

PLANNING, INFRASTRUCTURE AND ECONOMIC DEVELOPMENT POLICY ADVISORY COMMITTEE MEETING

Date: Wednesday 8 November 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, Spooner 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. Disclosures of Lobbying	
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information	
8. Minutes of the Meeting held on 4 October 2023	1 - 3
9. Forward Plan Relating to the Committee's Terms of Reference	4 - 7
10. Financial Update & Performance Monitoring Report	8 - 29
11. Consideration of works to amalgamate and extend Medway Street Car Park	30 - 37
12. Sutton Valence Conservation Area - Proposed Extension	38 - 52

Issued on Tuesday 31 October 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 6 November 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 WEDNESDAY 4 OCTOBER 2023

Attendees:

Committee Members:	Councillor Mrs Blackmore (Chairman), Cleator, Conyard, Mrs Grigg, Jones, Kimmance, McKenna, Spooner and Trzebinski
Cabinet Members:	Councillor Cooper, Cabinet Member for Planning, Infrastructure and Economic Development

58. APOLOGIES OF ABSENCE

There were no apologies.

59. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

60. URGENT ITEMS

The Chairman stated that Item 11 - Response to Medway Local Plan 20223 – 2040 Regulation 18 Consultation would be taken as an urgent item because the Item had been provided to the Committee after the publication date.

61. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

62. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

63. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

64. EXEMPT ITEMS

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

65. MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2023

RESOLVED: That the Minutes of the meeting held on 18 September 2023 be approved as a correct record and signed, subject to changing the following text in Minute 51, to read:

“Councillor Jones disclosed that she was a former member of the Against Lidsing Garden Development working group for Item 10 – Maidstone Local Plan Review: Proposed Main Modifications and Minor Changes, having resigned following her election to the Council.”

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

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

67. LEVELLING-UP AND REGENERATION BILL: CONSULTATION ON IMPLEMENTATION OF PLAN-MAKING REFORMS

The Cabinet Member for Planning, Infrastructure and Economic Development introduced the report and stated that the government was consulting on the Levelling Up and Regeneration Bill which related to plan making and that the council had until 18 October 2023 to respond. The consultation involved 15 chapters and 43 questions on the changes proposed including: planning content and evidence, speeding up the plan making process, better engagement and digital technology.

The Committee agreed that the consultation response was appropriate but asked whether a proposal to shorten the process of plan making to 30 months was practical.

In response the Strategic Planning Manager stated that the Council would have to give notice when the 30 month time frame would start and that the government was intending to clarify that the start of the plan making process would not be included in the time frame.

RESOLVED to RECOMMEND to the CABINET MEMBER:

That the proposed response to the consultation at Appendix 1 of the report be approved.

68. RESPONSE TO MEDWAY COUNCIL LOCAL PLAN 2022-2040 REGULATION 18 CONSULTATION

The Cabinet Member for Planning, Infrastructure and Economic Development introduced the report and stated that Medway Council was preparing a new Local Plan and that included consulting on the vision and strategic objectives of the new Local Plan. Medway Council had also identified four categories of locations for growth and that it estimated 28,339 homes would be required in the unitary district until 2040 to meet its local housing need. The proposed response highlighted which growth locations impacted Maidstone the greatest, including matters related to transport and infrastructure, and the lack of reference to the needs of gypsies, travellers and travelling showpeople.

The Committee agreed that the consultation response outlined in Appendix 1 of the report was acceptable for this stage of the process, but questioned why Medway Council’s Local Plan included a need for employment land until 2037 and not 2040.

The Principal Planning Officer stated that Medway Council's evidence base for their employment land assessment ran until 2037 and that the authority would potentially need to extend their evidence base into the future to reach 2040.

RESOLVED to RECOMMEND to the CABINET MEMBER:

That Maidstone Borough Council's response to the Medway Local Plan Regulation 18 consultation, attached as Appendix 1 to this report, is submitted to Medway Council, ahead of the 31st October 2023 deadline.

69. DURATION OF MEETING

6:30 p.m. to 6:52 p.m.

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 OCTOBER 2023 TO 31 JANUARY 2024

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>↵ 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.

or

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
Sutton Valence Conservation Area – Proposed Extension	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	9 Nov 2023	No	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 8 Nov 2023	Sutton Valence Conservation Area – Proposed Extension	Janice Gooch janicegooch@maidstone.gov.uk
Consideration of a proposal to extend and improvement works to Medway street carpark 📍	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	9 Nov 2023	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 8 Nov 2023	Consideration of a proposal to extend and improvement works to Medway street carpark	Katie Exon Head of Property and Leisure katieexon@maidstone.gov.uk
Statement of Common Ground - Lower Thames Crossing To formally agree a draft Statement of Common Ground between Maidstone Borough Council and National Highways regarding the Lower Thames Crossing	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Statement of Common Ground - Lower Thames Crossing	Erik Nilsen ErikNilsen@Maidstone.gov.uk

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
<p>Town Centre Strategy - Update</p> <p>A report on the next stage of the Town Centre Strategy</p> <p>7</p>	Cabinet	Leader of the Council	20 Dec 2023	No	No Open		Town Centre Strategy - Consultation Report	<p>Karen Britton, Alison Broom</p> <p>karenbritton@maidstone.gov.uk, alisonbroom@maidstone.gov.uk</p>

Agenda Item 10

PLANNING, INFRASTRUCTURE & ECONOMIC DEVELOPMENT POLICY ADVISORY COMMITTEE **8 November 2023**

2nd Quarter Finance Update & Performance Monitoring Report 2023/24

Timetable	
Meeting	Date
Planning, Infrastructure & Economic Development Policy Advisory Committee	8 November 2023
Cabinet Meeting	22 November 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 Information Analyst
Classification	Public
Wards affected	All

Executive Summary

This report sets out the 2023/24 financial and performance position for the services reporting into the Planning, Infrastructure & Economic Development Policy Advisory Committee (PIED PAC) as at 30th September 2023 (Quarter 2). The primary focus is on:

- The 2023/24 Revenue and Capital budgets; and
- The 2023/24 Key Performance Indicators (KPIs) that relate to the delivery of the Strategic Plan 2019-2045.

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

Budget Monitoring

Overall net expenditure at the end of Quarter 2 for the services reporting to PIED PAC is £0.868m, compared to the approved profiled budget of £0.760m, representing an overspend of £0.108m.

Capital expenditure at the end of Quarter 2 for PIED PAC was zero against a total budget of £0.656m.

Performance Monitoring

57.1% (4 of 7) the targetable quarterly KPIs reportable to this Committee achieved their Quarter 2 target.

Recovery & Renewal Update

A number of actions across the three areas of focus in the Recovery and Renewal Action have now been completed. This is shown in the update at Appendix 3.

UK Shared Prosperity Fund Update

An update on progress made against schemes using this funding is shown at Appendix 4.

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 30th September 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 2 for 2023/24, including the actions being taken or proposed to improve the position, where significant variances have been identified, be noted;
2. That the Capital position at the end of Quarter 2 for 2023/24 be noted;
3. That the Performance position as at Quarter 2 for 2023/24, including the actions being taken or proposed to improve the position, where significant issues have been identified, be noted.
4. That the Recovery & Renewal Update, attached at Appendix 3 be noted.
5. That the UK Shared Prosperity Fund update, attached at Appendix 4 be noted.

2nd Quarter Finance Update & Performance Monitoring Report 2023/24

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.</p>	Senior Finance Manager (Client)

	The financial implications of any proposed changes are also identified and taken into account in the Council's Medium-Term Financial Strategy and associated annual budget setting process. Performance issues are highlighted as part of the budget monitoring reporting process.	
Staffing	<p>The budget for staffing represents a significant proportion of the direct spend of the Council and is carefully monitored. Any issues in relation to employee costs will be raised in this and future monitoring reports.</p> <p>Having a clear set of performance targets enables staff outcomes/objectives to be set and effective action plans to be put in place.</p>	Director of Finance, Resources and Business Improvement (Section 151 Officer)
Legal	<p>The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables the Committee to remain aware of issues and the process to be taken to maintain a balanced budget.</p> <p>There is no statutory duty to report regularly on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. One of the purposes of the Key Performance Indicators is to facilitate the improvement of the economy, efficiency and effectiveness of Council services. Regular reports on Council performance help to demonstrate best value and compliance with the statutory duty.</p>	Interim Team Leader (Contentious and Corporate Governance) MKLS
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	There is no impact on Equalities as a result of the recommendations in this report. An EqIA would be carried out as part of a	Equalities and Communities Officer

	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 2023/24 to 2027/28 - including the budget for 2023/24 - was approved by full Council on 22nd February 2023. 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 The financial position for PIED needs to be considered within context of the overall financial position for Maidstone. Currently there is a forecast overspend that will need to be managed over the rest of the year to come back within budget. We know this may fluctuate as demand as costs settle during the year. The PIED PAC will need to consider any actions it may need to take to ensure it manages within its controllable budgets.
- 2.3 Attached at Appendix 1 is a report setting out the revenue and capital spending position at the Quarter 2 stage. Overall net expenditure at the end of Quarter 2 for the services reporting to PIED PAC is £0.868m compared to the approved profiled budget of £0.760m, representing an overspend of

£0.108m. Capital expenditure at the end of Quarter 2 for PIED PAC was zero against a total budget of £0.656m. There are a number of significant variances that are currently forecast by the end of the year, and these are detailed in Appendix 1.

- 2.4 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.
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3. AVAILABLE OPTIONS

- 3.1 The Committee is asked to note the contents but may choose to comment.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 In considering the current position on the Revenue budget, the Capital Programme, and the KPIs at the end of September 2023, the Committee can choose to note this information or could choose to comment.
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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 2023/24. The budget is set against a continuing backdrop of limited resources and the continuation of a difficult economic climate. 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 Cabinet 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".
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7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The Quarter 2 Budget & Performance Monitoring reports are being considered by the relevant Policy Advisory Committees during November 2023.
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8. REPORT APPENDICES

- Appendix 1: Second Quarter Budget Monitoring 2023/24
 - Appendix 2: Second Quarter Performance Monitoring 2023/24
 - Appendix 3: Recovery & Renewal Update 2023/24
 - Appendix 4: UK Shared Prosperity Fund Update 2023/24
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9. BACKGROUND PAPERS

None.

APPENDIX 1 – SECOND QUARTER BUDGET MONITORING

Contents

Part A: Second Quarter Revenue Budget 2023/24

- A1) Revenue Budget
- A2) Significant Variances

Part B: Second Quarter Capital Budget 2023/24

- B1) Capital Budget
- B2) Significant Variances

Part A - Second Quarter Revenue Budget 2023/24

A1) Revenue Budget: Planning, Infrastructure & Economic Development (PIED) PAC

- A2.1 The table below provides a detailed summary of the budgeted net expenditure position for the services reporting directly into PIED PAC at the end of Quarter 2. The financial figures are presented on an accruals basis (i.e. expenditure for goods and services received, but not yet paid for, is included).
- A2.2 This table now shows the variance split between expenditure and income to give more of an insight into the nature of the variance.

PIED Revenue Budget: NET EXPENDITURE (@ 2nd Quarter 2023/24)

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Planning & Economic Development								
Building Regulations Chargeable	-395	-209	-220	22	-12	11	-395	0
Building Control	-1	-1	-3		3	3	-1	0
Development Control Advice	-293	-146	-81	-3	-62	-65	-218	-75
Development Control Appeals	138	63	47	16	0	16	138	0
Development Control Majors	-557	-282	-67	-5	-210	-215	-407	-150
Development Control - Other	-772	-387	-390	-38	40	2	-772	0
Development Control Enforcement	75	18	41	-24	2	-23	75	0
Planning Policy	604	305	280	15	10	25	604	0
Neighbourhood Planning	-20	-20	-20		0	0	-20	0
Conservation	-11	-8	0	0	-8	-8	-11	0
Innovation Centre	-36	20	106	-66	-20	-86	-36	0
Business Support & Enterprise	17	17	17	-0		-0	17	0
Business Terrace - Incubator Units	98	82	89	-1	-6	-8	98	0
Business Terrace - 1st Floor MH	-31	22	75	-18	-35	-53	69	-100
Economic Dev - Promotion & Marketing	94	90	109	-19	-0	-19	94	0
Land Charges	-263	-130	-111	8	-27	-19	-263	0
Environment Improvements	42	38	39	-1		-1	83	-41
Name Plates & Notices	20	10	15	-5		-5	20	0
Spatial Policy Planning Section	434	255	258	-3		-3	434	0
Head of Planning and Development	117	59	65	-6		-6	117	0
Building Surveying Section	525	261	225	35	1	36	525	0
Economic Development Section	85	51	15	35	0	35	85	0
Mid Kent Planning Support Service	358	178	145	56	-22	33	317	40
Heritage Landscape and Design Section	356	178	135	43		43	356	0
Innovation Centre Section	217	138	137	1	0	1	217	0
CIL Management Section	13	7	1	6	-0	6	13	0
Mid Kent Local Land Charges Section	89	45	34	49	-39	10	64	25
Development Management Section – Majors	244	122	93	28		28	244	0
Development Management Section – Others	1,166	583	584	-1		-1	1,166	0
Head of Spatial Planning and Economic Develop	124	62	51	10		10	124	0
Salary Slippage	-175	-88	0	-88		-88	-175	0
Sub-Total: Planning & Economic Development	2,262	1,332	1,670	48	-386	-338	2,562	-300

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Parking Services								
On Street Parking	-308	-145	-186	13	29	41	-360	52
Residents Parking	-197	-115	-136	4	17	21	-197	0
Pay & Display Car Parks	-1,329	-521	-506	-20	5	-15	-1,329	0
Non Paying Car Parks	15	12	-1	13	0	13	15	0
Off Street Parking - Enforcement	-93	-42	-48	5	1	6	-93	0
Mote Park Pay & Display	-194	-115	-134	4	15	19	-194	0
Sandling Road Car Park	-1	-0	-28	24	4	28	-57	56
Park & Ride	109	91	-1	89	4	93	9	100
Other Transport Services	-3	-1	-16	14	1	14	-3	0
Parking Services Section	413	265	254	10	0	10	413	0
Sub-Total: Parking Services	-1,587	-573	-803	155	76	230	-1,795	208
Totals	676	760	868	202	-310	-108	768	-92

By Cabinet Member

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Leader of the Council								
Planning Policy	604	305	280	15	10	25	604	0
Economic Dev - Promotion & Marketing	94	90	109	-19	-0	-19	94	0
Spatial Policy Planning Section	434	255	258	-3		-3	434	0
Economic Development Section	85	51	15	35	0	35	85	0
Sub-Total: Leader of the Council	1,217	701	662	29	10	38	1,217	0

Cost Centre	Approved Budget for Year	Approved Budget to 30 September 2023	Actual as at 30 September 2023	Variance as at 30 September 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Cabinet Member for Planning, Infrastructure & Economic Development								
Building Regulations Chargeable	-395	-209	-220	22	-12	11	-395	0
Building Control	-1	-1	-3		3	3	-1	0
Development Control Advice	-293	-146	-81	-3	-62	-65	-218	-75
Development Control Appeals	138	63	47	16	0	16	138	0
Development Control Majors	-557	-282	-67	-5	-210	-215	-407	-150
Development Control - Other	-772	-387	-390	-38	40	2	-772	0
Development Control Enforcement	75	18	41	-24	2	-23	75	0
Neighbourhood Planning	-20	-20	-20		0	0	-20	0
Conservation	-11	-8	0	0	-8	-8	-11	0
Innovation Centre	-36	20	106	-66	-20	-86	-36	0
Business Support & Enterprise	17	17	17	-0		-0	17	0
Business Terrace - Incubator Units	98	82	89	-1	-6	-8	98	0
Business Terrace - 1st Floor MH	-31	22	75	-18	-35	-53	69	-100
Land Charges	-263	-130	-111	8	-27	-19	-222	-41
Environment Improvements	42	38	39	-1		-1	42	0
Name Plates & Notices	20	10	15	-5		-5	20	0
On Street Parking	-308	-145	-186	13	29	41	-360	52
Residents Parking	-197	-115	-136	4	17	21	-197	0
Pay & Display Car Parks	-1,329	-521	-506	-20	5	-15	-1,329	0
Non Paying Car Parks	15	12	-1	13	0	13	15	0
Off Street Parking - Enforcement	-93	-42	-48	5	1	6	-93	0
Mote Park Pay & Display	-194	-115	-134	4	15	19	-194	0
Sandling Road Car Park	-1	-0	-28	24	4	28	-57	56
Park & Ride	109	91	-1	89	4	93	9	100
Other Transport Services	-3	-1	-16	14	1	14	-3	0
Parking Services Section	413	265	254	10	0	10	413	0
Head of Planning and Development	117	59	65	-6		-6	117	0
Building Surveying Section	525	261	225	35	1	36	525	0
Mid Kent Planning Support Service	358	178	145	56	-22	33	317	40
Heritage Landscape and Design Section	356	178	135	43		43	356	0
Innovation Centre Section	217	138	137	1	0	1	217	0
CIL Management Section	13	7	1	6	-0	6	13	0
Mid Kent Local Land Charges Section	89	45	34	49	-39	10	64	25
Development Management Section – Majors	244	122	93	28		28	244	0
Development Management Section – Others	1,166	583	584	-1		-1	1,166	0
Head of Spatial Planning and Economic Develop	124	62	51	10		10	124	0
Salary Slippage	-175	-88	0	-88		-88	-175	0
Sub-Total: Cabinet Member for Planning, Infrastructure & Economic Development	-542	59	205	174	-320	-146	-449	-92
Totals	676	760	868	202	-310	-108	768	-92

A2) PIED Revenue Budget: Significant Variances

A2.1 Within the headline figures, there are a number of both adverse and favourable net expenditure variances for individual cost centres. It is important that the implications of variances are considered at an early stage, so that contingency plans can be put in place and, if necessary, be used to inform future financial planning. Variances will be reported to each of the Policy Advisory Committees on a quarterly basis throughout 2023/24.

A2.2 The table below highlights and provides further detail on the most significant variances at the end of Quarter 2.

PIED PAC Variances (@ 2nd Quarter 2023/24)

	Positive Variance Q2	Adverse Variance Q2	Year End Forecast Variance
Planning, Infrastructure & Economic Development	£000		
PLANNING & ECONOMIC DEVELOPMENT			
Development Control Advice – Income from Planning Performance Agreements is significantly down this year as developers are waiting for the new Local Plan to be adopted before progressing with further applications.		-65	-75
Development Control Majors – Income from major applications is significantly down this year, as with the Planning Performance Agreements developers are waiting for the new Local Plan to be adopted before progressing with further applications.		-215	-150
Innovation Centre – Running costs are currently overspent due to Non-Domestic rates bills that are due on the vacant office space. That vacant space is also reflected in the shortfall in income budgets. The adverse variance will be covered by income from Enterprise Zone rates.		-85	0
Business Terrace 1st Floor Maidstone House – Service charge costs are significantly higher than forecast, and there are also two units vacant meaning there is a shortfall in income.		-53	-100

	Positive Variance Q2	Adverse Variance Q2	Year End Forecast Variance
Planning, Infrastructure & Economic Development	£000		
PARKING SERVICES			
On Street Parking – This variance is a mixture of reduced running costs and increased income. Penalty Charge Notice income is £19,000 up on the profiled budget, On Street Pay & Display income is slightly down.	41		52
Sandling Road Car Park – Running costs are currently underspent and income is in excess of budget. This is forecast to continue for the remainder of the year.	27		56
Former Park & Ride Sites – These are budgets that were used to fund the Business Rates and running costs for the site. They are no longer required and will be removed for 2024/25.	93		100

Part B - Second Quarter Capital Budget 2023/24

B1) Capital Budget 2023/24 (@ 2nd Quarter 2023/24)

Capital Programme Heading	Adjusted Estimate 2023/24	Actual to September 2023	Budget Remaining	Q3 Profile	Q4 Profile	Projected Total Expenditure	Projected Slippage to 2024/25
	£000	£000	£000	£000	£000	£000	£000
Planning, Infrastructure & Economic Development							
Bridges Gyratory Scheme	206		206		206	206	
Town Centre Strategy	450		450		100	100	350
Total	656		656		306	306	350

B2) Capital Budget Variances (@ 2nd Quarter 2023/24)

Planning, Infrastructure & Economic Development

Town Centre Strategy – The current strategy is being reviewed and updated and is unlikely to be adopted until early 2024, so it is anticipated that there will be some spend in the final quarter of the year.

APPENDIX 2 – SECOND QUARTER PERFORMANCE MONITORING

Key to performance ratings

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

Direction	
	Performance has improved
	Previous data not captured
	Performance has declined
N/A	No previous data to compare

Performance Summary

RAG Rating	Green	Amber	Red	N/A ¹	Total
KPIs	4	2	1	10	17
Direction	Up	No Change	Down	N/A	Total
Last Quarter	8	1	3	5	17
Last Year	8	1	3	5	17

- 57.1% (4 of 7) the targetable quarterly key performance indicators (KPIs) reportable to this Committee achieved their Quarter 2 (Q2) target¹.
- Compared to last quarter (Q1 2023/24), performance for 66.7% (8 of 12) KPIs has improved, and for 25% (3 of 12) KPIs have declined¹.
- Compared to last year (Q2 2022/23), performance for 66.7% (8 of 12) KPIs has improved, and for 25% (3 of 12) KPIs have declined¹.

Planning, Infrastructure & Economic Development Q2 Performance

Performance Indicator	Q2 2023/24				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Planning					
Processing of planning applications: Major applications (NI 157a)	100.00%	90.00%			
Processing of planning applications: Minor applications (NI 157b)	99.11%	95.00%			
Processing of planning applications: Other applications (NI 157c)	97.93%	98.00%			
MBC Success rate at planning appeals within a rolling 12-month period	65.96%	70.00%			

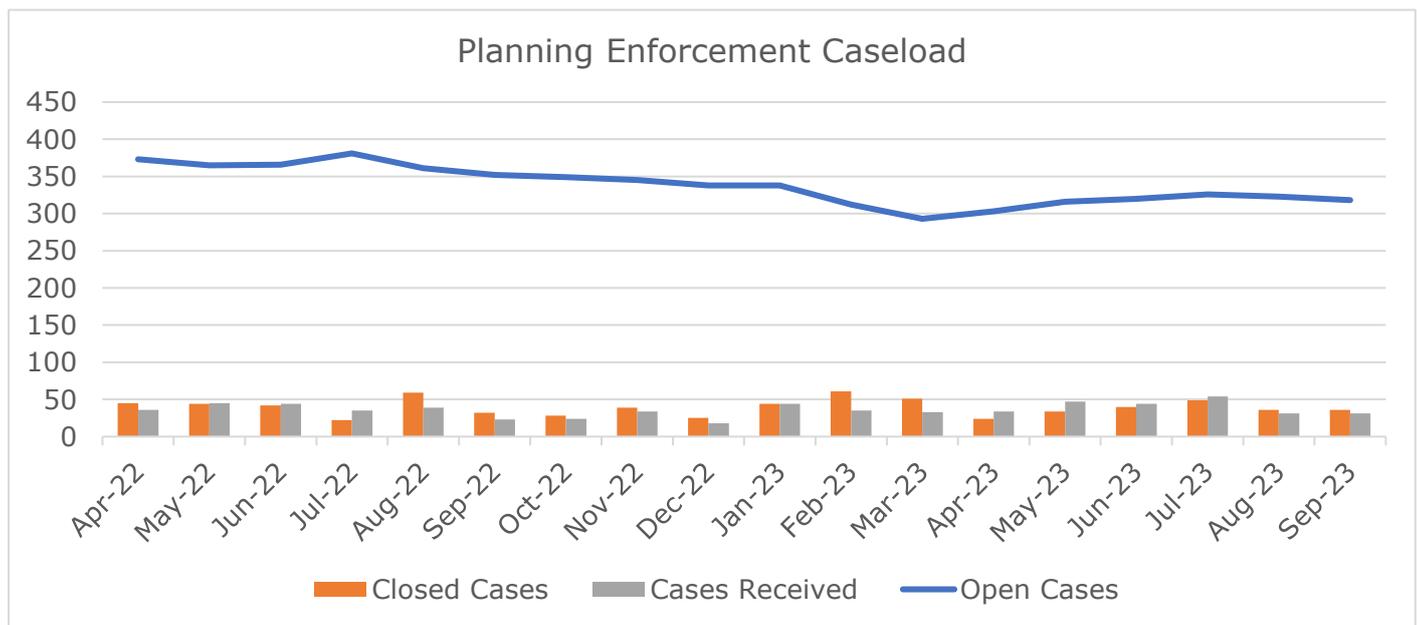
¹ PIs rated N/A are not included in the summary calculations.

Performance Indicator	Q2 2023/24				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Percentage of planning applications meeting Biodiversity Net Gain 20% adopted standard	Data not available until 2024				

Planning Enforcement

Percentage of priority 1 enforcement cases dealt with in time	100%	98%			
Percentage of Priority 2 enforcement cases dealt with in time	96.72%	92%			
Number of enforcement cases closed	129				
Number of enforcement complaints received	127				
Open planning enforcement cases (as of start of each month) <i>September 2023</i>	318				

This graph tracks the caseload of the Planning Enforcement team each month, from April 2022 to date. The Q2 data for this can also be found in the table above.



Spatial Planning

New additional homes provided (NI 154)	Annual Indicator
Percentage of onsite renewable energy generation in new developments 10% adopted standard	Annual Indicator

Economic Development

Footfall in the Town Centre	4,213,273	6,187,514			
Number of youths unemployed (18-24) <i>September 2023</i>	590				

Performance Indicator	Q2 2023/24				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Percentage of unemployed people in Maidstone (out-of-work benefits) [NOMIS] <i>September 2023</i>	3.0%				
Percentage of vacant retail units in the town centre	Annual Indicator				
Biodiversity & Climate Change					
Number of Electric Vehicle Charging Points Installed	Annual Indicator				

Planning

The KPI monitoring the "**Processing of planning applications: Other applications (NI 157c)**" narrowly missed its target by less than 10%, falling short by just 0.07%. Whilst the target has only narrowly been missed, it is the second time in 12-months that this has occurred, in a KPI that has been steady for over 5 years. This is due to a nationwide shortage of experienced planning officers, meaning that we have filled vacancies with new graduate staff who require more training, which places more pressure on other officers and managers to assist during their training period. These newly recruited staff are now taking on board a greater number and variety of applications, so this indicator's performance is unlikely to slip again.

The KPI monitoring the "**MBC Success rate at planning appeals within a rolling 12-month period**", also missed its target, just short by just 4%. Whilst slightly below the target, this quarter's performance is an improvement on the previous quarter (61.54%), which is a promising sign for the future.

Economic Development

The KPI monitoring the "**Footfall in the Town Centre**" missed its target by more than 10%, achieving just over 4.2million against its target of 6.1million. Quarter two figures are lower than footfall in quarter one this year, which could be, in part, due the rise in inflation as families and individuals make difficult spending decisions over the summer holidays and the unusually wet summer.

Peak daily footfall for this quarter was on the 14th of July with 60,166 unique visits to the Town Centre. The lowest daily footfall for this quarter was on 31st August, with 34,747 unique visits.

A VIBRANT ECONOMY					
Action	Agreed funding	Target Start	Target End	Expected Success	Q2
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.	No Update since Q4 as below. 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>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>An all-member briefing was held in September. Work continues in incorporating all feedback received. Meanwhile, projects in the Town Centre, funded through the UK Shared Prosperity Fund, are being project-planned for delivery in Year 3 of the funding, starting 1st April 2024.</p>
<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>Project Closed</p>

Appendix 3 Recovery and Renewal Action Plan

<p>Mid Kent College Skills Hub</p>	<p>£60,000 Recovery Fund</p>	<p>Sep-21</p>	<p>TBC</p>	<p>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.</p>	<p>Project closed</p>
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UKSPF 2023/4 Quarter 2 Update:

In July 2023 the Department for Levelling up, Housing & Communities (DLUHC) confirmed that the End of Year Report submitted in May 2023 for the year 2022/23 was approved, this also confirmed our approach to the underspend from Year 1 is accepted. We have also returned the Memorandum of Understanding and received our allocation of funding for Year 2. We will be submitting our 6-monthly report to DLUHC for activities so far this year in November.

Rural Fund: The authority has been allocated £134,932 for this financial year, the first round for submissions was opened in April and closed in June. The submissions were reviewed by a panel in July. A total of four bids were successful will all funds allocated. The Panel have also committed a further £49,438 of 2024/25 funding to support the two of the bids received this year. A further £409,358 will be available in the final year of the Rural Fund.

Year 2 projects and an update:

Intervention	Project	Detail	2023/24 budget	Amount spent:	£ Committed	Q2 Update:
E6: Local arts, cultural, heritage & creative activities	Project A - Building Pride in Place through promotion of the Town Centre and Events.	Creative communities fund for local organisations and groups to support events	£35,830	£21,000	£0	19 applications were received with, 11 bids awarded funding in Round three. Round four is now open and closes November 30 th 2023
		Literature Festival	£15,000	£0	£9,606	The event will be held in October, organising and advertising for the event is well underway. A company has been commissioned to support the delivery of the event.
		Iggy Sculpture Trail	£60,000	£26,410	£49,400	Locations for the sculptures has been agreed. The trail will be supported by a digital trail app which is being populated with information, this is expected to launch in the new year.
		Equipment purchases to support events	£2,751	£3083	£0	Purchases of a set of temporary exhibition walls, and 2 microphones have been completed. A underspend in Year 1 has been carried over for purchases this year
		Arts Carnival	£20,000	£29,000	£606	The Arts Carnival; which was rearranged due to adverse weather, took place on Saturday

						9 th September. The next Carnival will take place in 2025.
		Partner for Elmer 2	£40,000	£0	£40,000	Contract is in the process of being signed.
	Project C- A Community Arts Hub & Maker Space	Feasibility Study	£5,000	£0	£4,911	The final amended feasibility report was received in August with an MBC working group set up to action the results of the report.
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	£15,000	£4,576	£560	The majority has been allocated to promote events in Q3 such as the illuminations trail and activities in the build up to Christmas.
		Borough Insight Events and Town centre focussed	£30,000	£0	£0	This will be spent on the Autumn 2023 edition of the magazine which is due to be delivered to residents from October 2023.
		Promotional video for business and events in TC	£5,000	£5000	£0	This will be used later in the year to capture footage of events.
E9: Impactful Volunteering and/or Social action Projects	Project B- A Safe and Attractive Town Centre achieved through Greening and Lighting	An externally commissioned green Volunteering Project to Improve Town Centre Green Spaces, Increase Volunteering and Improve Wellbeing.	£60,000	£0	£0	Five sites have been worked with 25 volunteers involved with 59 volunteering events. The sites are Maidstone Community Support Centre, Trinity House, Brenchley Gardens, Fairmeadow and planters in the Town Centre.
Management Overheads			£9,897	£4,949	£4949	
Total:			£298,478	£94,018	£110,032	.
				£204,050		

Agenda Item 11

Planning, Infrastructure and Economic Development Policy Advisory Committee

8 November 2023

Consideration of works to amalgamate and extend Medway Street Car Park

Timetable	
Meeting	Date
Planning, Infrastructure and Economic Development Policy Advisory Committee	8 November 2023
Cabinet Member for Planning Infrastructure and Economic Development	9 November 2023 (tbc)

Will this be a Key Decision?	No
Urgency	Not Applicable
Final Decision-Maker	Cabinet Member for Planning, Infrastructure and Economic Development
Lead Head of Service	Katie Exon
Lead Officer and Report Author	Katie Exon – Head of Property and Leisure. report.
Classification	Public
Wards affected	High Street

Executive Summary

Report to consider the proposal to extend and carry out refurbishment and improvement works to Medway street car park, Maidstone.

This matter is to be considered by the Advisory Committee before being passed to the Cabinet.

Purpose of Report

Recommendation to Cabinet Member

This report makes the following recommendations to the Cabinet Member for Planning, Infrastructure and Economic Development; That

1. The funding works to amalgamate and extend the car park at an estimated total budget of £177,500, be approved; and
 2. An Additional £20,000 for provision of green bike store and electric car sharing scheme points (if not externally funded in whole or part), be agreed.
-

Consideration of works to amalgamate and extend Medway Street Car Park

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 	Head of property and Leisure.
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected. <p>The report recommendation(s) supports the achievement(s) of the cross cutting objectives.</p>	Head of property and leisure
Risk Management	Please refer to risk paragraph in the report	Head of Property and leisure
Financial	<ul style="list-style-type: none"> • Accepting the recommendations will demand new spending of £177,500. We plan to fund that spending as set out in section 3 	Section 151 Officer Mark Green

Staffing	<ul style="list-style-type: none"> We will deliver the recommendations with our current staffing. 	Head of property and leisure
Legal	<ul style="list-style-type: none"> Acting on the recommendations is within the Council's powers. 	Legal Services
Information Governance	<ul style="list-style-type: none"> The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes. 	Information Governance Team
Equalities	<ul style="list-style-type: none"> The recommendations do not propose a change in service therefore will not require an equalities impact assessment 	Head of property and leisure
Public Health	<ul style="list-style-type: none"> We recognise that the recommendations will not negatively impact on population health or that of individuals. 	Head of property and leisure
Crime and Disorder	<ul style="list-style-type: none"> There are no implications to Crime and Disorder The scheme will incorporate low level lighting throughout the car park which we consider will improve the comfort and safety of those using the car park. 	Head of Property and Leisure
Procurement	<ul style="list-style-type: none"> On accepting the recommendations, the Council will then follow procurement exercises for tendering of works. We will complete those exercises in line with financial procedure rules. 	Head of Property and Leisure & Section 151 Officer
Biodiversity and Climate Change	<p>The implications of this report on biodiversity and climate change have been considered and are.</p> <ul style="list-style-type: none"> There are no implications on biodiversity and climate change. 	James Wilderspin

2. INTRODUCTION AND BACKGROUND

2.1 The Borough Council own both the public pay and display car park, located at Medway Street and the adjacent car park (currently not within the car

parking order). Although adjacent, there are significant differences in the site levels.

- 2.2 This report sets out a proposal to amalgamate both sites creating an extended Medway Street public pay and display car park. The report details the works and costs involved in doing so.
-

3. SCHEME OF WORKS AND ASSOCIATED COSTS

- 3.1 As outlined, there are significant level differences between the sites, to amalgamate the sites a vehicular ramp would need to be constructed. The extension area currently has a surface that is below the standard expected and required to be used as a public car park, both areas would require resurfacing and relining as part of the proposed works. To comply and make the car park an attractive offer to park, a low-level lighting scheme would need to be installed. In addition to these works, it would be prudent to carry out some repairs and improvements to the site boundaries, install additional pay and display metres and new signage. Should this proposal proceed, on safety grounds the existing access onto the High Street would require "stopping up" and a bollard or barrier installed.
- 3.2** The required works can be broken down into stages. The first area of work concerns topography site surveys, drainage surveys, lighting survey, drawings, investigation, detailed design work and proposed layout. **The cost of stage 1 is quoted as £14,500.**
- 3.3 Assuming the initial site surveys show that the amalgamation of the sites is indeed possible we have received quotes for the full works, which include - creation of a ramp, boundary repair and renewal, resurface, reline, installation of lighting, installation of additional pay and display machines, installation of bike racks (secure) new signage, stopping up of access to High Street. **The cost of stage 2 is quoted as £160,000**; this is on the assumption that the preceding survey works do not result in additional works being required to the site. An example of this would be upgrades or repairs to drainage systems that run beneath the site, or relocation of services.
- 3.4 To further the Councils carbon neutral agenda, there is an opportunity to provide a green roof bike store and electric charging points to operate an electric car sharing scheme. It is hoped that this work could be funded from external grants or operators, however if the Council were to fully fund this element an **additional £20,000** should be allowed for.
- 3.5** The final stage of works is to bring the car park in its entirety to be within the car parking order, which is a legal requirement for the Council to be able to treat and use as a public car park. **The cost of stage 3 is estimated to be £3,000.**
- 3.6 There are some existing rights for third parties to park and enjoy access over the site, however it is felt that these existing rights can be accommodated within the proposals and will not frustrate the project.

- 3.7 A further consideration to cost will be the annual costs for the required additional pay and display machines (software licences, annual maintenance, electricity and back-office work) **Estimated at £3,000 pa**
- 3.8 The current pay and display car park provides 60 spaces, the extension land currently provides 23 spaces. There will be some loss of spaces to accommodate the installation of the ramp and the proposed bike store.

Therefore, subject to detailed design, it is believed that this project will on completion provide a minimum of 73 spaces in total.

1. It is important that Medway Street (new) car park remains a short stay car park (maximum stay 4 hours). This increases bay turnover and efficiency and therefore income. It is believed that if extended Medway Street car park will continue to enjoy a good rate of occupancy, if the current Medway Street occupancy rates are matched, we can expect an additional income of £3,790 per bay per annum, (13 x £3,970 is £49,270. This is an annual return of 28% on our capital outlay of £177.5K, so is comfortably in excess of the Council's minimum required rate of return of 5%. Members should also be aware that during the construction phase, the carpark in its entirety will not be available. This will result in a loss of income during the estimated construction phase (3 months). However, it is felt that regular users will be displaced into another Council operated car park, and so the actual financial loss to the council will be kept at a minimum. The new car park will attract an additional cost in respect of business rates, £8,000 pa.
- 3.9 However, the unknown factor to consider is where will the additional users come from? There is currently adequate number of car parking spaces within the centre town location to satisfy demand, with no new shops or entertainment to create an additional demand for spaces outside of seasonal variations. There is a chance that the new car park may attract some customers from The Fremlin complex, which would increase new income, however it is proven that drivers always park as close to their destination as possible, and so new custom from the Fremlin complex cannot be relied upon to create additional income. If we do achieve additional custom to the new extended car park, members need to consider that the new custom is more likely to come from drivers being displaced from one of our other town centre car parks, and therefore we are moving income A to income B and not generating significant new money and making a difference to our income stream.

4. OPTIONS FOR CONSIDERATION

- 4.1 Approve funding for the works to amalgamate and extend the car park at an estimated total budget of £177,500. (plus allowance for funding of green initiatives as outlined)
- 4.2 Carry out some minor improvement works to the additional land – surface and boundaries – estimated cost £40,000. To hopefully attract through marketing, a private tenant to utilise the site for their own parking need. Members should note that the site has previously been let on agreement to

local businesses for staff parking, however the tenant bought the agreement to an end as they no longer required the facility.

- 4.3 Do not proceed with the proposed project, secure the site against unauthorised use and activity, reconsider when there is a clear demand for additional town centre car parking.
-

5. RISK

- 5.1 Members need to consider that there is a risk that the monies spent in amalgamating the car parks may not be recovered in additional demand for new parking.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

Local Ward Members have been consulted on the proposal. Any comments received will be updated verbally at the meeting.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

PAC	08/11/23	
Cabinet	22/11/23	
Site Surveys	December	Dependant on availability and weather constraints
Design of scheme	January	Dependant on survey results
Let Contract / Procurement	February	
Start on site	March / April	We are finding delays with availability of all construction material at present
Completion	July	Dependant on construct

8. REPORT APPENDICES

- Appendix 1: site Plan
-



Ordnance Survey - data derived from OS Premium

Planning, Infrastructure and Economic Development Policy Advisory Committee

8 November 2023

Sutton Valence Conservation Area boundary extension proposal

Timetable	
Meeting	Date
PIED PAC	8 November 2023
Decision to be made	9 November 2023

Will this be a Key Decision?	No
Urgency	Not Applicable
Final Decision-Maker	Cabinet Member for Planning, Infrastructure and Economic Development
Lead Head of Service	Rob Jarman
Lead Officer and Report Author	Janice Gooch
Classification	Public
Wards affected	Sutton Valence

Executive Summary

The proposed extension to the Sutton Valence Conservation Area was identified as part of the regular review of the conservation area boundary which was undertaken with the conservation area appraisal. Sutton Valence was first designated in September 1971 and the boundary had not been reviewed since that time. The records relating to the designation are no longer available.

This report has been prepared within the context of the Sutton Valence Conservation Area Appraisal and Management Plan 2021. The Appraisal recommended that in due course consideration should be given to an extension of the conservation area to encompass the area forming the likely outer perimeter of the castle. It is this extension that is currently proposed.

Purpose of Report

Recommendation to Cabinet Member OR Discussion

This report asks the Committee to consider the following recommendations to the Cabinet Member for Planning, Infrastructure and Economic Development:

1. That the proposed guidance document be adopted as a material planning consideration; and
2. That the proposed extension be agreed.

Sutton Valence Conservation Area boundary extension proposal

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>• Accepting the recommendations will materially improve the Council's ability to protect the historic environment.</p>	Janice Gooch
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 encouraging protection of the heritage at Sutton Valence and within the borough.</p>	Janice Gooch
Risk Management	Already covered in the risk section	Janice Gooch
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Head of Finance
Staffing	We will deliver the recommendations with our current staffing.	Janice Gooch

Legal	There are specific legal implications arising from the report at this time due to the increase in a designated heritage asset.	Janice Gooch
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Team
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
Public Health	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Janice Gooch
Crime and Disorder	No anticipated impact	Janice Gooch
Procurement	None required	Head of Finance
Biodiversity and Climate Change	There are no implications on biodiversity and climate change, but a CA can be used to offer further protection, including to trees, and open spaces.	Janice Gooch

2. INTRODUCTION AND BACKGROUND

2.1 Sutton Valence was designated in September 1971 and the boundary has not been reviewed since that time. The records relating to the designation are no longer available. The existing boundary is shown on the plan within the supporting document.

2.2 This report has been prepared following the previously approved Sutton Valence Conservation Area Appraisal and Management Plan 2021. The Appraisal recommended that in due course, consideration should be given to an extension of the conservation area, to encompass the outer perimeter of the castle and this is the subject of this report.

2.3 The proposed extension will add approximately two hectares to the conservation area. It is the area which it is believed was contained by the outer curtain wall of the castle with the addition of the two roads – Tumblers Hill and Baker Lane which have clearly been dug out and may have been quarries that provided the stone for the castle. There have been sufficient archaeological finds to suggest that this is an accurate assessment of the extent of the castle.

2.4 The existing conservation area incorporates the site of the castle keep, which is on the extreme southern edge of the site. Its location within the site is presumably to take advantage, from a security point of view, of the excellent views over the surrounding area that its elevation at the top of the ridge would give. There are two buildings within the area of the proposed extension. These are the Old Parsonage which is now a private house, and Tumblers Plat which is a modest house from the second half of the 20th century. There is also a historic garden associated with the Old Parsonage and this is referenced in the Kent Historic Gardens Compendium as being of national significance.

2.5 Primarily however the extension is to protect what may prove to be a very important area of archaeological interest. It has yet to be fully investigated but traces of other buildings and the outer curtain wall warrant that the site should be protected.

2.6 The consideration for the Council as the Local Planning Authority is as per para 191 of the NPPF, which states:

191. When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.

2.7 It is considered that the information provided within the Sutton Valence Conservation Area Proposed Boundary Alterations Dec 2021, provides sufficient details to meet this requirement.

3. AVAILABLE OPTIONS

- 3.1 Option 1 - The Committee could choose to recommend that the report recommendations be approved by the Cabinet Member for Planning, Infrastructure and Economic Development.
 - 3.2 Option 2 - The Committee could choose not to recommend that the report recommendations be approved by the Cabinet Member for Planning, Infrastructure and Economic Development. If not approved there is a risk that harm to the archaeology of the castle site could occur as it would not be protected by Planning (Listed Building and Conservation Area) Act 1990
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The preferred option is option 3.1.
 - 4.2 By approving the extension, this provides a clear steer on protecting our heritage.
-

5. RISK

- 5.1. There is not anticipated to be any discernible risk associated with the report and its recommendations. Any risk has been assessed in regard to the Council's risk management principles.
-

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Consultation has been undertaken within the public, and the following is of note:

- An online survey was open from 28 July until 24 September 2023.
- 556 visitors visited the project page.
- 220 visitors contributed to the survey or downloaded a document.
- 172 visitors participated in the survey.

Survey respondents were asked 'Are you in favour of extending Sutton Valence Conservation Area to include the land within the red line?'

A total of 172 responses were received to the question.

Overall, 96% of respondents were in favour of extending the boundary of Sutton Valence Conservation Area as shown by the red line on the map.

A total of 97 comments were received. These have been summarised by sentiment in the table below.

Sentiment	No.	Examples
Positive	82	<p><i>It is really important that we look after these special areas of interest to help us improve our understanding of what has happened in our history. The extension to the conservation area will ensure that the area is protected for archaeological investigations to take place.</i></p> <p><i>I think this is a very important extension to ensure the preservation of our heritage.</i></p> <p><i>The extended Conservation Area is a valuable asset to the village and does certainly contain archaeological evidence of Sutton Valence which must be preserved at all costs.</i></p>
Neutral	11	<p><i>Council really needs to consider conservation more when permitting development within the borough.</i></p> <p><i>Consider extending even further?</i></p>
Mixed	2	<p><i>There has been speculation about where the castle walls may have been. This may or may not be the answer but it is wise to be safe in this instance.</i></p>
Negative	2	<p><i>An extension to the Conservation Area as identified does not appear to be necessary or justified. The area of extension is already covered by Open Countryside Policies, is not a sustainable location and is not under any planning threat. Therefore there appears to be no sound reason as to why the CA should be extended.</i></p>

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 The report and guidance, if approved, will be available on the MBC's website. If approved by the Cabinet Member the guidance will be used to assist consideration of planning applications where it is appropriate to do so.

8. REPORT APPENDICES

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

- Proposed Extension Map and Justification
-

9. BACKGROUND PAPERS

N/A

Sutton Valence Conservation Area

Proposed Boundary Alterations



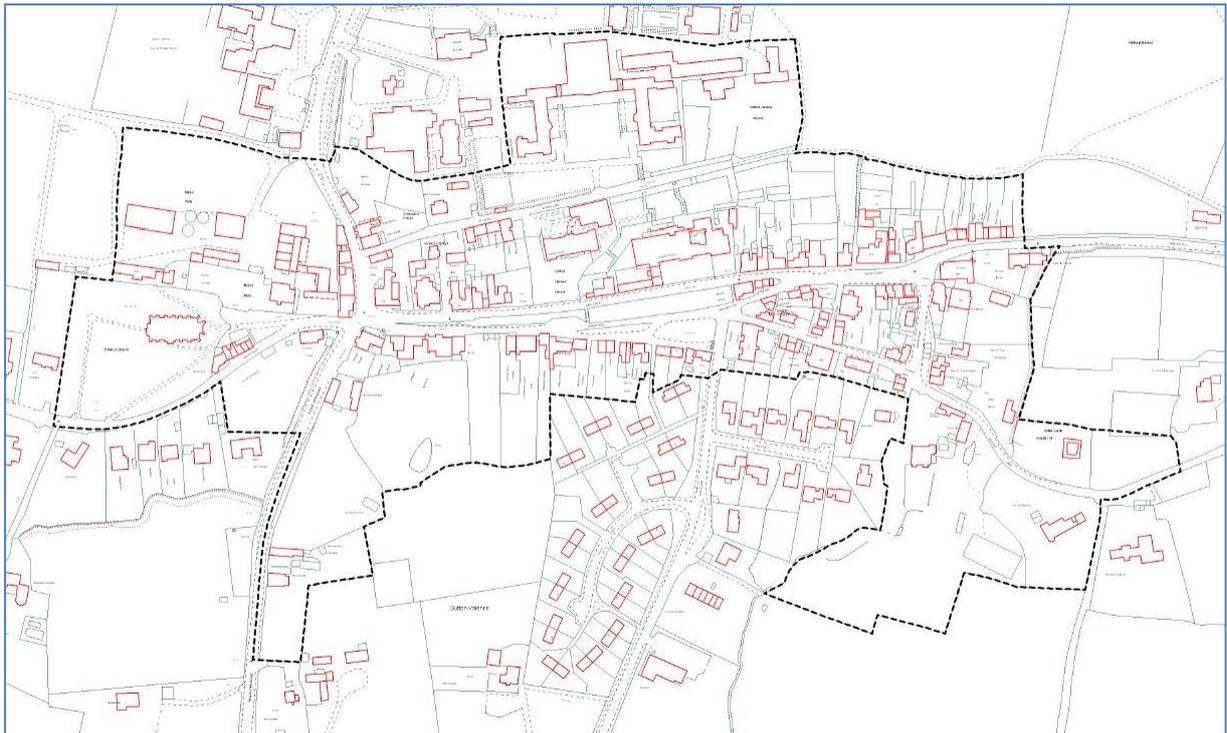
Maidstone Borough Council
December 2021

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1 INTRODUCTION

- 1.1 This report responds to the suggestion made in the Conservation Area Appraisal and Management Plan that a boundary alteration should be considered to the northwest to encompass the whole area that it seems likely was occupied by the castle.



Plan of Sutton Valence showing Conservation Area

- 1.2 Sutton Valence was designated in September 1971 and the boundary has not been reviewed since that time. The records relating to the designation are no longer available. The existing boundary is shown on the plan immediately above.
- 1.3 This report has been prepared within the context of the Sutton Valence Conservation Area Appraisal and Management Plan 2021. The Appraisal recommended that in due course consideration should be given to an extension of the conservation area to encompass the area forming the likely outer perimeter of the castle. The Management Plan reinforces this approach pointing out that the whole castle area is a site of significant archaeological and historical interest.

2 POLICY FRAMEWORK

- 2.1 Current policy is set out in the National Planning Policy Planning Framework (NPPF), published in March 2012 and revised in 2021, supported by the Planning Practice Guidance (PPG).
- 2.2 The over-arching aim of NPPF is that there should be "a presumption in favour of sustainable development" (para. 10). One of the relevant dimensions of sustainable development is "to protect and enhance ... the built and historic environment" (para.8c). A core principle of the planning system is that it should "conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations" (para. 189)
- 2.3 Conservation areas are "designated heritage assets". Therefore, they are subject to the national planning policy for such heritage assets and their settings, set out in Section 16 of the NPPF, Conserving and enhancing the historic environment. NPPF requires that decisions about whether change is acceptable should be based on the effect on the significance of the heritage asset concerned. A full understanding of that significance is therefore the first step in determining applications for development. For conservation areas, this is set out in the relevant appraisal.
- 2.4 NPPF advises local planning authorities that: "When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation." As heritage assets are irreplaceable, any harm or loss should require clear and convincing justification. (Section 16: para 199).
- 2.5 With regards to designation (or extension) of conservation areas, the NPPF states: "When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest" (Section 16: para 191).
- 2.6 The significance of the setting of heritage assets and the impact of development on them is recognised at para. 206 of the NPPF. It states "Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably
- 2.7 The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance, or may be neutral." Development may affect the setting of a conservation area, for example, by intruding on views into or out of the designated area, or by altering the character or use of the landscape or townscape that surrounds it.
- 2.8 The Maidstone Borough Local Plan has a policy on heritage assets (DM4). It sets out the expectation for the conservation of the historic and natural landscape. It states that: "... developers will "ensure that new development affecting a heritage asset incorporates measures to conserve and, where possible enhance, the significance of the heritage asset and, where appropriate, its setting "

- 2.9 The Council has adopted supplementary planning documents (SPD) and endorsed supplementary guidance documents (SG), including two design guides, which means that they will be taken into account in determining planning applications. Maidstone BC's Residential Extensions Supplementary Planning Document (SPD) (2005)⁷ provides both general advice and specific guidance that in conservation areas, extensions should preserve or enhance the character of the conservation area" as described in the conservation area appraisal. The Kent Design Guide includes detailed advice on how to design buildings in keeping with their historic context through the use of appropriate forms, massing, scale, materials and details, and emphasises the need for building to respond individually to the unique characteristics of each conservation area.



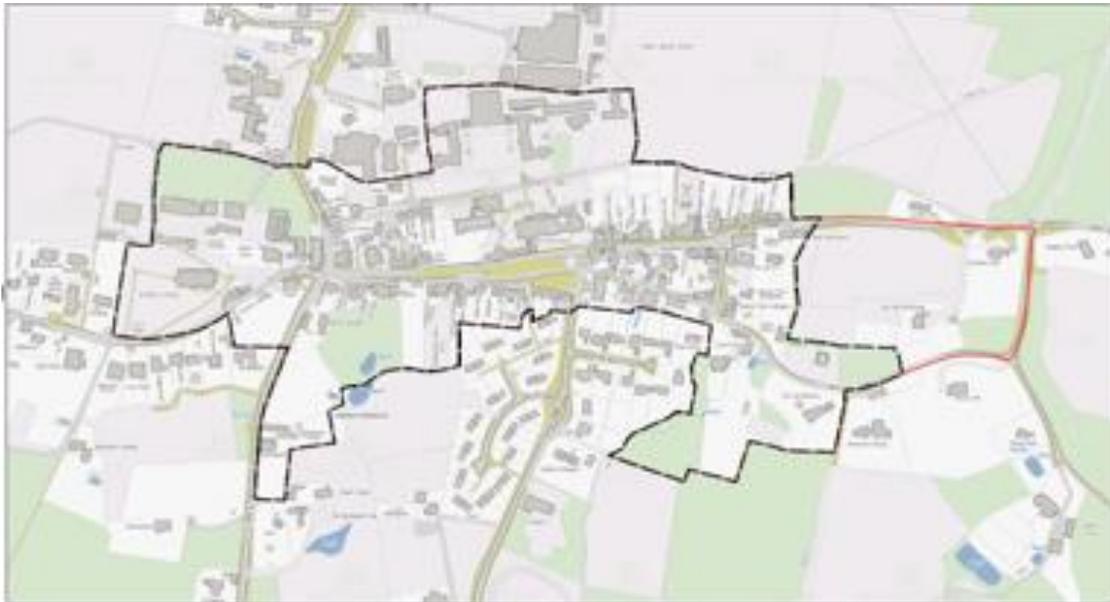
Sutton Valence Castle

3 CHARACTER OF THE CONSERVATION AREA

- 3.1 The special architectural and historic character and appearance for which the Sutton Valence Conservation Area was designated are described in the 2021 Appraisal. This section is intended only to highlight the key characteristics of the area to provide a context within which the character and appearance of the proposed extensions can be evaluated.
- 3.2 Although small the conservation area forms a complex whole with a multi-faceted range of building types and styles. It is this eclectic mix which makes for the charm and character that is the experience of the area today.
- 3.3 Open spaces are small and limited within the conservation area and tend to be effectively widening of the roads as in Broad Street or The Green but the overall feeling is not one of enclosure (except fleetingly in the High Street) because there are frequent gaps between buildings. There are also a significant number of opportunities for long range views over open countryside to the south.
- 3.4 The conservation area is richly provided with trees and other flora thanks to much small-scale forecourt planting coupled with well-established trees on private or semi-public land. There are ever present background views to the woodland and farmland beyond the conservation area. These outward, often glimpsed, views are fundamental to the character of the conservation area.
- 3.5 Brooding over it all is the presence, though not often visible, of the castle which stands on a commanding high point of the ridge at the eastern end of the conservation area dominating views from the south.

4 PROPOSED EXTENSION TO THE CONSERVATION AREA

- 4.1 The proposed extension will add approximately two hectares to the conservation area. It is the area which it is believed was contained by the outer curtain wall of the castle with the addition of the two roads – Tumblers Hill and Baker Lane which have clearly been dug out and may have been quarries that provided the stone for the castle. There have been sufficient archaeological finds to suggest that this is an accurate assessment of the extent of the castle.
- 4.2 The existing conservation incorporates the site of the castle keep which is on the extreme southern edge of the site. Its location within the site is presumably to take advantage, from a security point of view, of the excellent views over the surrounding area that its elevation at the top of the ridge would give. There are two buildings within the area of the proposed extension. These are the Old Parsonage now a private house and Tumblers Plat which is an unpretentious house from the second half of the 20th century. There is also a historic garden as that of the Old Parsonage is referenced in the Kent Historic Gardens Compendium as being of national significance.
- 4.3 Primarily however the extension is to protect what may prove to be a very important area of archaeological interest. It has yet to be fully investigated but traces of other buildings and the outer curtain wall warrant that the site should be protected at least until coordinated investigations can be undertaken



The proposed extension to the conservation area (shown in red)

5 ISSUES THAT THE EXTENSION WILL ADDRESS

- 5.1 The area of the extension is mostly in private hands but under several discrete ownerships. While the heritage assets remain hidden there is a serious risk of accidental damage, disturbance, or loss of those assets. Bringing the whole castle site within the conservation area will allow a certain degree of development control but more importantly will allow the emergence of a coordinated approach and policy towards management of the area until it can be the subject of an intensive archaeological investigation.

6 CONCLUSION AND RECOMMENDATION

- 6.1 For the reasons set out above it is recommended that the Sutton Valence Conservation Area should be extended in line with the plan above to incorporate the whole site of the castle complex.

