 March 2025.
- 1.4 In addition to the money collected as part of the strategic CIL spend, the Council is making a further £5,000,000 available from the Capital Budget that it can use to top up the amount of CIL monies available for the delivery of infrastructure.

Bidding Process

- 1.5 On 8 January 2019, the Strategic Planning and Infrastructure Committee approved the CIL governance arrangements for the Strategic Community

Infrastructure Levy (CIL) spend. The CIL Steering Group was set up in June 2020 and met on 13 occasions between 2020-2022 (Appendix 3).

- 1.6 On 11 January 2022, the CIL Bidding Prospectus (22-25) was approved to allow for a bidding cycle for the allocation of strategic CIL receipts.
- 1.7 In line with the prospectus, bids were invited for strategic CIL funding from infrastructure providers in the period 3 May to 15 July 2022. Twenty-two bids were received and initially appraised by MBC officers. This was reported to the CIL Steering Group (established pursuant to the governance arrangements) on 13 December 2022 where it was decided that the bids and officer appraisal would be referred to a technical expert (Turley Associates Limited <https://www.turley.co.uk/>) for independent moderation (See Appendix 1 Turley Maidstone MBC Community Infrastructure Levy Allocations and Appendix 2 being the officer appraisal).

Junction 7 of the M20

- 1.8 There is a clear policy justification for this highways infrastructure in policy RMX1(1) part 15(ii) of the Local Plan (Newnham Park – KMC allocation). Therefore, it is also included in the IDP in the “critical” list.
- 1.9 The amount of s106 monies collected as of 01/03/2023 is £1,473,415. The s106 agreements from 3 housing developments along the A274/Sutton Rd when originally signed were to provide the full cost of the part signalisation works (£4.667m). Further s106 money of £3,250,469 (before indexation) is yet to be paid so a minimum of £4,723,884 is anticipated to be received.
- 1.10 The cost of the works identified by KCC is £6,621,610 and the shortfall from the s106 monies is £1,897,726. The amount of CIL for this project is rounded up to £1,900,000.
- 1.11 There have been failed attempts to secure government funding for the improvement works in order to get them undertaken as soon as reasonably possible as payments would come later being tied to housing occupation on those sites. Therefore, and outside the CIL process, the Council intends to top up the residual amount (£3.24M) to KCC from MBC’s capital funding to accelerate delivery if this does not jeopardise recovery of anticipated s.106 receipts.

For all the reasons stated above this represents a reasonable and deliverable choice of infrastructure project.

Linton Crossroads

- 1.12 Transport is a critical issue for the delivery of the strategic objectives as well as the individual site allocations in the Local Plan. This is to improve the capacity in order to reduce congestion. KCC highways have designed a detailed junction improvement scheme. This project has clear policy justification in that the adopted Local Plan requires this infrastructure under policies SP13 (Coxheath Larger Village) and specific housing allocation policies H1(57, 58, 59, 60)

1.13 The cost of the works identified by KCC is £2,071,392 and the shortfall from s106 monies is £1,232,000 with £846,557 (index linked) collected as of 01/02/23. This represents the total amount of what can be collected from the specific housing developments that have been built out and the IDP recognises this financial gap and specifically refers to CIL funding to 'close the gap' with the scheme being on the "critical" list.

Heather House

1.14 Policy Justification: Policy DM20 refers to mitigating the need for new community facilities through conditions, legal agreements, or CIL. The IDP also has a category relating to this type of infrastructure. Socio-economic data strongly supports public sector investment in this infrastructure in this location and this is what MBC has chosen to with a recent planning permission (subject to a s106 legal agreement). The scheme is highly deliverable.

1.15 The total cost of the replacement community centre is £1,771,100 but it is estimated that this Council will generate income of £814,681 from approved housing development leaving the amount of monies from CIL to be £956,420.

St Faith's Community Centre

1.16 Local Plan Policy DM20 refers to mitigating the need for new community facilities through conditions, legal agreements, or CIL. The council also commissioned (following a resolution from planning committee) a 'Feasibility Study on the Need for Community Facilities in the North Ward – Maidstone' (2017) which is listed as 'additional studies and guidance' on our website and states it is a material consideration. As stated above, this type of infrastructure is a category in the IDP. The socio-economic data backs the need for this social infrastructure and there is a complete vacuum in this area. Lastly, this is a highly deliverable scheme given that the external building works were completed last year and now the internal fit out is required.

1.17 The total cost of the replacement community centre is £1,863,000. The £200,000 required from CIL is a modest amount in comparison with the amount of s106 collected (£ 471,760) and Church of England monies.

2. AVAILABLE OPTIONS

2.1 These are self-explanatory in that all or none or a combination of the recommended bids could be chosen by councillors.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 All of the recommended bids are preferred as justified in both this report and the moderation report.

4. RISK

4.1 There are three sets of risk:

- a) Costs will continue to rise given the rate of inflation and supply shortages leading to more CIL monies being required to fund schemes.
- b) The two highway schemes are well developed in design terms and delay may well require revised designs and, moreover, slippage in KCC's delivery programme: There is some ambiguity in the interpretation of the s.106 agreements relating to the J7(M20) improvement works. Officers are in discussion with the developers with a view to resolving this potential ambiguity. A failure to resolve this could jeopardise the delivery of the proposed works.
- c) The burden of the extra growth without the supporting infrastructure in terms of greater congestion and declining air quality with regard to the junction improvement schemes and the continued lack of needed social infrastructure in terms of the two community centres.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 The recommended bids were the subject of a public prospectus (see above).

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 To ensure that CIL expenditure remains in accordance with the Regulations all successful applicants will need to accept the terms and conditions and sign a grant funding agreement. Where relevant, the CIL funding will also be conditional upon the applicant obtaining any necessary authorisations. Funding agreements may specify a specific delivery timescale.
 - 6.2 Payments will be made to successful submissions as per the milestones outlined in the business plans to the satisfaction of the Council and after submission of verifiable invoices, as proof of expenditure. Following the completion of the project, any unspent allocated monies (e.g., unspent contingency funds) will be returned to the Strategic CIL fund.
 - 6.3 The costs are current estimates, and these will inevitably rise with time and there will be the need for further scheme detail before any CIL monies are released.
-

7. REPORT APPENDICES

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

- Appendix 1: Turley Maidstone MBC Community Infrastructure Levy Allocations
 - Appendix 2: Officers Appraisal
 - Appendix 3: CIL Steering Group Meeting Dates
-

8. BACKGROUND PAPERS

- Strategic Planning, Sustainability and Transportation Committee Report and Minute of 11 September 2018 – Maidstone Community Infrastructure Levy Administration and Governance
- Strategic Planning, Sustainability and Transportation Committee Report and Minute of 8 January 2019 – (Strategic) CIL Governance Report
- Full Council Report and Minute of 27 February 2019 – CIL Governance and Administration
- Strategic Planning, Sustainability and Transportation Committee Report and Minute of 11 January 2022 - Strategic CIL Bidding Prospectus (2022-2025)
- Maidstone Community Infrastructure Levy - Charging Schedule 2017 (<http://services.maidstone.gov.uk/docs/October%202017%20Approved%20Community%20Infrastructure%20Levy%20Charging%20Schedule.pdf>)
- Strategic CIL Bidding Prospectus (2022-2025) – (<https://maidstone.gov.uk/home/primary-services/planning-and-building/additional-areas/community-infrastructure-levy/tier-3-primary-areas/community-infrastructure-levy-bidding-prospectus-2022-2025>)
- The Infrastructure Delivery Plan 2022 (<https://localplan.maidstone.gov.uk/home/adopted-local-plan/community-infrastructure-levy-supporting-documents>)
- The Infrastructure Funding Statement (2021-2022) (<https://maidstone.gov.uk/home/primary-services/planning-and-building/additional-areas/community-infrastructure-levy/tier-3-primary-areas/infrastructure-funding-statement-202122>)

**Maidstone MBC
Community
Infrastructure Levy
Allocations**

Final Independent Moderation Report Version 1.2

8th February 2023

Quality information

Prepared by	Checked by	Verified by	Approved by
Andy Rumfitt, Senior Director	Bindu Pokkyarath, Director	Bindu Pokkyarath, Director	Andy Rumfitt, Senior Director

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1. Introduction

1.1 The Purpose of this Report

Turley has been commissioned to provide an independent moderation report as a supporting document to Maidstone Borough Council (MBC) Officers' report on projects proposed to be funded by MBC Community Infrastructure Levy (CIL) allocations.

1.2 Approach

The Turley Business Case team has a well-developed approach for undertaking independent evidence-based business case reviews and due diligence from our work over the last ten years. We have independently reviewed more than 160 business cases and completed a number of prioritisation and ranking exercises.

For this moderation exercise we completed the following tasks:

- Review of the CIL application process including advice and forms.
- Review of scoring of each Strategic CIL application by MBC
- Workshop with MBC to review the scoring and rankings completed to date and to consider issues arising.
- Review and development of key criteria to consider against each bid as an independent assessment using relevant forms.
- Review of each application and providing independent observations to support moderation recommendations where relevant.
- Grouping of applications into four categories with different levels of potential for funding.
- Providing recommendations for the future.

1.3 Moderation Review

This moderation review of the CIL applications sets out detailed comments based on the application form provided and MBC's internal scoring. Each project has been assigned to one of four categories to show the project's relative attractiveness for Strategic CIL funding.

Table 1. Moderation Categories

Category	Description
Green	Well-developed projects that should be considered for Strategic CIL Funding as grant and/or loan packages.
Amber	Strong potential for future funding in the short term with further work on the proposal, more certainty and/or receipts of match funding and when the delivery timeframe is more certain to reduce delivery risks.
Yellow	Moderate potential for future funding in the longer term with further work on the proposal, more certainty and/or receipts of match funding and when the delivery timeframe is more imminent to reduce delivery risks.
Red	Less well-developed projects that should not progress without significant additional development work or should be considered for funding from other sources such as Neighbourhood CIL.

1.4 Document Structure

The remainder of this document is structured as follows:

- Section 2 – MBC CIL Bid Process
- Section 3 – Current ranking of projects
- Section 4 – Moderation Criteria: Policy Alignment and Delivery Risks
- Section 5 – Moderation – Independent Assessment of Projects for Funding
- Section 6 – Recommendations and Next Steps

1.6 Declaration

This review has been undertaken as part of the Turley contract with client. The moderation report has been undertaken independently by Andy Rumfitt and Bindu Pokkyarath from the Turley Business Case and Economics team based in London. We completed a Conflict of Interest (CoI) check and wish to disclose the following.

Turley has provided professional support to Countryside around the assessment of the required community facilities for the proposed Marden development, but the site was not allocated in the Local Plan. We are still retained as advisers.

Our consultants working on this commission have not been involved in advising Countryside and remained independent at all times while conducting this work.

2. MBC CIL Bid Process

The section summarises the Community Infrastructure Levy bidding process (2022-2025) of Maidstone Borough Council (MBC).

The Community Infrastructure Levy (CIL) is a charge on certain types of development in Maidstone. The money collected is then used to support new development of the borough. The Council implemented CIL in October 2018.

In accordance with the CIL Regulations 2010 (as amended), the expenditure of CIL funds is divided as follows:

- 5% is retained by MBC to fund the administration associated with the operation of the CIL.
- 15% is for 'Neighbourhood CIL' which is made available to parish councils (capped at £100 per Council Tax dwelling) where development has taken place, or 25% (uncapped) in areas with a 'made' Neighbourhood Plan.
- 70-80% is for 'Strategic CIL' which will be allocated to strategic infrastructure projects by MBC, in accordance with the approved CIL Governance arrangements. This is the portion of CIL subject to allocation through the CIL bidding cycle.

The CIL Regulations 2010 (as amended), state that MBC must spend Strategic CIL funds on:

'the provision, improvement, replacement, operation or maintenance of infrastructure necessary to support growth.'

Strategic CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development.

The Planning Act 2008 prescribes that infrastructure includes:

- roads and other transport facilities
- flood defences
- schools and educational facilities
- medical facilities
- sporting and recreational facilities
- open spaces

The following projects are not eligible for Strategic CIL:

- Projects that do not meet the requirements of the CIL Regulation 59 2010 (as amended) i.e., for the provision, improvement, replacement, operation, or maintenance of infrastructure to support development of the borough

- Projects that are not defined as ‘infrastructure’
- Ongoing revenue costs for existing infrastructure
- Repayment of money or interest borrowed for the purposes of funding infrastructure
- Annual maintenance or repair for existing infrastructure
- VAT that you can recover

Following the implementation of the CIL charging schedule on 1 October 2018, CIL began being collected in 2019. To accumulate a sufficient amount of money towards infrastructure, MBC approved the CIL governance arrangements to allow for an annual bidding cycle for the allocation of Strategic CIL receipts from 2019 to 2021 to enable the delivery of specific infrastructure projects that will support development in the borough.

The 2021/22 MBC Strategic Community Infrastructure Levy bidding cycle was open for bids from 3 May 2022 until 15 July 2022. The original aim was for funding decisions in October 2022.

MBC forecasts that £11,776,168.45 of CIL will have been collected by 31 March 2025, and this will be combined with a £5 million contribution from their own capital resources, to give a total of £16.776 million of infrastructure funding potentially being available to bidders.

Table 2. Project Total CIL Funds

Sources of Funds	Value (£)
Strategic CIL collected (as of 1 February 2023)	£4,280,886.45
Future CIL receipts (forecast)	£7,495,282.00
Total CIL	£11,776,168.45
Other MBC Capital Funding to Support Revolving Fund Investments	£5,000,000.00
All Funds	£16,776,168.45

Source: MBC February 2023.

While MBC intend to allocate the predicted CIL income for the period 2022-25 in the current bidding round, the ultimate final allocations will be subject to actual annual CIL income received.

Some successful bids will have funds made available to them immediately, whilst others will receive provisional allocations, while MBC await the accrual of further CIL monies over the course of 2022/23, 2023/24 and 2024/25. Therefore, this period of accumulation of funds may reduce the annual frequency of the bidding rounds.

Whilst an estimate of future CIL income can be made for the forthcoming years, actual income is entirely dependent upon the rate at which any CIL liable development is delivered, and the monies paid.

3. Current Ranking of Projects

This section summarises the scoring and ranking of projects that have been completed to date. MBC's initial scoring and draft reporting had recommended the following five projects for funding with a total CIL cost of £12.032 million.

Table 3. MBC Selected of Projects for Funding

Applicant	Project	IDP Status	Project Cost	Recommended CIL Allocation
Kent County Council	Linton Crossroads	Critical Policy DM21 / LPR TRA2 Integrated Transport Strategy 2011-31	£2,071,392 with £839,378 from S106 developer contributions.	They asked for £1,232,000
Kent County Council (Transport)	M20 J7 Upgrade	Critical Policy DM21 / LPR TRA2 Planning	£6,621,610 with £1,062,429 from S106 developer contributions	They asked for £ 5,559,181
NHS Kent & Medway	Extension of Shepway Medical Centre	Essential Former West Kent CCG GP Estates Strategy 2018 & Update March 2020.	£2,165,234 S106 funding 1%: £24,895 Balance to be funded by GP: 76%: £1,642,339	They asked for £498,000
Kent County Council (Transport)	Hermitage Lane Cycle/walking facility	Essential Policy DM21 / LPR TRA2 Walking and Cycling Strategy 2011 -2031 Integrated Transport Strategy 2011 -31	£404,550 With £181,018 from S106 developer contributions	They asked for £223,550
Kent County Council (Education)	1 FE Expansion of Maidstone Grammar School for Girls	Local Plan Policy ID 1 Infrastructure Delivery supports education infrastructure	£8,986,481 £6,378,593 from the Basic Need Capital Programme Budget, £1,432,129 of Education Modernisation funding and the school will contribute £1,175,759	They asked for £4,519,310 as would have been calculated as previous S106 education contributions
Total				£12,031,991

4. Moderation Criteria: Policy Alignment and Delivery Risks

As an independent check, this section examines key investment criteria and considers potential delivery risks in the current environment that could be given increased weighting in selecting projects to be funded. We have considered the following:

- Alignment with Infrastructure Development Plan (IDP) project listing
- Alignment with Local Plan growth areas
- Delivery time and duration
- Accuracy of costs and programme
- Match funding certainty as MBC's proxy for Value for Money

In terms of policy alignment two key documents are the Local Plan (LP) and the Infrastructure Development Plan (Nov 2021) which is produced annually.

MBC's approach was to welcome bids for Strategic CIL funds from those schemes with 'CIL' listed as a potential source of funding to deliver the Local Plan. Prioritisation is then given to those schemes whose delivery is identified in the IDP as both 'critical' and 'short term.'

The IDP identifies 141 schemes costing £171.443 million, with an average cost £1.22 million. However, the funding gap identified is £144.124 million suggesting that based on average cost there is funding for just 22 projects or about 15% of the total.

Projects have been ranked as critical, essential, and desirable. There are 45 projects ranked as critical which on the basis of average costs would require just under £55 million of funding, more than three times the current total projected CIL budget. The IDP has been approved under delegated powers.

Of the submitted Strategic CIL applications the relevant IDP rankings were as follows:

- Critical (2) – Linton Crossroads, M20 J7 Upgrade
- Essential (3) - SECAMB- Vehicle prep scheme (MRC), KCC Hermitage Lane, NHSKM - Extension of Shepway Medical Centre
- Desirable (3) - MBC Parks Activation – Cycling and Wheeled sports Mote Park & South Park, MBC Maidstone Riverside Light Walk, EA Headcorn Flood Alleviation Scheme.

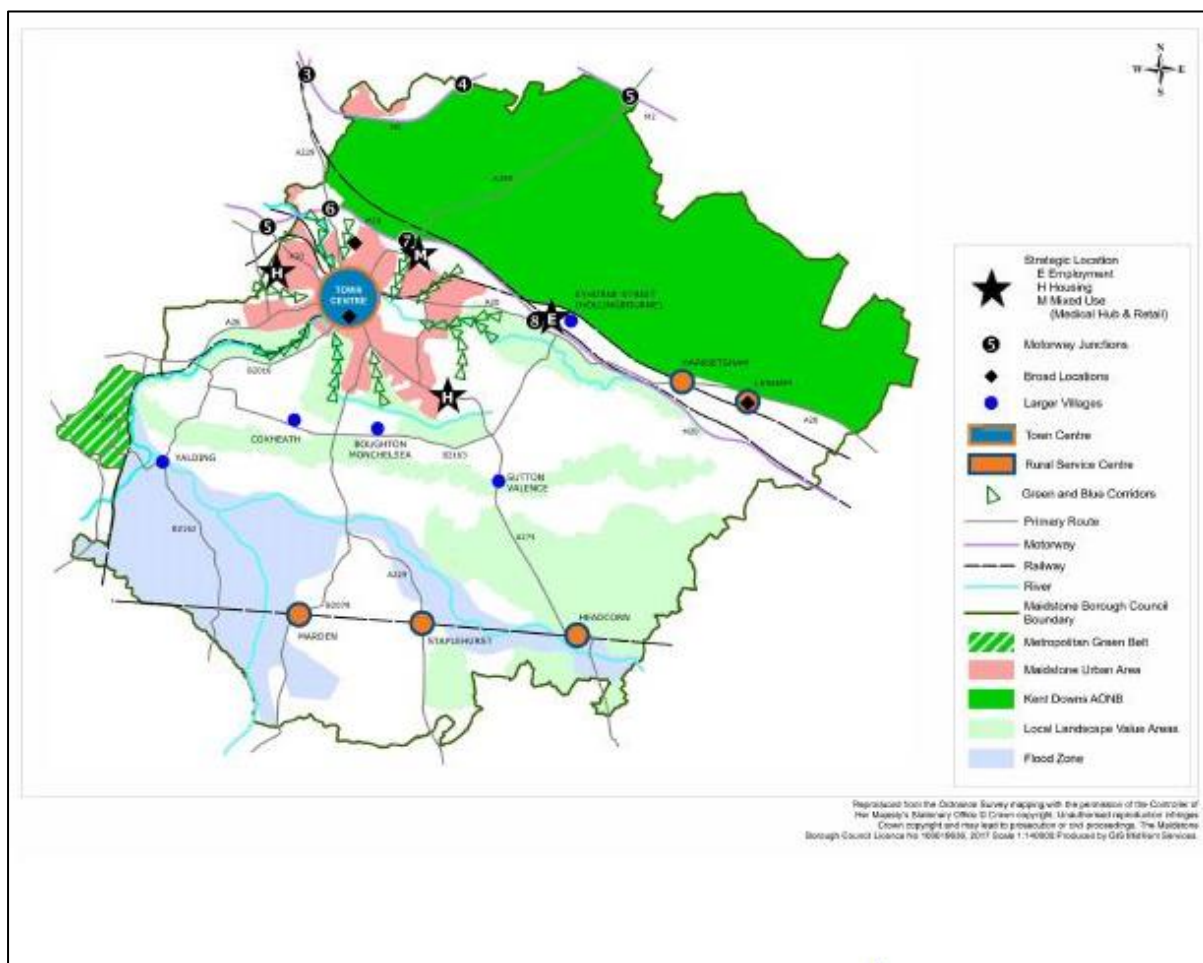
However, the challenge of using alignment with the IDP as the main mechanism for scoring is that: (a) there are many proposed projects so the approach would not necessarily screen them out on a priority or impact basis; and (b) all the most critical were not necessarily brought forward to the Strategic CIL application round.

The 2017 adopted Maidstone Borough Local Plan sets the framework for development in the Borough until 2031 with the aim to provide about 18,000 homes. With a detailed evidence base, extensive consultation, and political sign off, the Local Plan gives a somewhat stronger basis on

where to consider Strategic CIL investments. This can be to support growth and provide additional social infrastructure where there are identified housing allocations.

The 66 housing sites in the Local Plan can accommodate 8,409 homes with a spatial focus on development to the north west and south east of Maidstone including four strategic locations (see key diagram below). Other key locations for development are Maidstone Town Centre, Invicta Park Barracks and Lenham.

Diagram 1. Local Plan Key Diagram



In an era of high and fast-moving cost inflation pressures, there is an increased need to be mindful of the risks for projects without a clear and certain programme or limited project detail. Conversely, projects with an imminent start date or are underway with a confirmed delivery programme generally have a reduced delivery and cost risks.

In addition, projects with the most up to date cost information - ideally from recently tendered prices in line with the HMT Green Book requirements of a Full Business Case - pose less of a cost risk in the future.

Finally, projects with all or very high levels of match funding in place – used as proxy of Value for Money (VfM) by MBC – have lower funding delivery risks. Where this match is significant (say 50% or more) these projects show the benefits of financial leverage enabling MBC funds to go further.

5. Moderation – Independent Assessment of Projects for Funding

This section provides independent recommendations on the projects that could be selected for funding. These are presented in four categories:

- **GREEN** – Well-developed projects that should be considered for Strategic CIL Funding as grant and/or loan packages.
- **AMBER** – Strong potential for funding in the short term with further work on the proposal, more certainty and/or receipts of match funding and when the delivery timeframe is certain to reduce delivery risks.
- **YELLOW** – Moderate potential for funding in the longer term with further work on the proposal, more certainty and/or receipts of match funding and when the delivery timeframe is more imminent to reduce delivery risks. These projects need more development compared to the AMBER category.
- **RED** – Less well-developed projects that should not progress without significantly more additional work or should be considered for funding from other sources such as Neighbourhood CIL.

Our independent assessment and moderation, which takes a greater account of the Local Plan housing delivery focus and considering where the match funding is very well developed, suggests the following breakdown of the Strategic CIL applications:

GREEN (Four Projects) – Projects to be Considered for Funding (MBC Internal Scoring 54-108)

Project 18¹. Kent County Council (KCC) Transport M20 J7 Upgrade - £4,822,469 (as recoverable loan in revolving fund) and £1,799,141 (as a CIL grant).

Project 12. KCC Transport A229 Linton Crossroads Improvements - £1,232,000 (CIL grant)

Project 21. MBC Redevelopment of Heather House Community Centre (Parkwood) - £956,420 (CIL grant)

Project 1. St Faiths Centre - £200,000 (CIL grant)

These comprise the two highest scoring transport projects when ranked by MBC's internal assessment (both ranked critical in the IDP) and two projects which involve the provision of additional community facilities in areas of high housing growth with strong policy support. Further details are provided in the table below.

Total costs = £9,010,030 with £4,822,469 as recoverable CIL "loan" in revolving fund and £4,187,561 as CIL grant.

¹ Project ID numbers as per the table in the Appendix.

Current available CIL and Revolving Fund budget £9.281 million

For the M20 J7 project, the total scheme costs are £6,621,610 and the eventual S106 receipts to MBC will be £4,822,469 leaving a funding gap of £1,799,141.

MBC propose to "loan" the S106 value of £4,822,469 to KCC on a zero interest non-repayable basis but MBC will then recover the full amount from the S106 payments that MBC will receive from the developments linked to the scheme in the future. MBC has set aside up to £5 million of their capital funds to support this approach.

As these funds are recovered, they can then be used again on other key local infrastructure projects to support future growth as a form of revolving fund. In addition MBC will make a CIL grant of £1,799,141 to support the project.

AMBER (Five Projects) – Projects with strong potential for funding in the short term (MBC Internal Scoring 64 – 84)

Project 9. SECAMB Vehicle Preparation Scheme

Project 11. KCC Education Maidstone Grammar School

Project 13. KCC Transport Hermitage

Project 15. NHS Kent and Medway – Extension of Shepway Medical Centre

Project 22. Lenham Nursery School

YELLOW (Five Projects) - Projects with moderate potential for funding in the longer term (MBC Internal Scoring 44-51)

Project 5. Staplehurst Parish Council Sports Pitch

Project 10. MBC Parks Activation (Cycling and Wheeled Sports)

Project 14. MBC Maidstone Riverside Light Walk

Project 16. EA Headcorn Flood Alleviation Scheme

Project 17. KCC Transport Improvements at M2 J3 A229 & M20 J6

RED (Eight Projects) – Projects which should not progress for Strategic CIL funding (MBC Internal Scoring 0-42)

Project 2. Mote Cricket Club

Project 3. Lenham Public Toilets

Project 4. Staplehurst Parish Council Highway Works

Project 6. Staplehurst PC Youth Club Toilets

Project 7 Staplehurst Community Centre

Project 8. Staplehurst Parish Council Display Screen – Non-compliant as not infrastructure.

Project 19. KCC Transport Demand Responsive Transport (DRT)

Project 20. Staplehurst Golf Club Improvements

Further details are provided in the Appendix.

Table 4. Projects Ranked “Green” in Moderation

Further details of the projects suggested for potential funding are given below.

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
18	KCC Transport - M20 J7 Upgrade	£5,559,181 / £6,621,610	The proposal is to improve the capacity of the M20 Junction 7 (intersection between the M20 and the A249, and part of the Major Road Network (MRN)). The works are currently estimated to cost £6,621,610 based on estimates at Quarter 3 2022/23 FY and allowing for inflation over the construction period to early 2025. CIL application asks for £5.559 million with £1,062,429 coming from private S106 contributions already secured by KCC.	89/145. Strong policy alignment (LP, IDP) and local support. Identified benefits and public consultation supportive. Delivery by Jan 2025. BCR 20:1. Further clarity needed on S106 contributions. Land owner is KCC. KCC and National Highways revenue costs in the future. Permitted development so lower risk. Potential for mix of grant and loan in advance of future S106 receipts. Various development sites linked to this project are sources of S106/CIL.	Agree. In IDP (HTJ72). BCR while very high at 20:1 is good but may need checking. Up to 84% of costs being requested through CIL. Unsuccessful with LUF R2 bid. Confirm that the programme and costs are still current. Proposed “loan” basis does allow recovery of monies to fund other future projects.	GREEN
12	KCC Transport A229 Linton Crossroads Junction	£1,232,000 / £2,071,392	Widening of junction to include additional lanes on 3 approaches, upgrading traffic signals and improved pedestrian crossings. The total cost of the project is £2,071,392 (including construction costs of £1,182,070).	108/145. Strong policy alignment (LP, IDP) and local support. Detailed costs and all match in place. Land owner agreement. Range of transport benefits. Supporting	Agree. In IDP (HTC1) – Rated critical. Can be delivered Q4 2023. Confirm that the programme and costs are still current.	GREEN

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
	Improvement.		The applicant is seeking £1,232,000 of CIL funding with additional funding of £846,557 coming from S106 developer contributions	documents. KCC revenue costs in the future.		
21	MBC- Redevelopment of Heather House Community Centre (Parkwood)	£956,420 / £1,771,101	Demolition of existing Heather House Community Centre and construction of a new replacement Community Centre, with associated landscaping and parking. The total estimated scheme cost for the new community centre is £1,771,101 with additional funding of £814,681 coming from the income generated from the residential housing development on the site.	54/145. Some policy support (LP) and scheme submitted to IDP update (May 2022). Some benefits and local community support. Delivery July 2024. Planning secured (Nov 2022). Requires management organisation for the future. £100K grant secured. Match from income/subsidy from the residential housing (Pavilion Building) is £814,681.	Recommend could be funded. Appears an advanced project with 54% funding from identified other sources. Supports an area of relative deprivation and an area of recent growth (SE Maidstone) and supports additional amenity provision after population growth. Local Plan alignment. Confirm that the programme and costs are still current. Confirm contractor position.	GREEN
1	St Faiths Centre	£200,000 / £1.863 million	Demolition of an existing hall and vicarage and building a specifically designed and purpose made community centre. Funding to cover escalating construction costs. Started Oct 2021. The overall project will cost	61/145. Supports Local Plan objectives (increase provision), other finance in place (including S106), no planning consent required.	Advanced project and therefore deliverable in 2023 subject to addressing cost inflation challenges. Area of relative deprivation. Area of recent growth (Maidstone TC) and supports additional amenity provision after	GREEN

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	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
			<p>£1,863,000 and a CIL bid has been sought for £200,000 which is just over 10% of the project total. Other funding has been raised totalling £1,574,000 from S106 contributions, sale of assets, Grants and Awards leaving a shortfall of £289,000 which if the bid is successful would leave £89,000 which would be sought from further grants and interest-free loans.</p>		<p>population growth. Local Plan alignment. Confirm that the programme and costs are still current.</p>	

6. Recommendations and Next Steps

This section provides some recommendations for future CIL rounds on the basis of this independent review.

- Consider producing a cohort of critical IDP projects that align with likely Strategic CIL budgets which will have the biggest impact on growth.
- Do some additional communications and promotional activity with the project promoters of the most critical projects where you would welcome Strategic CIL bids so these can be brought forward.
- Consider a pass/fail question for alignment with IDP elements and Local Plan key growth locations and policies to screen out bids at an early stage.
- Assessment of VfM would be improved with some output metrics (unit costs) and outcomes / impacts (e.g. number of houses, residents supported, jobs/GVA) as currently just based on costs and match funding.
- Consider having a screening question for the minimum size of project (>£500K) and minimum level of match funding (say 30%-50%) with immediate referral of smaller projects to Neighbourhood CIL funds.



Appendices

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Appendix 1 – Turley RAG Moderation Scoring of Projects

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
1	St Faiths Centre	£200,000 / £1.863 million	Demolition of an existing hall and vicarage and building a specifically designed and purpose made community centre. Funding to cover escalating construction costs. Started Oct 2021.	61/145. Supports Local Plan objectives (increase provision), other finance in place (including S106), no planning consent required.	Advanced project and therefore deliverable in 2023 subject to addressing cost inflation challenges. Area of relative deprivation. Area of recent growth (Maidstone TC) and supports additional amenity provision after population growth. Local Plan	GREEN Potential to Fund
2	Mote Cricket Club	Not provided	Replacement of pavilion and squash club (linked to required residential development).	13/145. Does not align with IDP, limited information, no financial information and requires planning consent.	Agree. Does not delivery IDP objectives and longer term delivery timescale.	RED Unsuccessful
3	Lenham Public Toilets	£115,138 / £115,138.	Complete refurbishment of the existing (life expired) public toilets in the centre of Lenham including provision of currently unavailable accessible facilities.	39/145. Does align with Local Plan. Councillor support. Needs permitted development.	Agree. Not started but deliverable in a 12 week programme. Not an IDP project. No match funding.	RED Unsuccessful. Neighbourhood CIL

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
4	Staplehurst Parish Council Highway works	£10,000 / £100,000	Road crossing and Bus stop improvements on Cranbrook Road. To install a Puffin Crossing, Bus stop waiting area and footpath.	29/145. Support by Local Plan, highways strategy and IDP (HTS1). No match funding evidence or cost breakdown. Two years away from delivery.	Agree. Early stage project. Relatively small investment and 10% of funds.	RED. In IDP. Potential to Resubmit with a funded delivery plan. Local CIL?
5	Staplehurst Parish Council Sports Pitch	£100,000 / £1,000,000	To install a 3G sports Pitch for Staplehurst and surrounding areas.	49/145. Links to neighbourhood plan but not IDP. Little detail of VfM. Further confirmation of finance required. Planning consent required. 2 years away from delivery.	Agree. Needs to show other funding is in place as CIL is just 10%. Provide more quantitative evidence of needs and impacts.	YELLOW. Align with LP/IDP and provide a funded delivery plan
6	Staplehurst PC Youth Club Toilets	£12,800 / £16,000	To install new toilet and accessible toilet in the Youth Club building.	24/145. Links to neighbourhood plan but not IDP. Little detail of VfM or finance. 6-8 weeks to complete.	Agree. Small project with no link to IDP. Small impacts.	RED. Unsuccessful. Neighbourhood CIL
7	Staplehurst Community Centre	£400,000 / £1,000,000 (2019 prices)	Redevelopment of Staplehurst Community Centre.	37/145. No direct link to Local Plan or IDP. 60% of finance still required. Planning consent required. 3 years away from completion.	Agree. Not currently costed. Little detail of need and impacts.	RED. Further development work and a detailed and funded delivery plan

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
8	Staplehurst Parish Council - Display Screen	£6,000	Outdoor digital display signage.	0/145. Rejected as not infrastructure	Agreed.	RED Non-Compliant
9	SECAMB- Vehicle prep scheme	£500,000+ / £8,220,000	Paddock Wood Make Ready Centre (MRC) was opened in 2011. It is in a converted leased building and now at operational capacity and in a sub-optimal location. A larger site on the outskirts of Maidstone with better access to the M20 is now being sought.	64/145. Support Local Plan and IDP. Planning not secured but track record of delivery in the last. Delivery in March 2026 (current lease ends).	In IDP (PS10). Establish match funding position (in capital plan). Better scale of project in area of critical need?	AMBER Further detail on match funding when delivery imminent.
10	MBC Parks Activation – Cycling and Wheeled sports Mote Park & South Park	£1,180,000 / £1,180,000	Create: (1) new multi-use routes through Mote Park for pedestrians, joggers and cycling; and (2) wheeled sports facilities such as pump track, skate parks.	44/145. Supports Local Plan and other strategy. Supports active modes. Limited costs and no match funding. 30 months to deliver and some experience. Revenue funding agreed.	Agree. MBC could check whether in IDP and level of funding leverage.	YELLOW Further financial detail and match funding

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
11	KCC Maidstone Grammar School	£4,519,310 / £8,986,481	To meet the demand for Year 7 girls' selective places in the Maidstone and Malling Planning Group, KCC propose to expand the Maidstone Grammar School for Girls by 1 FE, increasing its PAN from 180 to 210 from September 2023.	74/145. In Local Plan but not in IDP. Construction by Sept 2023. Expands education. Carbon neutral building Request for 50% of costs.	MBC to check whether in IDP and seek more detail on costs. Additionality seems unclear. Additional spend on tourism centre for air raid shelters could just be on education.	AMBER Further develop financial and cost case.
12	KCC Linton Crossroads	£1,232,000 / £2,071,392	A229 Linton Crossroads Junction Improvement. Widening of junction to include additional lanes on 3 approaches, upgrading traffic signals and improved pedestrian crossings.	108/145. Strong policy alignment and local support. Detailed costs and all match in place. Land owner agreement. Range of transport benefits. Supporting documents. KCC revenue costs in the future.	Agree. In IDP (HTC1) – Rated critical. Can be delivered Q4 2023	GREEN Potential to Fund
13	KCC Hermitage Lane	£223,550 / £404,550	Provision of a shared footway/cycleway adjacent to Hermitage Lane between Hermitage Park Development and Maidstone Hospital entrance.	74/145. Good policy alignment and local support. Detailed costs and programme. No land or planning consent issues. Supporting documents. KCC revenue costs in the future.	In IDP (HTNW10) – Essential. Can be delivered for March 2024.	AMBER Additional match funding detail

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
14	MBC Maidstone Riverside Light Walk	£500,000 / £2.7-£4.7 million	Improvements to the public realm to increase connectivity from Maidstone Town Centre to the Lockmeadow entertainment complex and Maidstone Riverside.	49/145. Some policy and local support. Not in IDP. No detailed costs. Not all match in place. Two years to deliver. Planning probably not required.	Agree. MBC to confirm if in IDP. Cost range very wide. Not all match in place.	YELLOW Needs further development
15	NHS Kent & Medway - Extension of Shepway Medical Centre	£498,000 / £1,804,363	To carry out a reconfiguration of the first floor to provide additional consulting rooms and to add an extra storey to the premises to provide extra operational capacity.	84/145. Good policy alignment and local support in area of need. Costs and programme. Planning consent required. Delivery by July 2024. £25K match from S106 but rest yet to be agreed. Private sector applicant.	In IDP (HPU12). All funding not in place and planning required. Expensive for a refit – MBC to obtain QS review. Tendered costs in April 2023.	AMBER Further detail on cost and match funding
16	EA Headcorn Flood Alleviation Scheme	£300,000 / £1,050,000	A flood alleviation scheme to mitigate the risks of flooding to properties (99), primary school and businesses that are currently at risk of flooding.	46/145. Good policy alignment but community support not yet achieved. Match funding not in place (FDGiA). No programme of works. Delivery between 2024 and 2026.	Agreed. In IDP (FP2). Need more certainty on match funding and programme.	YELLOW Develop programme and secure match funding
17	KCC Transport-Improvements at M2	£5,000,000 / £230,000,000	Blue Bell Hill A229. Improvements at M2 J3 A229 southbound	51/145. Strong Local Plan alignment but not in IDP. Journey time savings supported by TAG VfM calculations (BCR	Agreed. Very large project. One of the few projects with VfM. Need more certainty on KCC £35 million	YELLOW Develop further and secure match funding.

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
	J3 A229 & M20 J6		widening and improvements to the M20 J6.	2:1). Public consultation supportive. 85% of match from other sources but not yet secured. Dec 2028 delivery. Planning application (not DCO) and CPO required. Revenue covered by KCC and National Highways.	of match and LLM application. Detailed design starts in Nov 2024.	
18	KCC Transport - M20 J7 Upgrade	£5,559,181 / £6,621,610	The proposal is to improve the capacity of the M20 Junction 7 (intersection between the M20 and the A249, and part of the Major Road Network (MRN)). The works are currently estimated to cost £6,621,610 based on estimates at Quarter 3 2022/23 FY and allowing for inflation over the construction period to early 2025. CIL application asks for £5.559 million with £1,062,429 coming from private S106 contributions already secured by KCC.	89/145. Strong policy alignment (LP, IDP) and local support. Identified benefits and public consultation supportive. Delivery by Jan 2025. BCR 20:1. Further clarity needed on S106 contributions. Land owner is KCC. KCC and National Highways revenue costs in the future. Permitted development so lower risk. Potential for mix of grant and loan in advance of future S106 receipts. Various development sites linked to this project are sources of S106/CIL.	Agree. In IDP (HTJ72). BCR while very high at 20:1 is good but may need checking. Up to 84% of costs being requested through CIL. Unsuccessful with LUF R2 bid. Confirm that the programme and costs are still current. Loan basis does allow recovery of monies to fund other future infrastructure projects.	GREEN Potential to Fund

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
19	KCC - Maidstone Demand Responsive Transport (DRT)	£1,800,000 / £1,800,000	DRT service for the South Maidstone area to complement/replace existing bus routes. For the villages of Hunton, Yalding, Marden and Goudhurst with Maidstone Town Centre. Includes a back-office system which allows passengers to look at the transport options available and book tickets. Funding for the back-office system is being sought via the KCC Bus Service Improvement Plan with an indicative award having been made. Potential for low emission vehicles.	42/145. Good policy alignment and indirect links to IDP. Reasonable benefits and support from public consultation. Delivery in 2024. No costs or match funding in place. CIL is 100% of operational costs (3 buses for 36 months). Potential £80K for back office from DfT.	Indirect links to IDP (bus interventions). Needs TAG compliant business case. Future budgets for service? Depends on back office system first (IT risks). Check whether this is revenue spend for operations?	RED Needs full TAG business case and match funding.
20	Staplehurst Golf Club Improvements	£126,079.80	To install new toilet/accessibile toilet to the Golf Club, with power & improvements.	24/145. Limited policy alignment and benefits. Limited detailed on costs, programme and risks.	Agree	RED Needs further development
21	MBC- Redevelopment of Heather House	£956,420 / £1,771,101	Demolition of existing Heather House Community Centre and construction of a new replacement Community Centre,	54/145. Some policy support and scheme submitted to IDP update (May 2022). Some benefits and local community support. Delivery July 2024.	Recommend could be funded. Appears an advanced project with 54% funding from identified other sources. Supports an area of relative deprivation and an area of	GREEN Potential to Fund

	Project	Grant Request / Cost	Summary	Scoring by MBC	Moderation by Turley	RAG / Recommendation
	Community Centre (Parkwood)		with associated landscaping and parking.	Planning secured in Nov 2022. . Requires management organisation for the future. £100K grant secured. Match from income/subsidy from the residential housing (Pavilion Building) is £814,681.	recent growth (SE Maidstone) and supports additional amenity provision after population growth. Local Plan alignment. Confirm contractor procurement.	
22	Lenham Nursery School	£450,000 / £899,950	To construct a 52 child Nursery School that will serve the Parish of Lenham. Population is expected to double 2021 to 2031. Application was granted permission on 2nd December 2021, at the Allotment site on land owned by Lenham Parish Council, 1a High Street Lenham, Kent ME17 2QD.	67/145. In Parish Plan but not IDP. Aug 2024 delivery. £10K raised. Benefits for early education for disadvantaged pupil and their families. Local support. Planning permission granted. Top level costs provided.	Relatively low risk. Demand arising from increased residential development. Well-developed bid. 50% grant request. Further evidence of timing of match funding?	AMBER Provide evidence of match funding

APPENDIX 2: Officers Appraisal

CIL Strategic Bids 2022

PROJECT	Amount Requested	Delivering Growth (45)			Environment (10)	Community Support (30)		Project Cost (25)			Deliverability (35)			Project Score /145
		Will the project contribute towards the delivery of the adopted/emerging Local Plan?	What is the status of the project in the Infrastructure Delivery Plan (IDP)?	Does the project link to the Maidstone Borough Council Corporate Strategy?	Does the project support the aims and targets of the Council's Biodiversity Climate Change Strategy?	Is there evidence of a public benefit of the project?	Is there evidence that the local community support the project?	Is the project value for money (VfM)? (Considering comparison of quotes provided, costs against benchmark costs, potential benefits and outcomes for the borough, alternative funding sources available and the need for CIL, the added value which CIL could bring to the scheme.)	Does the project have or unlock additional funding from other sources (e.g., grants or matchfunding)?	If the project has or unlocks funding from other sources, what is the status of this funding?	What evidence is there to suggest the project is deliverable? (Consider feasibility; if planning permission would be required; what type of bid is the project, e.g. feasibility, preliminary works, or project; is there a project plan which includes timetabling and resources; what measures have been explored to minimise the risk of the project not being delivered.)	What is the delivery timescale for the project?	Have details been given as to how on-going maintenance will be provided for and the identification of the responsible party for the maintenance?	
St Faiths Centre	£200,000	0	0	5	5	5	0	5	10	5	15	6	5	61
Mote Cricket Club	Not Specified	0	0	5	0	0	0	0	0	3	0	0	5	13
Lenham Public Toilets	£115,138	0	0	5	5	5	0	3	0	0	5	6	10	39
Staplehurst Parish Council Highway works	£10,000	0	0	5	5	0	5	3	0	0	0	6	5	29
Staplehurst Parish Council Sports Pitch	£100,000	5	0	5	5	5	5	3	7	3	0	6	5	49

Staplehurst PC Youth Club Toilets	£12,800	0	0	5	0	5	0	3	0	0	0	6	5	24
Staplehurst Community Centre	£400,000	0	0	5	0	5	0	3	3	5	5	6	5	37
Staplehurst Parish Council – Display Screen	£6,000													NOT INFRASTRUCTURE
SECAMB- Vehicle prep scheme	£500,000+	0	15	5	5	10	0	3	7	3	5	6	5	64
MBC Parks Activation – Cycling and Wheeled sports Mote Park & South Park	£1,180,000	0	0	5	10	5	0	3	0	0	5	6	10	44
KCC Maidstone Grammar School	£4,519,310	10	0	10	5	5	10	3	7	3	5	6	10	74
KCC Linton Crossroads	£1,232,000	15	20	10	5	5	10	7	5	5	10	6	10	108
KCC Hermitage Lane	£223,550	15	15	5	5	5	0	5	0	3	5	6	10	74
MBC Maidstone Riverside Light Walk	£500,000	5	0	5	5	5	0	5	0	3	5	6	10	49
NHSKM - Extension of Shepway Medical Centre	£498,000	10	15	10	5	5	0	5	10	3	5	6	10	84
EA Headcorn Flood Alleviation Scheme	£300,000	0	10	5	5	5	0	5	0	0	5	6	5	46
KCC Transport-Improvements at M2 J3 A229 & M20 J6	£5,000,000	0	0	5	0	5	5	5	10	3	5	3	10	51
KCC Transport -M20 J7 Upgrade	£5,559,181	15	20	10	0	5	5	5	5	3	5	6	10	89

KCC - Maidstone Demand Responsive Transport (DRT)	£1,800,000	0	0	5	5	5	5	5	3	3	5	6	0	42
Staplehurst Golf Club Improvements	£126,079.80	0	0	5	0	0	0	3	0	0	5	6	5	24
MBC- Redevelopment of Heather House Community Centre (Parkwood)	£956,420	5	0	5	5	5	5	5	3	5	5	6	5	54
Lenham Nursery School	£450,000	10	0	10	5	5	10	5	3	3	5	6	5	67
Total Requested	£23,682,478													

APPENDIX 3:

CIL Steering Group Meetings Dates

2020
11 June @12pm
15 June @2pm
26 June @12pm
14 September @3.30
2021
20 January @11am
17 March @11am
25 May @11am
26 July @3.30pm
15 September @11am
2022
31 January @12pm
9 August @4pm
23 August @11am
13 December @4pm
2023
19 January @12pm (with Turleys)
25 April @ 12pm