

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE MEETING

Date: Tuesday 12 June 2018
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership: Councillors D Burton (Chairman), Clark, Cox, Field, Garten, Mrs Grigg (Vice-Chairman), Munford, Parfitt-Reid and de Wiggondene-Sheppard

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

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Issued on Monday 4 June 2018

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

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PUBLIC SPEAKING AND ALTERNATIVE FORMATS

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

In order to speak at this meeting, please contact Democratic Services using the contact details above, by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

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

Should you wish to refer any decisions contained in these minutes to the Policy and Resources Committee, please submit a Decision Referral Form, signed by three Councillors, to the Head of Policy and Communications by 24 April 2018

MAIDSTONE BOROUGH COUNCIL

Strategic Planning, Sustainability and Transportation Committee

MINUTES OF THE MEETING HELD ON TUESDAY 10 APRIL 2018

Present: Councillors D Burton, Cox, English, Munford,
Prendergast, Springett, de Wiggondene-Sheppard,
Willis and Mrs Wilson

182. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wilby.

Apologies for lateness were received from Councillor de Wiggondene Sheppard.

183. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Mrs Wilson was present as a substitute for Councillor Wilby.

184. URGENT ITEMS

The Chairman informed the Committee that he had accepted an Urgent Update to Item 13. Off Street Parking Places Order Variation. The reason for urgency was that it updated the Committee on negotiations with a lessee at one of the Council's Car Parks, and this meant that the recommendations had been updated.

185. NOTIFICATION OF VISITING MEMBERS

Councillor Spooner was present as a visiting member but did not register his intention to speak on any items on the agenda.

186. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

187. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

188. EXEMPT ITEMS

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

189. MINUTES OF THE MEETING HELD ON 13 MARCH 2018

RESOLVED: That the minutes of the meeting held on 13 March 2018 be approved as a correct record and signed.

190. PRESENTATION OF PETITIONS (IF ANY)

There were no petitions.

191. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

192. OUTSIDE BODIES - VERBAL UPDATES FROM MEMBERS

Councillor Willis updated the Committee on a recent meeting of the Quality Bus Partnership.

193. SELF-BUILD AND CUSTOM HOUSEBUILDING UPDATE

Mr Stuart Watson, Planning Officer (Strategic Planning), presented an update on self-build and custom housebuilding.

Mr Watson informed the Committee that:

- The Council was required to make a provision for those who wished to build their own homes through the Local Plan.
- Legislation, however, did not distinguish between self-build projects and custom housebuilding.
- The Council had a responsibility to maintain a self-build and custom housebuilding register to understand demand in its local area.
- This register was used to calculate demand and ensure there was adequate supply of serviced plots to meet this demand.
- According to the borough's register, which was hosted externally from the Council's website, of the 127 individuals on the register between October 2016-October 2017 114 had showed an interest in more than one authority.
- The Council did not charge a fee to be on the register. However in order to recover costs when complying with the Council's duty to grant planning permission to self-build properties the Council was able to charge a fee for entry onto the register as well as for ongoing membership.

The Committee considered the update and raised concerns that the figure for need may not be a truly accurate figure due to the applicants showing interest in more than one area, and that it was free for applicants to join the register. The Committee suggested that if there was a fee to join the register it would deter speculative registrations.

In response to a question from the Committee, Mr Watson confirmed that as there was no distinction between self and custom build within the relevant planning legislation housebuilders were able to seek permission for large, serviced, custom build plots and then sell the plots on to those wishing to custom build. The Committee noted that this could lead to a large estate with a variety of different types, styles and shapes of dwellings and this may be visually unappealing, and requested that design guidelines for larger custom build sites be included in the review of the Local Plan.

Members requested that the style of the report be amended for the next update to make it more visually appealing.

RESOLVED:

1. That the statutory requirement for the Council to keep a self-build and custom housebuilding register and the duties required for increasing the availability of land for self-build and custom housebuilding be noted.
2. That an update be brought back to this Committee in 12 months time, including a review of fees and charges for maintaining the register.

Voting: Unanimous

194. OFF-STREET PARKING PLACES ORDER VARIATION

Mr Jeff Kitson, Parking Services Manager, outlined the key changes to the parking places order that had been recommended following consultation:

- The proposals advertised for Park and Ride were in relation to moving to a pay to park model. Five objections had been received but compared to the number of those using the service and the strategic reasons for making changes to the Park and Ride Service there were no compelling reasons to revise the advertised proposals.
- The advertised proposals relating to Pay and Display Car Parks proposed changing the tariffs in the Borough's long and short stay car parks. Objections were received but the Committee was recommended to progress the proposals as advertised.
- The advertised proposals relating to Resident Parking Permit concessions proposed allowing residents living near the Brunswick and Union Street developments to park in those Car Parks after 5.00 p.m. instead of 6.30 p.m and to exclude residents of these developments from the relevant residents' parking zone. No objections were received to the consultation therefore the committee was recommended to amend the order as advertised.

- The consultation on the amendment to the Parking Places Order included an amendment to reduce the Limited Waiting Period at Tovil Car Park from two hours to one hour, which was requested by Tovil Parish Council. A number of objections and petitions were received against this proposal therefore the Committee was not recommended to progress this part of the amended traffic regulation order.

Mr Kitson informed the Committee that there was an urgent update to the report, as the head lessee of the Lockmeadow complex was required to agree any changes in Pay and Display tariff at the Lockmeadow Car Park. It was noted that the head lessee had agreed to changes to the long stay tariff but the short stay tariff was still under negotiation.

Councillor John Horne, of Thurnham Parish Council, addressed the Committee on this item.

In response to a question from the Committee, Mr Kitson confirmed that the required Equalities Impact Assessments had been undertaken for the changes in Park and Ride. These had been presented to the Committee alongside the revised proposals when it made its decision on Park and Ride at its last meeting.

Councillor de Wiggondene-Sheppard arrived during consideration of this item.

RESOLVED:

1. That the Borough of Maidstone (Off-Street Parking Places) (Variation No10) Order 2018 in relation to Park and Ride charges is agreed.

Voting: For - 5 Against - 0 Abstentions - 4

2. That the Borough of Maidstone (Off-Street Parking Places) (Variation No10) Order 2018 in relation to Pay and Display charges is agreed, except in relation to Lockmeadow where only the long stay charge will be amended.

Voting: For - 5 Against - 2 Abstentions - 2

3. That the short stay tariff at the Lockmeadow Car Park remains as is, subject to further negotiations with the head lessee and the Director of Regeneration and Place is given delegated authority to conclude negotiations and amend and seal the Order accordingly.

Voting: For - 8 Against - 1 Abstentions - 0

4. That the Borough of Maidstone (Off-Street Parking Places) (Variation No10) Order 2018 in relation to Resident Parking Permit Concessions and boundary changes is agreed.

Voting: Unanimous

5. That the Off-Street Parking Places Consolidation Order 2008 in place at Tovil Car Park be retained in its current form.

Voting: Unanimous

6. That the Director of Regeneration and Place is instructed to make the required Traffic Regulation Orders under the Traffic Regulation Act 1984 and that these Orders be sealed.

Voting: For - 7 Against - 0 Abstentions - 2

7. That the objectors be informed of the Council's decisions.

Voting: Unanimous

195. OBJECTIONS TO OFF-STREET PARKING PLACES ORDER - SUTTON VALENCE

Mr Charlie Reynolds, Operations Engineer Parking Services, presented a report outlining objections to the proposed Off Street Parking Places Order for Sutton Valence village car park.

The Order was requested by Sutton Valence Parish Council in order to manage demand at this car park which was owned by the Parish Council. The car park was in high demand as residents of nearby properties did not have off street parking provision and were using the car park to park their cars. As a result Parking Services had proposed a closed period between 07.15-08.15 and a resident permit holders only section.

Mr Reynolds explained to the Committee that as a result of consultation responses, the Parish Council had agreed to reduce the resident permit fee from £120 to £96 and to amend the closed period to 06.15 - 07.15.

Councillor Eve Poulter from Sutton Valence Parish Council addressed the Committee on this item.

RESOLVED:

1. That the Borough of Maidstone (Off-Street Parking Places) (Variation No9) Order 2017 is agreed and the Order is made under the Road Traffic Regulation Act 1984.
2. That the objectors are informed of the outcome as identified in the report and that the Order is sealed.

Voting: Unanimous

196. REVISED NATIONAL PLANNING POLICY FRAMEWORK: CONSULTATION; SUPPORTING HOUSING DELIVERY THROUGH DEVELOPER CONTRIBUTIONS: CONSULTATION

Mrs Sarah Lee, Principal Planning Officer (Strategic Planning), presented a report to the Committee which outlined the Council's proposed response to the government's consultations on proposed revisions to the National Planning Policy Framework and Supporting Housing Delivery through Developer Contributions.

Mrs Lee outlined the Council's proposed response to the proposed revisions to the National Planning Policy Framework. The Committee made the following comments about the proposals and the Council's proposed response:

- The requirement to plan for unmet housing need in other areas and the requirement to factor in affordability uplift could result in Maidstone needing to accommodate both due to its location and affordability issues.
- Therefore the consultation response should state that those authorities who are subject to factoring in a 40% affordability uplift must not also be subject to unmet need from other areas. A combination of affordability uplift and unmet need should not exceed 40% of the authority's proposed housing figure, and any subsequent or excess unmet need over this figure should be transferred to a neighbouring authority.
- Statements of Common Ground would be difficult to agree if neighbouring authorities had different objectives in their local plans.
- The Housing Delivery Test was seen as unfair as it relied on developers building out permissions, something that Local Authorities had little control over.
- The provision of a housing requirement figure for neighbourhood plan areas derived from the authority's housing need figure was welcomed.

Mrs Lee explained the Council's proposed response to the consultation on Supporting Housing Delivery through Developer Contributions. The Committee noted the contents of the proposed response and requested that an emphasis be placed on ensuring that the Community Infrastructure Levy and Section 106 Contributions could be used more flexibly when major infrastructure was required to support large housing sites.

In summary, the Committee supported the suggested response by Officers but requested that the areas of objection to the proposals in the consultation were worded more robustly.

RESOLVED:

1. That the responses set out in paragraphs 1.5 to 1.37 be agreed as a basis for the Council's consultation response to the revised National Planning Policy Framework, subject to the inclusion of the comments of the Committee contained in the minutes.
2. That the responses set out in paragraphs 1.40 to 1.53 be agreed as a basis for the Council's consultation response to 'Supporting housing delivery through developer contributions', subject to the inclusion of the comments of the Committee contained in the minutes.

Voting: For - 8 Against - 1 Abstentions - 0

197. ALTERNATIVE SUSTAINABLE TRANSPORT MEASURES SCOPE

Mrs Tay Arnold, the Planning Projects Delivery Manager, gave a presentation outlining the scope and timescales for a report outlining alternative sustainable transport measures which was requested by the Committee at its meeting of 22 January 2018.

Mrs Arnold conveyed to the Committee that:

- The report would consider a range of deliverable, short term, sustainable transport alternatives to the current Park and Ride service and would be presented to the Committee at the same time as the review of the changes to the Park and Ride service.
- In terms of the timing of the report, it was recommended that the report be brought back to the Committee in December rather than October as agreed at the meeting of 22 January 2018. The reason for this amendment in the timetable was to ensure accurate data was captured on Park and Ride users following the change to pay to park which was due to be introduced on 1 June 2018.
- At the same time, the report would assess whether the proposed alternative measures would be attractive to peak time commuters who did not use Park and Ride.

The Committee debated the proposals within the report and considered the issue of timing of the report. Concerns were raised that bringing a report to the Committee in December would cause problems for the Council's budget setting process, and that a compromise date of November would allow further time for data gathering without impacting on budget setting.

In response to a question from a Member of the Committee, Mrs Arnold confirmed that whilst the Borough Council had an Integrated Transport Strategy as part of its adopted Local Plan, delivery of some of the major elements of this Strategy was the responsibility of third parties.

RESOLVED:

1. That the scope for the work be agreed and Officers be instructed to commence work.
2. That a report is brought to this Committee outlining progress against the Integrated Transport Strategy.
3. That a report of the Outcomes be brought to Committee in November alongside the measures of the success or otherwise of Park and Ride.

Voting: Unanimous

198. DURATION OF MEETING

6.30 p.m. to 9.06 p.m.

MAIDSTONE BOROUGH COUNCIL

Strategic Planning, Sustainability and Transportation Committee

MINUTES OF THE MEETING HELD ON TUESDAY 22 MAY 2018

Present: Councillor D Burton (Chairman), and
Councillors, Clark, Cox, Field, Garten, Mrs Grigg,
Munford, Parfitt-Reid and Mrs Ring

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor de-Wiggondene Sheppard.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Ring was present as a Substitute for Councillor de Wiggondene-Sheppard.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor D Burton be elected as Chairman of the Committee for the Municipal Year 2018/19.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Councillor Grigg be appointed as Vice Chairman of the Committee for the Municipal Year 2018/19.

5. DURATION OF MEETING

7.15 p.m. to 7.17 p.m.

2018/19 WORK PROGRAMME

Report Title	Committee	Month	Lead	Report Author
Outside Bodies - Nominations	SPS&T	Jul-18	Angela Woodhouse	Caroline Matthews
Maidstone Integrated Transport Package and associated Local Growth Fund Monies update	SPS&T	Jul-18	William Cornall	William Cornall
Local Plan Review Scoping and Local Development Scheme	SPS&T	Jul-18	Rob Jarman	Sarah Lee / Mark Egerton/Anna Houghton
Neighbourhood Planning Protocol	SPS&T	Jul-18	Rob Jarman	Sue Whiteside/Mark Egerton
Draft Sports Facilities and Playing Pitch Strategies	SPS&T	Jul-18	Rob Jarman	Sue Whiteside/Mark Egerton
5 Year Housing Land Supply Update	SPS&T	Jul-18	Rob Jarman	Mark Egerton
Q1 Budget Monitoring 2018/19	SPS&T	Sep-18	Ellie Dunnet	Paul Holland
Q1 Performance Report 2018/19	SPS&T	Sep-18	Angela Woodhouse	Anna Collier
Draft Sports Facilities and Playing Pitch Strategies following HCL comments	SPS&T	Sep-18	Rob Jarman	Sue Whiteside/Mark Egerton
Maidstone Community Infrastructure Levy Administration and Governance	SPS&T	Sep-18	Rob Jarman	Tay Arnold/Mark Egerton
Maidstone Town Centre Opportunity Areas Report	SPS&T	Sep-18	Rob Jarman	Sarah Anderton/Tay Arnold
Local Enforcement Plan	SPS&T	Sep-18	Rob Jarman	James Bailey
Local Plan Review Vision and Objectives	SPS&T	Oct-18	Rob Jarman	Sarah Lee / Mark Egerton
Statement of Community Involvement Adoption	SPS&T	Oct-18	Rob Jarman	Sue Whiteside/Mark Egerton
Park And Ride and Alternative Transport Options	SPS&T	Nov-18	Rob Jarman	Tay Arnold/Mark Egerton
Q2 Budget Monitoring 2018/19	SPS&T	Nov-18	Ellie Dunnet	Paul Holland
Q2 Performance Report 2018/19	SPS&T	Nov-18	Angela Woodhouse	Anna Collier
Integrated Transport Strategy Delivery	SPS&T	Nov-18	Rob Jarman	Tay Arnold
Authority Monitoring Report Publication	SPS&T	Dec-18	Rob Jarman	Stuart Watson
Local Plan Review Evidence Base and Need	SPS&T	Dec-18	Rob Jarman	Sarah Lee / Mark Egerton
Draft Strategic Plan	SPS&T	Jan-19	Angela Woodhouse	Angela Woodhouse
Fees & Charges 2019/20	SPS&T	Jan-19	Mark Green	Ellie Dunnet
Medium Term Financial Strategy & Budget Proposals 2019/20	SPS&T	Jan-19	Mark Green	Ellie Dunnet
Sports Facilities and Playing Pitch Strategies Approval	SPS&T	Jan-19	Rob Jarman	Sue Whiteside/Mark Egerton
Local Plan Review Spatial Approach	SPS&T	Jan-19	Rob Jarman	Sarah Lee / Mark Egerton
Q3 Budget Monitoring 2018/19	SPS&T	Feb-19	Ellie Dunnet	Paul Holland
Q3 Performance Report 2018/19	SPS&T	Feb-19	Angela Woodhouse	Anna Collier
Neighbourhood Plans Regulatory Consultation Reports	SPS&T	TBC	Rob Jarman	TBC
Duty to Cooperate / Other LPA Key Issues	SPS&T	TBC	Rob Jarman	TBC
Planning Performance Agreements Review	SPS&T	TBC	Rob Jarman	TBC

MAIDSTONE BOROUGH COUNCIL

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

12 JUNE 2018

REFERENCE FROM COUNCIL

THE CONDITION OF ROADS IN THE BOROUGH

At the meeting of the Council held on 11 April 2018, the following motion was moved by former Councillor B Mortimer, seconded by Councillor D Mortimer:

In view of the recent press coverage of pot holes within the Borough of Maidstone, I am getting very upset, if not angry, that as a Borough Councillor, and I am sure that I speak on behalf of many other Borough Councillors and Officers, at many times we the Borough Council are blamed for the bad state of our roads, which as we are all aware is the responsibility of Kent County Council.

My motion is that we instruct Officers to investigate possible options which will include the Highway Act of 1980 Section 42, which could give us the ability to change the existing dire situation. Once that report is complete, it should be presented at the earliest opportunity to the Strategic Planning, Sustainability and Transportation Committee and their recommendation should go to Full Council.

In accordance with Council Procedure Rule 17.5, the motion, having been moved and seconded, was referred to the Strategic Planning, Sustainability and Transportation Committee.

RECOMMENDED: That the Strategic Planning, Sustainability and Transportation Committee consider the motion relating to the condition of roads in the Borough.

Agenda Item 15

Strategic Planning, Sustainability & Transportation Committee

12 June 2018

Key Performance Indicator Update Quarter 4 2017/18

Final Decision-Maker	Strategic Planning, Sustainability & Transportation Committee
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications, and Governance
Lead Officer and Report Author	Anna Collier, Policy and Information Manager and Ashley Sabo, Performance and Business Information Officer
Classification	Public
Wards affected	All

Executive Summary

The Strategic Planning, Sustainability & Transportation Committee are asked to review the progress of Key Performance Indicators that relate to the delivery of the Strategic Plan 2015-2020. The Committee is also asked to consider the comments and actions against performance to ensure they are robust.

This report makes the following recommendations to Strategic Planning, Sustainability & Transportation Committee:

1. That the summary of performance for Quarter 4 of 2017/18 for Key Performance Indicators (KPIs) be noted.

Timetable

Meeting	Date
Strategic Planning, Sustainability & Transportation Committee	12 June 2018

Key Performance Indicator Update Quarter 4 17/18

1. INTRODUCTION AND BACKGROUND

- 1.1 Having a comprehensive set of actions and performance indicators ensures that the Council delivers against the priorities and actions set in the Strategic Plan.
- 1.2 Following the refresh of the Strategic Plan for 2017/18 the Committees agreed 28 Key Performance Indicators in April 2017.
- 1.3 Performance indicators are judged in two ways. Firstly on whether performance has improved, sustained or declined, compared to the same period in the previous year. This is known as direction. Where there is no previous data, no assessment of direction can be made.
- 1.4 The second way is to look at whether an indicator has achieved the target set and is known as PI status. If an indicator has achieved or exceeded the annual target they are rated green. If the target has been missed but is within 10% of the target it will be rated amber, and if the target has been missed by more than 10% it will be rated red.
- 1.5 Some indicators will show an asterisk (*) after the figure. These are provisional values that are awaiting confirmation. Data for some of the indicators were not available at the time of reporting. In these cases a date has been provided for when the information is expected.
- 1.6 Contextual indicators are not targeted but are given a direction. Indicators that are not due for reporting or where there is delay in data collection are not rated against targets or given a direction.

2. Quarter 4 Performance Summary

- 2.1 There are 28 key performance indicators (KPIs) which were developed with Heads of Service and unit managers, and agreed by the four Service Committees for 2017/18. 4 are reported to the Committee for this quarter.
- 2.2 Overall, 50% (2) of targeted KPIs reported this quarter achieved their target for quarter 4. For 50% of indicators, performance improved compared to the same quarter last year, where previous data is available for comparison.

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

3. Performance by Priority

Priority 2: Securing a successful economy for Maidstone Borough

- 3.1 For the last quarter 20 out of 26 major planning applications were determined within the agreed timescales, which equates to 80.77%. The downturn in the performance on major planning applications in the last quarter was primarily due to clearing a large number of backlog cases, as one of the primary aims of the Planning Service's Implementation Project work. The performance for the whole year for majors was 94 out of 108 determined in time, which equates to 87%, which meets and exceeds the KPI target.
 - 3.2 The value for processing of minor planning application was 69.5% against a target of 85%. The target was missed for a second quarter and is the result of prioritising and working through the backlog of planning applications, the majority of which were progressed during the back end of the last quarter and the front end of this quarter. This was raised as a significant risk at the start of the planning review. The year to date total, whilst below the target of 85%, shows an overall performance figure of 75.16%. It is anticipated that performance will return back to target levels by the first quarter of the new financial year as the backlog of applications has now been cleared.
 - 3.3 89.18% of 'other' applications were processed in a timely manner this quarter. For the year to date this stands at 91.51% and achieves the overall performance target for this category of applications. This involved the processing of 1,178 applications with 1,078 being processed within agreed deadlines despite clearing a significant number of backlog applications.
 - 3.4 There were 61 affordable homes delivered during quarter 4. The year-end target (200) for affordable completions has been exceeded by 26 completions, resulting in 226 affordable completions overall, comprising of 95 for shared ownership (42%) and 131 (58%) for affordable rent.
-

4. RISK

- 4.1 This report is presented for information only, committees, managers and heads of service can use performance data to identify service performance and this data can contribute to risk management.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Key Performance Indicator Update is reported quarterly to the Service Committees; Communities Housing and Environment Committee, Strategic Planning, Sustainability and Transportation Committee, and Heritage Culture and Leisure Committee. Each Committee receives a report on the relevant priority action areas. The report is also presented to Policy & Resources Committee, reporting only on the priority areas of: A clean and safe environment, regenerating the Town Centre, and a home for everyone.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The Council could choose not to monitor the Strategic Plan and/or make alternative performance management arrangements, such as frequency of reporting. This is not recommended as it could lead to action not being taken against performance during the year, and the Council failing to deliver its priorities.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The key performance indicators and strategic actions are part of the Council's overarching Strategic Plan 2015-20 and play an important role in the achievement of corporate objectives. They also cover a wide range of services and priority areas, for example waste and recycling.	Head of Policy, Communications & Governance
Risk Management	The production of robust performance reports ensures that the view of the Council's approach to the management of risk and use of resources is not undermined and allows early action to be taken in order to mitigate the risk of not achieving targets and outcomes.	Head of Policy, Communications & Governance
Financial	Performance indicators and targets are closely linked to the allocation of resources and determining good value for money. The financial implications of any proposed changes are also identified and taken into account in the Council's Medium Term Financial Plan and associated annual budget setting process. Performance issues are highlighted as part of the budget monitoring reporting process.	Senior Finance Manager (Client)

Staffing	Having a clear set of targets enables staff outcomes/objectives to be set and effective action plans to be put in place	Head of Policy, Communications & Governance
Legal	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 the Council's performance assist in demonstrating best value and compliance with the statutory duty.	Keith Trowell, Interim Team Leader (Corporate Governance)
Privacy and Data Protection	We will hold data in line with the Data Quality Policy, which sets out the requirement for ensuring data quality. There is a program for undertaking data quality audits of performance indicators.	Keith Trowell, Interim Team Leader (Corporate Governance)
Equalities	The Performance Indicators reported on in this quarterly update measure the ongoing performance of the strategies in place. If there has been a change to the way in which a service delivers a strategy, i.e. a policy change, an Equalities Impact Assessment is undertaken to ensure that there is no detrimental impact on individuals with a protected characteristic.	Equalities & Corporate Policy Officer

Crime and Disorder	None Identified	Policy & Information Manager
Procurement	Performance Indicators and Strategic Milestones monitor any procurement needed to achieve the outcomes of the Strategic Plan.	Head of Policy, Communications & Governance, & Section 151 Officer

8. REPORT APPENDICES

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

- Appendix 1: Key Performance Indicator Update Quarter 4 17/18





9. BACKGROUND PAPERS




None

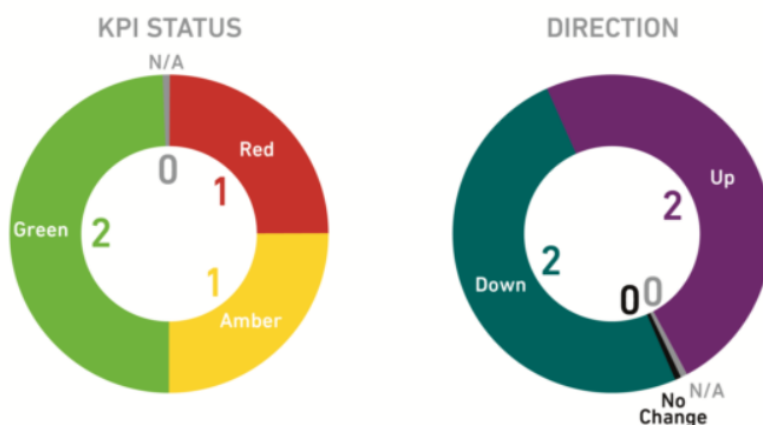
Performance Summary

This is the quarter 4 performance update on Maidstone Borough Council’s Strategic Plan 2015-20. It sets out how we are performing against Key Performance Indicators that directly contribute to the achievement of our priorities. Performance indicators are judged in two ways; firstly, whether an indicator has achieved the target set, known as PI status. Secondly, we assess whether performance has improved, been sustained or declined, compared to the same period in the previous year, known as direction.

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



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

Priority 2: Securing a successful economy for Maidstone Borough

A home for everyone

Performance Indicator	Value	Target	Status	Last Year	Last Quarter
Processing of planning applications: Major applications (NI 157a)	80.77%	85.00%			
Processing of planning applications: Minor applications (NI 157b)	69.49%	85.00%			
Processing of planning applications: Other applications (NI 157c)	89.18%	85.00%			
Number of affordable homes delivered (gross)	61	50			

Agenda Item 16

Strategic Planning, Sustainability & Transportation Committee

12 June 2018

4th Quarter Budget Monitoring 2017/18

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

Executive Summary

This report sets out the financial position for this Committee at the end of 2017/18 against the revenue and capital budgets. The figures included within the report are still subject to external audit so should be considered provisional at this stage.

This Committee has ended 2017/18 with an overall positive variance of £0.48m comprising £0.15m relating to Planning Services and £0.33m relating to Parking and Transportation. The individual variances which make up this total are detailed by service area in **Appendix 1**.

The position for the Council as a whole at the end of 2017/18 was an underspend of £0.2m, after deducting resources to be carried forward.

This report also details spending against the planned capital programme during 2017/18. Unspent resources required in subsequent years will be carried forward.

This report makes the following recommendations to this Committee:

1. That the financial performance of the services within its remit for 2017/18 is noted.
2. That the revenue resources to be carried forward into the current financial year, detailed at **Appendix 2**, are noted.
3. That the slippage within the capital programme in 2018/19, detailed in **Appendix 3**, is noted.

Timetable

Meeting	Date
Strategic Planning, Sustainability & Transportation Committee	12 June 2018

1. INTRODUCTION AND BACKGROUND

- 1.1 The Medium Term Financial Strategy for 2017/18 onwards was agreed by full Council on 1 March 2017. This report advises and updates the Committee on how each service has performed in regards to revenue and capital expenditure against the approved budgets within its remit.
- 1.2 The Director of Finance & Business Improvement is the Responsible Financial Officer, and has overall responsibility for budgetary control and financial management. However in practice, day to day budgetary control is delegated to service managers, with assistance and advice from their director and the finance section.

Revenue Budget

- 1.3 Attached at **Appendix 1** is a table detailing the budget and expenditure position for this Committee's services in relation to 2017/18. The appendix details the net budget per cost centre for this Committee. Actual expenditure is shown to the end of March 2018 and includes accruals for goods and services received but not yet paid for.
- 1.4 Figures in **Appendix 1** have been presented separately for Planning and Parking/Transportation related services to enable the performance of each area to be seen more clearly. The Committee has previously expressed a preference for receiving the information in this format.
- 1.5 The columns of the table in the Appendix show the following detail:
- a) The cost centre description;
 - b) The value of the total budget for the year;
 - c) Amounts to be carried forward from 2017/18 to 2018/19, and amounts which are ring fenced to certain services under legislation;
 - d) Adjusted budget for the year (original budget less amounts carried forward);
 - e) Actual expenditure and income for the year; and
 - f) The variance between the total spend and the adjusted budget.
- 1.6 **Appendix 1** shows that of a net annual income budget of -£615,549 £1,091,586 has been generated, representing an under spend of £476,037, after deducting resources to be carried forward or ring fenced to a particular service under legislation. The latter applies for chargeable building regulations, on street parking, residents parking and off street parking enforcement. For these services, surpluses and deficits are held separately and do not form part of the Council's general revenue underspend.
- 1.7 The total variance relating to Parking and Transportation is an underspend of £331,382 arising predominantly from overachievement of income targets in the Council's pay and display car parks. This is consistent with the position which has been reported to the Committee throughout 2017/18.

- 1.8 There is also a small underspend of £144,656 for Planning services, after including a provision for costs which we anticipate will be incurred in relation to ongoing planning appeals.
- 1.9 **Appendix 2** details the resources which have not been utilised during 2017/18, but which are required to fund expenditure in subsequent years and are therefore being carried forward into 2018/19. This includes grants and a small number of specific carry forwards which have been agreed by the Director of Finance and Business Improvement in line with the Council's Financial Procedure Rules.
- 1.10 Explanations for variances within individual cost centres which exceed £30,000 have been provided in accordance with the Council's constitution.

	Positive Variance Q4 £000	Adverse Variance Q4 £000
Parking & Transportation Services		
Pay & Display Car Parks – Income from pay and display and season tickets has continued to outperform against the budget, in line with previous projections. The variances are particularly significant for Lockmeadow and King Street car parks. It should be noted that the reported variance incorporates adverse variances for Sandling Road and Mote Park car parks. This has been offset against the overall underspend.	305	
Planning Services		
Development Control Applications – Total planning fee income generated was in line with the budget, despite the increase in fees not starting until January 2018 (6 months later than anticipated). The positive variance is due to the expenditure budget relating to the fee increase only being partially utilised during the year.	107	
Development Control Appeals – This variance reflects a provision of £296,300 for anticipated costs in relation to a number of ongoing appeal cases.		-100

	Positive Variance Q4 £000	Adverse Variance Q4 £000
Development Management Enforcement – Agency costs required to cover staff absence have given rise to the overspend in this area.		-35
Spatial Policy Planning – The variance relates to staff costs due to vacant posts. This budget is required and it is anticipated that it will be utilised during 2018/19.	63	
Building Regulations – Income continues to be above budget in this area, and the underspend is expected to continue through to the end of the year. It should be noted that this service is required to break even on a rolling three year basis.	40	

Capital Budget

- 1.11 The capital programme was approved by Council on 1 March 2017. Funding for the programme remains consistent with previous decisions of Council in that the majority of capital resources come from New Homes Bonus along with a small grants budget.
- 1.12 The 2017/18 capital programme for this Committee is set out in **Appendix 3** and shows that the budget includes resources brought forward from 2016/17.
- 1.13 The only capital budget for this Committee is for the Bridges Gyrotory Scheme, where there remains £200,000 unspent from the original budget. These funds are to be used to address flood risks arising from the new road layout, as follows:
- construction of a barrier by the Medway Street subway, with the objective of protecting the lower end of Earl Street and Medway Street;
 - purchase of temporary barriers for deployment along the A229 in the event of a flood alert.
- 1.14 It is anticipated that these works will be completed during 2018/19 and the budget for these projects has therefore been carried forward into next year.

2. AVAILABLE OPTIONS

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

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 In considering the current position on the revenue budget and the capital programme at the end of 2017/18 the Committee can choose to note this information or it could choose to take further action.
- 3.2 The committee is requested to note the content of the report and agree on any necessary action to be taken in relation to the budget position.

4. RISK

- 4.1 This report is presented for information only and has no risk management implications.
- 4.2 The Council has produced a balanced budget for both capital and revenue expenditure and income for 2018/19. This budget is set against a backdrop of limited resources and 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 this committee the best opportunity to take actions to mitigate such risks.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 No consultation has been undertaken in relation to this report.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The fourth quarter budget monitoring reports are being considered by the relevant Service Committees throughout June, including a full report to Policy & Resources Committee on 27 June 2018.
- 6.2 Details of the discussions which take place at service committees regarding budget management will be reported to Policy and Resources Committee where appropriate.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	This report monitors actual activity against the revenue budget and other financial	Director of Finance & Business

	<p>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>	Improvement
Risk Management	<p>This has been addressed in section 4 of the report.</p>	Director of Finance & Business Improvement
Financial	<p>Financial implications are the focus of this report through high level budget monitoring. The process of budget monitoring ensures that services can react quickly 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>	Director of Finance & Business Improvement
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>	Director of Finance & Business Improvement
Legal	<p>The Council has a statutory obligation to maintain a balanced budget and this monitoring process enables the committee to remain aware of issues and the process to be taken to maintain a balanced budget for the year.</p>	Mid Kent Legal
Privacy and Data Protection	<p>No specific issues arise.</p>	Director of Finance & Business Improvement
Equalities	<p>The budget ensures the focus of resources into areas of need</p>	Director of Finance &

	as identified in the Council's strategic priorities. This monitoring report ensures that the budget is delivering services to meet those needs.	Business Improvement
Crime and Disorder	No specific issues arise.	Director of Finance & Business Improvement
Procurement	No specific issues arise.	Director of Finance & Business Improvement

8. REPORT APPENDICES

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

- Appendix 1: Fourth Quarter 2017/18 Revenue Monitoring – Strategic Planning, Sustainability & Transportation
- Appendix 2: Carry Forward of Revenue Resources 2017/18 – Strategic Planning, Sustainability & Transportation
- Appendix 3: Capital Programme 2017/18 – Strategic Planning, Sustainability & Transportation

9. BACKGROUND PAPERS

None

STRATEGIC PLANNING, SUSTAINABILITY TRANSPORTATION COMMITTEE
REVENUE OUTTURN FOR 2017/18

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Cost Centre/Service	2017/18 Estimate	Budgets Carried Forward / Ring Fenced	Final Adjusted Estimate	Actual Outturn for Year			Variance (See note below)
				Expenditure	Income	Net	
	£	£	A £	£	£	B £	A-B £
Building Regulations Chargeable	-320,160	-2,221	-322,381	6,930	-369,658	-362,728	40,347
Building Control	-990		-990	0	-1,523	-1,523	533
Street Naming & Numbering	-49,000		-49,000		-52,575	-52,575	3,575
Building Control	-370,150	-2,221	-372,371	6,930	-423,756	-416,826	44,455
Development Control Advice	-115,000		-115,000		-127,269	-127,269	12,269
Development Control Applications	-1,305,360		-1,305,360	92,693	-1,505,469	-1,412,776	107,416
Development Control Appeals	119,410		119,410	229,087	-9,774	219,313	-99,903
Development Control Enforcement	64,520		64,520	69,167		69,167	-4,647
Development Control	-1,236,430	0	-1,236,430	390,948	-1,642,512	-1,251,564	15,134
Planning Policy	88,090	-35,020	53,070	103,241	-22,194	81,047	-27,977
Neighbourhood Planning	4,030	-75,000	-70,970	4,027	-75,000	-70,973	3
Conservation	-11,470		-11,470	4,138	-544	3,594	-15,064
Planning Policy	80,650	-110,020	-29,370	111,406	-97,739	13,667	-43,037
Land Charges	-234,010		-234,010	30,306	-279,044	-248,737	14,727
Central Services to the Public	-234,010	0	-234,010	30,306	-279,044	-248,737	14,727
Development Management Section	1,032,530		1,032,530	1,016,585		1,016,585	15,945
Spatial Policy Planning Section	455,640		455,640	392,873		392,873	62,767
Head of Planning and Development	237,890		237,890	240,220		240,220	-2,330
Development Management Enforcement Section	165,260		165,260	199,900		199,900	-34,640
Building Surveying Section	399,040		399,040	391,559		391,559	7,481
Mid Kent Planning Support Service	536,370	-17,500	518,870	703,349	-213,823	489,526	29,344
Heritage Landscape and Design Section	195,590		195,590	190,733		190,733	4,857
Planning Business Management	131,160		131,160	121,280		121,280	9,880
Mid Kent Local Land Charges Section	34,990		34,990	152,410	-137,492	14,918	20,072
Corporate Support	3,188,470	-17,500	3,170,970	3,408,908	-351,315	3,057,593	113,377
Planning Services	1,428,530	-129,741	1,298,789	3,948,498	-2,794,365	1,154,133	144,656

Note: A positive number represents a favourable variance, a negative number is an unfavourable variance.

STRATEGIC PLANNING, SUSTAINABILITY TRANSPORTATION COMMITTEE
REVENUE OUTTURN FOR 2017/18

Cost Centre/Service	2017/18 Estimate	Budgets Carried Forward / Ring Fenced	Final Adjusted Estimate	Actual Outturn for Year			Variance (See note below)
				Expenditure	Income	Net	
	£	£	A £	£	£	B £	A-B £
Environment Improvements	16,440		16,440	14,997		14,997	1,443
Name Plates & Notices	17,600		17,600	12,979		12,979	4,621
Network & Traffic Management	34,040	0	34,040	27,976	0	27,976	6,064
On Street Parking	-297,440	-94,183	-391,623	389,455	-771,970	-382,515	-9,108
Residents Parking	-223,180	-47,883	-271,063	39,794	-305,444	-265,650	-5,413
Pay & Display Car Parks	-1,554,710		-1,554,710	328,293	-2,224,537	-1,896,243	341,533
Non Paying Car Parks	9,700		9,700	9,922	-10	9,912	-212
Off Street Parking - Enforcement	-164,530	90,588	-73,942	169,910	-240,597	-70,688	-3,254
Mote Park Pay & Display	-175,020		-175,020	26,570	-181,141	-154,571	-20,449
Sandling Road Car Park	-111,770		-111,770	70,519	-165,856	-95,336	-16,434
Parking Services	-2,516,950	-51,478	-2,568,428	1,034,463	-3,889,554	-2,855,091	286,663
Park & Ride	196,240		196,240	555,180	-356,278	198,902	-2,662
Socially Desirable Buses	63,780		63,780	60,429	0	60,429	3,351
Other Transport Services	-9,300		-9,300	15,423	-35,400	-19,977	10,677
Public Transport	250,720	0	250,720	631,032	-391,677	239,355	11,365
Parking Services Section	369,330		369,330	444,646	-102,606	342,041	27,289
Corporate Support	369,330	0	369,330	444,646	-102,606	342,041	27,289
Parking & Transportation Services Total	-1,862,860	-51,478	-1,914,338	2,138,118	-4,383,837	-2,245,720	331,382
Strategic Planning, Sustainability & Transportation Committee Total	-434,330	-181,219	-615,549	6,086,616	-7,178,203	-1,091,586	476,037

Carry Forward of Revenue Resources 2017/18 to 2018/19
Strategic Planning, Sustainability & Transportation Committee

Revised Estimate 2017/18	Actual Spend 2017/18	Carry Forward Requested	Nature of request	Justification
£	£	£		
665,590	596,858	17,500	General Request	Planned additional staffing spend on overtime and agency staffing to deal with the backlog in Planning Support.

Carry Forward of Grants 2017/18 to 2018/19
Strategic Planning, Sustainability & Transportation Committee

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Revised Estimate 2017/18	Actual Spend 2017/18	Carry Forward Requested	Grant Details	Justification
£	£	£		
10,290	0	10,290	Custom Build Grant	Original Grant was for £14,650. From this £4,360 of the budget was used in 2017-18 to fund two-fifths of the cost of the temporary S106 Officer from October to end of March 2018.
5,150	550	4,600	Self Build Grant	The £550 relates to the annual fee for 2017/18. The carry forward is required for the fees for the next 8 years approximately.
20,130	0	20,130	Grant for Brownfield Register	£14,645 was received in 2016/17 & £5,485 in 2017/18 none of which has yet been spent.
75,000	0	75,000	HCA Grant	This grant was contracted to Lenham Parish Council in March 2018, to bring forward housing delivery, but will be paid to them early in the 18/19 financial year.

STRATEGIC PLANNING, SUSTAINABILITY & TRANSPORTATION COMMITTEE
CAPITAL OUTTURN FOR 2017/18

Appendix 3

	Original Estimate 2017/18	Revised Estimate 2017/18	Outturn 2017/18	Budget carried forward to 2018/19
	£	£	£	£
Riverside Towpath	0	40,000	0	40,000
Bridges Gyratory Scheme	0	160,000	10,350	149,650
TOTALS	0	200,000	10,350	189,650

**Strategic Planning,
Sustainability and
Transportation Committee**

12 June 2018

Walking and Cycling Strategy Update

Final Decision-Maker	Strategic Planning, Sustainability and Transportation Committee
Lead Head of Service/Lead Director	Rob Jarman, Head of Planning and Development
Lead Officer and Report Author	Tay Arnold, Planning Projects and Delivery Manager
Classification	Public
Wards affected	All

Executive Summary

The Integrated Transport Strategy and the Walking and Cycling Strategy contain policies and specific actions associated with promoting Walking and Cycling within the borough. The Integrated Transport Strategy also contains specific measurements for the success of these actions. These strategies are aligned with and interlink with the delivery of the adopted Maidstone Local Plan. Therefore it is important that progress against these actions is monitored. The main delivery partner for these actions varies, however MBC has a key role in facilitating their delivery. This report outlines the relevant actions and provides updates on the progress made to date.

This report makes the following recommendations to this Committee:

1. That the progress against actions within the Integrated Transport Strategy and Walking and Cycling Strategy is noted.
2. That the publication of the Walking and Cycling assessment (appendix 4) is approved.

Timetable

Meeting	Date
Committee (please state)	12 June 2018

Walking and Cycling Strategy Update

1. INTRODUCTION AND BACKGROUND

- 1.1 Strategic Planning, Sustainability and Transportation Committee adopted the Maidstone Walking and Cycling Strategy (W&CS) September 2016. The strategy brings together policies and actions to promote walking and cycling in the borough. It also supports the delivery of related infrastructure and is the evidence base for the Action Plans contained within Maidstone's Integrated Transport Strategy (ITS) - specifically actions W1-W6 and C1-C13.
- 1.2 The strategy was drafted by MBC with support from Maidstone Cycle Campaign Forum and Kent County Council. The Strategy is aligned with the adopted local Plan, ITS and is supported by the Green and Blue Infrastructure Strategy.
- 1.3 In his Local Plan Final Report, the Inspector noted that "the number of vehicles is unusually high in Maidstone because of the high levels of car use relative to other modes such as public transport, walking and cycling. Measures are therefore needed to encourage modal shift in the interests of both air quality and congestion". The inspector went on to note that "to further reduce emissions, additional measures are likely to be needed"
- 1.4 Sustainable transport measures are outlined in Local Plan Policy SP23 (Sustainable Transport). Among other matters, Local Plan Policy SP23 commits to delivering modal shift "through managing demand on the transport network through enhanced public transport and the continued Park and Ride services and walking and cycling improvements".
- 1.5 The Local Plan notes that the Integrated Transport Strategy (ITS) should aim for a reduction in the number of single-occupancy car trips into Maidstone Town Centre by long-stay commuters – particularly during peak periods – which can be achieved through interventions such as enhanced public transport provision on the main radial routes, Park and Ride and walking and cycling infrastructure".
- 1.6 In chapter 9, the ITS identifies various targets to monitor progress. Of relevance to the delivery of the W&CS are:
 - Target 1: "To increase walking mode share from 8% of all work trips to more than 10% of all work trips by 2021 and 12% by 2031."
 - Target 2: "To increase cycling mode share in Maidstone from 0.8% to more than 2% of all work trips by 2021 and 3% by 2031."Progress against these targets will be monitored using future census data. However, this report is intended to provide a qualitative review of progress against the specific actions set out in the ITS Action Plans that support the delivery of these targets.
- 1.7 The W&CS identified four main objectives to achieve these targets:

1. *Creating new links* – seeking new opportunities to extend routes to more people;
2. *Maintenance of the cycle route network* – looking after what we already have, and improving it;
3. *Creating a safer environment for walkers and cyclists* – designing safer routes and providing road safety
4. *Spreading the word* – raising awareness of existing and emerging facilities available to walkers and cyclists

1.8 The specific walking and cycling actions within the ITS align with the above four themes. The relevant actions are:

- W1: Provision of accessible pedestrian routes for all users.
- W2: Improve pedestrian accessibility across the River Medway in Maidstone town centre.
- W3: Implement public realm improvement schemes within the town centre, such that pedestrian access is the primary mode within the central core of Maidstone.
- W4: Identify priority areas for implementation of safety improvements to reduce road traffic collisions involving pedestrians and cyclists.
- W5: Actively encourage and promote walk-to-school initiatives.
- W6: Improve street signage with better pedestrian wayfinding and a reduction in footway clutter.
- C1: Maintain and further develop a strategic cycle network, connecting the town centre to key facilities and residential areas.
- C2: Maintain and further develop cycle routes in rural settlements connecting local amenities and transport hubs (rail stations and bus stops where new and improved cycle parking can be provided in conjunction with Action C6) to housing
- C3: MBC and KCC to work with partners to ensure the regular maintenance of all cycle tracks within the borough.
- C4: (a) All Year 6 children will have access to Level 1 and 2 Bikeability training, and children in Year 7-9 will have access to Level 3 training. (b) Adult cycle training will continue to be offered, through initiatives including workplace travel planning.
- C5: Support the Maidstone Cycle Campaign Forum as a group to promote the cycling cause in the borough; in order to ensure the Walking and Cycling Strategy and the Integrated Transport Strategy provide a coherent strategy for the promotion of Active Travel in the borough.
- C6: Improve cycle security and parking at all key transport hubs and public amenities (including schools, healthcare facilities and retail locations).
- C7: Encourage employers to incorporate cycling into Workplace Travel Plans.
- C8: Promote cycling in schools through School Travel Plans.
- C9: Ensure all cycle routes are fully advertised and signposted within the borough.
- C10: Revise and update the "Explore Maidstone Walking and Cycling Map" to extend coverage to the wider borough and indicate destinations in neighbouring local authorities. Map to be available both electronically and in paper format.

- C11: Standardise and clarify the requirements of planning applications with respect to the provision of walking and cycling facilities, to promote the use of these active travel modes.
 - C12: MBC, KCC and the Maidstone Cycle Campaign Forum to identify opportunities to establish local cycling events.
 - C13: MBC and KCC to identify locations throughout the cycle network where new automatic cycle counters should be installed to enable a detailed analysis of usage. Installation to proceed as resources allow, but each new cycle infrastructure proposal will be assessed to see if an additional counter should be added to augment the data gathering process.
- 1.9 The main delivery partner for these actions varies, however MBC has a role of facilitating the delivery of all of them. To ensure a co-ordinated approach MBC holds regular meetings with relevant KCC officers to progress the relevant actions. MBC has also applied for funding to accelerate delivery where possible.
- 1.10 MBC recently commissioned a Walking and Cycling audit. This was funded from a grant from KCC which MBC applied for. The assessment was carried out by Sustrans, who are a leading sustainable transport charity whose purpose is to make it easier for people to walk and cycle. The audit and assessment included site surveys to identify barriers to walking and cycling. Existing conditions and proposed solutions were tested against tools such as the Pedestrian Comfort Level Guidance alongside the five key indicators of a good route: coherence, directness, safety, comfort and attractiveness.
- 1.11 The assessment focussed on the current Walking and Cycling Strategy and covered Maidstone's Town Centre and South East and North West corridors. It aimed to provide both an audit of existing provision and costed recommendations for improvements. A number of locations were also worked up to concept stage, which is an integral step in taking the routes listed in the Walking and Cycling Strategy towards detailed design and then delivery. Maidstone Cycle Campaign Forum (MCCF) met with MBC officers to review the draft assessment and added valuable feedback, ensuring that the schemes included local knowledge. A route from Mote Park to Maidstone East, which builds on the route within the assessment, has already been taken through feasibility stage by KCC and funding for the next stage is currently being explored. MBC officers will continue to work with KCC and other partners to progress other schemes outlined within the assessment.
- 1.12 MBC has also successfully bid for technical support from the Department for Transport to progress Local Cycling and Walking Infrastructure Plans alongside 3 other Kent districts. KCC will be co-ordinating this programme. This project builds on Government's published Cycling and Walking Investment Strategy (CWIS). This strategy, published in April 2017, includes technical guidance for local authorities on how to develop Local Cycling and Walking Infrastructure Plans. Approval of the scope of the project and confirmation of the delivery times are expected soon from the Department for Transport.

- 1.13 Good progress has been made against delivery of each of the relevant ITS objectives although further work is needed in some areas. A summary of actions taken are outlined below:
- 1.14 **W1 Provision of accessible pedestrian routes for all users.** Pedestrian routes, particularly in the town centre have been considered as part of the above-noted Sustrans assessment. Enhancements to the existing provision have been suggested, including the idea of having a 20mph zone in the town centre. Delivery of these improvements will be discussed with relevant officers and funding sources identified. MBC's public realm improvement works will also greatly enhance the accessibility of the associated areas. KCC have an overarching Inclusive Mobility Action Plan for the County. This plan recognises that improvements can be made to the pedestrian and road network as well as to the availability and accessibility of public transport services in Kent, to improve access for disabled people. MBC officers will support the delivery of the associated actions within the borough. In addition to this, promotion of walking routes and improved connectivity is encouraged in the development of Neighbourhood plans. The Local Plan and the Infrastructure Delivery Plan include specific requirements for pedestrian provision associated with new developments.
- 1.15 **W2 Improve pedestrian accessibility across the River Medway in Maidstone town centre.** The C&WS recommends improving the towpath to improve accessibility. This has been successfully delivered with 6.3 miles of surfaced cyclepath along the river from Aylesford to Barming Bridge. MBC contributed half a million pounds to the delivery of this scheme. The additional funds came from a successful Local Growth Fund bid as part of a joint MBC/KCC project. The route is incredibly popular and to further promote it an Explore Kent map is available. Further improvements to crossings were assessed as part of the Sustrans' audit. The assessment identified the bridge next to Maidstone East and the gyratory as the main desire line crossings for pedestrians, with the other two bridges north and south providing less utility. To improve the links over the river the audit proposes upgrading the link between Maidstone East and the Barracks stations and improving the gyratory. Discussions will be held with relevant officers to see what enhancements can be achieved. The ITS also recommends investigating building a pedestrian bridge to improve connectivity over the River Medway between Earl Street and St Peter's Street. This will be considered when an appropriate funding stream is identified.
- 1.16 **W3 Implement public realm improvement schemes within the town centre, such that pedestrian access is the primary mode within the central core of Maidstone.** An accessible and attractive town centre encourages pedestrian movement and therefore such enhancements can make a vital contribution to the success of the town centre. MBC is investing £3.1m into regenerating Week Street and Gabriel's Hill. The works will include improvements to drainage, and resurfacing with block paving to produce a level surface, similar to that carried out in King Street and the High Street in 2013. There will also be better wayfinding, more landscaping and art works. Henderson and Taylor (Public Works) Ltd have been

appointed to carry out the improvement works, which began on Monday 14th May.

- 1.17 **W4 Identify priority areas for implementation of safety improvements to reduce road traffic collisions involving pedestrians and cyclists.** Kent Police are responsible for collecting the crash and casualty data for the County. This is made up of the personal injury collisions that are reported and includes where: Someone is injured on a public highway or footpath; at least one road vehicle or a vehicle in collision with a pedestrian is involved; Police have been informed within 30 days. This does not include injuries to pedestrians with no vehicle involvement or collisions which occur off the highway such as on private roads or car parks.
- 1.18 KCC Traffic engineers regularly assess road safety on Kent's highway network. This involves studying crash patterns over a period of time to identify locations where there are unexpectedly high numbers of crashes occurring. The circumstances, vehicles and casualties involved in the crashes at a particular location are investigated to identify any patterns that engineering measures could prevent reoccurring in the future. The relative size of the problems and the ability to tackle them are assessed and suitable cost-effective solutions are devised and implemented. This approach looks to make changes to the road environment and influence driver behaviour to prevent collisions continuing to occur at these sites. The cluster sites are defined by 3 or more collisions happening within a 50m radius involving that user type. The borough is currently showing one pedal cycle cluster on Tonbridge Road junction with London Road. This is a new cluster and will be looked at as part of the Casualty Reduction Measures (CRM) next year. The CRM programme is intended to re-engineer the highway, where this is a contributory factor in crashes on the network. There are also 3 pedestrian clusters which again will be looked at as part of CRM. The maps showing the locations of these clusters can be seen in appendices 1 and 2.
- 1.19 Kent's Road Casualty Reduction Strategy commits the County Council to working towards an outcomes framework, in order to meet targets, reduce casualties and to improve safety and public health. Supporting this, KCC produces an annual delivery plan for coordinated education, training and publicity activities, setting out the Council's actions and encouraging partners and stakeholders to link with these. Further collaborative work with partners is needed to further understand the causes of the clusters and facilitate the success of the initiatives intended to address them.
- 1.20 **W5 Actively encourage and promote walk-to-school initiatives.** KCC has this year offered Small Steps to 8 Primary Schools in the borough. Small Steps is a programme aimed at Year 2 children and involves parents, teachers and project staff. The children are taught how to become safer pedestrians. KCC host Jambusters, through which schools are encouraged and supported to submit travel plans. Schemes such as Walk on Wednesday and Active Bug are led in Maidstone by the Kent Messenger. This year, the two schemes have been merged and are now titled 'Super WoW'. As part of this scheme families are encouraged to walk to and from school on Wednesdays. The KM charity team estimate that these schemes took a total of 22600 cars off the road in Maidstone in 2017/2018. Maidstone

borough is currently listed in the top 5 districts for this. In association with this, MBC has been working in collaboration with the KM Charity team on a complimentary initiative which encourages schools in the borough to monitor air quality around their school. St John's CEP School was the first in the county to sign up to the scheme.

- 1.21 **W6 Improve street signage with better pedestrian wayfinding and a reduction in footway clutter.** Columns for street signs and street furniture can prevent pedestrian movement by creating unnecessary barriers. By rationalising this, additional footway space can be created. As outlined above in W3, the public realm improvements include better wayfinding for pedestrians and a reduction in street clutter.
- 1.22 **C1 Maintain and further develop a strategic cycle network, connecting the town centre to key facilities and residential areas.** The Local Plan outlines specific cycling and walking routes for allocated sites to be delivered through developer contributions. The Sustrans Walking and Cycling assessment has highlighted areas for improvements to existing provision as well as additions to the current network, building on the routes outlined in the W&CS. Having costings for these improvements enables MBC to work proactively with KCC to identify potential funding to achieve these either from the government or developers (S106 or CIL). As part of the assessment, associated Traffic Regulation Orders were reviewed and changes suggested that would assist with the movement of cyclists through the town centre.
- 1.23 Sustrans has also previously completed an assessment of the corridor between Loose and Cripple Street in September 2016 (action SEM2 in the action plan of the Walking and Cycling strategy). Elements of this assessment have been implemented as part of KCC PROW's Loose Greenway scheme. The River Medway Towpath (action MTC9) was a joint project with KCC (further information in W2) and forms an off highway 'spinal route' through the town centre. Further connections to the towpath and potential funding options are being considered.
- 1.24 **C2 Maintain and further develop cycle routes in rural settlements connecting local amenities and transport hubs (rail stations and bus stops where new and improved cycle parking can be provided in conjunction with Action C6) to housing.** Station audits were carried out in 2016 at Lenham, Harrietsham, and Maidstone Barracks stations. These produced a series of recommendations. Improvements to rail stations is the responsibility of Network Rail and Southeastern, however ways to progress these actions have been discussed with KCC officers and regular updates from Southeastern are provided. Improvements to Maidstone East's ticket office will also enhance the experience for cyclists and include additional cycle parking.
- 1.25 **C3 MBC and KCC to work with partners to ensure the regular maintenance of all cycle tracks within the borough.** MBC works proactively with KCC to ensure that the cycle routes in the borough are kept well maintained. Responsibility for the maintenance is dependent on the status of the route. KCC Highways is responsible for maintaining all 'on highway' routes. This includes routes like the Towpath, which was adopted

under the Cycle Tracks Act (1984). Kent's Public Rights of Way service is responsible for the maintenance of routes which are classed as bridleways or byways. The maintenance of the National Cycle Network routes within the borough is supported by volunteer Sustrans Rangers.

- 1.26 **C4: (a) All Year 6 children will have access to Level 1 and 2 Bikeability training, and children in Year 7-9 will have access to Level 3 training. (b) Adult cycle training will continue to be offered, through initiatives including workplace travel planning.** Bikeability is offered to all Maidstone schools and is mainly delivered by a 3rd party provider. KCC have continued to offer adult cycle training, with Maidstone being one of the main training venues. 54 courses took place last year. Maidstone officers have met with KCC to discuss other potential training venues in the borough to further enhance uptake.
- 1.27 **C5 Support the Maidstone Cycle Campaign Forum as a group to promote the cycling cause in the borough; in order to ensure the Walking and Cycling Strategy and the Integrated Transport Strategy provide a coherent strategy for the promotion of Active Travel in the borough.** Since the Forum's relaunch in 2015 MBC officers continue to support MCCC and attend forum meetings when there is a relevant topic being covered. Recently the MCCC committee were invited to provide feedback and comments on the Sustrans' Walking and Cycling assessment.
- 1.28 **C6 Improve cycle security and parking at all key transport hubs and public amenities (including schools, healthcare facilities and retail locations).** As part of the planning process, well placed, good quality cycle parking is advocated. Schemes such as the improvements to Maidstone East's ticket office include increased secure cycle parking.
- 1.29 **C7 Encourage employers to incorporate cycling into Workplace Travel Plans.** Jambusters is a website hosted by KCC which supports businesses to develop and maintain travel plans. In addition to this, there are a range of workplace engagement programs such as Kent Sports' Workplace Active Travel Challenge, taking place between 1st May and 30th June, which encourages businesses to swap motorised transport for two legs or two wheels. This year, Activemob is working with KCC and MBC to engage with businesses in Maidstone to better understand and then overcome the barriers to travelling to work actively. MBC engage with 50 businesses in the borough per year as part of supporting the Kent Healthy Business Awards, which amongst other things encourages active travel. For a business to achieve excellence in the awards and get accreditation they need to have "a travel plan that promotes physically active ways of getting to and from work and travelling between meetings." In Maidstone, 6 businesses achieved this, although many more have made significant changes.
- 1.30 **C8 Promote cycling in schools through School Travel Plans.** KCC host Jambusters through which schools are encouraged and supported to submit travel plans. Schools who have submitted an annual school travel plan are able to bid for capital grant funding (April to June each year) to support their delivery. Uptake of cycling in schools is further supported by the provision of Bikeability training (covered in C4).

- 1.31 **C9 Ensure all cycle routes are fully advertised and signposted within the borough.** MBC officers continue to work with partners to improve signage and promotion, including online promotion.
- 1.32 **C10 Revise and update the "Explore Maidstone Walking and Cycling Map" to extend coverage to the wider borough and indicate destinations in neighbouring local authorities. Map to be available both electronically and in paper format.** The Explore Kent map has now been updated and printed. Copies are available at locations in the borough including Maidstone Museum, Kent Life and the Maidstone Library and Archive Centre. Copies have also been offered to Maidstone Cycle Campaign Forum for events. An electronic copy is available through the Visit Maidstone website.
- 1.33 **C11 Standardise and clarify the requirements of planning applications with respect to the provision of walking and cycling facilities, to promote the use of these active travel modes.** MBC officers have discussed approaches with the KCC Transport Planner (Cycling) and meet regularly with her and relevant colleagues to facilitate promoting the use of these active travel modes. The role also involves liaising directly with the KCC Transport and Development planners to advise on developments with the potential to improve or extend the cycle network in Kent. In addition, KCC planners and Highway engineers are kept fully aware of new developments in cycle route design and infrastructure. KCC Highways are also in the process of updating their Parking Standards, which will include reference to cycle parking.
- 1.34 **C12 MBC, KCC and the Maidstone Cycle Campaign Forum to identify opportunities to establish local cycling events.** KCC officers and MBC officers and Borough Members have supported MCCF's first Cyclefest event, which was held last year in the town centre.
- 1.35 **C13 MBC and KCC to identify locations throughout the cycle network where new automatic cycle counters should be installed to enable a detailed analysis of usage. Installation to proceed as resources allow, but each new cycle infrastructure proposal will be assessed to see if an additional counter should be added to augment the data gathering process.** There are currently two cycle counters in Maidstone Borough and two walking counters. The cycle counter in Mote Park was installed in 2013. MBC has met with KCC officers to discuss potential locations in the borough that would benefit from the installation of new counters (to measure pedestrian activity as well as cycling). The siting of these counters will be dependent on whether funding can be identified. The output from the two existing cycle counters can be seen in appendix 3.
- 1.36 In addition to progress against the specific actions within the ITS, other engagement activities have also continued within the borough such as the programme of small events run through the British Cycling and HSBC UK partnership. This is the programme previously known as SkyRide. Breeze and Guided rides have taken place in the borough throughout 2017-2018. Across the county this programme has been estimated to have provided

£107,955 investment into the economy; created 299 new cycle commuters and 27 tonnes in CO2 savings.

2. AVAILABLE OPTIONS

- 2.1 Committee note the progress against actions within the Integrated Transport Strategy and Walking and Cycling Strategy. This will enable officers to continue progressing the agreed actions within the ITS, which supports the delivery of the adopted Local Plan.
 - 2.2 Committee chooses not to note the progress to date against actions within the Integrated Transport Strategy and Walking and Cycling Strategy. This will undermine future delivery of the associated actions within the ITS, subsequently impacting on the delivery of SP23 in the adopted Maidstone Local Plan.
 - 2.3 The committee agree to the publication of the Sustrans' Cycling and Walking assessment (appendix 4). This will provide endorsement to the improvements including within the document, allowing officers to pursue delivery of the associated schemes.
 - 2.4 Committee does not agree to publicising Cycling and Walking Assessment (appendix 4). This will reduce officers' ability to pursue the delivery of the associated schemes.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 Committee notes the progress of delivering walking and cycling and agrees to the publication of the Sustrans Walking and Cycling assessment (appendix 4). This will enable officers to further progress the associated actions within the Local Plan, ITS and W&CS.
-

4. RISK

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

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Both the ITS and Walking and Cycling strategies have been fully consulted upon prior to their adoption in September 2016.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 The Cycling and Walking assessment will be published on the MBC website.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	Accepting the recommendations will materially improve the Council's ability to achieve all 3 core corporate priorities. We set out the reasons other choices will be less effective in section 2.	Rob Jarman, Head of Planning and Development
Risk Management	Already covered in the risk section	Rob Jarman, Head of Planning and Development
Financial	The specific proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation. Implementation of the various initiatives described in the report depends in most cases on external funding and the engagement of partners.	Section 151 Officer & Finance Team
Staffing	We will deliver the recommendations with our current staffing.	Rob Jarman, Head of Planning and Development
Legal	There are no legal implications arising from this report	Cheryl Parks, Mid Kent Legal Services
Privacy and Data Protection	There are no implications arising from this report	Cheryl Parks, Mid Kent Legal Services

Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Policy & Information Manager
Crime and Disorder	N/A	Rob Jarman, Head of Planning and Development
Procurement	N/A	Rob Jarman, Head of Planning and Development

8. REPORT APPENDICES

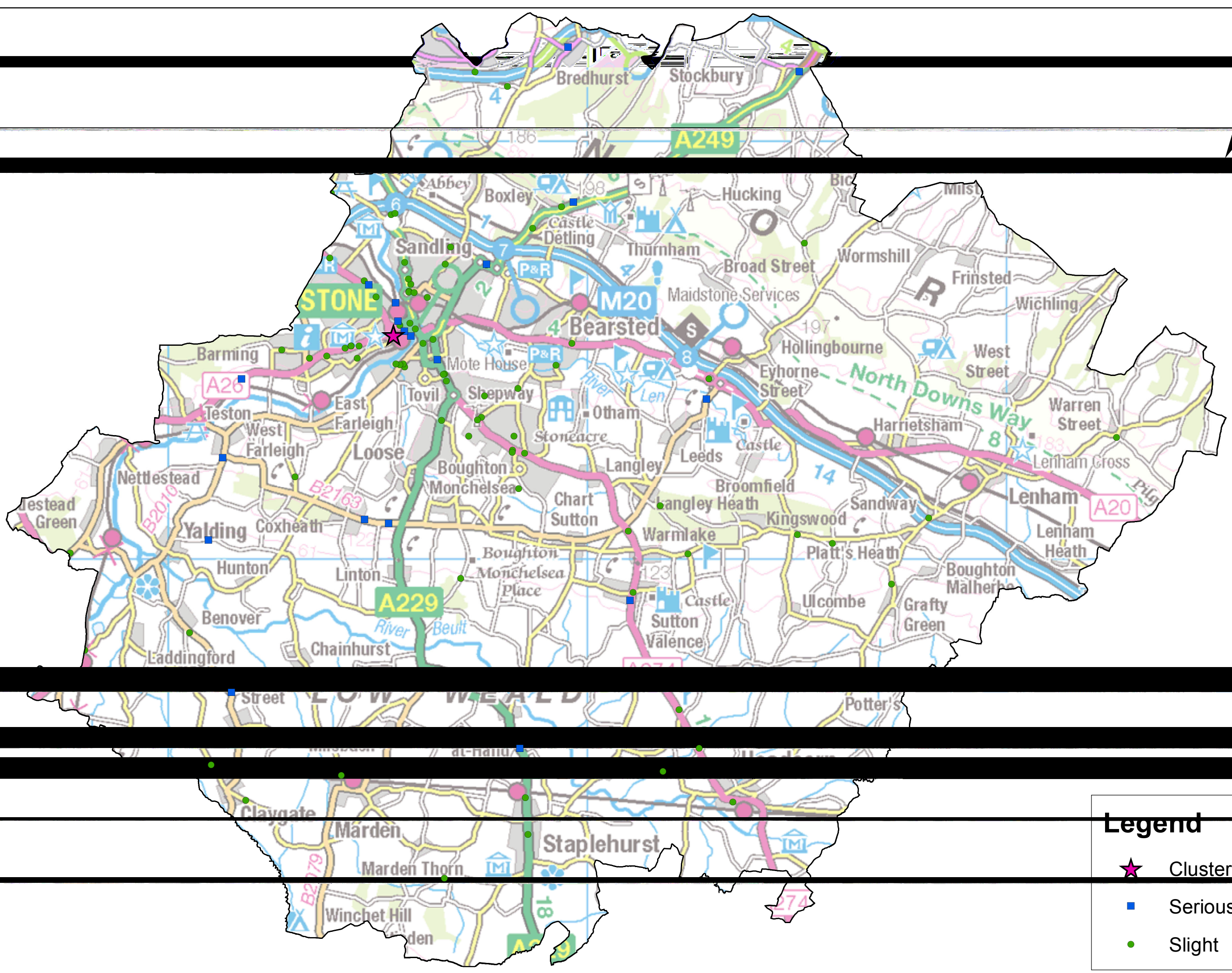
The following documents are to be published with this report and form part of the report:

- Appendix 1: Cycle collisions map
- Appendix 2: Pedestrian collisions map
- Appendix 3 : Cycle counters
- Appendix 4 : Walking and Cycling assessment

9. BACKGROUND PAPERS

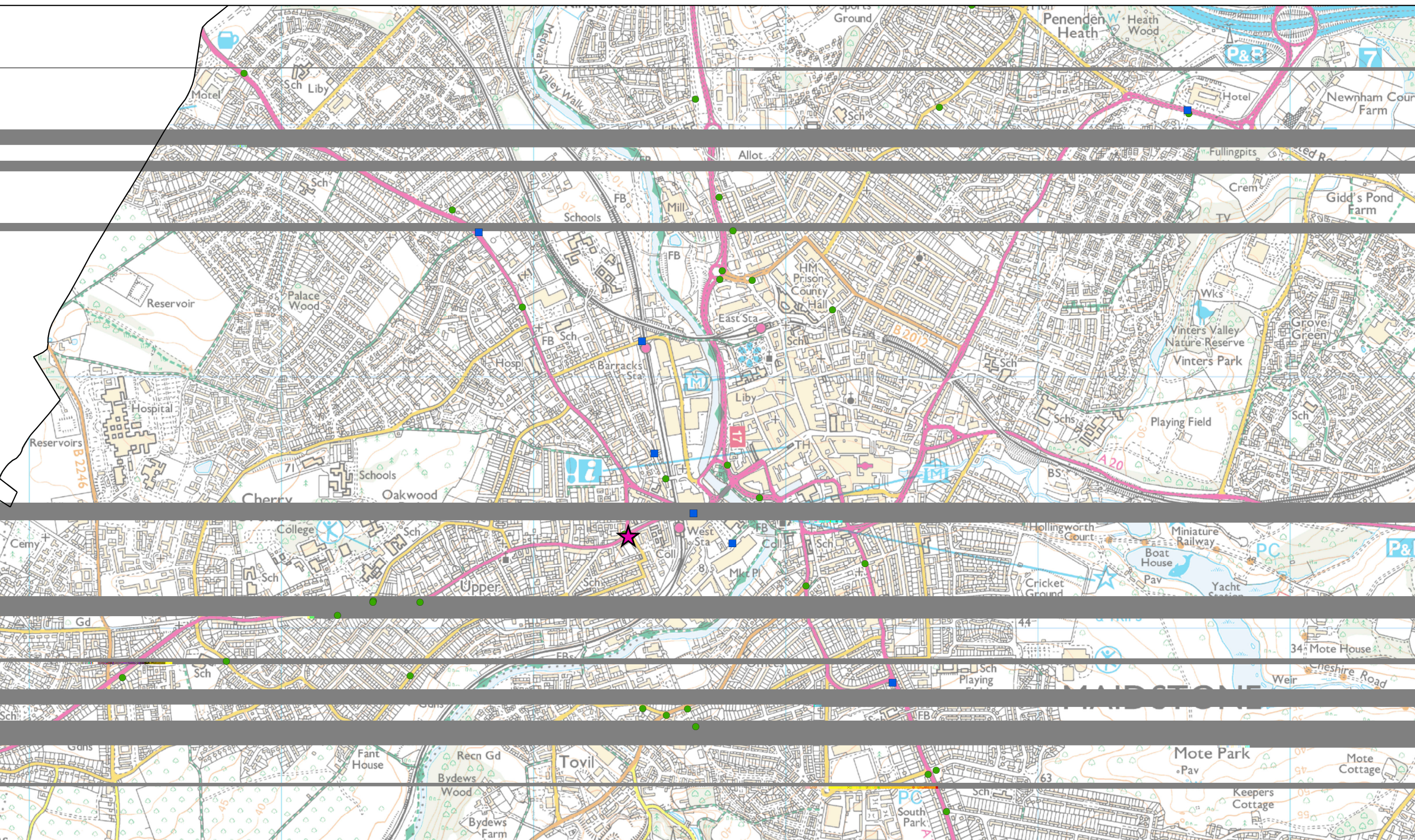
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http://www.maidstone.gov.uk/_data/assets/pdf_file/0008/131849/Walking-and-Cycling-Strategy-2011-31-September-2016.pdf



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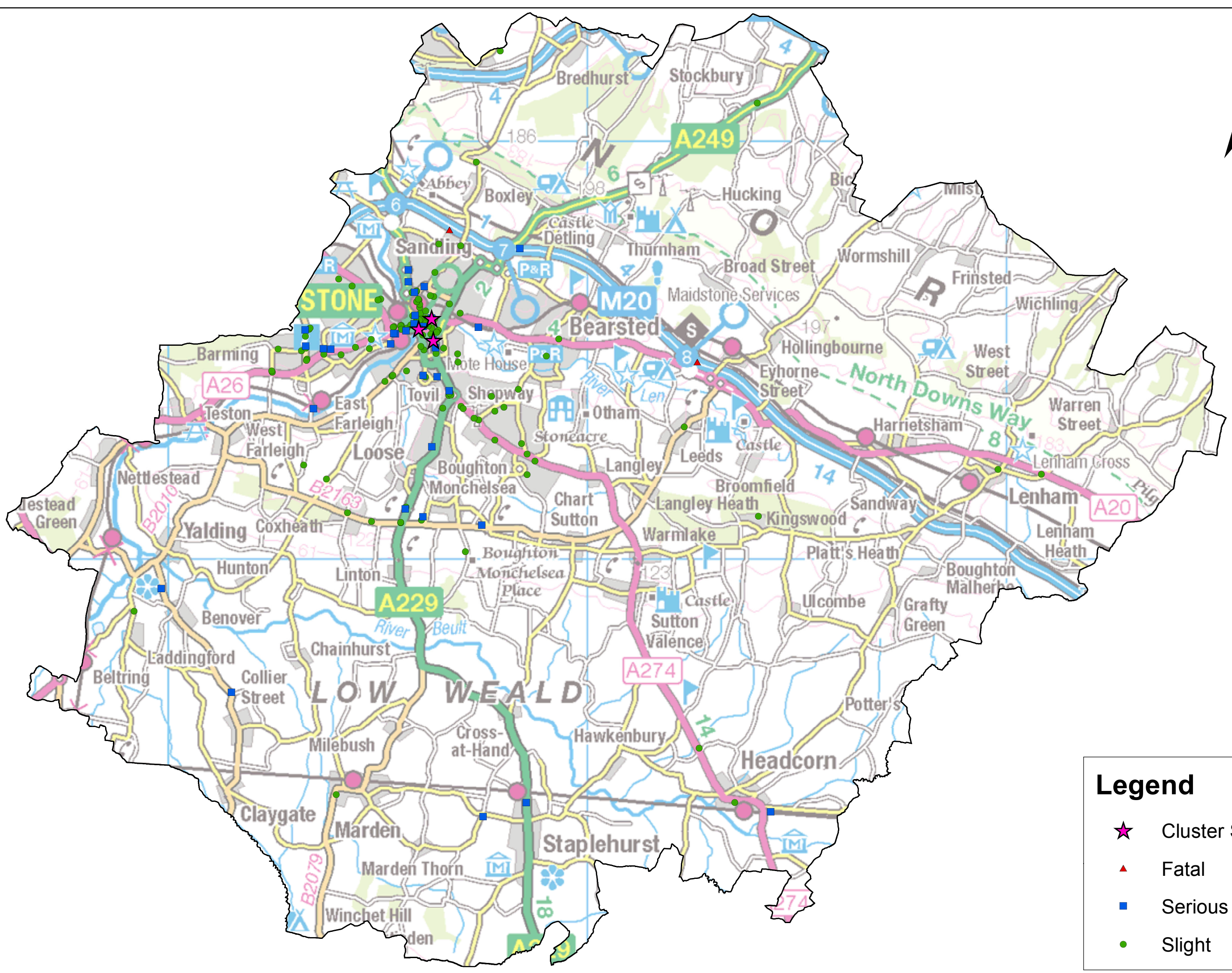
- ★ Cluster Site
- Serious
- Slight



Pedal Cycle Collisions and Cluster Sites
 All collisions involving pedal cyclists in Maidstone
 (Personal injury collision data from 01/10/2014 - 30/09/2017)

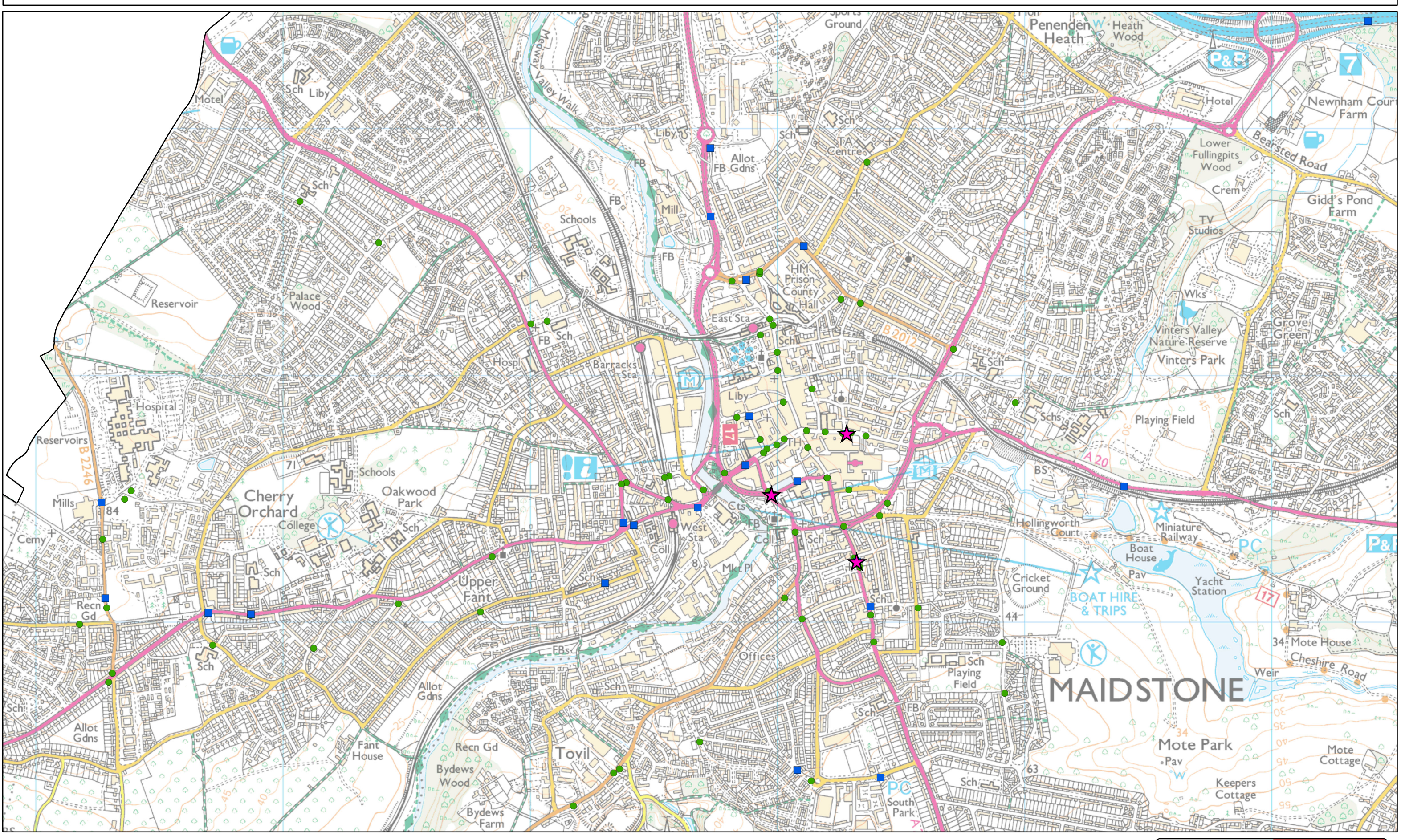


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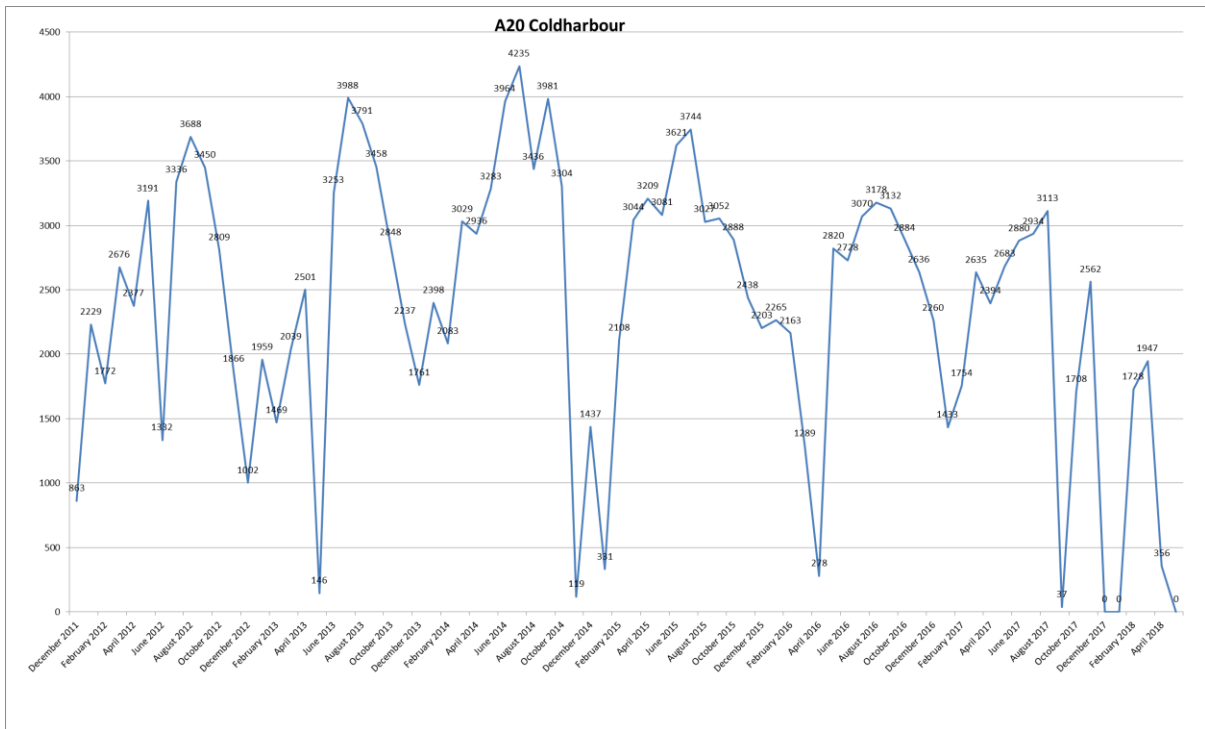
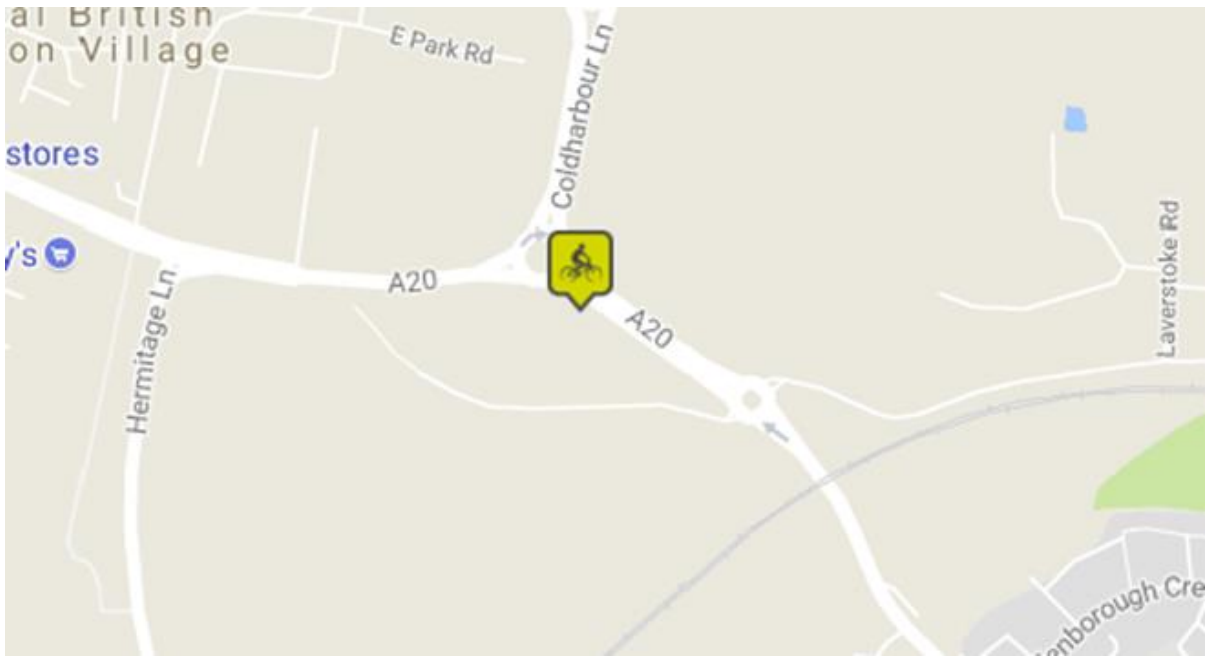
- ★ Cluster Sites
- ▲ Fatal
- Serious
- Slight

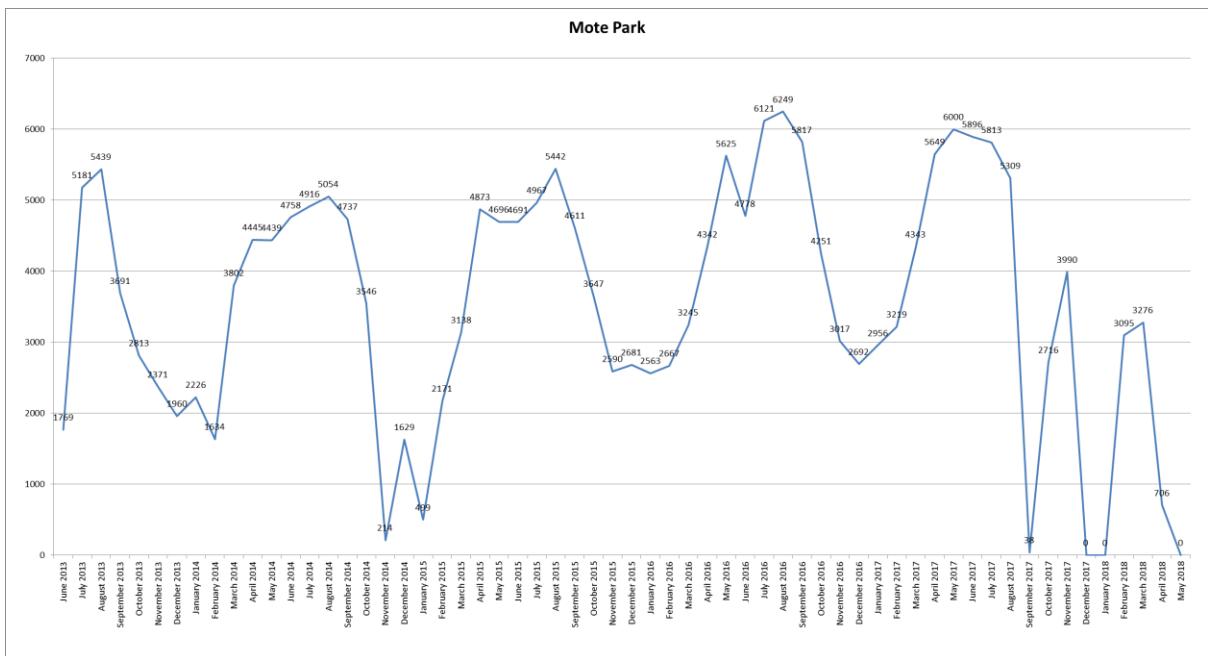


Pedestrian Collisions and Cluster Sites
 All collisions in which there was an injury to a pedestrian in Maidstone
 (Personal injury collision data from 01/10/2014 - 30/09/2017)



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Walking and Cycling Assessment

Maidstone

April 2018



About Sustrans

Sustrans is the charity making it easier for people to walk and cycle.

We are engineers and educators, experts and advocates. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done.

We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast.

Join us on our journey. www.sustrans.org.uk

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-	Draft	DL	SP	09/02/2018
A	Draft Amendments	DL	NA	14/03/2018
B	Final Version	DL	JF	10/05/2018

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Introduction

Sustrans is very pleased to be invited to support Kent County Council and Maidstone Borough Council in assessing the current provision for walking and cycling in the town centre and along the main corridors identified by Maidstone Walking and Cycling Strategy 2011-2031. A strategic long term aim highlighted in this strategy is:

“Filling in of the gaps” to create a fully integrated urban cycle network, with radial routes joined across the town centre. Key destinations (e.g. schools, colleges, hospitals, shopping centres, visitor attractions) and new housing and employment sites will be integrated into the cycle network.

Detailed interventions have been highlighted in the Walking and Cycling Action Plan, and we have been guided by these proposals in our audit work. We have assessed and audited the town centre and a number of key corridors, as well as relevant parts of the existing network, to provide a set of feasible routes ready for funding.

Sustrans completed an assessment of the corridor between Loose and Cripple Street in September 2016, which corresponds with Action SEM2 in the Walking and Cycling Strategy and there has been recent investment in the Medway riverside path (action MTC9).

Our Approach

Sustrans has built on Maidstone’s Walking and Cycling Strategy 2011-2031 to assess and audit the town centre and a number of key corridors as well as relevant parts of the existing network, in terms of adequacy and connectivity with destinations such as employment sites, schools, stations and new developments.

The audit and assessment stage included survey work that identified key barriers to walking and cycling. Existing conditions and proposed solutions were tested and assessed using recent cycling and walking tools such as the Pedestrian Comfort Level Guidance referenced in the recent LCWIP guidance. This was applied within the constraints of the project budget to provide an objective measure and check to ensure quality.

The key indicators of our assessment will include:

- Coherence
- Directness
- Safety
- Comfort
- Attractiveness

Barriers to Walking and Cycling

Maidstone has the potential to be a great place to walk and cycle with Mote Park and the river front creating very positive environments for both leisure and utility cycling. Equally, the recent improvements to Jubilee Square have had a transformative impact by reallocating road space, restricting traffic and creating a high quality pedestrian environment.

However, if more people are to walk and cycle more often, the network needs to be incrementally improved, key barriers need to be addressed and routes joined up to allow easy movement in all directions rather than isolated pockets of good quality provision.

Some of the key barriers are:

- A large percentage of the existing cycle network in the study area consists of ‘signs only’ and lacks adequate provision.
- This Quietway style cycle route network strings together residential streets and off-road paths often providing appealing alternatives to the main roads; however, these routes fall down at pivotal points such as junctions and crossings resulting in a poorly joined up network.
- In general, the existing pedestrian and cycle provision is often substandard when compared with current guidance and, in some places, would be considered unsafe and should be improved as a priority.
- Cycling and walking connections both within the new development sites and connecting these sites to the surrounding area are particularly low quality and have significant scope for improvement.

- There is a lack of a dedicated, continuous and joined network of routes for cycling
- There is a lack of easy and safe pedestrian access to key destinations including schools, employment centres and local amenities.

Recommendations

Useful town wide options to improve cycling and walking include:

- Speed reduction as it improves safety and opens up many more design options
- Start a program of junction improvements targeting key barriers
- Improve pedestrian access across the town concentrating on the town centre and local destinations such as schools and shopping parades

Scope of Assessment

In line with the proposal, it was agreed that the assessment would focus on the town centre and the North West and South East corridors with the aim of providing both an audit of existing conditions as well as a set of costed recommendations for improvements.

The town centre and South East would be assessed in detail for both walking and cycling improvements, whereas the options assessment for the North West would focus on providing a viable cycle route to the new developments next to the hospital.

A number of locations have been worked up to concept design stage in the form of 1:500 sketches. This shows the progression of the design process through the different stages from feasibility towards detailed design as it’s envisaged that this report should act as a further step along this process.

Summary of Interventions

Table of recommendations

The table is a summary of the recommended interventions described in more detail in each section of the report. A brief description of each item is provided, along with a very broad assessment of cost.

Costs

The costs have been calculated as a standard rate per metre length or per intervention type, based on similar projects in the South of England such as the Quietways and Connect 2.

These figures should be taken as an early estimate and should not be considered as accurate. They do not include any allowance for land costs, which may be appreciable, nor for ancillary costs such as traffic management, statutory undertakers works, contingencies, supervision, detailed design or project management.

More detailed surveys of ground conditions, detailed information on rates from the highway authority and more detailed designs would be required to establish a better forecast of the total costs.

Section	ID	Brief Description	Cost
A	1.1	Traffic management	25 to £35,000
A	1.2	Improve layout	£30 to £50,000
A	2.2	Re-design junction	Feasibility study
A	2.1	Install contraflow cycling	£1 to £5,000
A	3.1 to 3.4	Install bi-directional light segregated cycle track	£3 to £5,000
A	3.1	Re-configure junction	£15 to £25,000
A	3.2	Install Bus stop by-pass	£1 to £3,000
A	3.3	Manage traffic through pinch point	£10 to £20,000 (Feasibility Study)
A	3.4	Re-design junction	£40 to £80,000
A	7.1	Install ramp in car park	£15 to £30,000
A	7.2 & 7.3	Widen existing path to access shared footway	£5 to £10,000 (Feasibility Study)
A	7.4	Improve pedestrian access to the station	£10 to £15,000
A	8.1	Traffic calming, narrowing + new crossing	£200 to £350,000
A	8.2	Convert to a continental style roundabout	£300 to £500,000
B	1.1	Improve on to off-road transition	£2 to £5,000
B	1.2	Continuous footway crossings + protected turning pocket	£30 to £50,000
B	1.3	2x continuous footway, informal crossing + new public space	£30 to £50,000
B	1.4	Widen footway to create shared use cycle route	£30 to £50,000
B	1.5	Provide informal tabled crossing to access park	£10 to £15,000
B	2.1	Shared use footway (500m section)	£40 to £60,000
B	2.2	Re-design junction	£50 to £200,000
B	3	Install crossing, table junction + new public space	£75 to £150,000
B	4.1	Improve transition + speed reduction measures	£2 to £5,000
B	4.2	Re-configure junction	£30 to £50,000
B	6.2	Improve filtered permeability	£20 to £30,000
B	5	Swap junction priority, table junction and tighten geometry	£2 to £4,000
B	6.1	Physical narrowing + remove mini-roundabout	£20 to £40,000
B	7.1	Install parallel crossing	£30 to £40,000
B	7.2	Off-road provision in verge	£30 to £40,000
B	8.1	Reconfigure junction	£1 to £3,000
B	8.2	Install toucan crossing	£30 to £50,000
B	8.3	Traffic management + junction layout change	£30 to £100,000
B	9.1	Improve streetscape	£5 to £30,000
B	9.1 & 9.2	Continuous footway	£25 to 30,000
C	1	Low level lighting through park	Further investigation required
C	2	Single stage controlled crossing	£40 to £100,000
C	3	Off-road route set back from carriageway	£250 to £300,000

The Town Centre – Section A

Introduction

Maidstone Town Centre has a thriving retail environment with a diverse mix of shops and a central pedestrian zone that provides a cohesive and appealing shopping environment. The periphery of the centre includes multiple education facilities, Green space (Whatman Park and Mote Park), new developments and key employers including the Borough and County Council, the prison and other county wide services.

Walking

Restrictions to general traffic, informal crossings and the expansive pedestrian space in Jubilee square, the High Street and Bank Street create a good quality level of service for pedestrians.

Cycling

Although the town centre lacks good quality dedicated cycle facilities, the restrictions to through traffic creates a positive environment.

Barriers to Walking and Cycling

- Severance caused by the A229, A249 and to a lesser extent, the B2012 as well as the street environment of roads running into the town from the ring road.
- Lack of high quality crossing facilities of these roads.
- Moving away from the central pedestrian area the walking environment deteriorates rapidly with users running into large, complex and formidable high traffic environments, such as the gyratory, that are hard to negotiate.
- Factors including footway crowding, pinch points, vehicle speeds and road geometry become key negative factors causing a low level of service.
- Substandard existing cycle infrastructure that fails to provide a joined up network across the centre.
- As shown in the map on the next page, locations A1,A2,A3 and A8 are particularly challenging for cyclists especially the advisory lanes at A8. Locations A4,A5,A6 and A8 are poor in terms of pedestrian level of service.

Recommendations

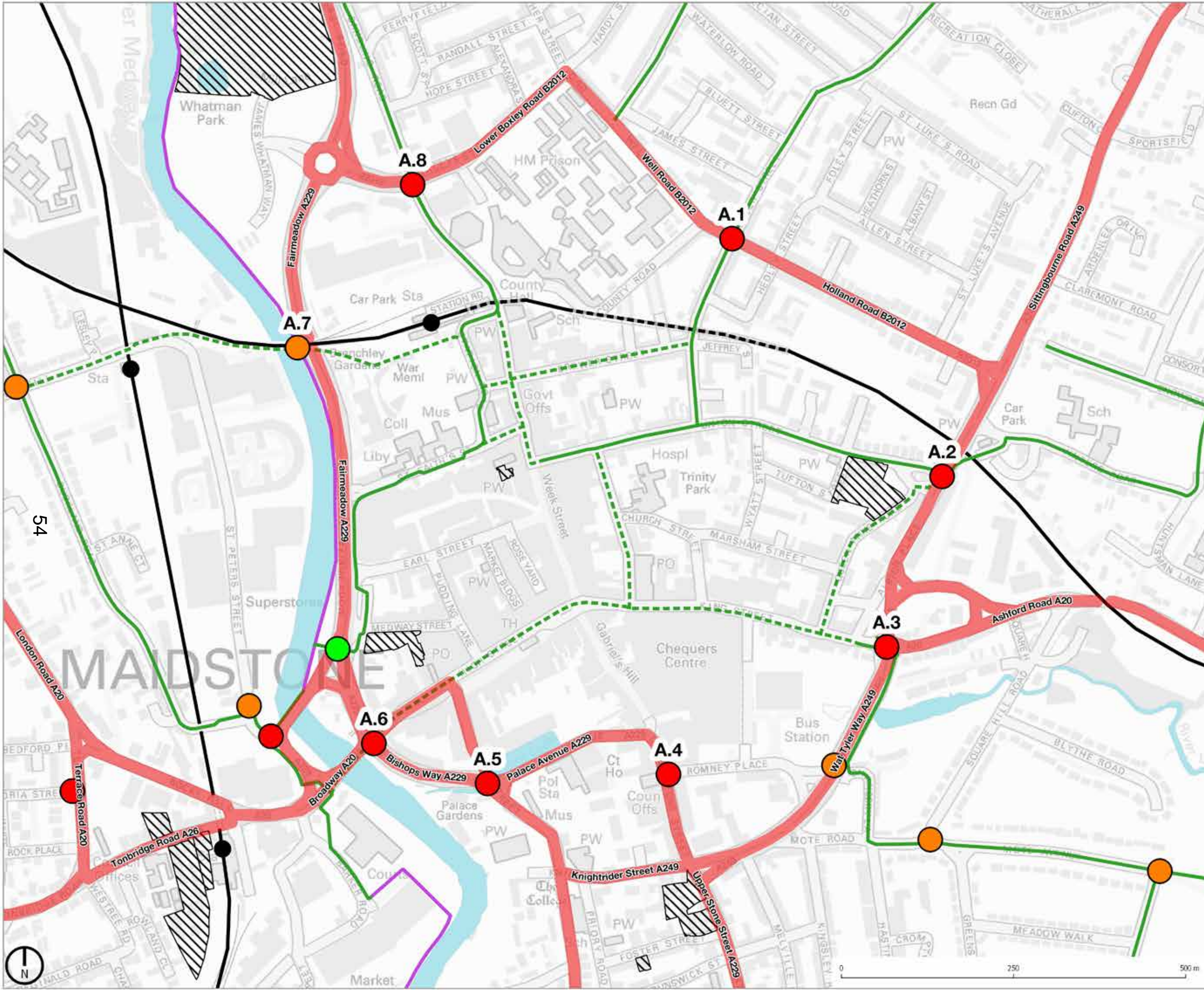
A combination of small and medium scale urban realm improvements are being proposed here as well as an upgrading of crossing facilities at key points.

Implementing these recommendations has significant potential to improve and boost the town centre as a commercial, tourist and retail destination both locally and regionally.

- Reduce car dominance between the centre and the fringe by rationalising parking, speed reduction and reallocating road space.
- Small scale pedestrian enhancements such as guard rail removal
- Centre wide 20mph limit
- Expand the pedestrian zone and local access only streets
- De-clutter and widen footway
- Improve crossings of ring road
- Reduce vehicle permeability whilst increasing cycle access
- Contraflow cycling

Scope of Assessment

The crossing points of the A229, A249, B2012 and the streets linking these to the centre are a major barrier and therefore the focus of this chapter. The Town Centre Assessment map references these locations and can be used to cross-reference each section in this chapter.



KEY

JUNCTION ASSESSMENT

- Green
- Amber
- Red

CYCLE NETWORK

- Existing
- Proposed
- Tow path

HOUSING DEVELOPMENT

- Housing Allocations 2017

BARRIER TO MOVEMENT

- Railway
- High Volume Road
- Water



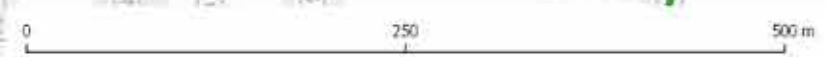
PROJECT
Maidstone Cycling & Walking Assessment

TITLE
MAIDSTONE TOWN CENTRE ASSESSMENT

Drawn	Checked	Date	Scale at A3
DL	XX	10/4/2018	1:5,000

STATUS
DRAFT

DRAWING NUMBER	REVISION
11079.SD-MAP-00-02	A



Cycle Permeability

As shown by the existing cycle access map currently options for movement through the centre by bike are very limited. The routes that are continuous such as the north/south link through the gyratory, in places have a low level of service meaning they are not suitable for all levels of cyclist.

- The existing Traffic Regulation Order (TRO) for Week Street doesn't allow through access for cycles.
- The TRO for the High Street and Gabriel's Hill allows through access but there's little provision for safe onward travel for cyclists using these links.

To improve permeability the following steps are proposed:

- Change TRO to allow through access to bikes on Week Street north of Union Street.
- Manage conflict between cyclists and pedestrians with time based restrictions and street design measures.

River Crossings

There are currently six crossings of the River Medway, counting the gyratory as two separate bridges.

- The gyratory is the only existing crossing for cyclists.
- For pedestrians the bridge next to Maidstone East and the gyratory are the main desire line crossings, the other two bridges north and south provide far less utility.*
- Moving west the river, rail line and road network are a major problem and source of severance.

* It should also be noted that Millennium Bridge and Trovil Bridge have insufficient widths and parapet heights to be converted to shared use.

To improve links over the river the following steps are proposed:

- Upgrading the link between Maidstone East and the Barracks stations
- Improve the gyratory by providing a better road layout for all users



A.1

Link between Town and North Maidstone via Wheeler Street and the junction with Holland Road (B2012)

Overview

This is a useful link from the town centre to the north east for cyclists; the junction is also a local shopping location for residents.

The controlled crossings on all arms are a welcome feature; however, negative factors including pinch points within the footway, extensive guard railing and crossings set back from the junction reduce the quality of the walking environment. The collision data indicates this junction is performing poorly with 8 slight/severe pedestrian casualties in 5 years.

For cycling, the wide junction crossing is an issue with north and south stop lines set back 20m from the Junction and ASLs that lack suitable feeder lanes. General lane widths south bound on Wheeler Street shrink from 3.4m to 3m which creates potentially dangerous conflict between cyclists and motor vehicles.

Interventions

- 1.1 * The limited highway boundary on Wheeler Street limits design options in this location and means traffic management is the suitable approach. Such an intervention could include measures such as a modal filter or change to one way working. Any intervention here should include greening such as new street trees and widening of footway facilities.
- 1.2 * Improve pedestrian environment by removing guard rails and reconfigure layout.

Costs

- 1.1 £25 to £35,000
- 1.2 £30 to £50,000*

*Both these interventions require further investigation practical options and to work up a realistic cost forecast.



1.1 View north across junction up Wheeler Street

Pedestrian Level of Service

Guard railing and limited footway widths reduce pedestrian comfort levels on south side of junction



1.1 View north from west side of Wheeler Street

Substandard Cycle Provision

ASL lacks a feeder lane and can't be accessed by cyclists when motor vehicles are queuing.

56

The rule-of-thumb is to avoid situations where motorised vehicles and cyclists are expected to move together through a width between 3.2 metres and 4 metres. Where lane widths are between these two dimensions, there is uncertainty about space for overtaking and a high risk that other vehicles will seek to pass cyclists too closely thereby putting the more vulnerable road user at risk.

London Cycle Design Standards, Chapter 4, section 4.4.2



A.2

Link between Town and North West Maidstone between Vinters Road, Union Street and Queen Anne Road

Overview

The junction of the ring road provides accesses to multiple schools and is a key gateway to the north east. The junction has significant potential for improvement for cycling and walking.

The main barrier to cycling is the lack of provision for users to safely and easily negotiate the junction.

The main issues for pedestrians include narrow footways, railings, crossing widths and proximity to high volumes of traffic which combined create a low level of service.

Interventions

- 2.1 Allow contraflow cycling on Queen Anne Road linking to King Street cycle provision.
- 2.2 Re-design the junction with a set of measures that should include the provision of a continuous and safe cycle link through the junction, footway widening, junction layout simplification and road space reallocation. The removal of the Union Street mini gyratory system should also be included as part of this redesign.

Costs

- 2.1 £1 to £5,000
- 2.2 Feasibility study required



2.2 View north from east side of the A249

Pedestrian Level of Service

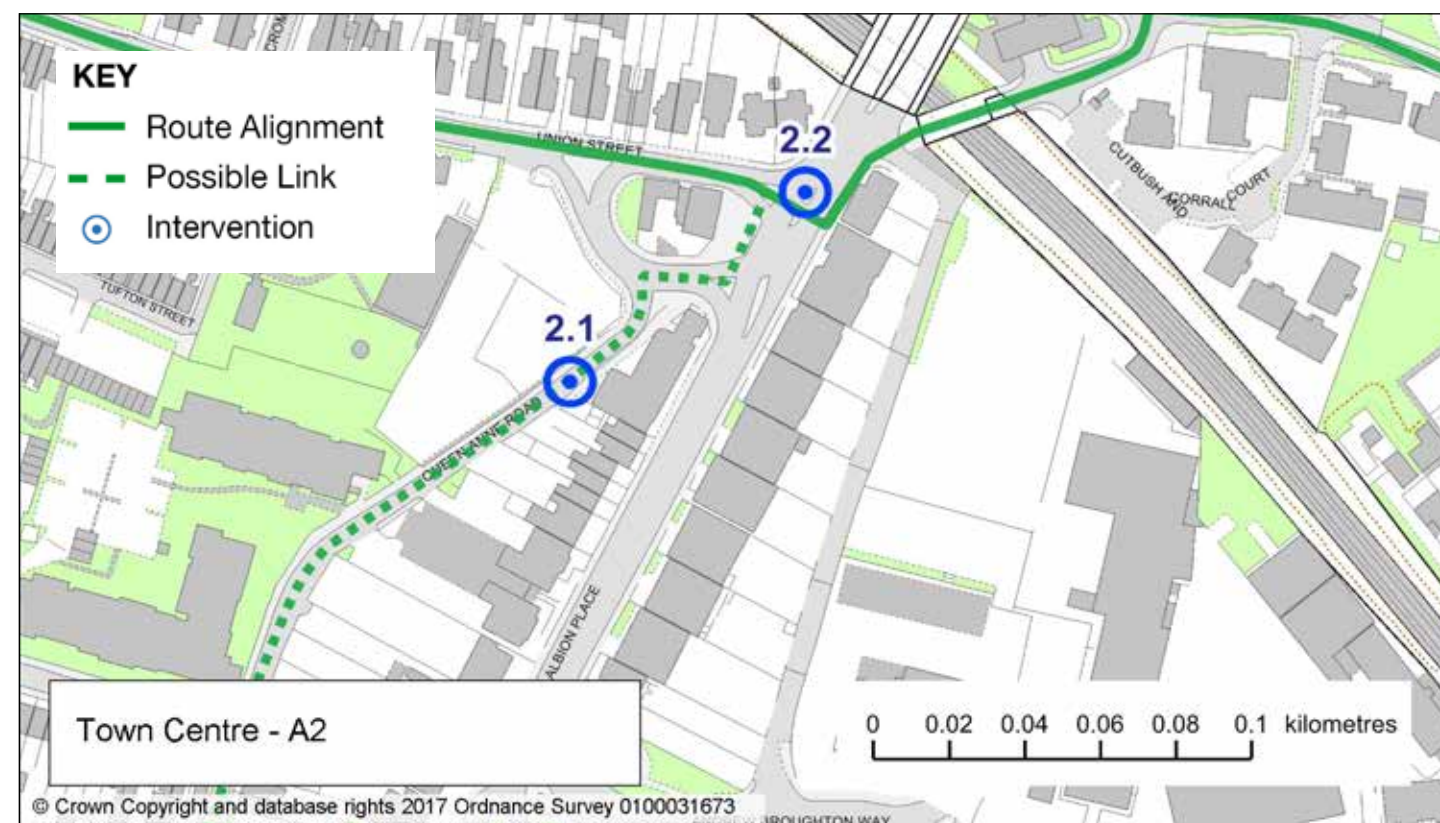
Guard railing and limited footway widths reduce pedestrian comfort levels on all sides of junction



2.2 View west across junction towards Union Street

Crossing

No provision for cyclists at junction
Pedestrians seen crossing outside of green phase



A.3

Link between Town and South East Maidstone via King Street and the junction with Wat Tyler Way (A249)



3.1 View east along King Street on the south side of the road

Pinch Point

2.6m pinch point within 3m footway. On north side the footway pinches at 3.4m between the bus stops and shop fronts (1.7m band of street furniture within 6m footway)



3.2 View in either direction on King Street

Opportunity

The main function of the street is not being met by the layout which suggest vehicle movement as the main function. Both walking and cycling is under-represented along this section.



3.4 View of signal junction looking north from Wat Tyler Way

Substandard Provision

This junction has significant scope for improvement to provide safe walking and cycle access to the town.

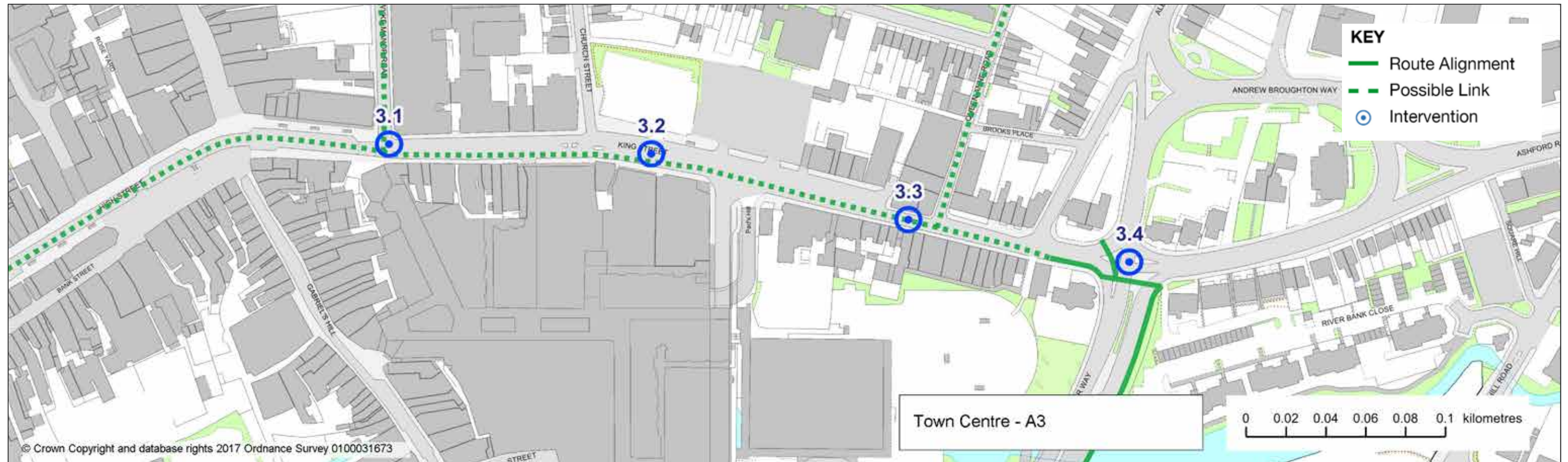


3.4 View south along east side of Wat Tyler Way showing existing shared use footway

Substandard Provision

The shared footway pinches at 1.3m in a 2m overall width which is well below current standards for this type of provision.

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A.3

Link between Town and South East Maidstone via King Street and the junction with Wat Tyler Way (A249)

Existing conditions

A four arm signal junction with significant volumes of north bound traffic.

King Street links to the core shopping area, the bus station, car parking and has a large proportion of shop fronts. The street is important for both its movement and place function.

There is significant road space available across a large sections, of the street providing great potential to deliver a better walking and cycling environment.

Barriers to walking and cycling

At the junction negative issues for pedestrians include multi-stage crossings with long wait times and narrow footways on all sides.

Vehicles can negotiate the junction at speed, creating issues for both cyclists and pedestrians. Drop kerbs aren't flush, with 40mm up-stands negatively impacting all non-motorised users. Cycle facilities through the junction are substandard, with 0.9m wide on-road advisory cycle lanes running west from the junction and the shared use footway on the east side.

Both sides of King Street have high footfall especially in proximity to the intersection with the High Street. There are pinch points along the length and low levels of pedestrian comfort where there are mixed functions on the footway such as waiting, moving and shopping.

Traffic Flow

Wat Tyler Way (DFT AADF data 2016)

Flow 19,000 Average Daily Flow 2.7% HGVs

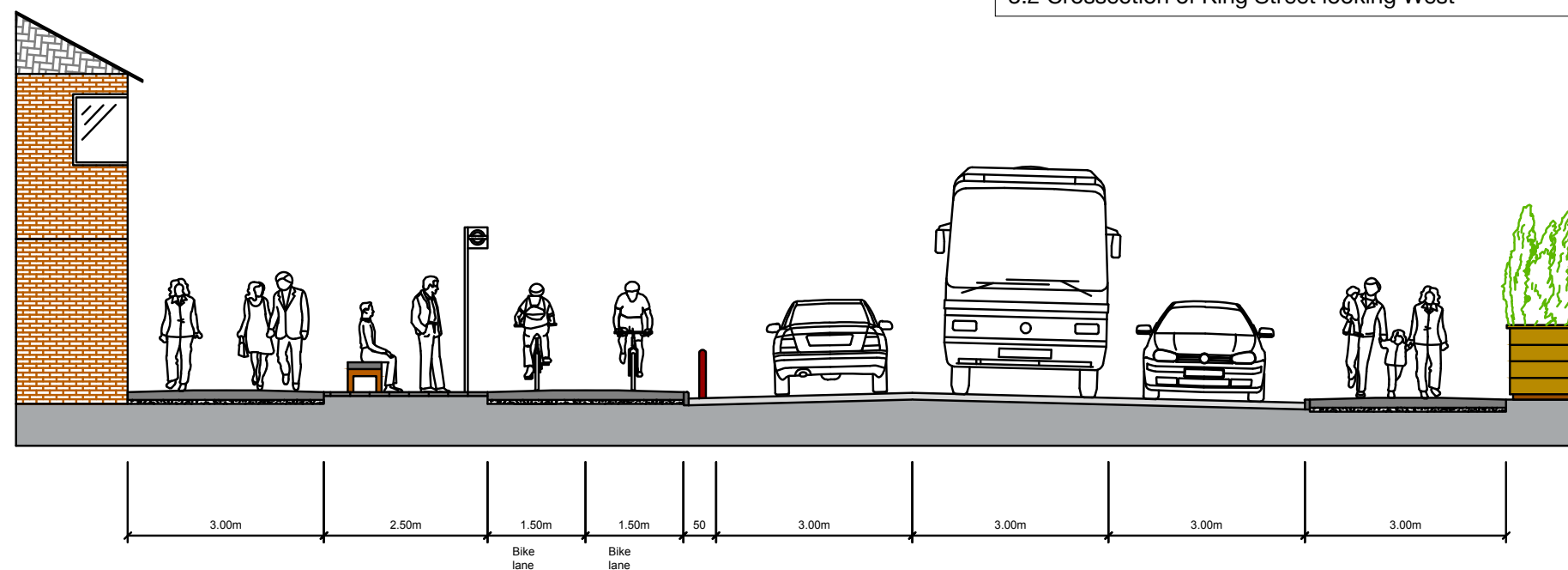
Interventions

- 3.1 to 3.4 Bi-directional light segregated cycle track along south side of King Street. This side was selected as it has parking restrictions along most of it's length and fewer side road entrances.
- 3.1 Re-configure junction to facilitate safe cycle access and link to cycle contraflow on Wyke Manor Road.
- 3.2 Bus stop by-pass on south side.
- 3.3 Detailed design and modelling required to find optimum method to fit in cycle track and manage traffic through pinch point.
- 3.4 See sketch design for junction redesign.

Costs

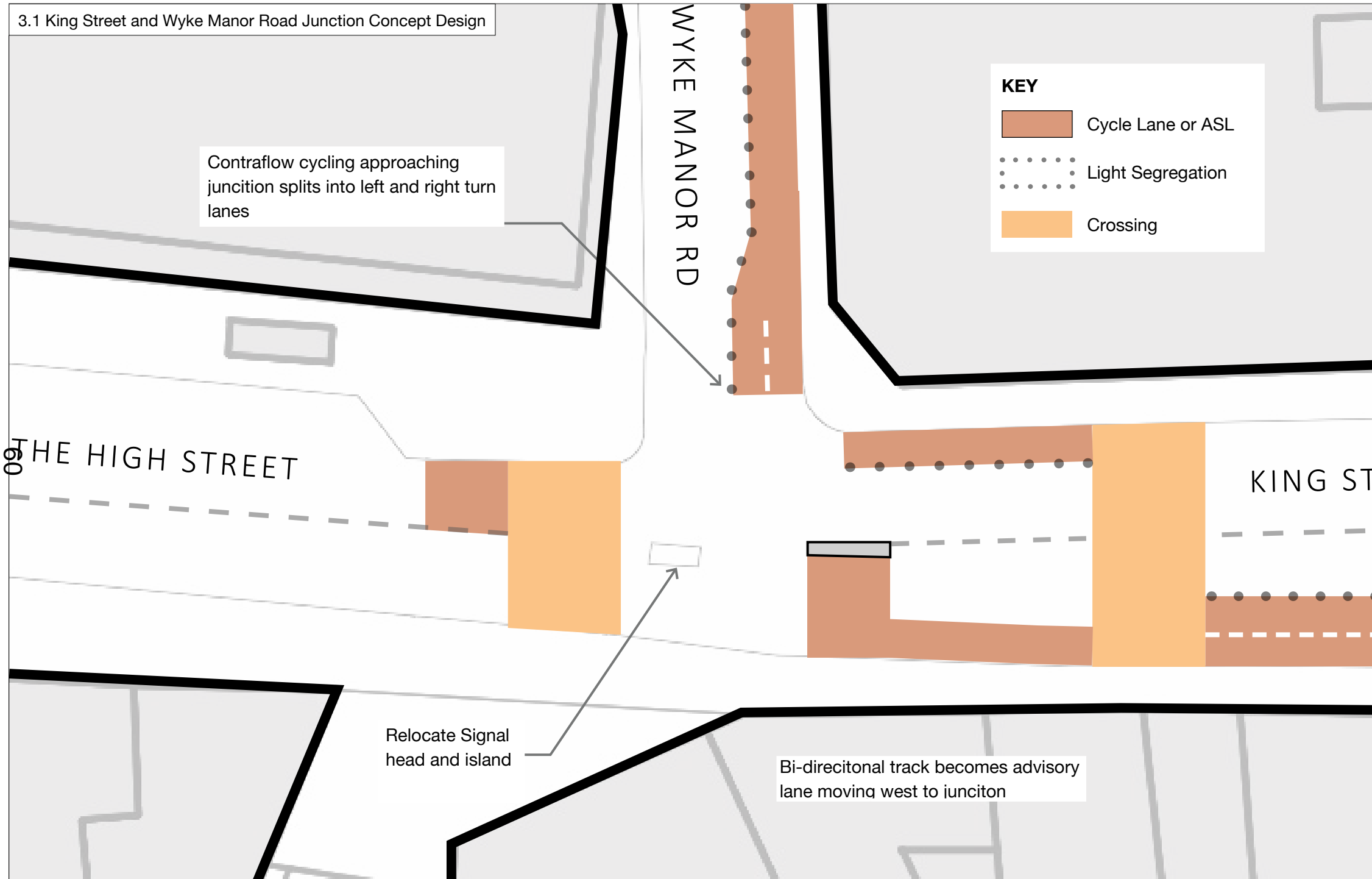
- 31 to 3.4 £3 to £5,000
- 3.1 £15 to £25,000
- 3.2 £1 to £3,000
- 3.3 £10 to £20,000 (Feasibility Study)
- 3.4 £40 to £80,000

3.2 Crosssection of King Street looking West



A.3

Link between Town and South East Maidstone via King Street and the junction with Wat Tyler Way (A249)






A.3

Link between Town and South East Maidstone via King Street and the junction with Wat Tyler Way (A249)

Narrow carriageway to emphasise entry to town centre

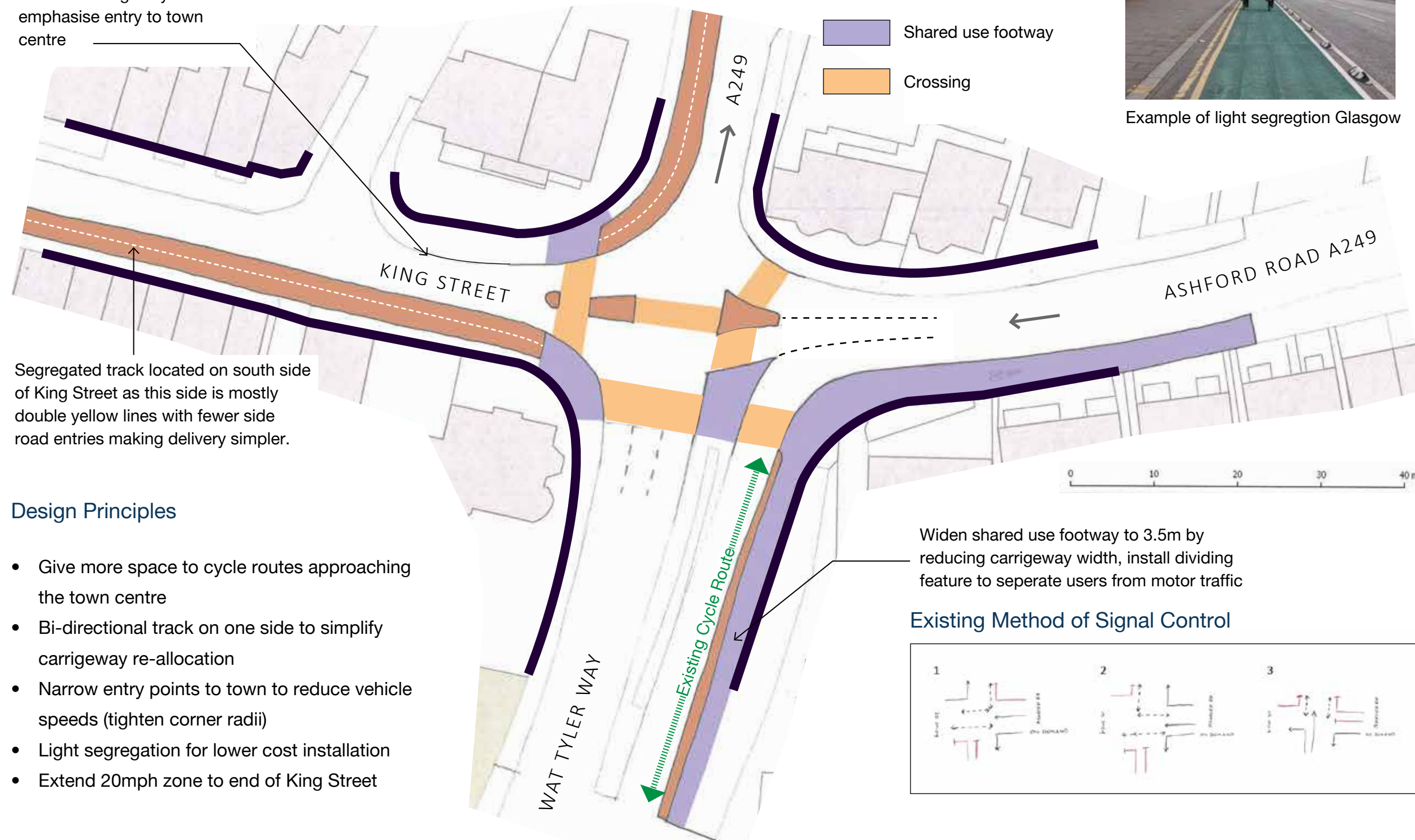
Segregated track located on south side of King Street as this side is mostly double yellow lines with fewer side road entries making delivery simpler.

KEY

-  Bi-directional Cycle Track
-  Shared use footway
-  Crossing



Example of light segregation Glasgow

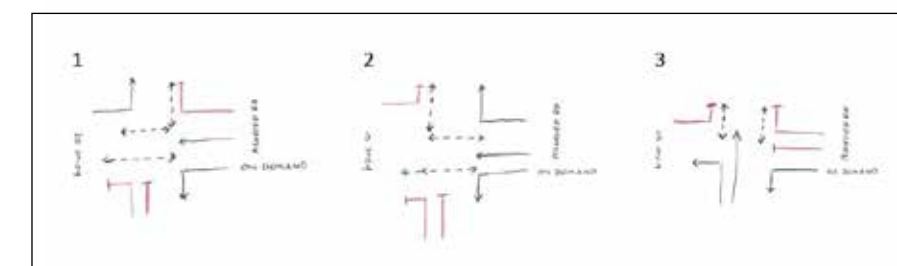


Design Principles

- Give more space to cycle routes approaching the town centre
- Bi-directional track on one side to simplify carriageway re-allocation
- Narrow entry points to town to reduce vehicle speeds (tighten corner radii)
- Light segregation for lower cost installation
- Extend 20mph zone to end of King Street

Widen shared use footway to 3.5m by reducing carriageway width, install dividing feature to separate users from motor traffic

Existing Method of Signal Control



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A.4 & A5

Link between Town and South Maidstone via Lower Stone Street/Gabriel's Hill and across the A229 and via Mill Street

Overview

There are few options for safe travel south of the town centre and, although Gabriel's Hill and Mill Street provide reasonable links into town, the A229 is a significant barrier creating severance for both pedestrians and cyclists. The proximity to and volume of, traffic makes this environment particularly hostile to cyclists and pedestrians. This high movement function doesn't fit well with the number of active frontages in this area.

Users seen crossing away from signals and cyclists observed riding the pavement in the opposite direction to the gyratory demonstrating desire lines are not catered for.

Limited width on Lower Stone Street, North of the junction with Romney Place makes installing any provision through this area very difficult.

Options

Creating a good quality north/south link through this part of town would significantly improve connectivity. An ambitious option to create such a link would involve changing the gyratory back to two way working or reducing Palace Avenue to a single lane.



4 View along Lower Stone Street towards town and Gabriel's Hill

Structural Limitation

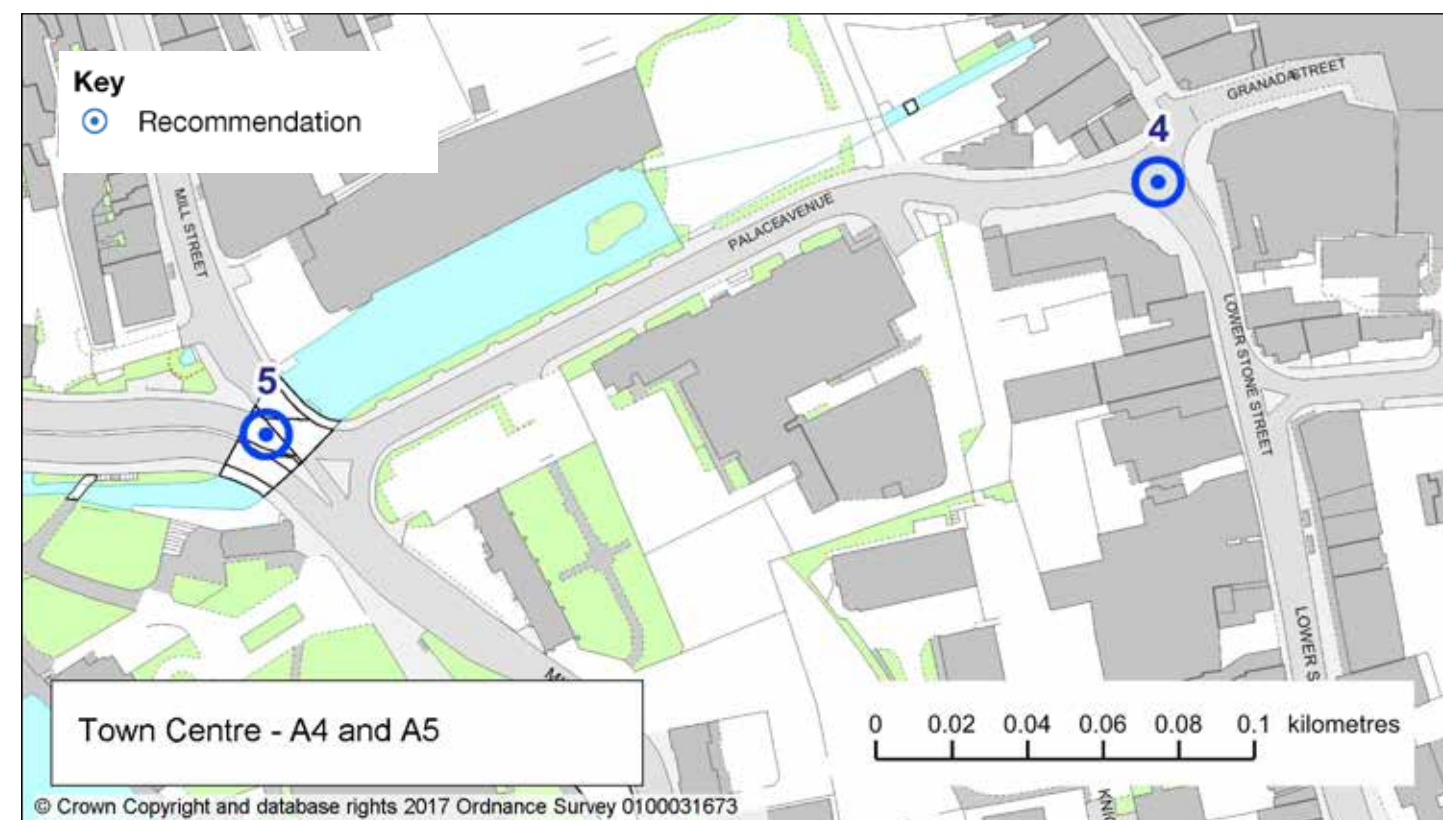
A 6m wide road and very narrow footways on either side make providing cycle provision in this location challenging.



4 View west along Lower Stone Street away from Gabriel's Hill

Desire Line

Cyclists seen using pavement as desire line is not catered for by current provision.



A.6

Link between Town and West Maidstone via Gyratory



6.5 View of uncontrolled crossing of St Peter's Street

Cycle and Pedestrian Level of Service

The existing track around the north arm links to uncontrolled crossings that lack priority and make crossing St Peter's Street difficult.



6.3 Access ramp to subway under the gyratory

Pedestrian Level of Service

Lack of lighting. It is unclear if cyclists can legitimately use the subway.



6.2 Cyclist using footway on south side of gyratory

Barrier and Desire Line

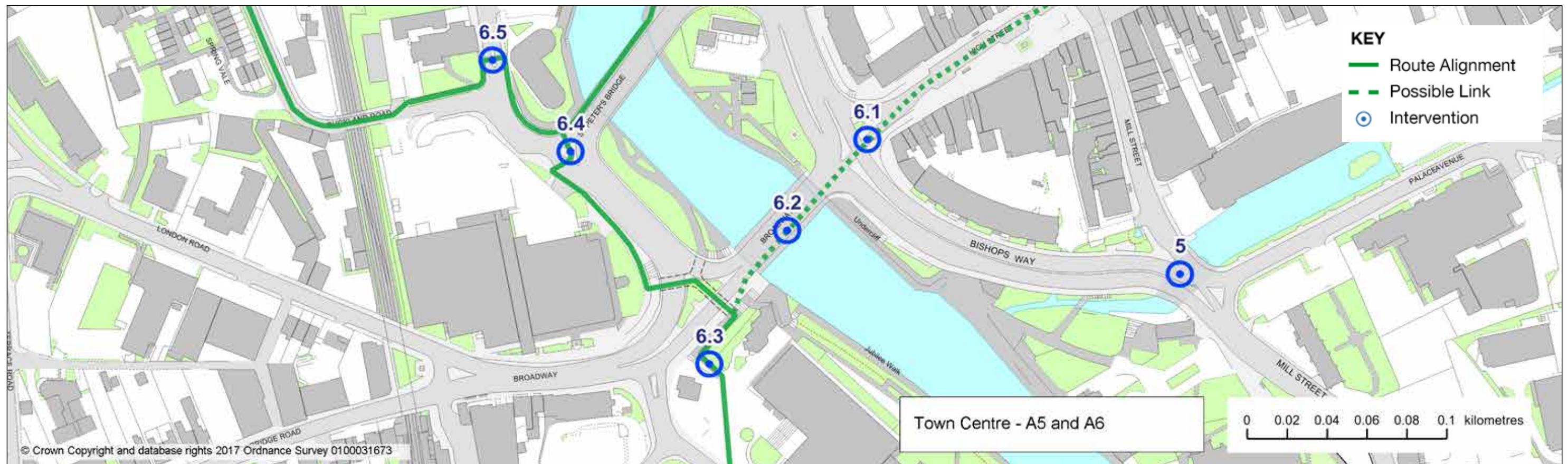
The lack of a safe two way cyclable link through the south arm of the gyratory represents a missing link as shown by existing patterns of use



6.1 View onto the gyratory from the west end of the High Street

Cycle and Pedestrian Level of Service

A key pedestrian connection that sees significant footfall and a missing link for cyclists that could be improved. Overcrowding of crossing was observed at peak times.



A.6

Link between Town and West Maidstone via Gyratory

Existing conditions

This major road crossing of the river consists of a four lane gyratory that sees a significant amount of traffic. It links to a one way system moving west made up of London Road, Terrace Road and Tonbridge Road.

For pedestrians and cyclists there's a subway crossing to the north that links to a line segregated cycle track skirting the gyratory and linking to uncontrolled crossings. On the south side there's a two stage signal crossing for pedestrians only. The subway under the south west arm provides access to and from Maidstone West station, a number of retail outlets and the crown court.

This area sees significant footfall and the link between the station and the town centre is a key pedestrian and cycle desire line that has significant potential for improvement.

Barriers to walking and cycling

This type of gyratory layout is a dated configuration that has come to be viewed as a major source of problems for the transport network and a low level of service for all users including cars. This configuration and the linked one way system creates a particularly hostile environment for cyclists and pedestrians due to the close proximity to large volumes of fast moving traffic.

The single direction promotes speed while the multiple lanes create complexity that's difficult to negotiate for all users. The volume and speed of traffic are a significant source of severance for cyclists and pedestrians with a lack of safe and direct crossings making the gyratory a barrier.

Traffic Flow

Fairmeadow (DFT AADF data 2016)

Flow 44,000 Average Daily Flow

Broadway (DFT AADF data 2016)

Flow 32,000 Average Daily Flow

Options

Gyratory removal has become very common especially with this type of complex hostile layout. Examples include Elephant and Castle, Aldgate and Old Street. Such schemes have been justified by the

huge benefits they unlock. In the case of Maidstone this could include:

- Reduced air pollution
- New public space creation
- Improved access to the river front and historic quarter
- Improved access for pedestrians and cyclists
- Improved legibility and safety for all road users
- Improved bus access and priority

In some cases movement levels have been maintained, such as the Dublin College Green Plaza scheme and, as such, it is useful to assess any scheme on the impact it has on the movement of people rather than motor vehicles.

Sustrans would recommend either removing or downgrading one arm of the gyratory as well as removing or reconfiguring the one-way system. This would be the most transformative and ambitious option for Maidstone. It would both significantly improve the transport network and provide positive long term benefits.

It is acknowledged that this option will involve significant reconfiguration of the transport network and require strong political will and funding. It will also involve a full traffic assessment and appropriate modelling.

In light of this a practical interim measure might involve removing the nearside lane on the south arm of the gyratory and reconfiguring the signals on the east side to allow bi-directional cycle movement across the junction to and from the High Street.

Interventions and Costs

Investigating the gyratory and exploring what options are available for improvement is a significant piece of work and beyond the scope of this report. Sustrans recommends carrying out a feasibility study to explore the potential design options as this location as well as engagement to assess the appetite for change.



6.1 View over London Road

Cycle desire line

Cyclist seen avoiding the difficult on road conditions and travelling against the flow of the gyratory showing a desire line that's uncatered for.



6.1 View across London Road

Pedestrian Desire Line

Users seen crossing at grade and not using the underpass.

Aldgate Gyratory

City of London
EC3N & E1

COMPLETION DATE
Expected spring 2017

COST
£21.4m

FUNDING SOURCES
£8m TFL
£8.3-9.1 Section 106 contributions

HEALTH BENEFITS PER YEAR
£2.167m



Before



After

Source:
Better Streets Delivered 2
Urban Design London

A.7

Walking route over the River between Maidstone East and Maidstone Barracks Stations



7.4 View east along Buckland Hill towards the river

Pedestrian Level of Service

Guard railing and limited footway widths reduce pedestrian comfort levels and ease of access to the station.



7.3 View east towards footpath over river

Opportunity

Currently, cycling is prohibited although there's space to explore potential widening to improve link.



7.1 View east along footpath next to Maidstone East station car park

Structural limitations

Space is too narrow for cyclists and pedestrians although used by both, an important link north of the town centre.



8.1 The west side of Sandling Road next to Maidstone East Station

Pedestrian Level of Service

Limited width footway with high footfall and multiple functions happening in a small space.



A.7

Walking route over the River between Maidstone East and Maidstone Barracks Stations

Existing

An off-road path next to the railway that crosses the river and links Maidstone East and Maidstone Barracks stations. This is the only pedestrian crossing of the river north of the town centre.

Barriers to walking and cycling

The link is not currently cyclable due to limited widths along the 100m section next to Maidstone East station. This section pinches at 1.1m in a number of places with the wall on either side further reducing the effective width and comfort levels for all users. Widths widen out moving west to 3m across the bridge.

Traffic Volume

Buckland Hill (7 day count)

Flow 6,000 Average Daily Flow
Speed 85th% 26mph

Interventions

- 7.1 Install ramp in car park to access shared use path where suitable width available (approx. a 30m ramp required) More investigation required. Reconfigure car park to provide safe route for cyclists, this may require some parking space adjustment.
- 7.2 & 3 Widen section where feasible and look for opportunities to improve natural surveillance and lighting. This requires further investigation for a more accurate forecast of cost and feasibility.
- 7.4 Improve pedestrian access to the station by narrowing road to a single lane with a raised informal crossing and shuttle working. Create a new public space in front of station.

Costs

- 7.1 £15 to £30,000
- 7.2 & 3 £5 to £10,000 (Feasibility Study)
- 7.4 £10 to £15,000



A.8

Link between North Maidstone and town across the junction with Staceys Street (B2012) via Sandling Road

Existing conditions

A four arm, two lane roundabout with a staggered pedestrian signal crossing set back 50m along the west arm and uncontrolled drop kerb crossings of the other three arms. Advisory cycle lanes skirt the edge of the roundabout running north/south on Sandling Road.

Barriers to walking and cycling

The roundabout would score badly against the junction assessment tool in the London Cycle Design Standards and would be a challenge even by Bikeability level three standards. This represents a significant barrier at present - and would need to be re-designed to make it safer for all types of cyclists and pedestrian to use. These issues are reflected in the accident record for the this junction.

Key issues:

- The geometry of the roundabout allows high circulatory speeds to be maintained; this, combined with multi-lane entry and exits with large corner radii, allows vehicles to sustain high speeds throughout the roundabout when traffic is free flowing.
- The multiple lanes increase the complexity of movement, making it harder for drivers to be aware of cyclists and pedestrians as well as giving rise to hazardous weaving movements. This feature also makes crossing for pedestrians and cyclists more difficult.
- A large number of vehicles make continuous left turns at speed.
- The existing advisory cycle lanes promote users to adopt a dangerous secondary cycling position through the junction, this positioning has been shown to expose users to greater risk of two of the most common conflict types for cycle/vehicle interactions as shown by TfLs Cycle Safety Action Plan.
- The east arm of the junction is a key pedestrian desire line currently only served

by an uncontrolled drop kerb crossing that lacks priority for pedestrians and results in conflict with vehicles exiting and entering the roundabout.

Interventions

- 8.1 * See sketch design for details
- 8.2 * Convert to a continental style roundabout with segregated parallel crossing set back on all arms. Aim to actively reduce motor traffic capacity whilst retaining overall movement capacity. Traffic should be pushed to the A road junction to the west.

* Both these interventions need significant further investigation and design work to establish options and a better forecast of costs

Costs

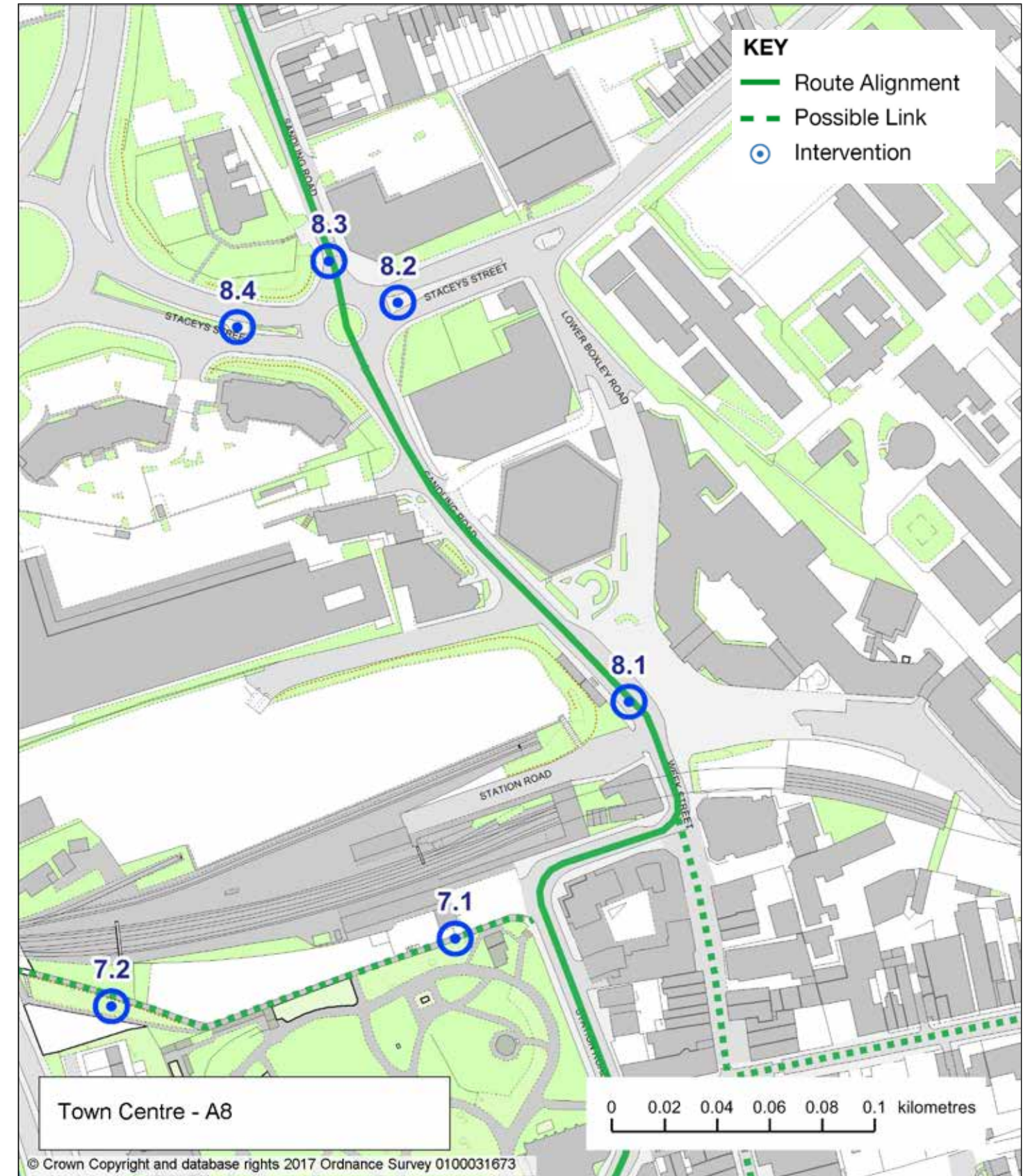
- 8.1 £200 to £350,000
- 8.2 £300 to £500,000



8.2 View north showing pedestrian desire line



8.3 View south showing vehicle overrunning cycle lane



A.8.1

Link between North Maidstone and town across the junction with Staceys Street (B2012) via Sandling Road

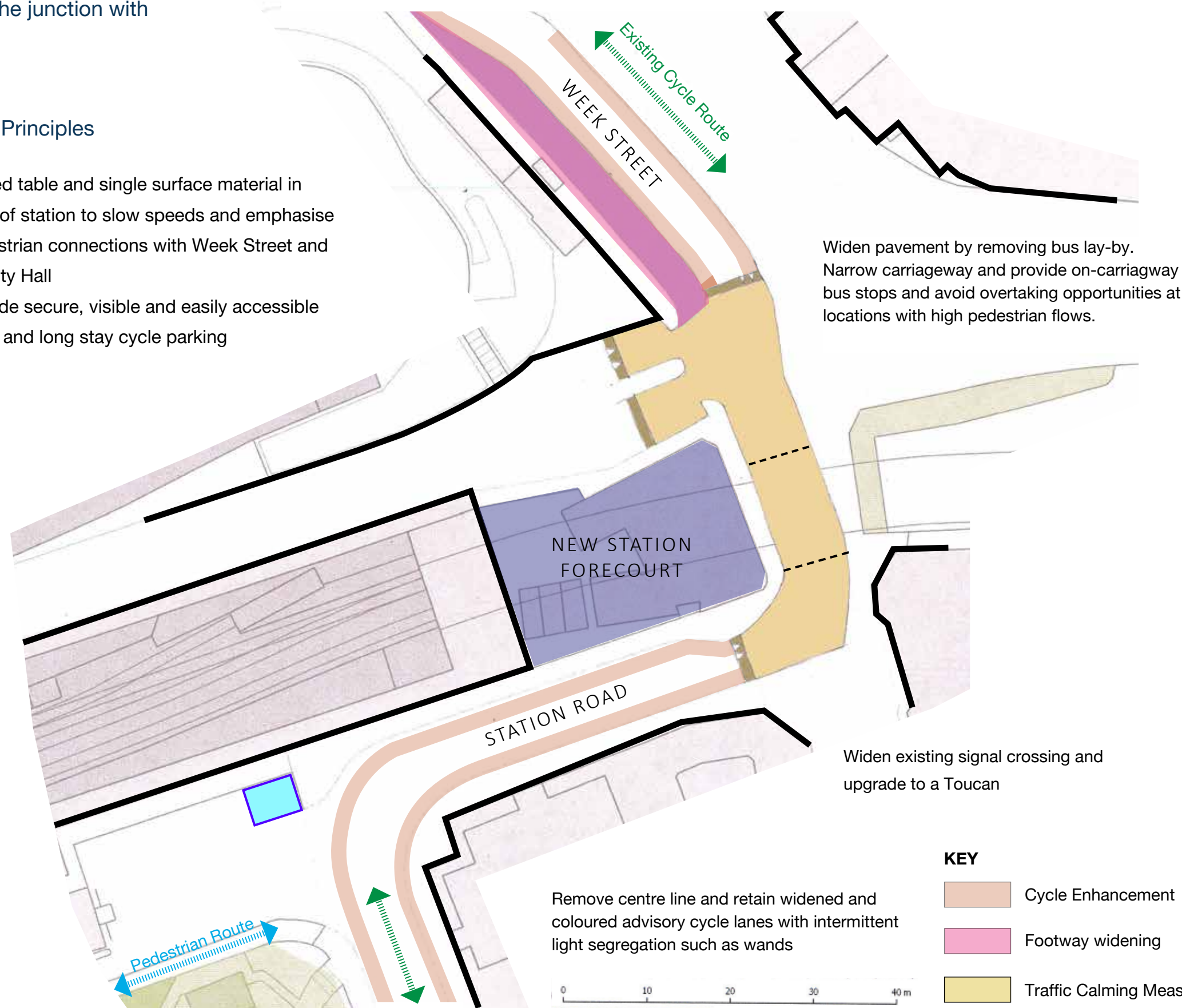
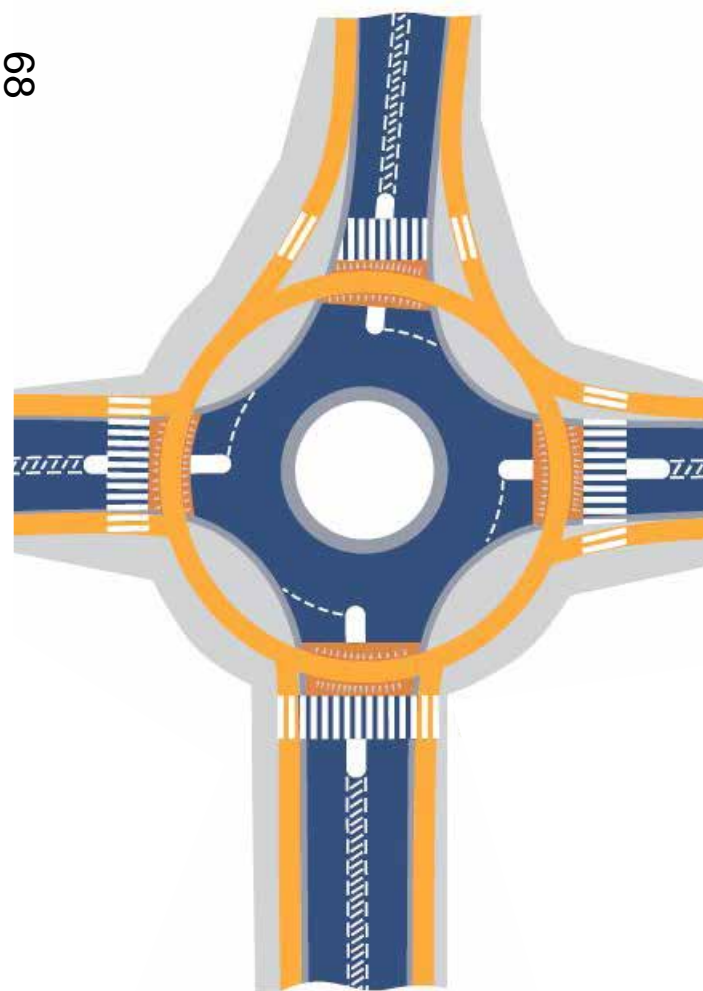
Design Principles

- Raised table and single surface material in front of station to slow speeds and emphasise pedestrian connections with Week Street and County Hall
- Provide secure, visible and easily accessible short and long stay cycle parking

A.8.2

Example of continental roundabout taken from the Sustrans design guidance

08



The South East Corridor – Section B & C

Scope of Assessment

This section looks mainly at improvements to the existing cycle route that forms a key radial link from Maidstone to the south East. Sustrans were asked to look at this mainly in terms of cycle provision although the walking environment has also been considered.

Improving provision on A274/A229 was considered as this forms the main traffic route from the south east into town and therefore is likely to be the key desire line. On road conditions and traffic volumes make conditions on this alignment poor for cycling and would require full segregation to provide a route along this alignment. There is space for this option, although it would require reducing the A229 to a single lane in either direction from the junction with Sutton Road to all the way into town. Street width fluctuates around 17m.

Orbital links are also important but are beyond the scope of this study. With improvements to the route out to the south east improving links towards Loose and Bearsted/Weaving would support short local trips.

Barriers to Walking and Cycling

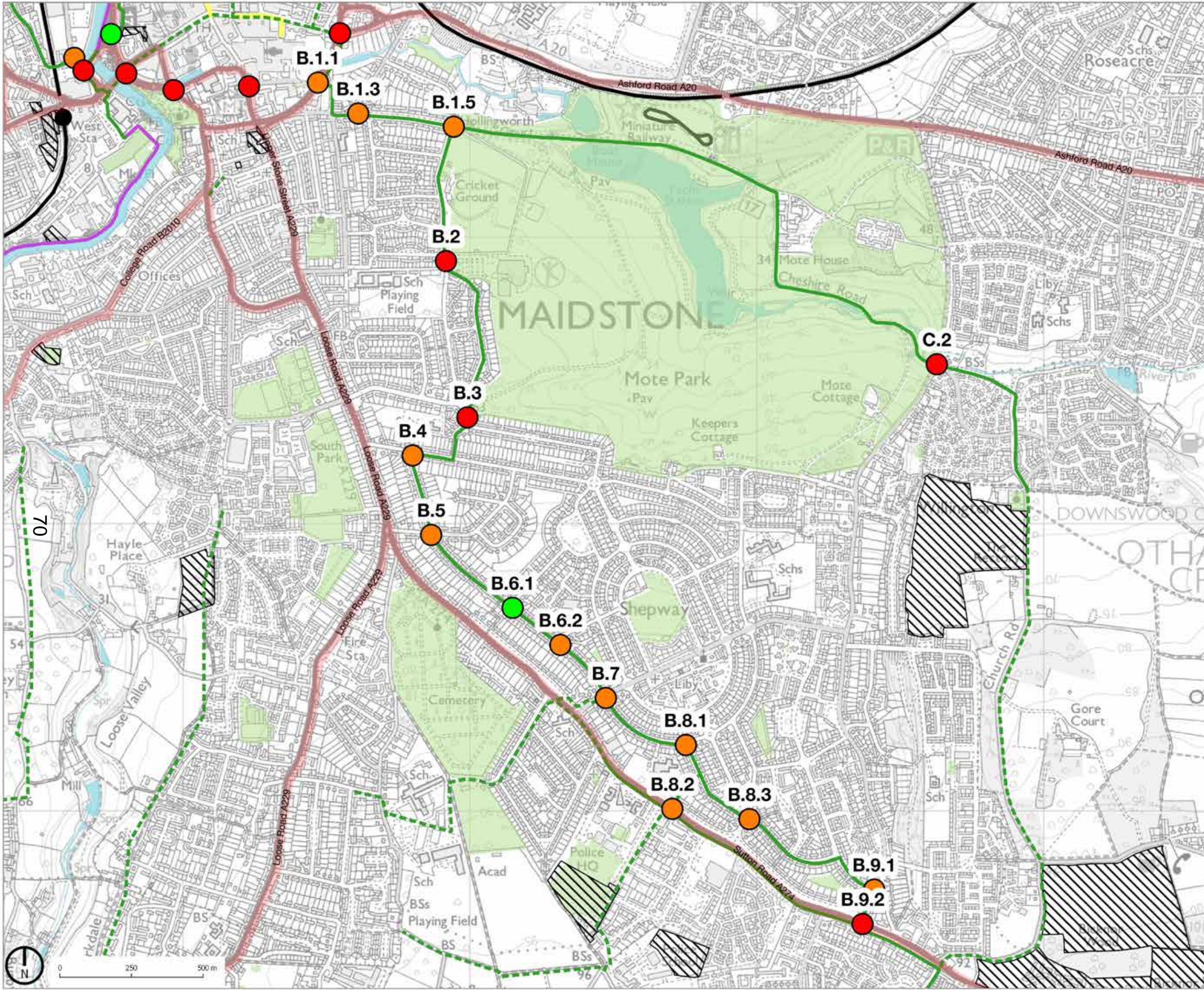
- Lack of provision at junctions impacts quality this is especially acute accessing the existing route to and from the town centre
- The collection of residential streets through Shepway to Sutton Road have poor streetscape environments. Minor road crossings and junctions could be improved
- Local rat running traffic is an issue in this area
- Acute lack of safe cycle and pedestrian access to new developments, cycle facilities end abruptly at the petrol station on Sutton Road, nothing but uncontrolled crossings for pedestrians, people already moving into development
- Lack of good quality cycling and walking facilities within new developments
- Connection via Mote Park to development sites H1 areas 6,7,9 currently a country lane, urban fringe road that poses a significant barrier
- Access either side of Mote Park is substandard including the uncontrolled crossing of Willington Street and the connection to the town centre via mote road

Design Choices

- Route based approach that seeks to improve a single link
- Alternative would be an area based approach. Reducing through traffic in residential areas. Something similar to the mini Holland approach used in London could be a very effective addition to improving this link.

Design Principles:

- Slow streets treatment, narrowing, greening and junction treatments
- Tackle key junctions including crossing of South Park Road
- On links, use slow streets improvements that reduce traffic speeds, break up the long straight sections and improve the street scape
- Signal crossing on Willington Street, improve road layout, propose traffic calming measures to reduce speed
- Investigate feasibility of off road cycle route running parallel to Church Road



KEY

JUNCTION ASSESSMENT

- Green
- Amber
- Red

CYCLE NETWORK

- Existing
- Proposed
- Tow path
- Urban Realm

HOUSING DEVELOPMENT

- Housing Allocations 2017

BARRIER TO MOVEMENT

- Railway
- High Volume Road
- Water

sustrans

JOIN THE MOVEMENT

2 College Green, Cathedral Square, Bristol, BS1 5DD

PROJECT
Maidstone Cycling & Walking Assessment

TITLE
MAIDSTONE SOUTH EAST CORRIDOR ASSESSMENT

Drawn	DL	Checked	XX	Date	27/2/2018	Scale	1:12,000
STATUS	DRAFT						

DRAWING NUMBER	11079.SD-MAP-00-02	REVISION	A
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B.1

Wat Tyler Way to Willow Way via Mote Avenue and the west entrance to Mote Park



1.1 View south from shared use footway on Wat Tyler Way joining on road section

Transition

Lack of signal to motor traffic of presence of cyclists



1.3 View of mini-roundabout looking west along Mote Road

Barrier

Wide layout allows vehicles to negotiate the junction at speed



1.4 View east on Mote Avenue

Opportunity

Wide verges on either side running up to the park provide a dignificant opportunity



1.5 Mote Park entrance looking west along Mote Avenue

Opportunity

Improve access for cyclists and pedestrian



B.1

Wat Tyler Way to Willow Way via Mote Avenue and the west entrance to Mote Park

Existing conditions

The shared use footway link on the east side of Wat Tyler Way moving south re-joins the road and from here to the leisure centre has no existing provision other than signs.

Barriers to walking and cycling

The mini-roundabout at the junction with Square Hill Road is a significant barrier and would score badly if assessed using the junction assessment tool in LCDS. Mote Road up to the park entrance is busy especially at peak times, with limited road width that doesn't allow cyclists to safely mix with motor traffic. Heading north, the right turn is made easier by the large ghost island although this would not be a comfortable manoeuvre for all levels of cyclists. For improvements to this section see the sketch design on the proceeding page.

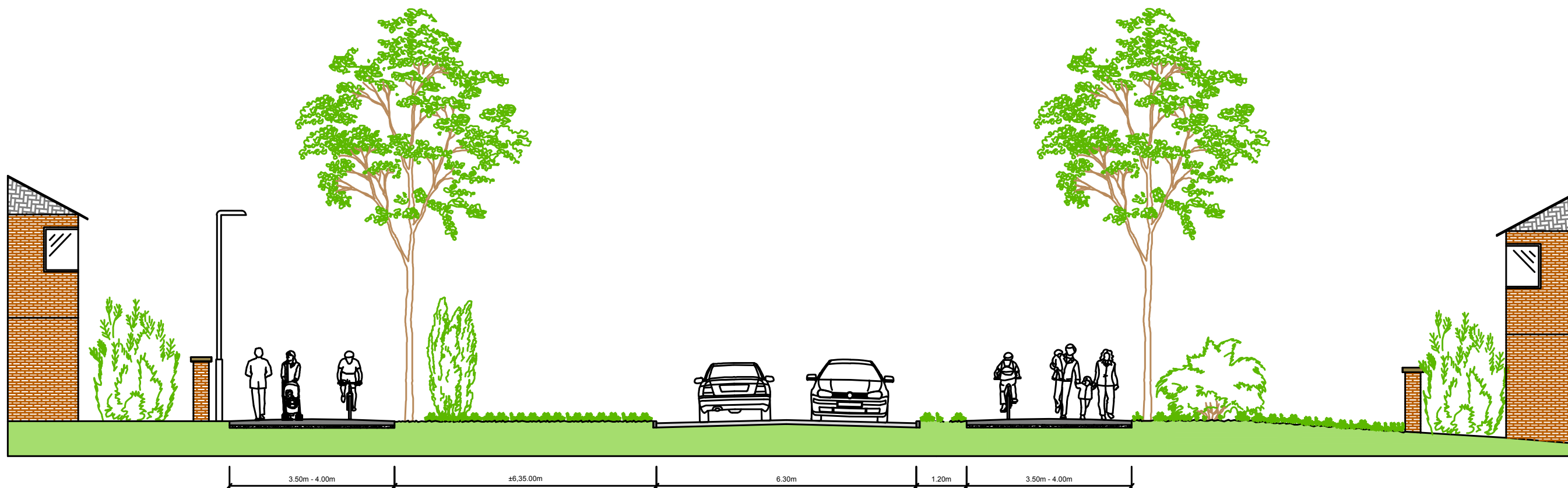
Interventions

- 1.1 Improve transition by marking entrance with materials and urban realm improvements to highlight presence of cyclists for vehicles accessing car park.
- 1.2 Treat side road entrances with continuous footway crossings. Install protected turning pocket with central island and planting.
- 1.3 Two continuous footway treatments, an informal crossing and a new public space
- 1.4 Widen footway to create shared use cycle route (350m section)
- 1.5 Provide informal tabled crossing to access park

Costs

- 1.1 £2 to £5,000
- 1.2 £30 to £50,000
- 1.3 £30 to £50,000
- 1.4 £30 to £50,000
- 1.5 £10 to £15,000

1.4 Crosssection of Mote Avenue looking West



B.1

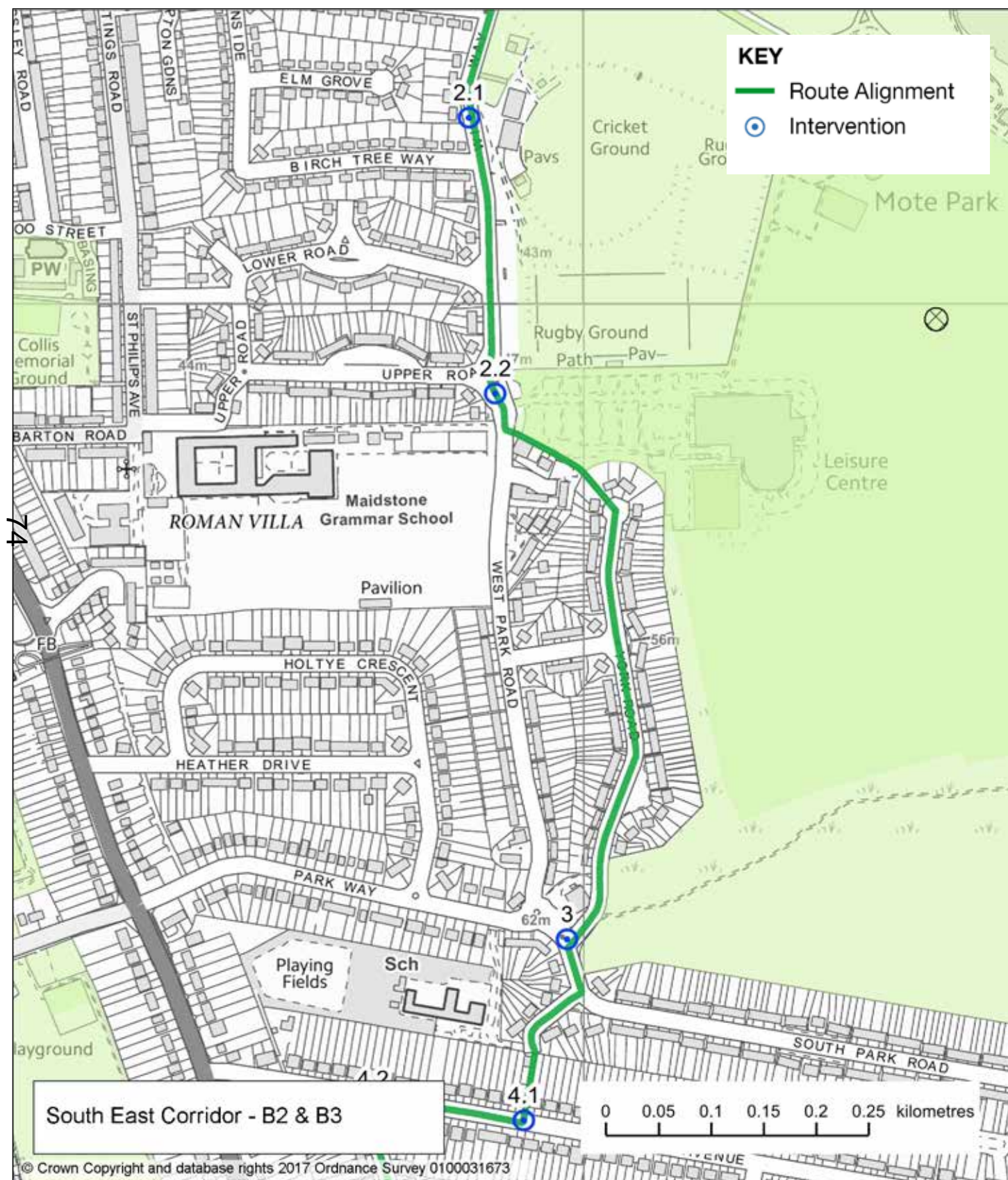
Wat Tyler Way to Willow Way via Mote Avenue and the west entrance to Mote Park

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B.2 & B3

Mote Avenue to South Park Road via Willow walk and York Road



South East Corridor - B2 & B3

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Existing conditions

Currently cyclists are required to share the carriageway moving south as far as the shared use path next to the leisure centre. This cuts through to York Road which is a quiet residential street that's local access only.

Barriers to walking and cycling

The double mini-roundabout (one domed the other with a small built centre) at the junction with Upper Road and the entrance to Maidstone Leisure Centre is a significant barrier and would score badly if assessed using the junction assessment tool in London Cycle Design Standards. Traffic volumes are significant at peak times, creating conditions that are difficult for both cyclists and pedestrians. There's a lack of priority crossings on all except the northern arm of the junction that has a zebra crossing. A line segregated off-road path links to York Road.

The turning on and off of South Park Road is an issue due to traffic volumes especially at peak times. This is a residential area, although the road appears to be a rat run and a distributor accessing the Shepway area. Cyclists have to make right turns in traffic in both directions with young cyclists observed taking to the pavement and waiting for

breaks in the traffic to cross. This location should be reviewed for both pedestrians and cyclists with a treatment of the mini-roundabout and improved safe access to Park Way Primary School.

Traffic Volume

Park Way (single AM peak count)

Flow 748 Vehicles Per Hour

Interventions

- 2.1 Install shared use footway along 500m section east side of Willow Way. Investigate setting back existing east side fence line. Some tree removal will be required.
- 2.2 Merge roundabouts and run shared use footway along east side of junction. Provide crossings on all arms.
- 3 Install crossing, table junction, create new public space with greening.

Costs

- 2.1 £40 to £60,000
- 2.2 £50 to £200,000
- 3 £75 to £150,000



2.1 View south along the Cricket Ground side of the road.

Opportunity
Verge fluctuates around 3.8m with an existing 1m footway.



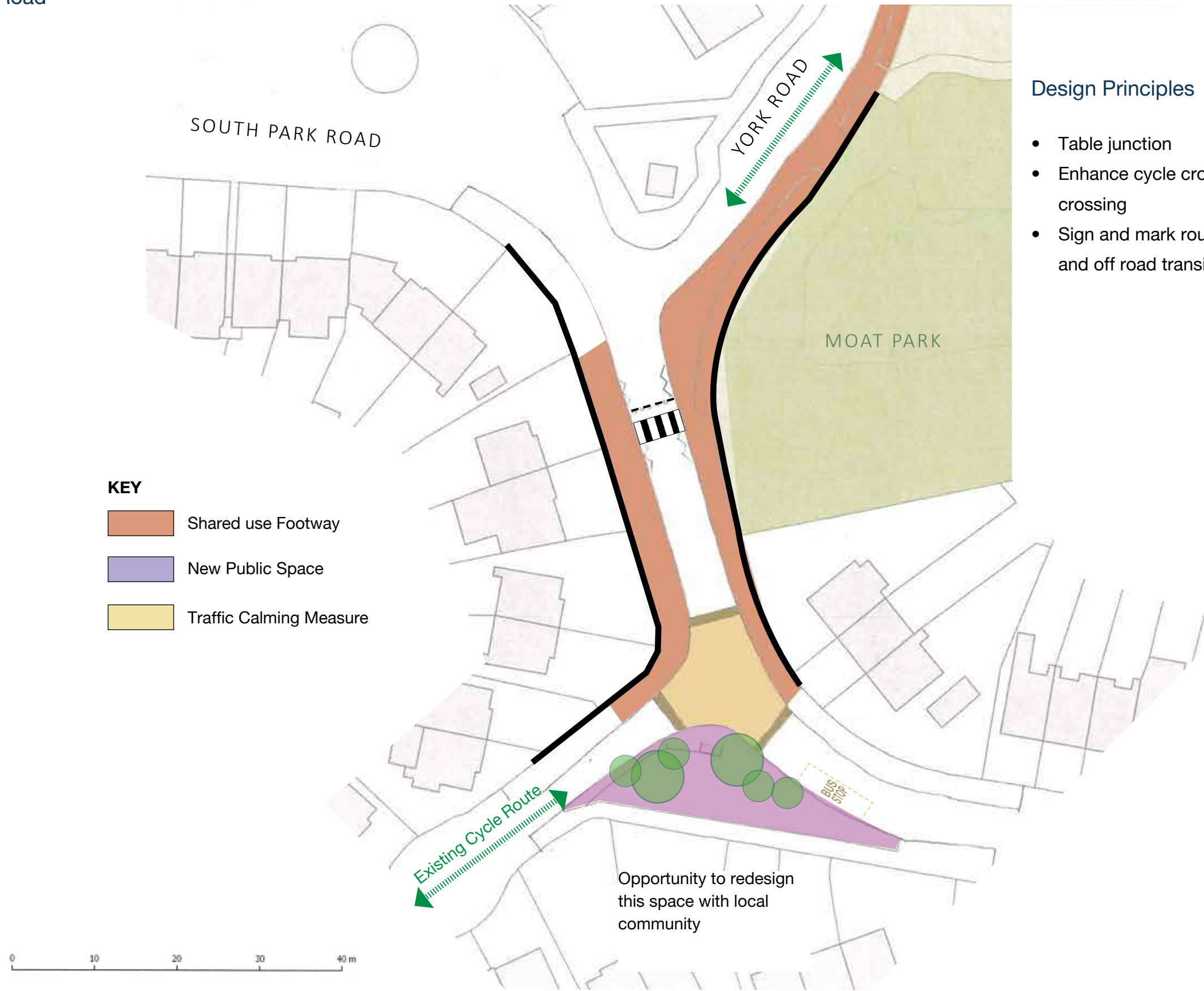
2.2 View north across double roundabout towards Willow Way

Barrier
Double mini-roundabout has wide geometry allow vehicles to negotiate junction at speed

B3

South Park Road

75



B.4 & B5

Plains Avenue to Hampshire Drive



Existing conditions

Moving south a local access only residential street links to a line segregated alleyway accessing Plains Avenue. The route re-joins the carriageway and stays on-road through Shepway.

Barriers to cycling

The transition at 4.1 doesn't mark the presence of cyclists and a lack of parking restrictions means the transition can be blocked. Plains Avenue is a moderate environment for cycling with some horizontal traffic calming, a 30mph limit and warning signs before the transition point.

Traffic Volume

Plains Avenue, Loose Road end (7 day count)

Flow 1604 Average Daily Flow
Speed 85th% East Bound 21.9mph West Bound 23.5mph

Plains Avenue, east end (7 day count)

Flow 2792 Average Daily Flow
Speed 85th% East Bound 26.8mph West Bound 26.6mph

Interventions

- 4.1 Improve transition and reduce speeds
- 4.2 Reconfigure the junction of Plains Avenue and Marion Crescent by removing east side fork and creating new public space with greening and by-pass for south bound cyclists.
- 5 Swap junction priority, table junction and tighten geometry to slow speeds. Add new street tree planting on corners of junction.

Costs

- 4.1 £2 to £5,000
- 4.2 £30 to £50,000
- 5 £2 to £4,000



4 View east along Plains Avenue from the junction with Marion Crescent

Opportunity

The forking of Marion Crescent could be removed providing an opportunity to reconfigure the space to create better cycle provision, greening and some community space



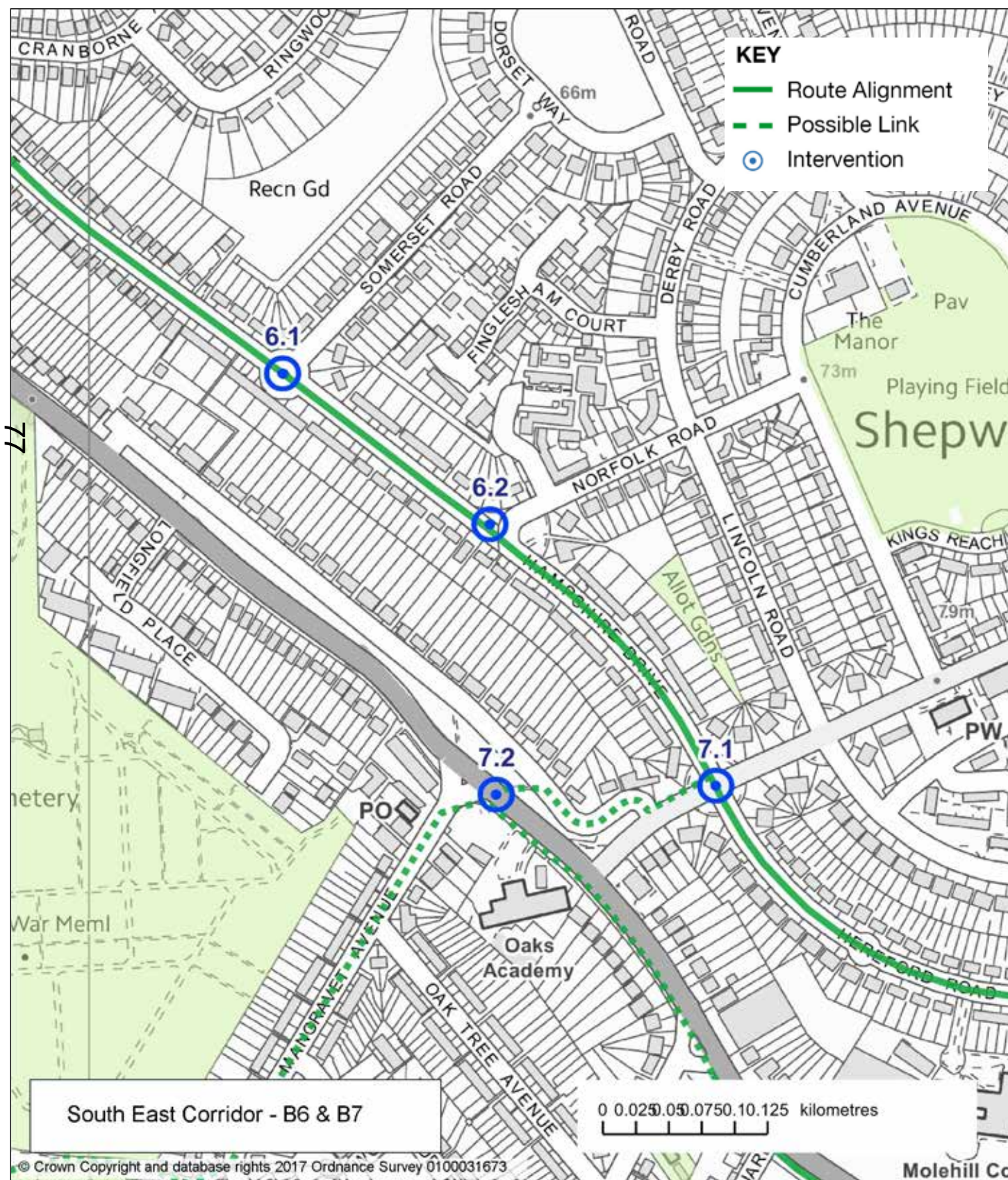
5 View south along Marion Crescent across the junction with Cranborne Avenue

Barrier

Lack of priority and layout that allows vehicles to turn through junction at speed

B.6 & B.7

Marion Crescent to Northumberland Road via Hampshire Drive



Overview

Marion Crescent is a quiet residential street with low traffic volumes, although recorded speeds suggest this is being used as a rat run. Moving south Hampshire Drive becomes access only with a cycle filter at the end giving cyclists access to Norfolk Road.

Traffic Volume

Marion Crescent (7 day count)

Flow 855 Average Daily Flow
Speed 85th% North Bound 31.8mph South Bound 30.4mph

Hampshire Drive south of Norfolk Road (7 day count)

Flow 1123 Average Daily Flow
Speed 85th% - North Bound 26.4mph South Bound 29.8mph

Northumberland Road (7 day count)

Flow 5379 Average Daily Flow
Speed 85th% East Bound 26.8mph West Bound 27.1mph

Interventions

- 6.1 Add visual and physical narrowing to break up street scape and improve urban realm. Remove mini-roundabout at junction with Somerset Road and take opportunity to redesign junction to slow vehicles.
- 6.2 Improve filtered permeability, add greening and streetscape improvements. Upgrade transition by narrowing road and adding an informal raised cycle and pedestrian crossing visually linking green space to new planted area.
- 7.1 Install parallel crossing offset from junction with transition for cyclists to leave and re-join road either side of junction. Tighten geometry of the entrance to Hampshire Drive.
- 7.2 Add off-road provision in verge linking to crossing of Sutton Road. *

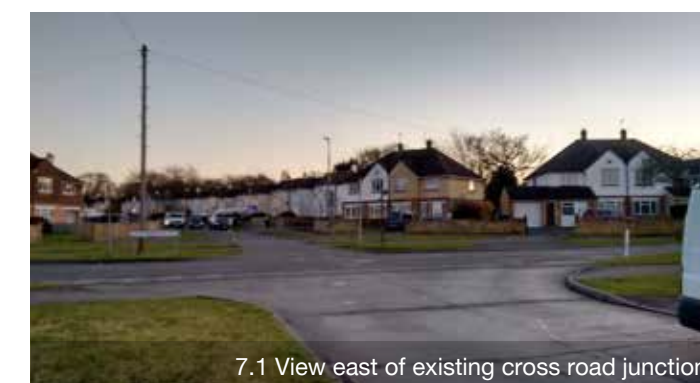
* Further investigation required to investigate feasibility of orbital route linking to Loose via Mangravel Avenue and New Line Academy.

Costs

6.1	£20 to £40,000
6.2	£20 to £30,000
7.1	£30 to £40,000
7.2	£30 to £40,000



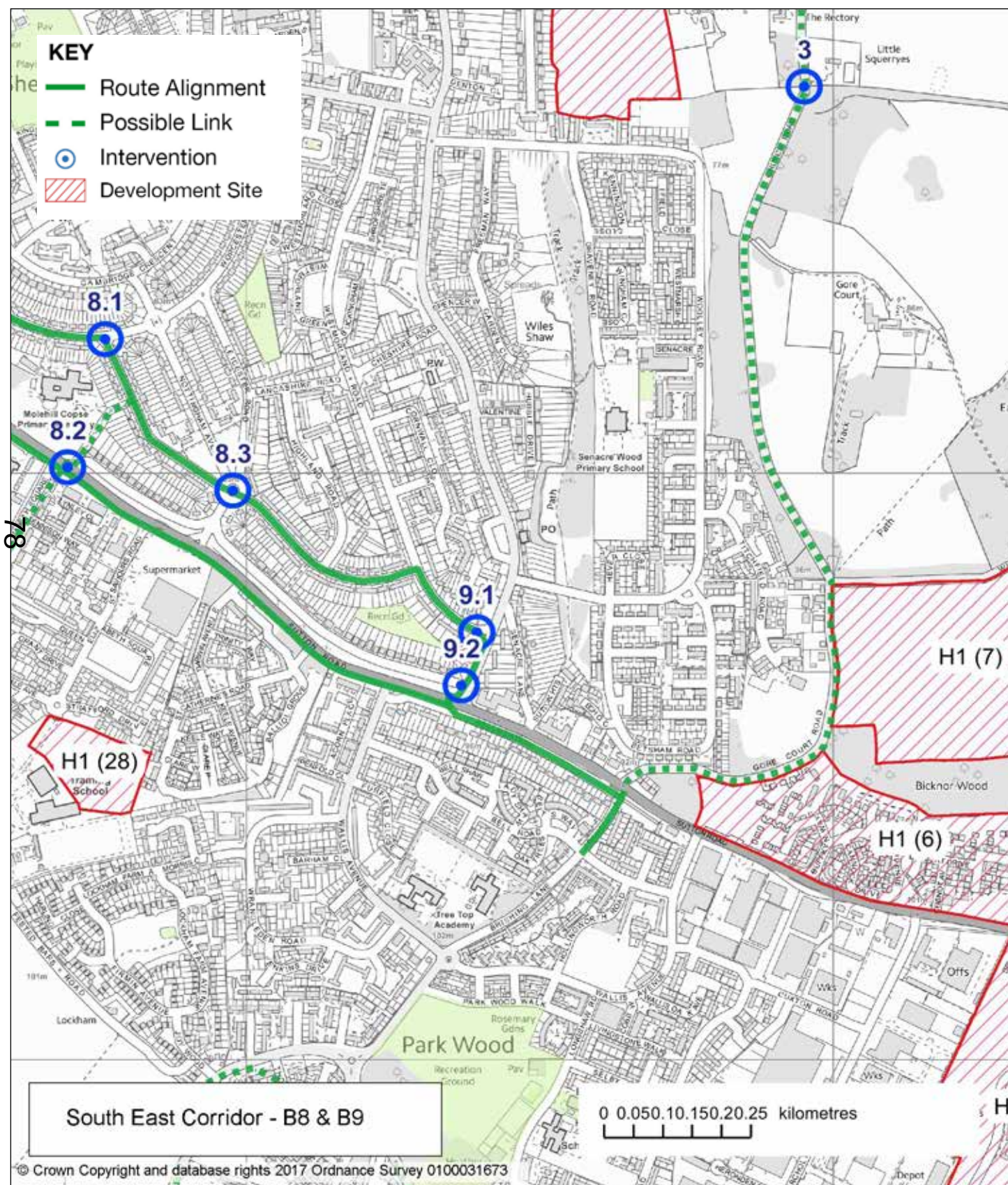
6.2 View west showing existing cycle filter



7.1 View east of existing cross road junction

B.8 & B.9

Hereford Road to Sutton Road via Westmorland Road and Middlesex Road



Overview

Hereford, Westmorland and Middlesex Roads are all quiet residential streets with relatively low speeds.

Traffic Volume

Hereford Road (7 day count)

Flow 737 Average Daily Flow
 Speed 85th% West bound 25.3mph East bound 25.5mph

Willington Street (7 day count)

Flow 13,107 Average Daily Flow
 Speed 85th% North Bound 32.2mph South Bound 31.3mph

Interventions

- 8.1 Reconfigure junction removing west side fork and creating new public space with greening and cycle by-pass for north bound cyclists.
- 8.2 Install toucan crossing on Sutton Road, create wider shared footway access to Middlesex Road and upgrade transition from off to on-road section using road narrowing and tabling.
- 8.3 Close off the south end of Nottingham Avenue making it local access only. Remove road between the two green areas and the west side of the roundabout enlarging and joining up the green space. Change roundabouts 7m carriageway into a two way horse shoe shape road retaining the junction but removing the roundabout.
- 9.1 Improve streetscape with planting
- 9.1 & 9.2 Install continuous footway

- 9.2 Widen shared footway and improve crossing of Sutton Road (widen refuge area, widen footway on approaches, remove railings and increase green time) Tighten geometry to slow turning vehicles.

Costs

- 8.1 £1 to £3,000
- 8.2 £50 to £100,000
- 8.3 £30 to £100,000
- 9.1 £5 to £30,000
- 9.2 & 9.3 £25 to 30,000



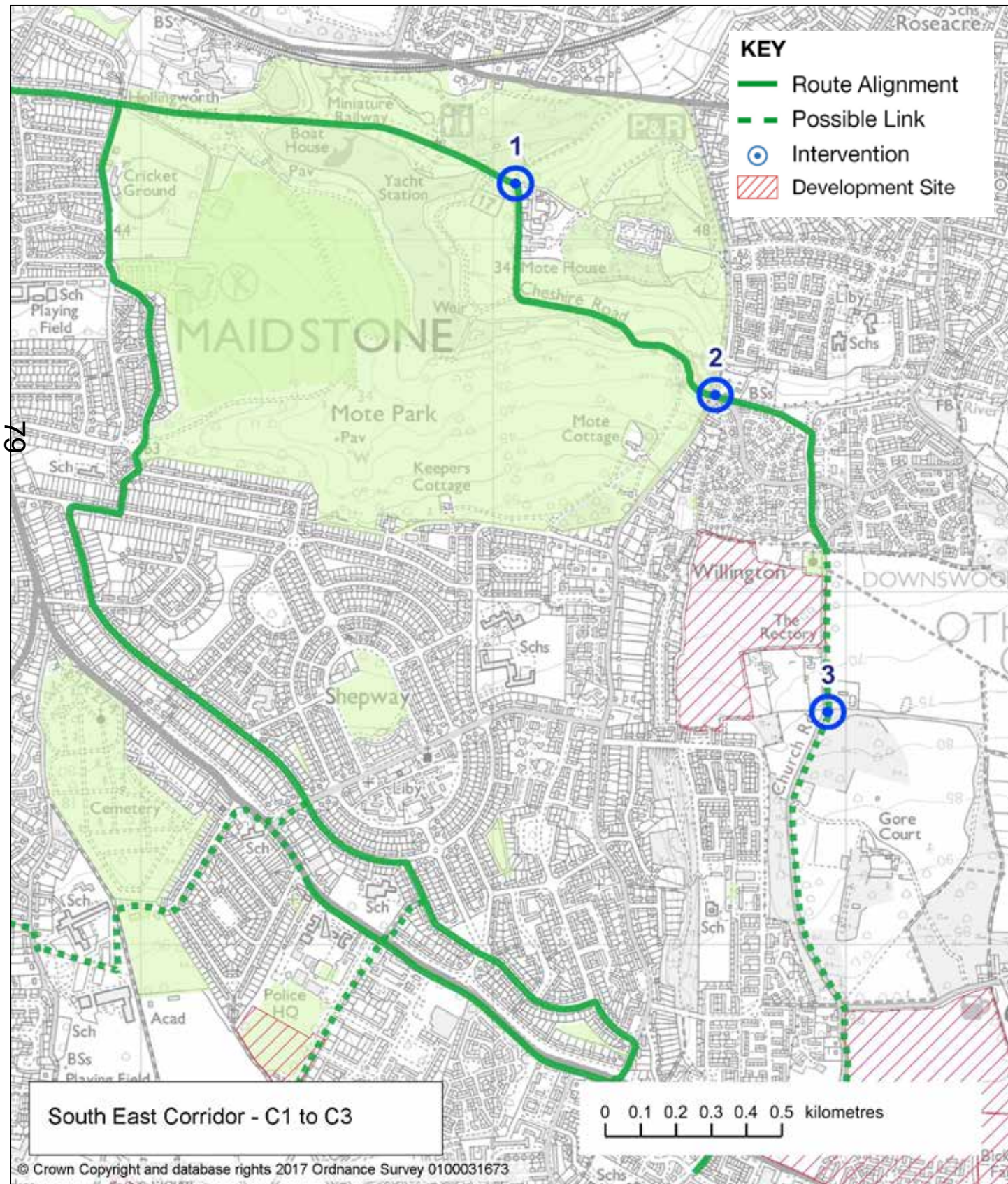
8.3 View east of junction from Middlesex Road



9.1 View west of shared footway

C

Route through Mote Park to South East via Church Road



Overview

Mote Park contains a very high quality leisure route for cycling and walking. It operates as a good utility route in the daytime. The route links to new developments at Willington and Bicknor Wood sites H1 (8,7,6,9).

Willington Street is a significant barrier; a key issue on this alignment is the existing uncontrolled refuge crossing provides a very low level of pedestrian and cycle level of service. The crossing would score badly if assessed using either pedestrian comfort levels or the junction assessment tool.

Church Road is a country lane type road with associated issues of high vehicle speeds, limited space and restricted forward visibility making for hostile on road conditions for cyclists.

Traffic Volume

Willington Street (7 day count)

Flow 15,943 Average Daily Flow
Speed 85th% North Bound 35.1mph South Bound 34.9mph

Church Road (7 day count)

Flow 1422 Average Daily Flow
Speed 85th% North Bound 38.5mph South Bound 37.1mph

Interventions

- 1 Explore options to provide low level lighting through park to extend usable hours.
- 2 Install single stage controlled crossing. Remove vehicle turning pockets and narrow road and change surface to mark slow speed environment. Tighten geometry and reduce lanes on Deringwood Drive entrance. Remove railings and widen footways.
- 3 Build Off-road route set back from carriageway along Church Road.

Costs

Further investigation required
£40 to £100,000
£250 to £300,000 *

* An alternative and much cheaper option would be to close Church Road to through traffic whilst retaining local access. Considering the low flows, this may be a very practical option.



The North West Corridor – Section D

Introduction

The existing network in this part of Maidstone fails to provide for the major desire line of movement that falls roughly between the hospital and the town centre.

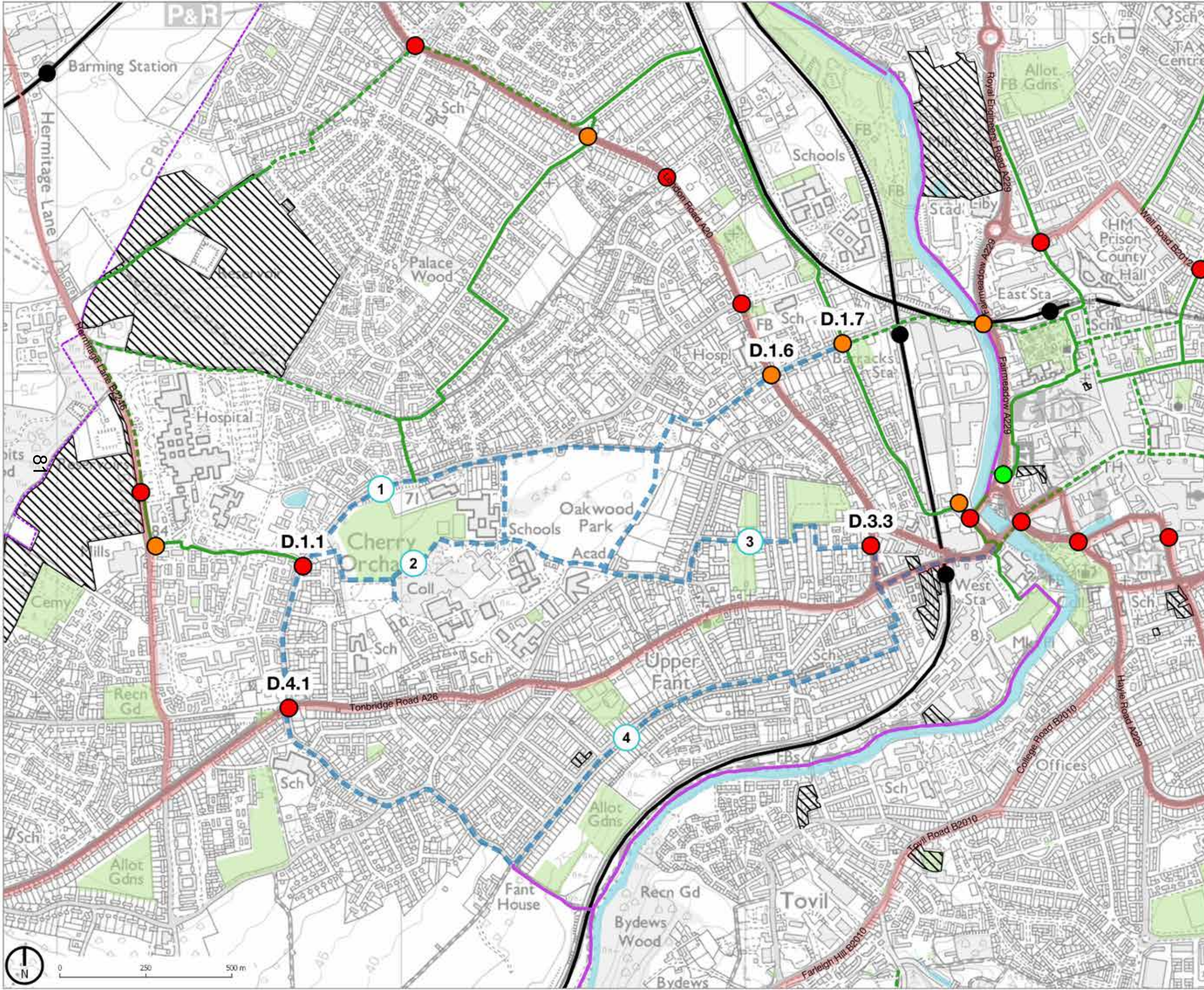
The existing cycle network skirts the north and south edges of the corridor and, despite being good in places, fails to provide suitable all ability cycle access to the majority of the residential homes and major destinations in the area such as the schools at Oakwood Park, Maidstone Hospital and the new development sites.

Barriers to Walking and Cycling

- Severance caused by the A20 and the A26, particularly the one way system to the west of the gyratory.
- The lack of a joined up cycle network, especially the absence of all ability crossings of the major roads.
- The infrastructure directly outside the new development sites failing to safely connect to the surrounding area.
- The train line and the river obstructing east/west movement with the limited crossing points funnelling movement and creating pinch points and severance.
- Existing cycle provision is substandard in places.
- Generally there's a low level of service for pedestrians both along and crossing the A20 and A26.

Scope of Assessment

Due to the lack of a defined route alignment for improvement it was decided that this section of the report would look at the feasibility of the various options to create a good quality cycle link between the off-road path that connects to Queen's Road and the town centre. Options would be assessed using TfLs route assessment criteria.



- KEY**
- JUNCTION ASSESSMENT**
- Green
 - Amber
 - Red
- CYCLE NETWORK**
- Existing
 - - - Proposed
 - Tow path
 - - - Route Option
- HOUSING DEVELOPMENT**
- Housing Allocations 2017
- BARRIER TO MOVEMENT**
- Railway
 - High Volume Road
 - Water

sustrans

JOIN THE MOVEMENT

2 College Green, Cathedral Square, Bristol, BS1 5DD

PROJECT
Maidstone Cycling & Walking Assessment

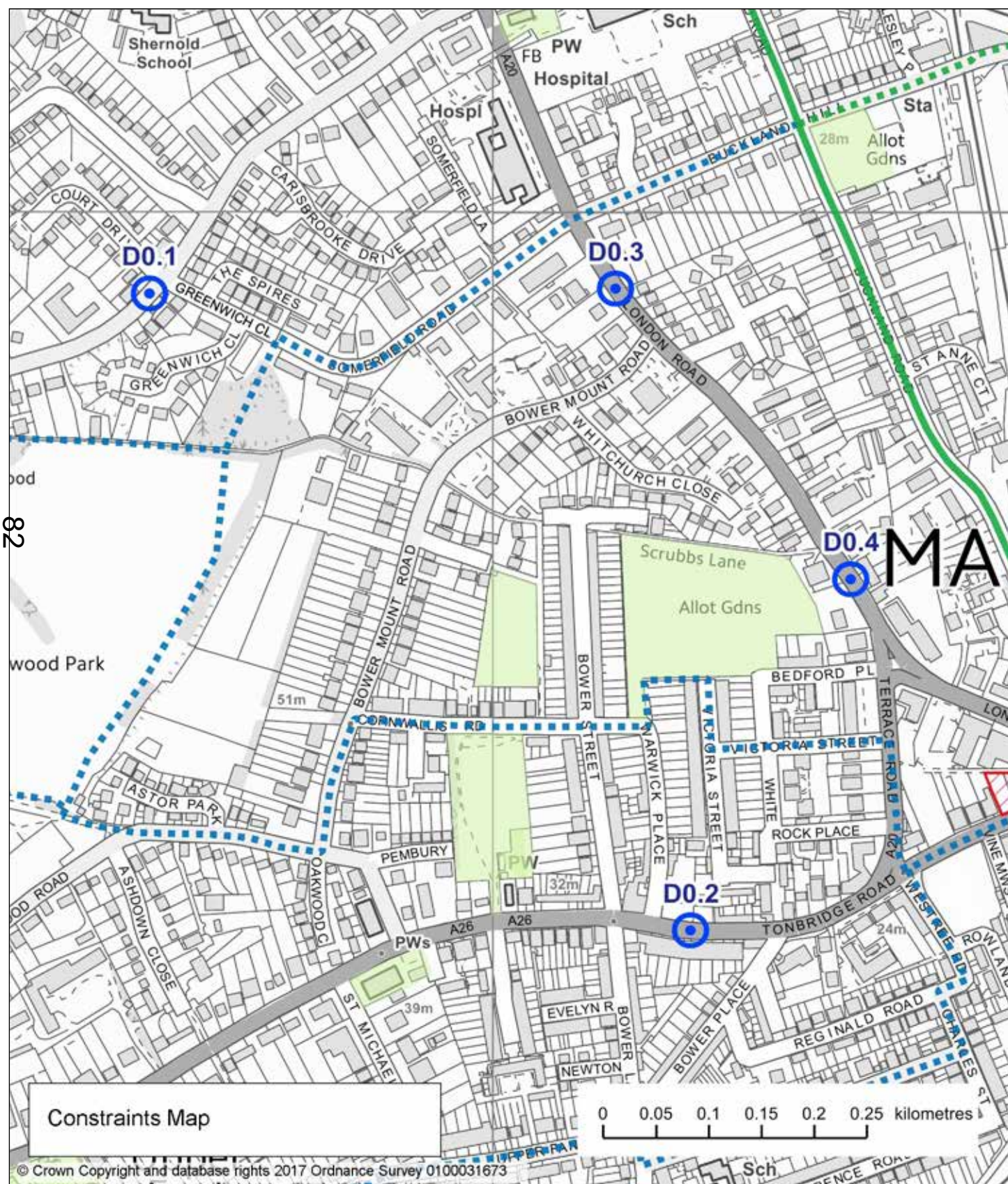
TITLE
**MAIDSTONE
NORTH WEST CORRIDOR
ASSESSMENT**

Drawn DL	Checked SP	Date 13/3/2018	Scale at A3 1:10,000
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STATUS
ISSUED

DRAWING NUMBER 11079.SD-MAP-00-02	REVISION A
---------------------------------------------	----------------------

Constraints



A number of options for this alignment were considered including:

- Queens Road
- Tonbridge Road from Bower Mount Road to the gyratory
- The London Road between Bower Mount Road and Buckland Hill
- The London Road between the footpath exit and the gyratory

Each of these have physical constraints in terms of available road width, traffic speeds and traffic volumes which make providing for cyclists extremely challenging.

These routes should not be ruled out as desire lines that might be provided for in the future; however, it is recognised here that this will involve significant reconfiguration of the transport network and require strong political will and funding.

Traffic volume on each of the listed links would require segregated cycle provision in line with current DfT guidance. The absolute minimum space required for this would be a 13m Street with 2m Footways (Minimum DfT Manual for Streets), 1.5m Stepped cycle tracks (Minimum DMRB for pinch points) and a 6m Carriageway. As can be seen, the constraints listed prohibit the provision of such minimum standard.

Road Width & Traffic Volume

D0.1

Queens Road (7 day count & width at narrowest point)

Flow 8,500 Average Daily Flow
 Speed 85th% 32mph
 Width 10m Street 6m Carriageway

D0.2

Tonbridge Road (DfT AADF count & width at narrowest point)

Flow 14,000 Average Annual Daily Flow
 Width 10m Street 6.5m Carriageway

D0.3

A20 between Bower Mount Road and Buckland Hill (DfT AADF & width at narrowest point)

Flow 13,000 Average Annual Daily
 Width 11.5m Street 7m Carriageway

D0.4

A20 between Scrubbs Lane and the gyratory (DfT AADF & width at narrowest point)

Flow 13,000 Average Annual Daily
 Width 10m Street 6.5m Carriageway

Options D1 and D2



1.2 View west, road verge on north side of Queen's Road

Opportunity & Barrier

North side verge is wide in parts although it pinches at 1.4m moving west



1.4 View South

Existing & Opportunity

2.4m existing footpath link between Speldhurst Court and Bower Mount Road



2.1 View east at the end of Victoria Orchard close

Opportunity

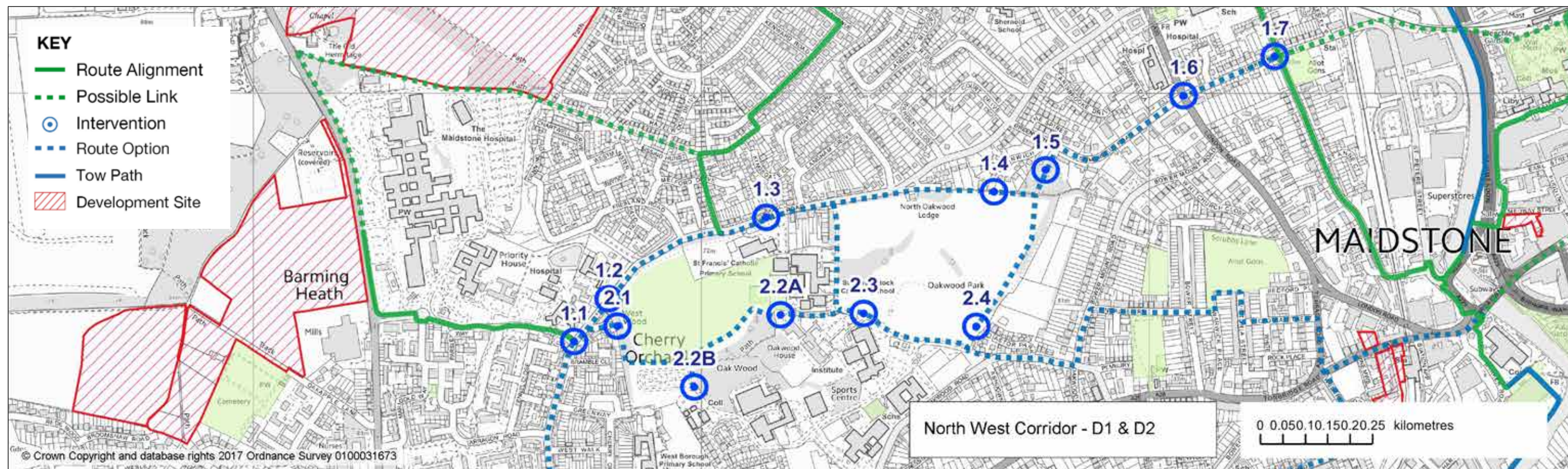
Potential access to Oakwood via Victoria Orchard



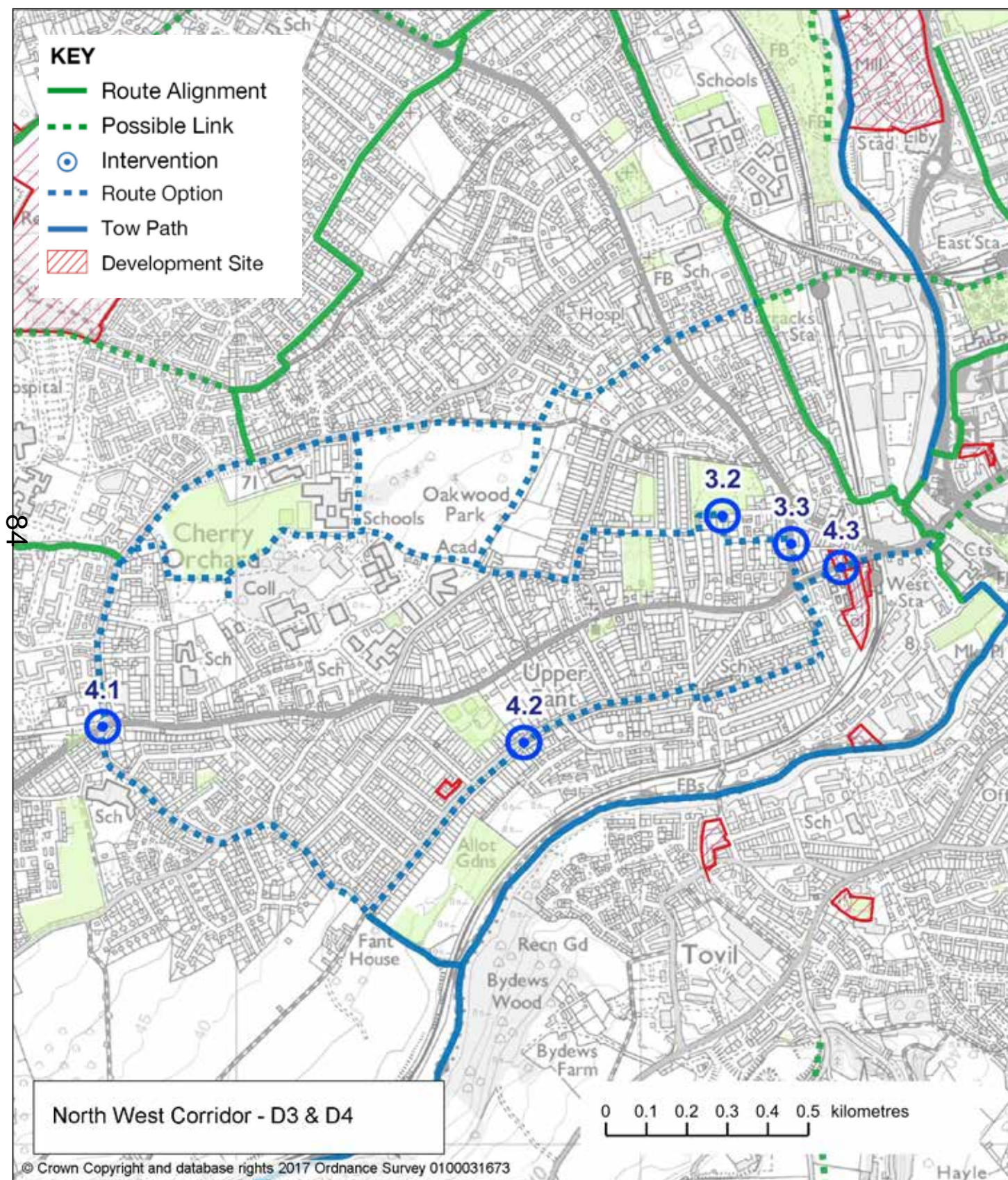
2.3 View south east

Opportunity

Existing unmaded path in verge could be upgraded to a sealed path



Options D3 and D4



3.2 View of footpath

Opportunity

Improve transition with drop kerb, parking restrictions and investigate widening footpath to meet DfT standards



4.3 View west from the High Street side of the gyratory

Desire Line & Barrier

Safe and easy east/west cycle movement through the southern arm of the gyratory is a significant desire line that isn't catered for



4.2 View west along Hackney Road

Constraint

Upper Fant Road and Hackney Road have moderate traffic levels, parking pinch points and local buses that reduce the level of service for cyclists



4.2 View north over junction crossing of the London Road

Barrier

Wide complex junction that would need significant alterations to make it easy to negotiate for all levels of cyclists

Options Summary

D1

Alignment

Link from the hospital to Maidstone East via the northern perimeter of Oakwood Park, Somerfield Road and Buckland Hill.

Buckland Hill (7 day Survey)

Flow 7000 Average Daily Flow
Speed 85th% 26mph

Queens Road (7 day Survey)

Flow 8,500 Average Daily Flow
Speed 85th% 32mph

Interventions

- 1.1 Install parallel crossing
- 1.2 Install bi-directional track on south side creating, space by realigning the carriageway making use of space in the verge on the north side of the road.
- 1.3 Limited street widths in front of the school are a challenge and will require further investigation to find the best type of provision.
- 1.4 Widen footpath at the end of Speldhurst Court.
- 1.5 Install new link through to Greenwich Close making use of the local access only Somerfield Road.
- 1.6 Upgrade junctions to include ASL, feeder lane and early release for cyclists crossing junction.
- 1.7 Explore traffic management option to make Buckland Hill and Buckland Road good for cycling. This might include making the whole area local access only with a filtered permeability on the west arm of the junction of Buckland Road and Buckland Hill.

D2

Alignment

Link from the hospital to Maidstone East via Oakwood Park, Somerfield Road and Buckland Hill. Alignment cuts through the Oakwood Park complex running along the internal field edge and via the south section of the internal access road.

Interventions

- Alignment will require interventions 1.1, 1.5, 1.6 & 1.7 listed in option D1 for delivery.
- 2.1 New access connecting to a 500m path between Victoria Orchard and the Oakwood House car park. 5m width path with 3m Cycle track and 2m Footway.
 - 2.2A/B An alternative to 2.1 would be a link via Mid Kent College access road and car park although 2.1 is preferred.
 - 2.3 Table junction and run 5m width path in the verge along east side of Oakwood Park through road.
 - 2.4 * 400m path linking through to Somerfield Road.

* Route may need fencing depending on negotiations with land owner.

D3

Alignment

Link from the hospital to the town centre via Oakwood Park

Bower Mount Road (7 day count)

Flow 1500 Average Daily Flow
Speed 85th% 30mph

Interventions

- Alignment will also require interventions 1.1, 2.1, 2.2 (either option) and 2.3 listed in option D1 and D2 for delivery.
- 3.1 Physical traffic calming to reduce speed on link, narrowing with planting to improve street scape.
 - 3.2 Widen alleyway and install lighting.
 - 3.3 Make Victoria Street exit only, reduce to one lane exit and install Toucan crossing.

D4

Alignment

Link from the hospital moving south crossing Tonbridge Road and along Fant Lane, Hackney Road, Upper Fant Road and into town via the gyratory.

Upper Fant Road (7 day Survey)

Speed 85th% 31.1mph

Interventions

- 4.1 Segregated provision along Queens Road and cycle proofing of junction.
- 4.2 Physical traffic calming measures to reduce speeds. Rationalising of parking at narrow points.
- 4.3 * Options for access through one way system and gyratory require further investigation.

* For discussion of interventions see section A6 covering the gyratory and links to and from the town centre through this corridor.

Recommendations

As shown by the summary table of scores, option D2 performs the strongest against the attributes being assessed. Options D1 and D2 are similar, however the benefits to the level of service of a good width off-road path located away from high volumes of traffic tips the balance.

It should be noted that all of these options have significant constraints that need further investigation. For example, although option D2 is being suggested here it requires land acquisition and access which will need further stakeholder negotiation; the outcome of which heavily impacts deliverability.

Option Scoring Using TfL Assessment Criteria

Attribute	D1	D2	D3	D3
Directness and Cohesion	4	4	4	2
Attractiveness	3	5	3	2
Traffic Composition and Impact on Other Users	4	4	3	3
Buildability	3	3	1	2
Network Prioritisation and Phasing	4	3	3	4
Totals	18	19	14	13

Next Steps

Prioritisation

The logical next step is to prioritise the list of potential improvements and select a number of schemes to be progressed to the detailed design stage. This should include a mix of small and large interventions.

Scheme Development

Improvements to the cycling and walking network can be advanced in a number of ways including route based, area based or site specific.

Route based Scheme

An example would be an end to end route development for the link from the hospital site in the west to the town centre via Buckland Hill.

Area based Scheme

The Shepway area would be a good candidate where route based improvements could be accompanied by a village package of measures that includes area wide traffic management combined with a suite of small scale street improvements.

Point interventions

An example would be a junction improvement plan aimed at making problematic intersections easier to negotiate on foot and by bike. Tackling such key barriers can be a very cost effective way to unlock significant improvements to the network.

Community Engagement

This should fit into all stages of the design process and could be applied to all the examples outlined above.

This process should engage a diverse range of voices such as the Maidstone Cycle Campaign Forum, local shop owners, disability groups etc to better understand the appetite for change.

One example here could include a mini-package of three days involving engaging the general public on the street with targeted discussion of the findings of the town centre assessment. Testing the conclusions of the report will help ensure the solutions being advanced are appropriate as well as ensuring there's appetite for such change.

Embedding

Making Cycling and Walking Business as Usual

Embedding walking and cycling as a core part of business for the local and county authority can be a really positive way to improve the network.

An example would involve ensuring cycling and walking are considered as a common consideration in new schemes, new developments and as a measure of quality in the transport service being provided.

Making the Case

Schemes that involve significant change to the existing street network to improve cycling and walking access can be difficult in a car centric context. The political, economic and policy element is often pivotal; therefore, ensuring any schemes are underpinned by strong and robust arguments that join up with the local political and community context is key.

Glossary of Terms

(taken from London Cycling Design Standards)

Advisory cycle lane

A dashed white line marking an area of the carriageway designated for the use of cyclists. Motor vehicles may need to cross the markings but generally should not enter the lane unless it is unavoidable.

ASL – Advanced stop line

Stop line for cyclists at traffic signals ahead of the stop line for general traffic, with a waiting area marked with a large cycle symbol and extending across some or all of the traffic lanes.

Bus lane

Lane designated for bus use during the signed hours of operation. Signs also advertise whether other vehicles, such as cycles, are permitted in the lane during those times.

Bus stop bypass

A bus stop layout in which through-movement for cycles is away from the carriageway and from the bus stop cage. Can be achieved with shared use or partially separated footway around the bus stop but usually features a dedicated cycle track passing behind the bus shelter.

Carriageway

That part of a road or highway constructed for the use of vehicular traffic (including cycles).

Chicane

A horizontal deflection in the carriageway used as a speed-calming measure.

Continuous footway

Technique used at priority junctions and other vehicular accesses to assert visual priority for pedestrians over turning vehicles by continuing the footway material across the access or the mouth of the junction. A ‘continuous cycleway’ can be added in a similar way if a cycle lane or track is present.

Contraflow or Cycle contraflow

A facility allowing cyclists to travel in the opposite direction to one-way motor traffic. Requires a Traffic Order and can be implemented using lane markings, which may or may not have some other form of physical protection, or by using signing only.

Courtesy crossing

Location designed to invite pedestrians (or cyclists) to cross and to encourage vehicles on the carriageway to give way – although there is no legal obligation to do so. Often used as part of a design approach aimed at reducing vehicle speeds.

Cycle bypass

Form of physical separation for cycles enabling them to avoid a controlled feature for other road users – e.g. traffic signals or a pinch-point requiring ‘give way’ to oncoming traffic.

Cycle street

A street where the carriageway is dominated by cyclists and, by virtue of the width and design of the street, all motor traffic moves at the speed of the slowest cyclist.

Cycle track

A cycle facility physically separated by kerbs, verges and/or level changes from areas used by motorists and pedestrians. It may be next to the road or completely away from the carriageway and may either be at footway level, carriageway level or in-between.

Decluttering

Rationalisation of street furniture, signs and signals aimed at minimising the amount of such objects in the street environment, thereby reducing visual and physical clutter.

Dropped kerb

Feature to facilitate access, usually between the footway and the carriageway. Must be flush when provided for pedestrians, wheelchair users or cyclists.

‘Dutch-style’ roundabout

A type of roundabout where cyclists are physically separated from other road users with orbital cycle tracks. It is one of many types of roundabout seen in the Netherlands.

Entry treatment or Raised entry treatment

Raised carriageway surfacing at a side road junction, taking the form of a hump with ramps on either side and usually provided at footway level. The purpose is principally to slow vehicle movements at the junction.

Filtered permeability

An area-based network planning approach to improving conditions for cycling by removing through motorised traffic in zoned areas. Cyclists can pass freely through motorised traffic restrictions between zones and so are favoured in terms of journey time and convenience.

Footway build-out

Area of footway that extends out further than the previous kerb edge and narrows the carriageway.

Greenways

Various shared use route types largely or entirely off-highway – generally designed for people of all abilities to use on foot, cycle or horseback, for leisure, local connection or commuting.

Homezone

A group of streets and spaces designed primarily to meet the needs of non-motorised users and where the speed and dominance of motorised traffic is reduced. A 10mph limit normally applies.

Horizontal traffic calming

Forms of traffic calming that work by changing the width available for driving. Typically these take the form of static elements such as build-outs or traffic islands, but they may also utilise car parking or temporary features.

Junction table or Raised table

Raised carriageway surface (often to footway level) at a junction, used as a speed control measure and a way of supporting pedestrian movement and

pedestrian priority.

Light segregation

The use of intermittently placed objects to separate and protect a cycle facility (usually a marked cycle lane) from motorised traffic.

Mandatory cycle lane

A section of the carriageway marked by a solid white line that is designated for the exclusive use of cyclists during the advertised hours of operation.

Parallel priority crossings or ‘parallel crossing’

A cycle crossing next to a zebra crossing where users of the main carriageway have to give way to both pedestrians and cyclists crossing that carriageway.

Pedestrian crossings

One of various crossing types for pedestrians that do not allow cycle access. Includes signal-controlled types (Pelican, Puffin and Ped-X crossings) and priority crossings (Zebra crossings).

Pedestrian Zone

Area closed to vehicles, including cycles – often marked with exceptions for loading. Cycles may also be specifically exempted, or they may be included by designating a ‘Pedestrian and Cycle Zone’.

Pinch point

Locations where the carriageway narrows, often as a result of traffic calming measures or addition of refuge islands. Unless well designed, they can add to collision risk and discomfort for cyclists by forcing them into close proximity with motorised traffic.

Point closure

Method of closing a street to through-traffic, ideally in the form of a modal filter (i.e. allowing access for cyclists).

Priority junction

A junction where the priority is shown by ‘give-way’ road markings – i.e. the minor arm gives way to the major arm.

Quietway

A branded cycle route type established by the London Mayor's Vision for Cycling (2013). Quietways are strategic routes using less heavily trafficked local streets and off-carriageway facilities.

Raised delineator

A raised strip, between 12 and 20mm high, that separates areas used by cycle and pedestrians when they are at the same level. It is defined in TSRGD (diagram 1049.1) and therefore has legal status as a road marking.

Refuge islands

Islands in the carriageway to support either pedestrian crossing or vehicle right turns (which may include cycle-only turning pockets). Their placement and design should avoid creating hazardous pinch-points for cyclists.

Segregated cycle lane/track

Cycle facility separated by a continuous or near-continuous physical upstand along links (usually verges or kerbed segregating islands).

Shared use area, footway or path

A footway, footpath or part of any public space shared between pedestrians and cyclists but where motorised vehicles are not permitted. It is identified by the shared use sign – a blue circle with white pedestrian and cycle symbols. In these spaces, pedestrians have priority.

Shared space

A design approach that seeks to change the way streets operate by reducing the dominance of motor vehicles, primarily through lower speeds and encouraging drivers to behave more accommodatingly towards pedestrians and cyclists.

Shared surface (level surface)

A street or space either with no distinction between footway and carriageway or no kerb upstand between the two.

Speed cushions

Small speed humps installed across the road with gaps at distances that, ideally, allow certain users such as buses and large emergency service vehicles to pass easily, but force most other motorised vehicles to slow down to negotiate the humps.

Speed humps

Raised areas, typically placed horizontally across the carriageway, designed to reduce traffic speeds. The ramps either side of the hump should have a sinusoidal profile so as to minimise discomfort to cyclists.

Tactile paving

Textured paving that helps people with sight impairments to read the street environment around them by feeling the change in surface underfoot and/ or seeing the change in material.

Two-stage turn

A manoeuvre allowing cyclists to make an opposed turn at a junction in two stages, without having to move across lanes of moving traffic. Between two traffic signal stages, the cyclist waits in the junction, away from the traffic flow.

Uncontrolled crossing

A pedestrian and/or cycle crossing where vehicles do not legally have to give way but may do so out of courtesy. They are used where vehicle flows and speeds give safe opportunities for crossing the street without the need for a controlled facility.

Vertical traffic calming

Forms of traffic calming that rely on a change of level in the carriageway for slowing effect – typically speed humps or speed cushions.

Visibility splay

The physical space at an access or junction through which a road user exiting from the minor arm needs good, clear visibility in order to see potential conflicts or dangers in advance of the distance they need in order to brake and come to a stop.

**STRATEGIC PLANNING,
SUSTAINABILITY &
TRANSPORTATION COMMITTEE**

12 June 2018

Swale Borough Council Local Plan consultation: 'Looking Ahead'

Final Decision-Maker	Strategic Planning, Sustainability & Transportation Committee
Lead Head of Service/Lead Director	Rob Jarman, Head of Planning & Development
Lead Officer and Report Author	Stuart Watson, Planning Officer (Strategic Planning)
Classification	Public
Wards affected	All

Executive Summary

Swale Borough Council intends to review its Local Plan with a target date for adoption of the summer of 2022 and is seeking early views now on what should be included. This report provides a summary of the consultation and puts forward proposed responses to the issues relevant to Maidstone Borough.

This report makes the following recommendations to this Committee:

1. That the responses set out in paragraphs 1.9 to 1.15 of this report be agreed as a basis for the Council's consultation response to the Swale Borough Council Local Plan consultation 'Looking Ahead'.

Timetable

Meeting	Date
Strategic Planning, Sustainability and Transportation Committee	12 June 2018

Swale Borough Council Local Plan consultation: 'Looking Ahead'

1. INTRODUCTION AND BACKGROUND

- 1.1 Swale Borough Council's recent Local Plan (Bearing Fruits 2031) was adopted in July 2017 and sets out the development strategy for Swale up to 2031. Swale Borough Council, in anticipation of the proposed Government requirement to review Local Plans every 5 years as set out within the draft National Planning Policy Framework (NPPF) 2018, is now seeking views through consultation to help inform the next steps in its Local Plan process.
- 1.2 The current Swale Local Plan consultation document 'Looking Ahead' seeks to address a number of key issues including those raised during the examination of their adopted Local Plan and also emerging Government policy. As part of the review process, Swale Borough Council intends to extend its Local Plan period up to 2038. The consultation can be viewed at: <https://swale-consult.objective.co.uk/portal/>.
- 1.3 The consultation period for 'Looking Ahead' ran from 27 April 2018 to 8 June 2018. Officers sought, and have been allowed, to submit the Council's response to the consultation after the 12 June SPS&T Committee meeting.
- 1.4 Following on from the 'Looking Ahead' consultation, Swale Borough Council state that the next intended steps will be: a consultation on the detailed options for the development strategies in the summer of 2019, a consultation on a full draft plan for the spring of 2020, with submission of the Local Plan for examination in the Autumn/Winter of 2020.
- 1.5 The Swale Borough Council consultation is therefore an early engagement exercise and does not contain any specific development proposals, however it does ask for views on detailed matters including existing and future strategies. Including strategic matters, the consultation also attempts to identify a number of future issues known as 'big future' challenges. The purpose of these issues is to try and understand what the future may have in store, whilst learning from lessons in the past. The identified issues include:

"Crystal ball gazing" –	being flexible to unexpected changes;
The economy –	adapting to changes in the markets and economic growth rates;
Population and social change –	addressing changes in population and the impact on social need;
Climate change –	limiting climate change through new responses to planning and designing developments;
Transport –	attempting to predict transport growth and demand; and
The environment –	importance of a healthy environment;

- 1.6 The consultation is pre-emptive in that it acknowledges recent draft Government proposals including a requirement for Local Plans to be reviewed every 5 years and the proposed standardised housing need methodology. The consultation goes further in considering measures for capturing the uplift of land value through development that goes beyond existing measures. The consideration includes a master developer approach, where a single developer is responsible for an overarching masterplan. That developer then packages up different sized parcels of land for other developers to purchase with the uplift value gained then used to provide infrastructure.
- 1.7 Although not part of the 'Looking Ahead' consultation, Swale Borough Council has also published a '[New Garden Communities Prospectus April 2018](#)'. The prospectus gives landowners and developers an opportunity to submit proposals for new standalone settlements that can be considered as part of a shortlist of possible ways forward within their Local Plan review. The closing date for submissions is the 3 August 2018.
- 1.8 Whilst the Swale Local Plan consultation is an early engagement exercise, the consultation does contain 46 questions. The questions are general in nature seeking views on the local challenges for Swale, progress on existing allocated sites and approaches Swale Borough Council could take towards proposals within the draft NPPF 2018. The following paragraphs contain the questions considered most relevant to Maidstone borough and recommendations for comments that will form the Council's response to the consultation.
- 1.9 **Question 7. The next generation of employment sites:** Where should we be locating the next generation of employment sites?

Response: Maidstone Borough Council would welcome a commitment by Swale Borough Council to meet its employment needs within the Swale administrative boundary. Maidstone Borough Council would welcome early engagement discussions on any cross-administrative boundary issues on employment need.

- 1.10 **Question 13. Co-operating with other councils to meet their development needs:** Do you believe that Swale should consider asking its council neighbours to provide for its unmet development needs? If so, what reasons would the Council give, who would it ask and why would they be well placed to help? Likewise, if asked by a neighbouring council to consider meeting their unmet development needs, what should be our response and why?

Response: In considering any future spatial alternatives, Maidstone Borough Council would welcome a commitment by Swale Borough Council to meet its development needs, including housing within its own administrative boundary. Maidstone Borough Council is alive to the challenges faced, but like Swale Borough Council must accommodate high levels of development in its own Local Plan.

- 1.11 **Question 17. Meeting the future needs for Gypsies and Travellers:** What approach should we be considering to making further site provision for Gypsies and Travellers?

Response: Maidstone Borough Council would welcome a commitment by Swale Borough Council to meet its Gypsy and Traveller needs within its own administrative boundary. Maidstone Borough Council would welcome early engagement discussions on any cross-administrative boundary issues on Gypsy and Traveller needs.

- 1.12 **Question 28. Improving the capacity and environment of the A2 corridor:** What solutions should we be considering for improving the A2 corridor?

Response: The A249 is a major road linking Maidstone and Sittingbourne as well as the M20 and M2, and Maidstone Borough Council would welcome early engagement and discussions regarding any transport modelling work and the resultant impact these may identify for Maidstone Borough.

- 1.13 **Question 30. Sustainable transport projects:** What are the next big sustainable transport projects that should be being considered?

Response: Maidstone Borough Council would welcome early engagement discussions regarding sustainable transport projects and the implications that will be created on Maidstone's transport infrastructure. Swale Borough Council's future highways mitigation schemes should also consider mitigation for any impact upon Maidstone Borough.

- 1.14 **Question 31. Planning, congestion and air quality:** How much should we be relying on future technological fixes to address air quality and congestion problems? What can be practically achieved by the planning system to mitigate or remove the adverse impacts upon air quality?

Response: Maidstone Borough Council would welcome early engagement to assess the implications of proposed future development patterns in Swale and the potential traffic congestion and air quality impacts upon Maidstone. In any future strategic air quality modelling associated with Swale's growth plans, the assessment and any identification of mitigation measures should extend to include the impacts on air quality within Maidstone Borough.

- 1.15 **Question 42. Elements that could be included in our future spatial alternatives for the distribution and location of development:** What elements should be further considered for inclusion as spatial alternatives for the distribution of development in Swale?

Response: In considering any future spatial alternatives the implications of congestion including air quality and the impacts on habitats should be considered, including the impact upon neighbouring authorities.

2. AVAILABLE OPTIONS

- 2.1 Option A: the Committee could decide that no consultation responses should be submitted.
- 2.2 Option B: the Committee could decide to submit responses to Swale Borough Council Local Plan consultation.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 Option B is the preferred option, since submitting a consultation response will ensure that the Council's viewpoint can be taken into account by Swale Borough Council as they move forward in their Local Plan preparation.
-

4. RISK

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

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 Subject to the Committee's agreement, the consultation responses will be submitted via email on 13 June 2018. Swale Borough Council states that the results of the consultation will be reported to Councillors in Autumn 2018, and that together with technical research, will go on to be used to draft the next stage of their Local Plan.
-

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities.</p> <p>However, they will contribute the Council's overall requirement to have a 'duty to cooperate' with other prescribed</p>	Rob Jarman, Head of Planning & Development

	bodies on strategic matters that cross administrative boundaries.	
Risk Management	Already covered in the risk section.	Rob Jarman, Head of Planning & Development
Financial	Responding to the Swale Borough Council consultation can be done within existing resources.	Section 151 Officer & Finance Team
Staffing	Responding to the Swale Borough Council consultation can be done within existing resources.	Rob Jarman, Head of Planning & Development
Legal	There are no specific legal implications arising from the recommendations in this report.	Cheryl Parks, Lawyer (Planning) Mid Kent Legal Services
Privacy and Data Protection	Responding to this consultation as recommended would not have specific implications for privacy and data protection.	Cheryl Parks, Lawyer (Planning) Mid Kent Legal Services
Equalities	Responding to this consultation as recommended would not have specific or differential implications for the different communities within Maidstone.	Policy & Information Manager
Crime and Disorder	Responding to this consultation as recommended would not have specific implications for Crime and Disorder in the borough.	Rob Jarman, Head of Planning & Development
Procurement	Responding to this consultation as recommended does not require the procurement of any services, expertise or materials	Rob Jarman, Head of Planning & Development

**STRATEGIC PLANNING
SUSTAINABILITY &
TRANSPORTATION COMMITTEE**

12th June 2018

**Medway Local Plan: Development Strategy Options
consultation**

Final Decision-Maker	Strategic Planning, Sustainability & Transportation Committee
Lead Head of Service/Lead Director	Rob Jarman, Head of Planning & Development
Lead Officer and Report Author	Sarah Lee, Principal Planning Officer (Strategic Planning)
Classification	Public
Wards affected	All

Executive Summary

Medway Council is consulting on Development Strategy Options for its emerging Local Plan (2012-35). The next stage will be for Medway to produce a draft Plan for formal consultation (Regulation 19) before the end of the year. This report sets out matters for inclusion in the council's response to the consultation, focussing on the proposals' potential implications for transportation, air quality and the ecology of the borough's Special Areas of Conservation with additional comments on employment and Gypsy & Traveller provision.

This report makes the following recommendations to this Committee:

1. That the response to the Medway Local Plan Development Strategy options (March 2018) set out in Appendix 1 is approved.

Timetable

Meeting	Date
Strategic Planning, Sustainability & Transportation Committee	12 th June 2018

Medway Local Plan: Development Strategy Options consultation

1. INTRODUCTION AND BACKGROUND

1.1 Medway is preparing a Local Plan which will cover the period 2012-35. It is currently consulting on a Development Strategy Options document which is a third 'Regulation 18' consultation following an Issues & Options document in January 2016 and a Development Options consultation in January 2017. The current consultation document and supporting documents are available here:

https://www.medway.gov.uk/downloads/download/289/development_strategy

1.2 The purpose of the current consultation is "to assess the most sustainable approach to meeting Medway's growth needs". Four development strategy options are proposed:

- Scenario 1 - Meeting the housing need of 29,500 homes in line with Medway's Strategic Housing Market Assessment analysis of the number of homes needed to support the area's population growth and change up to 2035. The net number of additional homes needed would be delivered on urban brownfield sites (approximately 50%), at the proposed Hoo 'rural town' and at the edge of villages (approximately 30%) with some 10% achieved through suburban expansion including in the Capstone Valley and at the edge of Rainham. Although the consultation document is not explicit, it is presumed the balance is projected to come forward on windfall sites.
- Scenario 2 - Investment in infrastructure to unlock growth. If Medway is successful in bids for major new funding for the area, the speed and rate of development could be boosted on the Hoo rural town with higher density development linked to improved public transport (new rail and bus services) plus improved highways infrastructure. The pattern of development is as for scenario 1, including development at the north western edge of the Capstone Valley and north and east of Rainham. This approach also achieves 29,500 homes.
- Scenario 3 - Meeting Government's target of local housing need of 37,000 homes, in line with the Government's proposed standardised methodology. The consultation document states that there is considerable uncertainty about the ability to deliver such numbers and there are concerns about the infrastructure requirements and environmental implications associated with it. Development at the north western edge of the Capstone Valley and north and east of Rainham would be potential components in this approach in conjunction with very high density development within the urban area. This option has the potential to deliver some 35,961 homes (i.e. a shortfall of 1,182 compared with the standard methodology figure). It would necessitate the more extensive use of employment sites for housing which is likely to increase the rate of out commuting.
- Scenario 4 - This option incorporates some development within Lodge Hill SSSI. Homes England is preparing a new planning application for

this area for up to 2,000 homes with supporting services which would protect much of this designated site for wildlife but would involve some development on some protected areas. Development at Lodge Hill SSSI would substitute for some of the sites in the Capstone Valley. This scenario could achieve 37,000 homes.

- 1.3 In respect of employment, the consultation document identifies requirements for 49,943sqm new offices, 155,748sqm industrial floorspace and 164,263sqm warehousing over the plan period. The document reports that these requirements can be met through the consolidation and intensification of existing employment sites, through mixed use developments close to the main town centres and through select new locations. In terms of the latter category, the document signals a potential new office location close to M2 Junction 4 but provides little detail in terms of scale and exact location at this stage.

Proposed response

- 1.4 The proposed response to the consultation is included in Appendix 1 for the Committee's consideration. In summary, the response;

- Highlights that the (unpublished) transport modelling undertaken by Medway to date does not, as yet, incorporate the specific pattern and volume of traffic generated by planned developments in adjoining boroughs, including Maidstone. Medway has now requested this information from its neighbours and Maidstone's information has been supplied. Medway's future consideration of what highways mitigation schemes will be necessary must extend to include any mitigation required with Maidstone borough. This analysis could signal the necessity for measures at M20 J6 and J7, A228 (Blue Bell Hill) and potentially Boxley Road.
- A linked issue is the potential for Medway's planned growth to impact on air quality. Medway is yet to undertake strategic air quality modelling associated with its growth plans. Again the proposed response signals that this assessment and any identification of mitigation measures should extend to include impacts on air quality in this borough, most notably on the Maidstone Air Quality Management Area (AQMA).
- The interim Habitats Regulations Assessment study published by Medway indicates that the growth proposals could detrimentally impact on the North Downs Woodland Special Area of Conservation (SAC) and Queendown Warren SAC both of which fall within Maidstone borough. In particular these environments are sensitive to increased nitrogen dioxide levels associated with increased traffic volumes. Further, more detailed assessment is planned.
- The response requests that the forthcoming assessments and resultant mitigation proposals are shared with Maidstone council at an early stage so that positions can be agreed prior to Medway concluding on the content of its Regulation 19 pre-submission version of its Local Plan. At the same point, officers would seek confirmation of the scale and mix of uses at the proposed commercial site allocation in the vicinity of M2 J4 to determine whether it could affect this borough's new and established employment locations.

- The response affirms that Medway should make specific site allocations in response to its identified need for additional Gypsy and Traveller pitches over the plan period.
 - A statement of common ground (SCG) will need to be prepared between the two authorities in association with the Regulation 19 version of Medway's plan and it is anticipated that transportation and air quality matters will be the leading cross-boundary issues to be addressed in this SCG
-

2. AVAILABLE OPTIONS

- 2.1 There are two options available to the Committee. The first is that the Committee decides to submit a response to the Development Strategy Options consultation. The second, alternative option is that no response is made.
 - 2.2 Electing to submit a response will ensure that MBC's position and interests are brought to the attention of Medway Council as it progresses its Plan and could influence its content. To not make such a submission would be a missed opportunity for this council to engage positively with the preparation of a neighbouring authority's key strategic land use plan.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 For the reasons set out in paragraph 2.2 above, the submission of the response in Appendix 1 is recommended.
-

4. RISK

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

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 The consultation closes on 25th June; the original deadline of 11th May was extended to take account of the late publication of a Sustainability Appraisal report. Thereafter, the timetable is for Regulation 19 consultation to take place in Winter 2018, submission of the Medway Local Plan in March 2019 with adoption to follow in 2020.
-

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	We do not expect the recommendation will by itself materially affect achievement of corporate priorities.	Rob Jarman, Head of Planning & Development
Risk Management	Please see 'risks' section.	Rob Jarman, Head of Planning & Development
Financial	The proposal set out in the recommendation can be achieved within already approved budgetary headings and so need no new funding for implementation.	Suzan Jones , Finance Officer
Staffing	We can deliver the recommendation with our current staffing.	Rob Jarman, Head of Planning & Development
Legal	<p>The duty to cooperate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.</p> <p>It is considered prudent to engage positively with the preparation of Medway's Local Plan to (a) ensure MBC's interests are communicated and (b) help understand the implications of the Plan's proposals for this borough.</p>	Cheryl Parks, Lawyer (Planning) Mid Kent Legal Services
Privacy and Data Protection	No specific issues are identified at this stage.	Cheryl Parks, Lawyer (Planning) Mid Kent Legal Services
Equalities	The recommendations do not propose a change in service therefore will not	[Policy & Information

	require an equalities impact assessment	Manager]
Crime and Disorder	N/A	Rob Jarman, Head of Planning & Development
Procurement	N/A	Rob Jarman, Head of Planning & Development & Section 151 Officer

7. REPORT APPENDICES

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

- Appendix 1: Proposed consultation response to Medway Local Plan: Development Strategy Options

8. BACKGROUND PAPERS

The Medway Local Plan Development Strategy Options consultation document and supporting documents are available here:

https://www.medway.gov.uk/downloads/download/289/development_strategy

Ms Catherine Smith

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DATE

Dear Catherine

Medway Local Plan: Development Strategy Options

Thank you for consulting Maidstone Borough Council on the above document. This response has been considered and agreed by this council's Strategic Planning, Sustainability & Transportation Committee at its meeting on 12th June (TBC).

This council acknowledges and welcomes Medway Council's active consideration of how it could meet development needs within its own boundaries, including assessing how the increased housing requirement which would result from the Government's proposed standardised methodology could potentially be accommodated within Medway (scenario 3).

Transport

It is noted that the strategic transport modelling completed so far to support the emerging Local Plan has not yet been published. The consultation document indicates that the modelling to date has been in the form of a 'do nothing' approach to identify which junctions would reach/exceed capacity by the end of the Plan period. It is also understood that this first phase of modelling includes background growth generated from neighbouring authority areas but does not, as yet, incorporate the specific pattern and volume of additional traffic generated by planned development in those other areas, including that consented and forthcoming from the Maidstone Borough Local Plan. Furthermore, the 'do something' options, i.e. mitigation measures and intervention such as junction improvements, public

transport measures and, potentially, a Park & Ride site which would support the development scenarios are all yet to be tested. This will be done to inform the selection of Medway's preferred development option in advance of the next round of consultation on the draft Medway Local Plan (Regulation 19 stage).

Maidstone Borough Council considers that this next phase of strategic transport modelling must specifically assess and identify the need for additional mitigation schemes for key junctions within Maidstone borough which could be impacted by the scale of growth proposed in Medway in combination with that already committed in Maidstone borough and elsewhere. MBC's previous consultation response to the Development Options document specifically highlighted that development around Rainham and Hempstead could have a significant impact on M20 Junction 7 and the southern end of the A249. Scenarios 1,3 & 4 in the current consultation document would each include new housing development in these locations. The M20 Junction 7 already suffers from traffic congestion at peak times and requires capacity improvements in order to accommodate growth planned in Maidstone borough to 2031.

More widely, development across Medway is likely to impact on the highway network at Bluebell Hill (A228), M20 Junction 6 and, potentially, at Boxley Road.

MBC undertook specific assessment of M20 Junctions 5-8 for the Local Plan Examination to identify the mitigation required to support this borough's growth. The report is available here:

[http://services.maidstone.gov.uk/docs/TRA%20037%20\(A\)%20M20%20Junction%20Assessments%20\(November%202016\).pdf](http://services.maidstone.gov.uk/docs/TRA%20037%20(A)%20M20%20Junction%20Assessments%20(November%202016).pdf)

It is vital that the potential impacts of Medway's proposed growth on the road network within Maidstone borough is properly assessed and addressed. MBC requests that the findings of the transport modelling pertinent to this borough are shared in a timely manner in advance of the next Regulation 19 consultation through on-going Duty to Co-operate engagement between the authorities. Transportation matters are likely to be a key cross boundary issue to be addressed in any forthcoming Statement of Common Ground between the two authorities.

Air Quality & Habitats Regulation Assessment

Linked to the issue of transport is the effect that the proposed growth in Medway could have on air quality and in particular on the two European nature conservation sites in Maidstone borough, namely the North Downs Woodlands Special Area of Conservation (SAC) and the Queensdown Warren SAC.

The consultation document confirms that strategic air quality modelling will be undertaken to inform Medway Council's selection of its preferred development option. As for transport, the potential linked effects on areas of poor air quality in Maidstone borough should also be part of this strategic assessment. Attached is a plan showing the Maidstone Air Quality Management Area (AQMA) which has been designated as a result of NO₂ levels linked to traffic emissions (**AQMA map to be included**). The AQMA extends to the north of both M20 Junction 6 (A229) and Junction 7(A249) illustrating that air quality in these locations, and further into the heart of Maidstone, could be worsened by Medway's growth unless it is a) adequately assessed and b) mitigation measures are instituted.

In respect of the assessment of impacts on the SACs, an interim Habitats Regulation Assessment Report (HRA) has been published in support of the current consultation.

Part of the North Downs Woodland SAC is located along the Wouldham – Detling escarpment. The designated SAC area is within 5m of the A249 at Detling Hill at its closest point in the east and within 160m of A229 at Blue Bell Hill in the west. The SACs are sensitive to deteriorating air quality (increases in Nitrogen Dioxide) resulting from increased traffic movements associated with development.

The interim HRA study has used the (unpublished) Medway Strategic Transport Assessment and air quality monitoring data. At this stage, Maidstone Borough Council notes that an initial finding of the study is that development has the potential to worsen air quality impacts on the woodland in the North Downs SAC. The report states that further assessment will be undertaken, drawing on the strategic air quality modelling, to more precisely determine the actual effects to inform the selection of the prepared option.

As for the transport modelling, Maidstone Borough Council considers that the air quality impacts of Medway's growth plans on Maidstone's AQMA should be assessed and any mitigation measures required should also be identified prior to the Plan moving to its next stage. The findings should be shared with Maidstone Borough Council prior to the Regulation 19 consultation on the Medway Local Plan.

Employment sites

It is noted that the document signals a potential new office location close to M2 Junction 4 but provides little detail in terms of scale and exact location at this stage. Maidstone Borough Council would request to be updated as proposals for this allocation become more definitive so that the council can determine whether it could impact on this borough's existing and forthcoming employment sites.

Gypsy & Travellers

In response to specific question QH21, Maidstone Borough Council considers that Medway Council should make specific site allocations in its Local Plan to ensure that the future need for Gypsy and Traveller pitches can be met.

I look forward to our continuing active engagement on strategic matters affecting our two areas and collaboration to achieve an agreed Statement of Common Ground prior to the submission of the Medway Local Plan.

Yours sincerely,

Mark Egerton

Strategic Planning Manager

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STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

12 June 2018

Statement of Community Involvement Consultation Draft

Final Decision-Maker	Strategic Planning, Sustainability and Transportation Committee
Lead Head of Service/Lead Director	Rob Jarman, Head of Planning and Development
Lead Officer and Report Author	Mark Egerton, Strategic Planning Manager, and Sue Whiteside, Principal Planning Officer
Classification	Public
Wards affected	All

Executive Summary

The Council has a duty to maintain an up-to-date Statement of Community Involvement (SCI), and to review adopted SCIs at least every 5 years. The current SCI was adopted in 2013, and requires updating to reflect changes in legislation and the way in which the Council provides its planning services. In accordance with statutory provisions and best practice, the SCI sets out in detail when and how the Council will consult and/or inform statutory consultees, stakeholders and the general public in the plan making and development management processes. This report seeks approval of the draft SCI (attached at Appendix 1) for a statutory 6-week public consultation. The report also seeks delegated authority to format the draft SCI (Appendix A) using corporate branding. Following consultation, a further report on the key issues raised by respondents, together with recommended amendments to the SCI, will be presented to this Committee.

This report makes the following recommendations to this Committee:

That the Statement of Community Involvement Consultation Draft (attached at Appendix 1) is approved for public consultation.

Timetable

Meeting	Date
Strategic Planning, Sustainability and Transportation Committee	12 June 2018

Statement of Community Involvement Consultation Draft

1. INTRODUCTION AND BACKGROUND

- 1.1 Local planning authorities are required to prepare a Statement of Community Involvement (SCI) under the [Planning and Compulsory Purchase Act 2004](#) (as amended), and to review them every five years as a minimum. The SCI must set out when and how stakeholders and the local community can:
- Participate in the preparation of local plans¹, neighbourhood development plans (also called neighbourhood plans) and supplementary planning documents; and
 - Engage in the process of decision making on planning applications.
- 1.2 The SCI is itself subject to a prescribed 6-week consultation period, and this report is seeking approval to consult statutory consultees and the wider community on the consultation methods set out in the draft document attached at Appendix 1. The draft SCI (Appendix 1) will need formatting using corporate branding, and it is proposed to undertake this task prior to public consultation.
- 1.3 The revised draft SCI reflects revisions to planning legislation that have occurred since 2013 (when the Council's previous SCI was adopted) and changes in the way in which the Council provides its planning services.
- 1.4 Planning regulations² include lists of specific and general consultation bodies, including parish councils and neighbourhood forums, to which draft plans or planning applications may be sent. The decision on which statutory consultees might be appropriate to consult is dependent on the complexity of plans and on the type of planning application submitted. In addition to statutory consultees and the general public, where relevant, it is also important to consult and/or notify hard-to-reach groups and local stakeholder groups. Examples of such groups are set out in the draft SCI.
- 1.5 [The Localism Act 2011](#) introduced the 'duty to cooperate', whereby neighbouring authorities and other relevant organisations must work together on strategic cross-boundary planning issues that affect their areas. As part of fulfilling its legal requirements, the Council will prepare 'statements of common ground' with the County Council, neighbouring local authorities and other appropriate authorities, including those prescribed in legislation.

¹ Kent County Council is responsible for the consultation undertaken on its Minerals and Waste Local Plans, and these plans are not covered by this SCI

² [The Town and Country Planning \(Planning\) \(England\) Regulations 2012](#) or [The Neighbourhood Planning \(General\) Regulations 2012](#) for local plans or neighbourhood plans; and [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) or [The Planning \(Listed Buildings and Conservation Areas\) Regulations 1990](#) for applications

The plan making process

- 1.6 Local plans are the subject of two rounds of mandatory public consultation and independent examination before they are adopted and become part of the Maidstone Development Plan³. Consultation during the early stages of evidence gathering and plan preparation is flexible although, once an Issues and Options scoping paper or an initial draft plan is available, best practice dictates the use of a voluntary 6-week consultation to invite views from the public. The extent of any further consultation on a plan that has previously been the subject of a voluntary 6-week public consultation, and the period of additional consultation, will depend on the scope of the amendments and will be at the discretion of the Council. The public has further opportunity to comment on a local plan during the latter stages of its production, through a prescribed statutory 6-week consultation period and independent examination.
- 1.7 Acknowledgements of receipt of representations made on plans will be issued but responses to the individual issues raised by respondents is not practical, due to the volume of comments received during consultations and the breadth of issues raised by the public. A summary of the key issues raised by respondents, together with recommendations, will be reported to this Committee, and the public can view and download Committee reports and decisions from the website. Representations received during the early stages of plan production (Regulation 18) help to shape and refine the local plan before the 6-week statutory consultation on the pre-submission version of the plan (Regulation 19) is undertaken. Representations made during this latter stage are given consideration by the Inspector during the examination into the plan.
- 1.8 Supplementary planning documents (SPDs) are not subject to independent examination because they can only expand on the policies and/or proposals in local plans which have already been examined. Their preparation is governed by planning regulations and informed by community involvement, including a 4-week statutory public consultation period on a draft plan. Adopted SPDs do not form part of the Maidstone Development Plan but are a material consideration in the determination of planning applications. All representations will be acknowledged, but respondents will not receive an individual response to the issues raised.
- 1.9 Parish councils and neighbourhood forums are responsible for preparing neighbourhood plans for their designated neighbourhood areas. Neighbourhood plans are subject to two rounds of mandatory public consultation in addition to an independent examination and a local referendum before being 'made' (adopted) by Maidstone Borough Council. Consultation during the early stages of neighbourhood plan production is undertaken by the parish councils or neighbourhood forums but, following submission of a neighbourhood plan to the Council, the Council is responsible for a statutory 6-week public consultation and for the arrangement of the examination. Representations submitted during the

³ The Maidstone Development Plan comprises adopted local plans (including those prepared by Kent Council) and 'made' (adopted) neighbourhood plans

statutory 6-week consultation period are given consideration by the independent Examiner (the Council is a consultee). A post-examination neighbourhood plan (as modified by the Examiner) is a material consideration in the determination of planning applications and following a successful referendum, once made, a neighbourhood plan forms part of the Maidstone Development Plan.

- 1.10 Legislative changes now require local authorities to include neighbourhood plans in their SCIs, so there is inevitably some overlap with the neighbourhood planning protocol⁴. A report updating the protocol, to reflect recent legislative changes and to review practices and decision making arrangements, will be presented to this Committee for approval at its meeting on 10 July 2018.
- 1.11 The SCI makes clear the extent of consultation the Council will undertake at each stage of the plan making process for local plans, supplementary planning documents and neighbourhood plans. For neighbourhood planning, the SCI sets out the consultation that will be undertaken for the designation of neighbourhood forums and neighbourhood areas, as well as the plan production stages. Additionally, the responsibilities for each stage of neighbourhood plan production are highlighted.
- 1.12 To encourage community involvement, a range of communication methods are proposed to be used at the various stages of the plan making process. Dependent on the type of plan and its consultation stage these methods may include, but are not limited to: publicising activities through the website and in the press; use of the consultation portal for the submission of representations; sending out notifications of consultations to statutory bodies, stakeholders and everyone on the Council's consultation database; and arranging more focused exhibitions, meetings and/or workshops targeting appropriate stakeholders. The advantage of being flexible in how the Council engages with the public at various stages of plan making, rather than prescribing strict methods of consultation, is illustrated by the potential preparation of a Communications Strategy for the review of the Maidstone Borough Local Plan.
- 1.13 Ward Councillors also have an important role to play through Committee meetings where they can represent the views of their local communities and impart local or expert knowledge of their areas, and by engaging with the public during consultations.

The development management process

- 1.14 Depending on the type of planning application, applications are determined by Planning Committee or the Development Management team under the Council's scheme of delegated powers. Decisions on planning applications take account of the Maidstone Development Plan and any other material planning considerations. Whereas the Council consults statutory consultees and the public on planning documents, the SCI stresses that statutory bodies are 'consulted' on planning applications whilst members of the public are 'notified'. Involvement is voluntary for members of the public, and the

⁴ Approved by Strategic Planning, Sustainability and Transportation Committee on 18 April 2016

Council is able to take decisions on planning applications without responses from the public.

- 1.15 The SCI sets out the Council's approach to pre-application advice and consultation, including the use of planning performance agreements where appropriate. For major proposals, the Council can assist applicants or their agents to approach the local ward Councillor(s), parish council or neighbourhood forum, and the local community in advance of making a formal planning application.
- 1.16 The Council publishes a weekly list of planning applications, and details of individual planning applications are published on the website. Planning regulations require certain specified types of applications to be publicised by way of a site notice, a public notice in local newspapers and, in some cases, by notification to adjoining owners or occupiers. Parish councils and neighbourhood forums are automatically notified of planning applications within their areas. The extent of a consultation on a planning application and the range of consultees to be consulted will vary according to the nature of the planning application and its location. Re-consultation or notification of amendments to planning applications is at the Council's discretion, and will depend on whether an amendment results in a material change to the application.
- 1.17 Certain development falls into permitted development rights under [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#). In some cases, before permitted development rights can be used, the developer must first obtain prior approval from the Council in relation to specified aspects of the development. The paragraph on permitted development rights is included in the SCI to illustrate that there are some instances when the public will not be informed of a development proposal.
- 1.18 The public can engage in the appeals process, which is managed by the Planning Inspectorate, but there are no provisions for third parties, including objectors, to appeal.

2. AVAILABLE OPTIONS

- 2.1 Option A: The Committee could decide not to approve the revised draft SCI for public consultation, and to retain the SCI which was adopted in 2013. This option would not meet the Council's statutory duties, in particular the requirement to undertake 5-yearly reviews as a minimum, and the currently adopted SCI does not reflect changes to planning legislation and the Council's planning practices. The risks associated with not updating the SCI at this point are low, but these will increase over time as the review of the Maidstone Borough Local Plan progresses through its consultation stages to examination, when the Inspector will consider whether such consultations have been undertaken in accordance with an up-to-date SCI.

- 2.2 Option B: The Committee could decide to approve the revised draft SCI for public consultation.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 Option B is the preferred option. The Council will fulfil its statutory duties by updating the SCI and undertaking public consultation on a new draft document. Changes in legislation governing SCIs require local authorities to:

- Undertake 5-yearly reviews of their SCIs;
- Set out the Council's consultation processes for the preparation of neighbourhood plans in SCIs; and
- Explain how the Council will support and advise parish councils and neighbourhood forums during the preparation of their plans.

Although not subject to examination, an SCI must undergo public consultation prior to its adoption by Council. Consequently, this report recommends that the draft SCI (Appendix 1) is approved for public consultation.

4. RISK

- 4.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. That consideration is shown in this report at paragraph 2.1. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.
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5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Although the SCI is not a development plan document, and consequently it is not subject to examination, a draft version is nevertheless subject to a statutory 6-week public consultation period. If the draft SCI is approved for consultation by the Committee, public consultation is planned to commence on 29 June 2018.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 If approved by the Committee, the consultation draft (Appendix 1) will be formatted, with corporate branding and appropriate graphics added to the document prior to publication of the consultation.
- 6.2 Statutory bodies, stakeholders and everyone whose details are held on the Council's consultation database will be informed of the consultation. Details will be available on the website, and a public notice advertising the event will be placed in the Kent Messenger.
- 6.3 The key issues arising from representations, together with an appropriately amended SCI, will be presented to this Committee with a recommendation that the SCI is referred to Council for adoption.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	It is not expected that the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Council's overall achievement of its aims as set out in section 3.	Rob Jarman, Head of Planning and Development
Risk Management	Risks are already covered in the risk section 4.	Rob Jarman, Head of Planning and Development
Financial	The proposal set out in the recommendation is within already approved budgetary headings, so there is no requirement for new funding for implementation.	[Section 151 Officer & Finance Team]
Staffing	The recommendations can be delivered with current staffing levels.	Rob Jarman, Head of Planning and Development
Legal	Accepting the recommendations will fulfil the Council's duties under the Planning and compulsory Purchase Act 2004 (as amended). Failure to accept the recommendations without agreeing suitable alternatives may place the	Cheryl Parks, Lawyer (Planning), Mid Kent Legal Services

	Council in breach of the Planning and compulsory Purchase Act 2004 (as amended).	
Privacy and Data Protection	Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with the General Data Protection Regulations and locally adopted policies.	Cheryl Parks, Lawyer (Planning), Mid Kent Legal Services
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	[Policy & Information Manager]
Crime and Disorder	There are no specific implications for a negative impact on crime and disorder arising from the recommendation in this report.	Rob Jarman, Head of Planning and Development
Procurement	Undertaking public consultation as recommended does not require the procurement of any services, expertise or materials.	Rob Jarman, Head of Planning and Development

8. REPORT APPENDICES

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

- Appendix 1: Draft Statement of Community Involvement 2018

9. BACKGROUND PAPERS

There are no background papers.

APPENDIX 1:

Draft Statement of Community Involvement 2018

Contents:

1. Introduction

- *What is the Statement of Community Involvement?*
- *Community involvement in planning*

2. The Council's commitment to community engagement

- *Community involvement*
- *The Duty to Cooperate and Statements of Common Ground*

3. How does the plan making process work?

- *Keeping communities informed during plan making*
- *Local Plans*
- *Supplementary Planning Documents*
- *Neighbourhood Development Plans*

4. How does the development management process work?

- *Permitted development rights*
- *Pre-application advice and consultation*
- *Planning applications*
- *Planning appeals*
- *Planning enforcement*
- *Community involvement in planning applications*

Appendix 1: Glossary

Appendix 2: Website links

Introduction

What is the Statement of Community Involvement?

Local planning authorities must prepare a Statement of Community Involvement (SCI) under the [Planning and Compulsory Purchase Act 2004](#) (as amended), and to review them every five years as a minimum. The SCI 2018 replaces the Statement of Community Involvement 2013 and is effective from **xxx**.

This Statement of Community Involvement reflects revisions to planning legislation that have occurred since 2013 and changes in the way in which the Council provides its planning services.

The Maidstone Development Plan includes adopted planning policy documents known as development plan documents. These include:

- Local plans that are prepared by borough and county councils¹, and
- Neighbourhood development plans that are prepared by parish councils and neighbourhood forums.

Planning applications must be decided in accordance with the Maidstone Development Plan unless other material considerations indicate otherwise. The Council also prepares supplementary planning documents which expand on local plan policies in more detail and provide additional information and guidance.

¹ Kent County Council prepares the Minerals and Waste Local Plan

Community involvement in planning

The SCI sets out when and how stakeholders and the local community can:

- Get involved in the preparation of local plans², neighbourhood development plans and supplementary planning documents; and
- Be involved in the process of decision making on planning applications.

People can submit comments on documents and planning applications either online, by email or by letter. Individuals, businesses and other groups must provide a name and address for their comments to be valid, and any comments received are treated as a public document and may be made public. Personal data held on the Council's databases is subject to the European Union General Data Protection Regulation, which came into force on 25 May 2018.

The Council recognises that early and ongoing consultation and engagement with the local community, the development industry and infrastructure providers is an essential part of the planning processes. To achieve inclusive and effective consultation through the plan making and development management processes, the Council will:

- Provide early opportunities for people to be involved in shaping planning policy;
- Continue to use new technology that provides easy access to consultations and notifications of development plan documents, supplementary planning documents and planning applications;
- Provide the information needed for the public and statutory consultees to input to consultations in an informed manner;
- Ensure communications are clear, contain relevant information and are timely;
- Manage expectations of the planning system and the level of influence that individuals can have; and
- Engage with the community in a way that encourages participation.

The Council's commitment to community engagement

The community can be involved in all areas of the planning processes, including the preparation and examination of development plan documents, the preparation of supplementary planning documents, and the consideration of planning applications.

When preparing development plan documents and supplementary planning documents, the Council will maintain an up-to-date consultation database so that those who would like to be informed of the progress of documents are directly consulted at the important stages of consultation. Draft development plan documents may be sent for comments to the specific and general consultation bodies listed in [The Town and Country Planning \(Planning\) \(England\) Regulations 2012](#) (as amended) and [The Neighbourhood Planning \(General\) Regulations 2012](#) (as amended). These regulations require the

² Kent County Council is responsible for consultation undertaken on its local plans, and these are not covered by this Statement of Community Involvement

Council, as the local planning authority, to decide which of these stakeholders might be appropriate to consult during the consultation period and for their views to be taken into account.

When notifying the community about the receipt of planning applications, the Council will ensure there is appropriate publicity to enable the public to comment on proposals. The list of key stakeholders to whom planning applications may be sent for comments is set out in [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) (as amended). Applications for listed building consent or conservation area consent are governed by [The Planning \(Listed Buildings and Conservation Areas\) Regulations 1990](#) (as amended). These regulations require the Council, as the Local Planning Authority, to decide which of these might be the appropriate bodies to consult during the consultation period and for their views to be taken into account.

Community involvement

There are many individuals and groups in the local community who will be given the opportunity to be involved in the preparation of plans and to comment on planning applications. In addition to the general public and statutory consultees, who include parish councils and neighbourhood forums, the Council will consult and/or notify hard-to-reach groups and local stakeholder groups where appropriate and relevant, such as:

- Amenity and local resident groups
- Businesses and local employers
- Housing associations
- Schools and colleges
- Landowners, developers and planning agents
- Gypsy and Traveller communities
- Travelling Showpeople
- Local cultural, sport and recreation groups
- Local nature conservation organisations
- Local countryside management organisations.

The duty to cooperate and statements of common ground

[The Localism Act 2011](#) introduced the 'duty to cooperate'. Neighbouring authorities and other relevant organisations must work together on strategic planning issues that cross boundaries and affect their areas. The Council will make sure that it fulfils its legal requirements, and will prepare 'statements of common ground' with:

- Ashford Borough Council
- Kent County Council
- Medway Council
- Swale Borough Council
- Tonbridge & Malling Borough Council
- Tunbridge Wells Borough Council.

The progress of 'strategic cross-boundary' matters being addressed will be included in the statements, and statements that are prepared by Maidstone Borough Council for its planning policies will be available on its website. The Council will consider preparing other statements of common ground with additional authorities, including those prescribed in legislation, as necessary. This is based on individual merit.

The Council also takes part in regular discussions as part of these forums:

- Kent Planning Officers Group (KPOG)
- Kent Planning Policy Forum (PPF)
- Maidstone Borough Council Developers' meetings.

How does the plan making process work?

The Strategic Planning team is responsible for the preparation of the Council's local plans and supplementary planning documents. Parish councils and neighbourhood forums prepare neighbourhood development plans for their designated neighbourhood areas.

The Strategic Planning team makes recommendations to the Strategic Planning, Sustainability and Transportation Committee for all three types of plans. An essential part of the planning process is effective involvement and communication with all parts of the community. How much consultation and the type of consultation will differ depending on the type of document and the stage reached in the planning process.

The **Local Development Scheme** is a project plan which sets out the timetable for the production of Maidstone Borough Council's local plans, so that communities know when they can participate in public consultations. When a scheme is published, a notice will be displayed on the Council's website and a public notice will appear in a local newspaper.

The **Authority Monitoring Report** for Maidstone provides a framework with which to monitor and review the effectiveness of planning policies. The reports are updated annually and published on the website.

Where required as part of the plan making process, **strategic environmental assessments** (SEA), **sustainability appraisals** (SA) and **habitat regulations assessments** (HRA) are prepared to support development plan documents. If an assessment is required to support a neighbourhood plan, then its preparation is the responsibility of the parish council or neighbourhood forum. The community can comment on an SEA/SA/HRA during the public consultation stages for development plan documents.

(insert diagram)

Keeping communities informed during plan making

The Council will actively use a number of ways to help keep everyone informed throughout the stages of plan making. How much consultation and the different

ways the Council chooses to stay in touch will depend on the type of plan and its consultation stage. These methods may include, but are not limited to:

- The Council's website - Consultation activities will be publicised on the Council's website, and planning documents and background studies will be available for viewing and downloading
- The consultation portal - The consultation portal will be available for people to read and comment on the consultation documents
- Inspection points - Documents and notifications will be made available for viewing at the Council's offices and at local libraries during consultation periods
- Emails/Letters - Notifications will be sent to statutory bodies, stakeholders, and other relevant groups, individuals and organisations on the Council's consultation database
- Local newspapers - Consultations will be publicised in the local press through public notices and/or press releases
- Public exhibitions and/or roadshows - Larger consultation events may be promoted through public exhibitions or roadshows, to target members of the community who may not get involved through more formal methods
- Stakeholder meetings and/or workshops – Early consultation with stakeholders may be best served through focus group meetings or workshops, depending on the type of plan being produced and the plan preparation stage
- Borough Insight – There may be opportunities for the inclusion of articles in the Council's information magazine, which is delivered to all homes throughout the borough three times a year
- Questionnaires – These may be available on the Council's website, at consultation events, and on request, and completed questionnaires can be submitted as valid representations
- Community and residents groups – Established community and resident groups will be used to target people with particular local interests
- Facebook and Twitter - Consultations may be advertised on the Council's corporate Facebook and Twitter pages which will explain how the community can get involved in the consultation.

Ward Councillors play a very important role at Committee meetings where they can represent the views of their local communities, as well as providing good knowledge of their areas. They are also vital in helping to engage with local communities during the consultation process.

Local Plans

The Maidstone Borough Local Plan sets out policies and proposals for development and the use of land and buildings within the authority's area. This is the Council's main planning policy document.

Any local plan must be reviewed every five years. It is subject to two rounds of mandatory public consultation and an independent examination before it can be adopted and becomes part of the Maidstone Development Plan. When a draft local plan is submitted for examination it must be accompanied by a set of supporting documents, including a consultation statement detailing what

consultation has been carried out and how the representations made have informed the plan’s preparation.

Community involvement is continuous throughout the plan making process, although there are individual stages of prescribed public consultation as part of the process. The stages of local plan preparation are set out in Table 1, which summarises the consultation methods that will be undertaken at each stage.

There is no legal consultation period for the preparation stage of plan production (known as Regulation 18). There is a distinct difference between ongoing informal consultations with stakeholders and formal engagement with the wider public. The earlier stages of plan preparation may involve consultation on draft policies or potential site allocations with groups of stakeholders, such as parish councils, neighbourhood forums or infrastructure providers. A pre-submission local plan (known as Regulation 19 stage) will require wider engagement, and the Council will undertake a 6-week consultation with the community. The extent of further consultation on a pre-submission plan that has already been the subject of 6 weeks public consultation, and the period of any further consultation, will be at the discretion of the Council.

During public consultations on local plans, the Council receives hundreds of representations that raise a wide range of issues. The Council will acknowledge receipt of all representations but will not respond to individual submissions.

A summary of the main issues raised by respondents, together with recommendations, will be reported to the Strategic Planning, Sustainability and Transportation Committee. The public can view and download Committee reports and decisions from the Council’s website. Representations received during the early stages of plan production (Regulation 18) can help to shape and refine the local plan before the statutory 6-week consultation on the pre-submission version of the plan (Regulation 19) is undertaken. Representations made during this latter stage are given consideration by the Inspector during the examination into the plan.

Local Plan Production Stage	Engagement and Consultation Methods
Evidence gathering and the early stages of local plan preparation (Regulation 18)	<p><u>Preparing the evidence base</u></p> <ul style="list-style-type: none"> • Ongoing engagement with relevant stakeholders and specialist groups • Publication of documents and information on the website <p><u>Undertaking calls for sites:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Notify statutory bodies, stakeholders and everyone on the consultation database • Public notice placed in the local newspaper • Use of questionnaires <p><u>Voluntary public consultation on a Scoping Paper and/or a draft local plan</u></p> <ul style="list-style-type: none"> • Minimum 6-week voluntary public consultation • Publication of information on the website

	<ul style="list-style-type: none"> • Use of the consultation portal for submission of comments • Material placed at inspection points • Notify statutory bodies, stakeholders and everyone on the consultation database • Public notice placed in the local newspaper • Use of Facebook and Twitter <p><i>And may additionally use:</i></p> <ul style="list-style-type: none"> • Questionnaires • Public exhibitions and/or roadshows
Public consultation on a pre-submission local plan (Regulation 19)	<p><u>Minimum 6-week statutory public consultation:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Use of the consultation portal for submission of comments • Material placed at inspection points • Notify statutory bodies, stakeholders and everyone on the consultation database • Public notice placed in the local newspaper • Use of Facebook and Twitter <p><i>And may additionally use:</i></p> <ul style="list-style-type: none"> • Questionnaires
Submission and independent examination of a local plan (Regulations 22 to 25)	<p><u>Notifications of the submission and examination of a local plan:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Material placed at inspection points • Notify statutory bodies, stakeholders and everyone on the consultation database • Public notice placed in the local newspaper • Use of Facebook and Twitter <p><u>Notification of the receipt of the Inspector’s Report:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Material placed at inspection points • Notify statutory bodies and those persons who requested to be notified of the publication of the Inspector’s Report
Adoption of a local plan (Regulation 26)	<p><u>Notification of the adoption of the Local Plan:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Material placed at inspection points • Notify statutory bodies, stakeholders and everyone on the consultation database • Public notice placed in the local newspaper • Use of Facebook and Twitter

Table 1: Engagement and consultation methods for Local Plans

Supplementary Planning Documents

Supplementary planning documents (SPD) expand on policies in local plans, and they can be site specific or topic based. An SPD must be reviewed every five years, and its preparation is governed by planning regulations and informed by community involvement. SPDs are not subject to independent examination, but a consultation statement must be prepared before an SPD can be adopted. The consultation statement includes details of who has been consulted, the key matters raised by respondents, and how the issues have been addressed by the Council. The Council will acknowledge receipt of all representations, but will not respond to individual submissions. Table 2 sets out a summary of the consultation methods that the Council will use when consulting on a supplementary planning document.

Supplementary Planning Document Production Stage	Engagement and Consultation Methods
Preparation of a supplementary planning document	<ul style="list-style-type: none"> • Ongoing engagement with relevant stakeholders and specialist groups
Public consultation on a supplementary planning document (Regulation 12)	<p><u>Minimum 4-week statutory public consultation:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Use of the consultation portal for submission of comments • Material placed at inspection points • Notify statutory bodies, stakeholders and everyone on the consultation database • Public notice placed in the local newspaper • Facebook and Twitter <p><i>And may additionally use:</i></p> <ul style="list-style-type: none"> • Questionnaires
Adoption of a supplementary planning document (Regulation 14)	<p><u>Notification of adoption:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Notify statutory bodies, stakeholders and everyone on the consultation database • Public notice placed in the local newspaper • Facebook and Twitter

Table 2: Engagement and consultation methods for Supplementary Planning Documents

Neighbourhood Development Plans

Parish councils and designated neighbourhood forums can prepare neighbourhood development plans, also known as neighbourhood plans, for their designated neighbourhood areas. Neighbourhood plans must conform to national policy and be in general conformity with the strategic policies of the local plan. All neighbourhood plans must go through two rounds of mandatory public consultation in addition to an independent examination and local referendum before being 'made' (adopted) by Maidstone Borough Council. A post-examination neighbourhood plan (as modified by the Examiner) is a material consideration in decisions on planning applications and, once made, a neighbourhood plan forms part of the Maidstone Development Plan.

Consultation and community engagement during the early stages of the preparation of neighbourhood plans is the responsibility of the parish councils or neighbourhood forums preparing a plan for their areas. Following the formal submission of a neighbourhood plan to the Council, the Council is responsible for undertaking a 6-week consultation and for arranging the independent examination and local referendum. Representations made during the statutory 6-week consultation period are given consideration by the independent Examiner during the examination into the neighbourhood plan.

During public consultation on a submission draft neighbourhood plan, arranged by the Borough Council, the Council will acknowledge receipt of all representations but cannot respond to individual submissions which will be considered by the Examiner. At this stage the Strategic Planning, Sustainability

and Transportation Committee will approve any further representations on the submission draft plan.

Although there is a clear separation of roles for the various stages of plan preparation, local planning authorities have a duty to support the production of neighbourhood plans. The Council will provide a named contact officer(s) for neighbourhood planning enquiries, and will offer the following advice and assistance to qualifying bodies preparing or modifying neighbourhood plan.

The Council's Strategic Planning team will:

- Explain the different stages involved with neighbourhood planning;
- Direct qualifying bodies to relevant information;
- Highlight potential issues around compliance with the Maidstone Borough Local Plan and national planning policy;
- Provide feedback in the form of comments on draft neighbourhood plans at statutory consultation stages;
- Carry out a screening exercise of a draft plan to establish whether a strategic environmental assessment and/or a habitats regulations assessment is required;
- Assess the neighbourhood plan's compliance with statutory requirements following submission of the plan;
- Undertake public consultation for a minimum 6-week period on the submitted neighbourhood plan;
- Arrange the appointment of a neighbourhood plan Examiner and make arrangements for the examination; and
- Make arrangements for referendum and, if approved, make (adopt) the neighbourhood plan.

Additionally the Council publishes advice notes on its website, which include guidance on neighbourhood planning together with information on external support and funding. The Council's neighbourhood planning protocol sets out the consultation stages and decision process in more detail. The protocol is approved by the Strategic Planning, Sustainability and Transportation Committee.

One of the main supporting documents accompanying a neighbourhood plan at submission is a consultation statement. This is prepared by the parish council or neighbourhood forum, and includes details the consultation that has been undertaken. It also explains how the representations made have shaped the plan's preparation. Table 3 explains who is responsible for consultation events, and sets out a summary of the consultation methods that the Council will use at each stage it is responsible for.

Key: MBC - Maidstone Borough Council; PC – Parish Council; NF – Neighbourhood Forum; SEA – Strategic Environmental Assessment; HRA – Habitats Regulations Assessment		
Neighbourhood Development Plan Production Stage	Responsibility	Engagement and Consultation Methods
Designating a neighbourhood area which encompasses the whole area of a parish ³ (Regulations 5/5A/7)	MBC	<p>Following designation of a neighbourhood area that encompasses a parish:</p> <ul style="list-style-type: none"> • Publication of information on the website • Notify local and neighbouring ward Councillors, parish councils and neighbourhood forums • Public notice placed in the local newspaper.
Designating a neighbourhood area where it does not encompass the whole area of a parish; and designation of a neighbourhood forum (Regulations 5, 6, 6A and 7; and Regulations 8 to 10)	MBC	<p>Minimum 6-week statutory public consultation:</p> <ul style="list-style-type: none"> • Publication of information on the website • Notify local and neighbouring ward Councillors, parish councils and neighbourhood forums • Public notice placed in the local newspaper <p>Following designation of a neighbourhood area or neighbourhood forum (within 13 weeks of the commencement of statutory consultation):</p> <ul style="list-style-type: none"> • Publication of information on the website • Notify local and neighbouring ward Councillors, parish councils and neighbourhood forums • Notify those who submitted representations.
	PC or NF	The PC or proposed NF (usually a Residents Association) is responsible for publishing details on its website and for consultation with the local community.
Public consultation on an initial draft neighbourhood plan (Regulation 14)	PC or NF	The PC or NF is responsible for widespread local consultation at this stage, including engagement with statutory consultees and the local planning authority. The PC or NF must undertake a statutory 6-week consultation period on a draft plan.
	MBC	<ul style="list-style-type: none"> • MBC will submit comments on the initial draft neighbourhood plan • MBC will prepare a Scoping Opinion on the need (or otherwise) for an SEA/HRA to support the draft plan, and will seek the views of Natural England, Historic England and the Environment Agency. These bodies have a statutory 5 weeks to respond.
Submission of a draft neighbourhood plan to the local authority (Regulation 15)	MBC	Following receipt of the submission draft neighbourhood plan from the PC or NF, MBC will update the Scoping Opinion to reflect amendments, and will re-consult Natural England, Historic England and the Environment Agency on the need (or otherwise) for an SEA/HRA. These bodies have a statutory 5 weeks to respond.

³ Public consultation is not required in cases where the application to designate a neighbourhood area is made by a parish council and the neighbourhood area encompasses the whole area of a parish

Public consultation on a submission draft neighbourhood plan (Regulation 16)	MBC	<p><u>Minimum 6-week statutory public consultation:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Use of the consultation portal for submission of comments • Material placed at inspection points • Notify statutory bodies, stakeholders and everyone on the consultation database • Notify the local and neighbouring ward Councillors, parish councils and neighbourhood forums • Public notice placed in the local newspaper. <p><u>As a consultee:</u></p> <ul style="list-style-type: none"> • MBC will submit comments on the submission draft neighbourhood plan
	PC or NF	The PC or NF is responsible for publishing details on its website and for consultation with the local community.
Examination of a neighbourhood plan and referendum (Regulations 17 to 18)	MBC	<p>The Examiner is responsible for considering representations and will issue a report recommending a move to referendum (or otherwise), and may recommend modifications to the plan. The Examiner determines whether a Hearing is necessary and, if so, sets the agenda and decides who will be invited to attend.</p> <p><u>MBC will publicise receipt of the Examiner’s Report and the Council’s decision on whether to move to Referendum:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Notify the PC or NF of MBC’s decision <p><u>If MBC’s decision is to move to Referendum:</u></p> <ul style="list-style-type: none"> • Issue ballot papers to those who live in the neighbourhood area covered by the neighbourhood plan.
Making a neighbourhood plan (adoption) (Regulations 19 to 20)	MBC	<p><u>Decision to adopt following a successful Referendum:</u></p> <ul style="list-style-type: none"> • Publication of information on the website • Notify the PC or NF, together with all those who submitted representations on the draft neighbourhood plan, of the outcome of the Referendum and MBC’s decision • Public notice placed in the local newspaper

Table 3: Engagement and consultation methods for Neighbourhood Development Plans

How does the development management process work?

The Development Management team is responsible for making decisions and recommendations to the Planning Committee on planning applications. Decisions take account of the Maidstone Development Plan and any other material planning considerations.

Many people get involved with the planning system when they want to make changes to their home, or if they want to make comments on a planning application which may affect their property. It is important to stress that there is a difference between 'consulting' statutory bodies on planning applications and

'notifying' members of the public. The Council expects to receive a response from statutory bodies, whereas involvement is voluntary for members of the public. The Council is able to take decisions without responses from the public following a 21-day consultation period.

Permitted development rights

Certain types of work can be carried out without the need to apply for planning permission. These are called 'permitted development rights', which originate from a general planning permission granted by Parliament through the [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) (as amended). The Order sets out the circumstances under which permitted development does, or does not, apply. Permitted development rights apply to many common projects for houses, but do not apply to flats, maisonettes or other buildings. Commercial properties have different permitted development rights to dwellings. Within conservation areas and Areas of Outstanding Natural Beauty, permitted development rights are more restricted. Before some permitted development rights can be used, the developer must first obtain 'prior approval' in relation to specified aspects of the development from the local planning authority.

Pre-application advice and consultation

The Council offers a pre-application advice service to anyone considering a development proposal. This gives potential applicants an opportunity to identify and resolve any problems. This can help prevent costly and time-consuming changes to schemes later, and can indicate whether the proposal is likely to be granted planning permission or not. The Council offers both written advice and face-to-face advice, depending on the type of proposal. Applicants may also request pre-application advice [online](#), by email or by letter. Further information on how to apply and a list of [fees](#) for the service is available on the Council's website.

For major planning application proposals⁴, the Council encourages and can assist applicants or their agents to approach the following people or groups:

- Local ward Councillor(s)
- Parish council(s) or neighbourhood forum(s)
- Local community in advance of making a formal planning application.

This early consultation should be as open as possible, giving a genuine opportunity for the local community to influence the design and form of the development proposed. The extent of consultation should be comparable to the scale, location and type of planning application.

For certain major proposals the Council has introduced [planning performance agreements](#), and will use them where appropriate and where agreement is reached with a developer. A planning performance agreement provides a project plan and timetable for the determination of the application. It also makes sure

⁴ A residential scheme for 10 or more dwellings or for a site of 0.5 hectare or more; or a commercial scheme of 1,000m² of floorspace or for a site of 1 hectare or more

that the Council has the resources necessary to make a decision on the application in time and to involve Councillors, stakeholders and local communities in the proposal. Agreements should also help with the submission of a high quality application.

For all proposals, sharing information can help overcome potential objections and may provide the opportunity for improvements to the design and layout of schemes. Applicants should show what consultation has taken place during the preparation of planning applications.

Where development briefs are prepared as part of planning applications, the Council will encourage consultation to be undertaken with local parish councils and neighbourhood forums, and the local community.

Planning applications

[Planning regulations](#) set out the statutory framework for publicity on planning applications. As well as publishing information on the Council's website, regulations require certain specified types of applications to be publicised by way of a site notice, a public notice in local newspapers and, in some cases, by notification to adjoining owners or occupiers. Parish councils and neighbourhood forums are automatically notified of planning applications within their areas.

The extent of consultation on a planning application, and the range of statutory consultees to be consulted and notifications issued, will vary according to the nature of the application and its location. Representations submitted on a planning application will not be acknowledged.

There are no statutory requirements to re-consult on an amended planning application although where the Council considers that an amendment results in a material change to the proposal, all relevant consultees and those who have made comments on the original planning application will be notified. Details of the changes will be published on the website.

A weekly list of planning applications, help on how to find details of applications and advice on how to comment on a planning application can be found on the Council's website [here](#). Personal data held on the Council's databases is subject to the European Union General Data Protection Regulation, which came into force on 25 May 2018.

The Council will ensure that it fulfils its statutory duties regarding decisions on planning applications. Planning applications are decided by the Planning Committee or by the Development Management team under the local authority's scheme of delegated powers. Planning Committee meetings are open to the public so anyone can attend and listen to the debate. The applicant and the public may have an opportunity to speak at Planning Committee through prior arrangement with the Council's Democratic Services team and in line with the Council's constitution. It is not possible for all applications to be determined by Planning Committee due to the volume of applications received, so planning legislation permits the delegation of decisions on certain planning applications to Council officers. Reports on individual planning applications are prepared for the Planning Committee and for delegated decisions by the Development

Management team. Reports and decisions on planning applications are published on the website.

The statutory time limit for the Council to determine most applications is 8 weeks, whilst with major planning application proposals it is 13 weeks, or 16 weeks if the application is subject to an Environmental Impact Assessment. Once a decision on an application has been reached by the Development Management team or the Planning Committee, the decision notice is sent to the applicant and a copy is published on the website together with all other relevant documents.

Planning appeals

Applicants have the right to appeal against a refusal of a planning application or against any conditions imposed by the Council, or if the Council does not make a decision on an application within the statutory time frame. There are no provisions for third parties, including objectors, to appeal against a decision. The statutory requirements for appeals are set out in [planning regulations](#) according to the type of planning application that is the subject of an appeal.

The appeals process is managed by the [Planning Inspectorate](#) and an appeal may be determined by written representations or an informal hearing or a public inquiry. Appeals determined by written representations involve an exchange of statements and may include a site visit by the Inspector. Informal hearings are a discussion between the person appealing and the Council about the merits of an application and are chaired by an Inspector. Public inquiries are more formal and are often used for major planning application proposals.

Planning enforcement

Local planning authorities have the power to take enforcement action against inappropriate development or breach of planning conditions where appropriate, having regard to the Maidstone Development Plan, the Enforcement Policy/Local Enforcement Plan, and any other material considerations. The Council will attempt to negotiate a solution first but, should this not be possible, formal enforcement action will be taken. Action may be taken by the issuing of:

- An enforcement notice
- A stop notice
- A temporary stop notice
- A breach of condition notice.

In the most serious of cases, an injunction may be served. It is a criminal offence on summary conviction to breach a formal notice, but an appeal against the notice can be made to the Planning Inspectorate before the notice takes effect. The Planning Inspectorate will decide on the appeal and has the power to grant planning permission for all or part of the development.

Community involvement in planning applications

Table 4 sets out how the Council agrees to engage with communities and statutory through the development management process.

Planning Application Stage	Notification and Consultation Methods
Prior approval notifications under permitted development rights	<p>Where a prior approval is sought under permitted development rights:</p> <ul style="list-style-type: none"> • Publish details of the prior approval notification on the website • Display site notice(s) on or near the notification site <p><i>And, as appropriate, may additionally:</i></p> <ul style="list-style-type: none"> • Notify adjoining owners or occupiers • Inform relevant statutory consultees, including parish councils and neighbourhood forums
Pre-application consultations	<p>All applicants are encouraged to consult with adjoining owners or occupiers prior to submitting a planning application. For major schemes, applicants are advised to consult with the wider community, stakeholders and statutory bodies prior to the submission of an application.</p>
Receipt of planning applications	<p><u>Minimum 21-day period to submit representations on a planning application:</u></p> <ul style="list-style-type: none"> • Publish details of the planning application on the website • Public notice placed in the local newspaper advertising all major planning applications, and planning applications that affect a listed building, conservation area, public footpath, or is not in accordance with the adopted Maidstone Development Plan • Display site notice(s) on or near the application site • Notify adjoining owners or occupiers • Inform relevant statutory consultees, including parish councils and neighbourhood forums • Publish a weekly list of planning applications on the website
Amendments to planning applications	<p><u>Where there is a material change to a planning application:</u></p> <ul style="list-style-type: none"> • Publish details of the amended planning application on the website • Re-notify adjoining owners or occupiers • Notify those who made representations on the original planning application • Inform relevant statutory consultees, including parish councils and neighbourhood forums <p><i>And, as appropriate, may additionally:</i></p> <ul style="list-style-type: none"> • Display amended site notice(s) on or near the application site
Decisions on planning applications	<ul style="list-style-type: none"> • Publish planning application decisions made by Planning Committee or by the Development Management team (under the local authority's scheme of delegated powers) on the website • Send a decision notice to the applicant • Notify those who made representations on the planning application

Applications for works to protected trees and trees in a conservation area	<p><u>Minimum 21-day period to submit representations on an application for works to protected trees, and minimum 14 days for works to trees in conservation areas</u></p> <ul style="list-style-type: none"> • Publish details of the application on the website • Notify adjoining owners or occupiers • Inform relevant statutory consultees, including parish councils and neighbourhood forums • Publish a weekly list of planning applications on the website
Planning appeals	<p>The Inspector decides whether an application is to be considered by written representations or by an informal hearing/public inquiry. Further representations can be submitted to the Planning Inspectorate, but the Inspector presiding over a hearing/inquiry decides who is allowed to speak.</p> <p><u>If the appeal is to be dealt with by written representations</u></p> <ul style="list-style-type: none"> • Publish details of the planning appeal on the website • Re-notify all relevant consultees and those who made comments on the original planning application <p><u>If the appeal is to be heard by hearing or public inquiry</u></p> <ul style="list-style-type: none"> • Publish details of the planning application on the website • Re-notify all relevant consultees and those who made representations on the original planning application and include information on the hearing/inquiry • Re-notify the relevant parish council and/or neighbourhood forum, ward councillors, witnesses, objectors and adjoining owners or occupiers and include details of the hearing/inquiry
Decisions on planning appeals	<p>The Planning Inspectorate is responsible for notifying relevant parties of the appeal decision. MBC will publish the planning appeal decision on its website, and appeal decisions can be obtained direct from the Planning Inspectorate.</p>

Table 4: Notification and consultation methods for planning applications

Appendix 1: Glossary

Authority monitoring report – The Maidstone Monitoring Report is prepared annually and provides a framework with which to monitor and review the effectiveness of Maidstone Borough Local Plan policies.

Appeal – The process by which a planning applicant can challenge an adverse decision. The appeals process is managed by the Planning Inspectorate. The appeal may be conducted in writing, or by an informal hearing led by an Inspector, or by a formal public inquiry with cross-examination of witnesses.

Development Plan – The Development Plan includes adopted local plans and neighbourhood plans. Decisions on planning applications should follow the Development Plan unless other relevant planning factors indicate otherwise.

Development plan document (DPD) – A DPD is a spatial planning document that is subject to independent examination. DPDs include local plans and neighbourhood plans and, once adopted, they become part of the Development Plan.

Hard to reach groups - Groups of people who are traditionally more difficult to target during consultation exercises, for example, older people, Gypsy and Traveller communities, and people with a disability.

Independent examination - an interrogatory process led by one or more members of the Planning Inspectorate, held to examine the soundness of a local plan.

Informal Hearing - A planning appeal hearing undertaken in a structured way and chaired by a Planning Inspector, but without the formality of a public inquiry.

Local development scheme (LDS) - The LDS is a project plan which sets out the timetable for the production of Maidstone Borough Council's local plans, so that communities know when they can participate in public consultations.

Local plan – The Maidstone Borough Local Plan is the core document that sets the framework to guide the future development of the borough. It plans for homes, jobs, shopping, leisure and the environment, as well as the associated infrastructure to support new development. It explains the 'why, what, where, when and how' development will be delivered through a strategy that plans for growth and regeneration whilst at the same time protects and enhances the borough's natural and built assets.

Major proposal - A residential scheme for 10 or more dwellings or for a site of 0.5 hectare or more; or a commercial scheme of 1,000m² of floorspace or for a site of 1 hectare or more.

Material consideration - A matter that should be taken into account in deciding a planning application, such as overlooking/loss of privacy, parking, noise, etc. Issues such as loss of view, or negative effect on the value of properties are not material considerations.

Neighbourhood area – A neighbourhood area is an area designated for the purpose of preparing a neighbourhood development plan.

Neighbourhood development plan (NDP) – NDPs, which are also called neighbourhood plans, were introduced under the provisions of the Localism Act 2011. Parish councils or neighbourhood forums are able to prepare statutory development plan documents which, once 'made' (adopted) form part of the Maidstone Development Plan.

Neighbourhood forum - A designated neighbourhood forum is an organisation or group, often a Residents Association, empowered to lead the neighbourhood

planning process in a neighbourhood area where there is no parish council. A group or organisation must apply to the local planning authority to be designated as a neighbourhood forum.

Planning inspectorate (PINS) - The Planning Inspectorate is responsible for processing planning and enforcement appeals and conducts examinations into local plans.

Public inquiry - An independent inquiry carried out by the Planning Inspectorate assessing planning decisions made by the local planning authority, which allows applicants the right to appeal against the refusal of planning permission/ consent/ enforcement proceedings. The inspector produces a decision after hearing evidence in person.

Representation - The formal submission of comments on a plan during public consultation or on a planning application following notification and publicity.

Stakeholder - An individual or organisation that has specific knowledge and/or expertise of the subject matter.

Statement of community involvement (SCI) - A document that sets out how/when communities can be involved in the preparation of plans and the determination of planning applications.

Supplementary planning document (SPD) - An SPD provides additional information and guidance in support of policies in local plans. The community is involved in their preparation, but there is no independent examination of the document.

Appendix 2: Website links

Appendix 1 does not form part of the adopted Statement of Community Involvement. When regulatory requirements change, the Council will comply with the Regulations and update the relevant links below.

Legislation

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) <http://www.legislation.gov.uk/uksi/2012/767/contents/made>

The Neighbourhood Planning (General) Regulations 2012 (as amended) <http://www.legislation.gov.uk/uksi/2012/637/contents/made>

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) <https://www.legislation.gov.uk/uksi/2015/595/contents/made>

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) <http://www.legislation.gov.uk/uksi/2015/596/contents/made>

The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended) <https://www.legislation.gov.uk/uksi/1990/1519/regulation/1/made>

National policy and guidance

National Planning Policy Framework and Planning Practice Guidance
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
<https://www.gov.uk/government/collections/planning-practice-guidance>

Draft proposed revisions to the National Planning Policy Framework and Planning Practice Guidance
<https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

Planning Portal
<https://www.planningportal.co.uk/>

Maidstone Borough Council

Planning and Building website
<http://www.maidstone.gov.uk/home/primary-services/planning-and-building>