

You are hereby summoned to attend a meeting of the

MAIDSTONE BOROUGH COUNCIL

Date: Wednesday 15 July 2020

Time: 6.30 p.m.

Venue: Remote Meeting – The public proceedings of the meeting will be broadcast live and recorded for playback on the Maidstone Borough Council website

Membership:

Councillors Adkinson, Bartlett, Mrs Blackmore, Brice, Brindle, D Burton, M Burton, Chappell-Tay, Clark, Cox, Cuming, Daley, English, Eves, Fermor, Fissenden, Fort, Garland, Garten, Mrs Gooch, Mrs Grigg, Harper, Harvey, Harwood, Hastie, Hinder, Joy, Khadka, Kimmance, Lewins, McKay, McLoughlin, Mortimer, Munford, Naghi, Newton, Parfitt-Reid, Perry, Powell, Purle, Mrs Ring (Mayor), Mrs Robertson, D Rose, M Rose, Round, J Sams, T Sams, Spooner, Springett, Vizzard, Webb, de Wiggondene-Sheppard, Wilby and Young

AGENDA

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1. Prayers
2. Apologies for Absence
3. Dispensations (if any)
4. Disclosures by Members and Officers
5. Disclosures of Lobbying
6. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
7. Minutes of the meeting of the Borough Council held on 26 February 2020 1 - 16
8. Mayor's Announcements
9. Petitions
10. Question and Answer Session for Members of the Public

Issued on Tuesday 7 July 2020

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

11. Questions from Members of the Council to the Chairmen of Committees
 12. Current Issues - Report of the Leader of the Council, Response of the Group Leaders and Questions from Council Members
 13. Report of the Strategic Planning and Infrastructure Committee held on 10 March 2020 - Local Development Scheme 2020-22 17 - 26
 14. Report of the Democracy and General Purposes Committee held on 11 March 2020 - Consultation Response on the Motion - Membership of Committees 27 - 28
 15. Report of the Democracy and General Purposes Committee held on 11 March 2020 - Amended Constitution 2020/21 - Reformatting, Minor Amendments and Member and Public Questions at Committees 29 - 35
 16. Report of the Strategic Planning and Infrastructure Committee held on 9 June 2020 - Marden Neighbourhood Plan (Regulation 19) 36 - 37
 17. Report of the Communities, Housing and Environment Committee acting as the Crime and Disorder Committee held on 30 June 2020 - 2019/2020 Strategic Assessment and Revised Community Safety Plan 38 - 61
 18. Report of the Democracy and General Purposes Committee held on 1 July 2020 - Extension of the Appointment of the Independent Person 62 - 63
 19. Oral report of the Strategic Planning and Infrastructure Committee to be held on 7 July 2020 (if any)
 20. Oral Report of the Economic Regeneration and Leisure Committee to be held on 14 July 2020 (if any)
 21. Appointment of Deputy Mayor
 22. Report of the Head of Policy, Communications and Governance - Review of Allocation of Seats on Committees Following a Vacancy 64 - 73
- MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE OF THE CHARITY KNOWN AS THE COBTREE MANOR ESTATE**
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- MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE OF THE CHARITY KNOWN AS THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST**
24. Report of the Head of Policy, Communications and Governance - Review of Allocation of Seats on Committees Following a Vacancy 79 - 82

INFORMATION FOR THE PUBLIC

In order to ask a question at this remote meeting, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 13 July 2020). You will need to provide the full text in writing.

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

In order to submit a written statement in relation to an item on the agenda, please call 01622 602899 or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Monday 13 July 2020). You will need to tell us which agenda item you wish to comment on.

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

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

NOTE: IN ACCORDANCE WITH SECTION 17 OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989, ALTERNATIVE ARRANGEMENTS FOR APPOINTMENTS TO COMMITTEES OUTSIDE THE USUAL POLITICAL BALANCE REQUIREMENTS MAY BE CONSIDERED IN RELATION TO AGENDA ITEM 22

MAIDSTONE BOROUGH COUNCIL

MINUTES OF THE MEETING OF MAIDSTONE BOROUGH COUNCIL HELD AT THE TOWN HALL, HIGH STREET, MAIDSTONE ON 26 FEBRUARY 2020

Present: Councillor Mrs Ring (Mayor) and Councillors Adkinson, Mrs Blackmore, Brice, Brindle, D Burton, M Burton, Chappell-Tay, Clark, Cox, Cuming, Daley, English, Eves, Fermor, Fissenden, Fort, Garland, Garten, Mrs Gooch, Mrs Grigg, Harper, Harvey, Harwood, Hastie, Hinder, Mrs Joy, Khadka, Kimmance, Lewins, McKay, Mortimer, Munford, Naghi, Newton, Parfitt-Reid, Perry, Powell, Mrs Robertson, D Rose, Round, J Sams, T Sams, Spooner, Springett, Vizzard, Webb and Young

101. MINUTE'S SILENCE

The Council stood in silence for one minute in memory of Councillor Mrs Wendy Hinder, a long-serving Member of the Borough Council and Maidstone's Deputy Mayor, who had passed away on 15 February 2020.

102. PRAYERS

Prayers were said by Major Wesley Dinsmore of the Salvation Army.

103. RECORDING OF PROCEEDINGS

Councillor McKay indicated that he would be recording the proceedings.

104. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillors McLoughlin, Purle, M Rose and Wilby.

105. DISPENSATIONS

There were no applications for dispensations.

106. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members.

The Chief Executive, on behalf of all members of staff present, disclosed an interest in the report of the Democracy and General Purposes Committee relating to the Pay Policy Statement 2020.

107. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

108. EXEMPT ITEMS

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

109. MINUTES OF THE MEETING OF THE BOROUGH COUNCIL HELD ON 18 DECEMBER 2019

RESOLVED: That the Minutes of the meeting of the Borough Council held on 18 December 2019 be approved as a correct record and signed.

110. MAYOR'S ANNOUNCEMENTS

The Mayor updated Members on recent engagements and thanked them for their support.

The Mayor, Councillor Cox, the Leader of the Council and Leader of the Liberal Democrat Group, and Councillors Perry, Harper, Mrs Gooch and Powell, on behalf of their respective Political Groups, paid tribute to Councillor Mrs Wendy Hinder who had passed away on 15 February 2020.

Councillors Mrs Brindle, Mrs Joy and Mrs Blackmore also paid tribute to Councillor Mrs Hinder.

Councillor Bob Hinder then responded to the sentiments expressed about the sad loss of his wife.

111. PETITIONS

There were no petitions.

112. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

Question to the Chairman of the Strategic Planning and Infrastructure Committee from Mr Robert Atkin

On 18th December 2019 this Council debated slowing down the Call for Sites process in favour of pushing back on the housing numbers to Government and undertaking a proper assessment of infrastructure needed across the borough. Councillors voted instead for a motion that sped the Call for Sites process up to avoid the Local Plan Review being extended. The Save Our Heath Lands Action Group learnt on 5 February that you have now decided to slow the process down. Can the residents of Maidstone really trust and have confidence that this Council has proper control of its Local Planning process?

The Chairman of the Strategic Planning and Infrastructure Committee responded to the question.

Councillor Cox, the Leader of the Liberal Democrat Group, Councillor Powell, the Leader of the Independent Maidstone Group, and Councillor Perry, the Leader of the Conservative Group, responded to the question.

Mr Atkin asked the following supplementary question of the Chairman of the Strategic Planning and Infrastructure Committee:

Is this Council's Local Planning process Member-led or Officer-led?

The Chairman of the Strategic Planning and Infrastructure Committee responded to the question.

Question to the Chairman of the Policy and Resources Committee from Mr Steve Heeley

The Save Our Heath Lands Action Group were expecting your long overdue letter to the Secretary of State for Housing, Communities & Local Government to robustly push back on the housing numbers determined for Maidstone. We were therefore disappointed that instead the general thrust was 'give us a break now and we'll deliver more for you later'. Is this an admission that this Council actually accepts the new housebuilding targets set by Government but can't politically agree its strategy on how to deliver its next five-year housing supply?

The Chairman of the Policy and Resources Committee responded to the question.

Councillor McKay, the Leader of the Labour Group, and Councillor Newton, on behalf of the Leader of the Independent Maidstone Group, responded to the question.

Mr Heeley asked the following supplementary question of the Chairman of the Policy and Resources Committee:

Also in that letter to the Secretary of State, you referred to wide-spread community resistance with a firm anti-house building sentiment making positive consultation/engagement extremely difficult to achieve. Our MP, Helen Whately, has undertaken consultation/engagement on your Council-led garden community proposal in the absence of anything done by this Council. 96% of respondents to that survey said that they did not support the proposals. 64% of the people that responded to that survey said that they did not support a garden community approach in any form. Is the anti-building sentiment and community resistance actually a result of this Council's failing to listen to its own residents?

The Chairman of the Policy and Resources Committee responded to the question.

Councillor Mrs Gooch, the Leader of the Independent Group, and Councillor Powell, the Leader of the Independent Maidstone Group, responded to the question.

Question to the Chairman of the Policy and Resources Committee from Ms Kate Hammond

This Council claims that they undertook a strategic environmental assessment of potential locations for a garden community which included Lenham and a number of other sites across the borough. You claim that this looked at environmental, landscape, infrastructure, heritage and topography considerations. Despite numerous requests for sight of this report by Save Our Heath Lands Action Group, residents, our local MP, County Councillor, as well as Lenham Parish Council, you still will not share it on commercial confidentiality grounds. Please can you confirm what parts of environmental, landscape, infrastructure, heritage and topography considerations are considered to be commercial?

The Chairman of the Policy and Resources Committee responded to the question.

Councillor T Sams, on behalf of the Leader of the Independent Group, responded to the question.

Ms Hammond asked the following supplementary question of the Chairman of the Policy and Resources Committee:

This Council's insistence that it is unable to release any of the Borough-wide analysis undertaken to reach Lenham Heath as a possible location tells residents instead that either the analysis does not exist or was the motivation to proceed with Lenham Heath really based on political expedience or convenience rather than a sound evidence based planning strategy? So, I am asking if it was based on an evidence based planning strategy.

The Chairman of the Policy and Resources Committee responded to the question.

Councillor D Burton, on behalf of the Leader of the Conservative Group, responded to the question.

Question to the Chairman of the Policy and Resources Committee from Mrs Susan Hogg

There has been a recent change on how people can pay MBC and have withdrawn the facility to pay bills by cash. Please can you tell me why Councillors or members of the public were not consulted about this decision?

The Chairman of the Policy and Resources Committee responded to the question.

Councillor McKay, the Leader of the Labour Group, and Councillor Powell, the Leader of the Independent Maidstone Group, responded to the question.

Mrs Hogg did not wish to ask a supplementary question arising out of her original question or the reply.

Question to the Chairman of the Communities, Housing and Environment Committee from Mr Michael Hogg

Can Maidstone Borough Council explain why your waste operator "Biffa" is allowed to place other residents' waste into other residents' wheelie bins which they know they cannot collect, i.e. used paint cans which then spill over the bin and onto the public foot path, when it clearly states on your MBC website that you can't take "D.I.Y stuff such as paint tins". What action will MBC take against "Biffa" who is allowing its staff to do this and evidence can be supplied to show this is happening?

The Chairman of the Communities, Housing and Environment Committee responded to the question.

Mr Hogg did not wish to ask a supplementary question arising out of his original question or the reply.

Question to the Chairman of the Communities, Housing and Environment Committee from Ms Joan Langrick

Please could the Council and similar authorities refrain from referring to anyone who is homeless as a "Rough Sleeper?" This label, whether deserved or not, dehumanises any homeless person who is also suffering a multitude of problems and frequently leads to their being physically abused. Surely history has taught us once labelled, men, women and even children are then too often treated as mere flotsam cut adrift in an out of control life style, which must certainly be of their own choosing.

A recently resurrected 400 years old vagabond law now even limits where the homeless are allowed to bed down for the night. Although sleeping in a public place is far safer than somewhere out of sight, because it is now illegal, it isn't surprising when MBC carried out their own research they found no one sleeping in the High Street. The fact that the "Winter Shelter" which only opens from January to March has fewer homeless taking advantage of this facility shouldn't surprise us. Firstly, because, applicants have to apply to the local authorities who only work office hours and adhere to a strict regime. Also because those shelters rigidly stick to their "No pets allowed policy" when they are the only companion their owners can always rely on.

Just a few weeks ago the Homeless charity MADM and I held our second Memorial Service for over thirty homeless people who had died in the Maidstone area over the past three years. At our first Memorial Service Will Myers, our previous Maidstone Outreach Worker, was deeply touched when he read out the list of twenty four homeless people he had known by name and by nature who had died frightened, shivering and terribly alone in our Maidstone area. Somehow, I can't help feeling friends and relatives who came to grieve that day would have been devastated if they had known we had merely referred to their loved one as a "Rough

Sleeper". Hopefully MBC will now lead the way until everyone will show just a little bit more compassion in the future.

The Chairman of the Communities, Housing and Environment Committee responded to the question.

Councillor Perry, the Leader of the Conservative Group, and Councillor McKay, the Leader of the Labour Group, responded to the question.

Ms Langrick asked the following supplementary question arising out of the responses:

I feel angry that people even in their responses can use the words "Rough Sleepers". Each Member can choose to use another term which is more compassionate. Can Maidstone Borough Council actually lead the way in referring to them in another way?

The Mayor said that she would invite Ms Langrick and the Chairman of the Communities, Housing and Environment Committee to a meeting to discuss how the Council might help.

Question to the Chairman of the Strategic Planning and Infrastructure Committee from Mr John Horne

What steps has the Council taken to approach owners of brownfield sites, particularly in or adjacent to the town centre, to encourage their re-development as a priority before other sites?

The Chairman of the Strategic Planning and Infrastructure Committee responded to the question.

Councillor Harper, on behalf of the Leader of the Labour Group, responded to the question.

Mr Horne asked the following supplementary question of the Chairman of the Strategic Planning and Infrastructure Committee:

Could the Chairman reassure me that there will be a dedicated team looking at this and that recommendations will be put forward where there are relevant and appropriate brownfield sites?

The Chairman of the Strategic Planning and Infrastructure Committee responded to the question.

Question to the Chairman of the Strategic Planning and Infrastructure Committee from Mr Peter Titchener

Officers have repeatedly stated that our Borough suffers from 30 years of under-investment in infrastructure. What steps will you be taking to ensure that Maidstone's infrastructure catches up in terms of not only roads, but also other facilities provided by the public sector, such as GP

practices and schools, and by the private sector such as shops and restaurants?

The Chairman of the Strategic Planning and Infrastructure Committee responded to the question.

Councillor Cox, the Leader of the Liberal Democrat Group, responded to the question.

Mr Titchener asked the following supplementary question of the Chairman of the Strategic Planning and Infrastructure Committee:

Unless the infrastructure improvement in the widest sense is put forward by the respective providers, will Maidstone do a Sevenoaks and put forward a Local Plan review that plans for fewer houses than calculated using the Government's standard methodology especially as in 2016-2019 Maidstone built 35% more homes than required by the Local Plan?

The Chairman of the Strategic Planning and Infrastructure Committee responded to the question.

Question to the Chairman of the Economic Regeneration and Leisure Committee from Mr Peter Coulling

How will you assess and take account of commuting flows between our Borough, surrounding areas and London when calculating the number and types of jobs you will plan for within our Borough?

The Chairman of the Economic Regeneration and Leisure Committee responded to the question.

Mr Coulling asked the following supplementary question of the Chairman of the Economic Regeneration and Leisure Committee:

During the Local Plan examination the Inspector required Maidstone Borough Council to take another look at employment including the aspect of commuting flows across the wider economic area that was Tonbridge and Malling, Ashford, Tunbridge Wells, Swale and Medway. What formal duty to co-operate dialogue have you had with any or all of these authorities to make sure that jobs, employment and commuting flows are looked at across a wider economic area?

The Chairman of the Economic Regeneration and Leisure Committee responded to the question.

Councillor D Burton, on behalf of the Leader of the Conservative Group, responded to the question.

Question to the Chairman of the Planning Committee from Mr Robert Sinclair

When deciding an application, how much weight do you give to the opinion of KCC Highways?

The Chairman of the Planning Committee responded to the question.

Councillor Perry, the Leader of the Conservative Group, and Councillor Adkinson, on behalf of the Leader of the Labour Group, responded to the question.

Mr Sinclair asked the following supplementary question of the Chairman of the Planning Committee:

KCC's judgement on highway issues should be afforded significant weight. What is the justification for the Council not giving KCC's consultation responses appropriate weight and not treating KCC's analysis as a material consideration capable of overriding the Local Plan policies?

The Chairman of the Planning Committee responded to the question.

Councillor McKay, the Leader of the Labour Group, responded to the question.

Question to the Chairman of the Policy and Resources Committee from Mr Stuart Jeffrey

It has been over ten months since the Council declared a climate and biodiversity emergency where it committed to review its policies with regard to these twin emergencies. Can you tell me which policies has the Council reviewed and changed since that declaration of an emergency?

The Chairman of the Policy and Resources Committee responded to the question.

Councillor McKay, the Leader of the Labour Group, responded to the question.

Mr Jeffrey asked the following supplementary question of the Chairman of the Policy and Resources Committee:

Given that five out of the seven questions in the Council's current consultation on climate change are about personal actions rather than what the Council can do, should the Council be focusing on the significant and radical actions that it needs to take quickly given the scale of the emergency rather than worrying about individual actions?

The Chairman of the Policy and Resources Committee responded to the question.

Councillor McKay, the Leader of the Labour Group, and Councillor Munford, on behalf of the Leader of the Independent Group, responded to the question.

Note:

1. The Council agreed that Council Procedure Rule 13.1, which specifies that the question and answer session for members of the public will be limited to one hour, be suspended for this meeting only to enable all of the questions and supplementary questions to be dealt with.
2. To listen to the answers to these questions, please follow this link:
<https://www.youtube.com/watch?v=zsqBYamAiZ0&t=454s>
3. Councillor Brice joined the meeting at the start of the question and answer session for members of the public (7.05 p.m.), Councillor Harwood joined the meeting during the session (7.28 p.m.) and Councillor Hinder left the meeting during the session (7.10 p.m.).

113. QUESTIONS FROM MEMBERS OF THE COUNCIL TO THE CHAIRMEN OF COMMITTEES

There were no questions from Members of the Council to the Chairmen of Committees.

114. CURRENT ISSUES - REPORT OF THE LEADER OF THE COUNCIL, RESPONSE OF THE GROUP LEADERS AND QUESTIONS FROM COUNCIL MEMBERS

There was no report from the Leader of the Council on this occasion.

115. REPORT OF THE DEMOCRACY AND GENERAL PURPOSES COMMITTEE HELD ON 29 JANUARY 2020 - PAY POLICY STATEMENT 2020

It was moved by Councillor Webb, seconded by Councillor English, that the recommendation of the Democracy and General Purposes Committee relating to the Pay Policy Statement 2020 be approved.

RESOLVED: That the Pay Policy Statement 2020 attached as Appendix I to the report of the Democracy and General Purposes Committee be approved for publication on the Council's website by 31 March 2020.

116. REPORT OF THE POLICY AND RESOURCES COMMITTEE HELD ON 12 FEBRUARY 2020 - MEDIUM TERM FINANCIAL STRATEGY AND BUDGET PROPOSALS 2020/21

It was moved by Councillor Cox, seconded by Councillor Mrs Blackmore, that the recommendations of the Policy and Resources Committee relating to the Medium Term Financial Strategy and budget proposals 2020/21 be approved.

Amendment moved by Councillor McKay, seconded by Councillor Perry, that the recommendations of the Policy and Resources Committee relating to the Medium Term Financial Strategy and Budget Proposals 2020/21 be approved subject to the addition of the following:

18. That it be noted that the Policy and Resources Committee has agreed that any unused Members' Community Grants for 2019/20 and the first call on any other unused resources from 2019/20 be used to create a one-off provision for Members' Grants of up to £750 for each Councillor for use in 2020/21.
19. That a further £13,750 be allocated from 2019/20 unused resources to the extent that these are available from the budget surplus, being a further £250 per Councillor, to bring the Members' Community Grant to up to £1,000 per Councillor on a one-off basis for 2020/21.

AMENDMENT CARRIED

The substantive motion was then put to the vote in two parts. Firstly, recommendations 1-17 and secondly, recommendations 18-19.

As a consequence of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a named vote was taken on each part of the substantive motion as follows:

Recommendations 1-17

FOR (44)

Councillors Adkinson, Mrs Blackmore, Brice, Brindle, D Burton, M Burton, Chappell-Tay, Clark, Cox, Cuming, Daley, English, Eves, Fermor, Fissenden, Fort, Garland, Garten, Mrs Gooch, Mrs Grigg, Harper, Harvey, Harwood, Hastie, Mrs Joy, Khadka, Kimmance, Lewins, McKay, Mortimer, Munford, Naghi, Newton, Parfitt-Reid, Perry, Mrs Ring, Mrs Robertson, D Rose, Round, Spooner, Springett, Vizzard, Webb and Young

AGAINST (3)

Councillors Powell, J Sams and T Sams

ABSTENTIONS (0)

SUBSTANTIVE MOTION (PART 1) CARRIED

Recommendations 18-19

FOR (38)

Councillors Adkinson, Brice, Chappell-Tay, Clark, Cox, Cuming, Daley, English, Fermor, Fissenden, Fort, Garland, Garten, Mrs Grigg, Harper, Harvey, Harwood, Hastie, Mrs Joy, Khadka, Kimmance, Lewins, McKay,

Mortimer, Munford, Naghi, Parfitt-Reid, Perry, Powell, Mrs Robertson, Round, J Sams, T Sams, Spooner, Springett, Vizzard, Webb and Young

AGAINST (9)

Councillors Mr Blackmore, Brindle, D Burton, M Burton, Eves, Mrs Gooch, Newton, Mrs Ring and D Rose

ABSTENTIONS (0)

SUBSTANTIVE MOTION (PART 2) CARRIED

RESOLVED:

1. That the revised Revenue Estimates for 2019/20, as set out in Appendix A to the report of the Policy and Resources Committee, be agreed.
2. That the minimum level of General Fund Balances be set at £2 million for 2020/21.
3. That the Strategic Revenue Projection, as set out in Appendix A to the report of the Policy and Resources Committee, be endorsed as the basis for future financial planning.
4. That the proposed Council Tax of £265.59 at Band D for 2020/21 be agreed.
5. That the Revenue Estimates for 2020/21, as set out in Appendix A to the report of the Policy and Resources Committee, be agreed.
6. That the Statement of Earmarked Reserves and General Fund Balances, as set out in Appendix A to the report of the Policy and Resources Committee, be agreed.
7. That the funding of the Capital Programme, as set out in Appendix A to the report of the Policy and Resources Committee, be agreed.
8. That the Capital Programme, as set out in Appendix A to the report of the Policy and Resources Committee, be agreed.
9. That the Medium Term Financial Strategy, as set out in Appendix A to the report of the Policy and Resources Committee, be agreed.
10. That the Treasury Management, Investment and Capital Strategies, as set out within Appendix A to the report of the Policy and Resources Committee, be agreed.
11. That it be noted that the Council's Council Tax base for the year 2020/21 has been calculated as 63,319.8 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax

Base) regulations 1992.

12. That it be noted that in accordance with Government guidance the yield from business rates has been calculated as £57,316,553.
13. That it be noted that the individual parish area tax bases set out in Appendix B are calculated in accordance with Regulation 6 of the Regulations and are the amounts of the Council Tax Base for the year for dwellings in those parts of the Council's area to which a special item relates.
14. That the Council Tax requirement for the Council's own purposes for 2020/21 (excluding parish precepts) is £16,817,106.
15. That the following amounts now be calculated by the Council for the year 2020/21 in accordance with Section 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:-
 - (a) £88,959,681 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - (b) £70,013,930 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) of the Act.
 - (c) £18,945,751 being the amount by which the aggregate at 15(a) above exceeds the aggregate at 15(b) above, calculated by the Council in accordance with Section 32(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 32(4) of the Act).
 - (d) £299.21 being the amount at 15(c) above (Item R), all divided by the figure stated at 11 above (Item T in the formula in Section 33(1) of the Act), calculated by the Council, in accordance with Section 33 of the Act, as the basic amount of its Council Tax for the year (including parish precepts).
 - (e) £2,128,645 being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix B).
 - (f) £265.59 being the amount at 15(d) above less the result given by dividing the amount at 15(e) above by the tax base given in 11 above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no parish precept relates.

16. That it be noted that for the year 2020/21 Kent County Council, the Kent Police & Crime Commissioner and the Kent & Medway Fire & Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

<u>Valuation Bands</u>	<u>KCC PRECEPT</u> <u>£</u>	<u>KCC ADULT SOCIAL CARE</u> <u>£</u>	<u>KPCC</u> <u>£</u>	<u>KMFRA</u> <u>£</u>
A	821.76	79.08	135.43	52.86
B	958.72	92.26	158.01	61.67
C	1095.68	105.44	180.58	70.48
D	1232.64	118.62	203.15	79.29
E	1506.56	144.98	248.29	96.91
F	1780.48	171.34	293.44	114.53
G	2054.40	197.70	338.58	132.15
H	2465.28	237.24	406.30	158.58

17. That, having calculated the aggregate in each case of the amounts at 15 (d), and 16 above, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets out in Appendix C, the amounts of Council Tax for the year 2020/21 for each of the categories of dwellings shown.
18. That it be noted that the Policy and Resources Committee has agreed that any unused Members' Community Grants for 2019/20 and the first call on any other unused resources from 2019/20 be used to create a one-off provision for Members' Grants of up to £750 for each Councillor for use in 2020/21.
19. That a further £13,750 be allocated from 2019/20 unused resources to the extent that these are available from the budget surplus, being a further £250 per Councillor, to bring the Members' Community Grant to up to £1,000 per Councillor on a one-off basis for 2020/21.
117. REPORT OF THE HEAD OF REVENUES AND BENEFITS SHARED SERVICE - BUSINESS RATES RETAIL RELIEF

It was moved by Councillor Cox, seconded by Councillor English, and:

RESOLVED: That the amended Business Rates Retail Relief Policy, attached as Appendix 1 to the report of the Head of Revenues and Benefits Shared Service, be adopted.

118. REPORT OF THE HEAD OF POLICY, COMMUNICATIONS AND GOVERNANCE
- CALENDAR OF MEETINGS 2020/21

It was moved by Councillor Cox, seconded by Councillor Mrs Joy, and

RESOLVED: That the Calendar of Meetings for 2020/21, attached as Appendix A to the report of the Head of Policy, Communications and Governance, be approved.

119. DURATION OF MEETING

6.30 p.m. to 9.45 p.m.

MAIDSTONE BOROUGH COUNCIL

COUNCIL TAX 2020/2021

Schedule of Council Tax Base and Additional Basic Amounts ofCouncil Tax in parts of the area with Parish Precepts

PARISH	TAX BASE	PRECEPT £	BAND 'D' TAX £
Barming	751.3	28,920	38.49
Bearsted	3,619.5	130,213	35.98
Boughton Malherbe	232.6	5,581	24.00
Boughton Monchelsea	1,672.4	85,961	51.40
Boxley	3,935.2	153,002	38.88
Bredhurst	191.9	18,000	93.82
Broomfield & Kingswood	723.0	56,006	77.46
Chart Sutton	414.3	22,500	54.31
Collier Street	373.3	17,456	46.76
Coxheath	1,752.1	87,000	49.65
Detling	385.1	35,772	92.90
Downswood	852.6	34,000	39.88
East Sutton	145.9	6,434	44.09
Farleigh East	664.8	68,048	102.36
Farleigh West	232.2	25,500	109.81
Harrietsham	1,342.4	128,158	95.47
Headcorn	1,715.5	210,259	122.56
Hollingbourne	477.0	26,844	56.28
Hunton	311.9	26,338	84.45
Langley	499.8	20,985	41.99
Leeds	338.4	34,750	102.70
Lenham	1,432.7	151,500	105.74
Linton	254.5	13,214	51.92
Loose	1,138.6	95,119	83.54
Marden	1,955.2	145,796	74.57
Nettlestead	303.6	19,178	63.16
Otham	337.6	13,208	39.12
Staplehurst	2,479.9	183,000	73.79
Stockbury	311.7	15,023	48.20
Sutton Valence	734.0	59,080	80.49
Teston	312.0	25,800	82.70
Thurnham	569.5	19,530	34.29
Tovil	1,468.0	72,879	49.64
Ulcombe	400.8	24,030	59.96
Yalding	988.7	69,562	70.36
		2,128,645.12	

MAIDSTONE BOROUGH COUNCILCOUNCIL TAX 2020/2021Schedule of Council Tax Levels for all Bands
and all Parts of the Area including District Spending and all Precepts.

PARISH	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Barming	1,291.85	1,507.17	1,722.47	1,937.78	2,368.39	2,799.02	3,229.63	3,875.56
Bearsted	1,290.18	1,505.21	1,720.24	1,935.27	2,365.33	2,795.39	3,225.45	3,870.54
Boughton Malherbe	1,282.19	1,495.90	1,709.59	1,923.29	2,350.68	2,778.09	3,205.48	3,846.58
Boughton Monchelsea	1,300.46	1,517.21	1,733.95	1,950.69	2,384.17	2,817.66	3,251.15	3,901.38
Boxley	1,292.11	1,507.47	1,722.82	1,938.17	2,368.87	2,799.58	3,230.28	3,876.34
Bredhurst	1,328.74	1,550.20	1,771.66	1,993.11	2,436.02	2,878.94	3,321.85	3,986.22
Broomfield & Kingswood	1,317.83	1,537.48	1,757.11	1,976.75	2,416.02	2,855.31	3,294.58	3,953.50
Chart Sutton	1,302.40	1,519.47	1,736.54	1,953.60	2,387.73	2,821.87	3,256.00	3,907.20
Collier Street	1,297.36	1,513.60	1,729.82	1,946.05	2,378.50	2,810.96	3,243.41	3,892.10
Coxheath	1,299.29	1,515.85	1,732.39	1,948.94	2,382.03	2,815.14	3,248.23	3,897.88
Detling	1,328.12	1,549.49	1,770.84	1,992.19	2,434.89	2,877.61	3,320.31	3,984.38
Downswood	1,292.78	1,508.25	1,723.71	1,939.17	2,370.09	2,801.02	3,231.95	3,878.34
East Sutton	1,295.58	1,511.52	1,727.45	1,943.38	2,375.24	2,807.11	3,238.96	3,886.76
Farleigh East	1,334.43	1,556.84	1,779.25	2,001.65	2,446.46	2,891.27	3,336.08	4,003.30
Farleigh West	1,339.40	1,562.64	1,785.87	2,009.10	2,455.56	2,902.03	3,348.50	4,018.20
Harrietsham	1,329.84	1,551.48	1,773.12	1,994.76	2,438.04	2,881.32	3,324.60	3,989.52
Headcorn	1,347.90	1,572.55	1,797.20	2,021.85	2,471.15	2,920.45	3,369.75	4,043.70
Hollingbourne	1,303.71	1,521.00	1,738.29	1,955.57	2,390.14	2,824.71	3,259.28	3,911.14
Hunton	1,322.49	1,542.91	1,763.33	1,983.74	2,424.57	2,865.40	3,306.23	3,967.48
Langley	1,294.18	1,509.89	1,725.58	1,941.28	2,372.67	2,804.07	3,235.46	3,882.56
Leeds	1,334.66	1,557.11	1,779.55	2,001.99	2,446.87	2,891.76	3,336.65	4,003.98
Lenham	1,336.68	1,559.47	1,782.25	2,005.03	2,450.59	2,896.16	3,341.71	4,010.06
Linton	1,300.80	1,517.61	1,734.41	1,951.21	2,384.81	2,818.42	3,252.01	3,902.42
Loose	1,321.88	1,542.21	1,762.52	1,982.83	2,423.45	2,864.09	3,304.71	3,965.66
Marden	1,315.90	1,535.23	1,754.54	1,973.86	2,412.49	2,851.13	3,289.76	3,947.72
Nettlestead	1,308.30	1,526.35	1,744.40	1,962.45	2,398.55	2,834.65	3,270.75	3,924.90
Otham	1,292.27	1,507.66	1,723.03	1,938.41	2,369.16	2,799.93	3,230.68	3,876.82
Staplehurst	1,315.38	1,534.62	1,753.85	1,973.08	2,411.54	2,850.01	3,288.46	3,946.16
Stockbury	1,298.32	1,514.72	1,731.10	1,947.49	2,380.26	2,813.04	3,245.81	3,894.98
Sutton Valence	1,319.85	1,539.83	1,759.81	1,979.78	2,419.73	2,859.68	3,299.63	3,959.56
Teston	1,321.32	1,541.55	1,761.77	1,981.99	2,422.43	2,862.88	3,303.31	3,963.98
Thurnham	1,289.05	1,503.90	1,718.74	1,933.58	2,363.26	2,792.95	3,222.63	3,867.16
Tovil	1,299.28	1,515.84	1,732.38	1,948.93	2,382.02	2,815.12	3,248.21	3,897.86
Ulcombe	1,306.16	1,523.87	1,741.56	1,959.25	2,394.63	2,830.03	3,265.41	3,918.50
Yalding	1,313.10	1,531.95	1,750.80	1,969.65	2,407.35	2,845.05	3,282.75	3,939.30
Basic Level of Tax	1,266.19	1,477.23	1,688.26	1,899.29	2,321.35	2,743.42	3,165.48	3,798.58

MAIDSTONE BOROUGH COUNCIL

COUNCIL

15 JULY 2020

REPORT OF THE STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE HELD ON 10 MARCH 2020

LOCAL DEVELOPMENT SCHEME 2020-2022

Issue for Decision

The Local Development Scheme 2018-2022 was approved in July 2018 and outlined the delivery timetable for the Local Plan Review. Since this previous iteration was approved there have been changes to the delivery timetable. Hence, the Local Development Scheme has been updated and a new Local Development Scheme 2020 – 2022 (Appendix 1) has been produced which needs to be adopted.

Recommendation Made

That the Local Development Scheme 2020-2022 be approved.

Reasons for Recommendation

The Maidstone Borough Local Plan includes a commitment to review the plan by April 2021 (Policy LPR1). Under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) the Council must prepare and maintain a Local Development Scheme (LDS). The LDS must outline what development plan documents the Council will produce, which will then form part of the development plan. A LDS must also provide a timetable for when those development plan documents (local plans) will be produced.

The Local Development Scheme 2018-2022 was approved in July 2018 and outlined the delivery timetable for the Local Plan Review up to adoption. Since the Local Development Scheme 2018-2022 came into effect in 2018, the Council has undertaken a Call for Sites between March and May 2019, in which over 300 submissions were received. The Local Plan Review Scoping, Themes and Issues document was subject to consultation (Regulation 18a) between July and September 2019.

The number of Call for Sites submissions, and the significance of the matters raised during the Regulation 18a consultation, combined with changes in National Guidance and the need for a robust preferred approach at Regulation 18b stage (preferred approaches) which will be based on as much evidence as possible at the time, mean it is now necessary to seek approval to a revised timetable for the LPR.

The LDS (Appendix 1) outlines the updated delivery programme. Key stages are outlined in the table below. The preferred approach stage will be split into two,

the first focussing on future strategies for growth and the second on detailed topic areas.

Preferred approaches consultation (Regulation 18b) (with emphasis on future strategies for growth)	Preferred approaches consultation (Regulation 18b) with emphasis on detailed topic areas	Draft DPD Consultation (Regulation 19)	Examination	Adoption
October 2020	February 2021	December 2021	June/July 2022	October 2022

The LDS is part of the 'Local Development Framework'. As outlined in the constitution, amendments to the component parts of the local development framework is a matter for Council.

Alternatives Considered and Why Not Recommended

That the Council could decide to revise the Local Development Scheme further, this is not recommended as the SPI Committee have considered the LDS in full prior to recommendation to Council.

Background Documents

Local Development Scheme – Report to the Strategic Planning and Infrastructure Committee – 10 March 2020

Appendix

Local Development Scheme 2020-2022

LOCAL DEVELOPMENT SCHEME 2020-2022

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

**This Local Development Scheme came into effect on 15th July 2020 and replaces all previous
versions of the Scheme**

All enquiries should be addressed to:

Strategic Planning

Maidstone Borough Council

Maidstone House

King Street

Maidstone

Kent

ME15 6JQ

Telephone: 01622 602000

Email: LDF@maidstone.gov.uk

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Maidstone Borough Local Plan Review

4. Glossary of Terms

1. Introduction to the Local Development Scheme

What is the Local Development Scheme?

1.1 The government requires local planning authorities to prepare a **Local Development Scheme** (LDS). The LDS is a project plan and this version covers the period 2020-2022. The purpose of a LDS includes setting out the timetable for the delivery of Council produced planning policy documents. These are often referred to as Development Plan Documents or Local Plans. The Council intends to produce a review of the Maidstone Borough Local Plan (October 2017). The Local Plan Review (LPR), as this document will be known, will affect the whole of Maidstone Borough. When developing the project the conceptual master planning exercise will precede the call for sites.

1.2 The previous iteration of the LDS was approved by Full Council in July 2018 and contained a timetable for the delivery of the LPR for the period 2018-2022. There have been changes to the LPR timetable and this LDS covers the period 2020-2022 and supersedes the LDS 2018-2022. This LDS contains a timetable for the delivery of the LPR to inform local people and stakeholders of the key milestones in its production.

1.3 This LDS was approved by Full Council on 15th July 2020 and came into effect on the same day.

The Development Plan

1.4 **Development Plans** are an important part of the English planning system and are needed to guide the local decision making process for land uses and development proposals. At 15th July 2020, the Development Plan for Maidstone borough comprises:

- Maidstone Borough Local Plan 2011-2031 and associated Proposals Map (October 2017)
- North Loose Neighbourhood Development Plan 2015-2031 (April 2016)
- Staplehurst Neighbourhood Development Plan 2016-2031 (December 2016)
- Loose Neighbourhood Development Plan 2018-2031 (September 2019)
- Kent Minerals and Waste Local Plan 2013-2030 (July 2016)

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

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

1.7 **Neighbourhood Development Plans** are prepared by Parish Councils or Neighbourhood Forums, and the plans are subject to consultation, independent examination and referendum. The plans

must be in general conformity with the strategic policies of the adopted local plan, and should have regard to any emerging Local Plan. A neighbourhood area has to be designated for a Neighbourhood Development Plan to be produced. In total, 15 Parish Councils and 1 Neighbourhood Forum have designated Neighbourhood Areas. To date, three Neighbourhood Development Plans have been made and a number of Neighbourhood Development Plans are at various stages of preparation.

1.8 **The Kent Minerals and Waste Local Plan** was produced by Kent County Council and covers the whole county. The Plan was adopted in July 2016 and describes:

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

Planning Documents

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

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

Maidstone Community Infrastructure Levy

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

1.11 The Charging Schedule sets out the charging rates for development in Maidstone Borough, including the types of development that are required to pay the Levy and where the proposed rates will apply. The CIL Charging Schedule was developed alongside the Maidstone Borough Local Plan, and the evidence base for infrastructure, planning, affordable housing requirements and development viability supported both the Maidstone CIL and Maidstone Borough Local Plan.

1.12 The infrastructure schemes and/or types of infrastructure to be funded by Maidstone CIL are set out in a Regulation 123 List. By 31 December 2020, the Council will publish an Infrastructure

Funding Statement on the website which will replace the current Regulation 123 List. In addition, Section 106 planning agreements, which are negotiated with developers to secure infrastructure funding, will continue to play a significant role in securing site related infrastructure.

2. The Local Development Scheme

Review of the Local Development Scheme 2018-2022

2.1 Since the Local Development Scheme 2018-2022 came into effect in 2018, the Council has reviewed the timetable for the Local Plan Review, having regard to work to date, as well as submissions to the call for sites exercise and representations to the Regulation 18a (Scoping, Themes and Issues) consultation.

2.2 A revised timetable for the implementation of the Maidstone Borough Local Plan review follows.

Local Development Scheme 2020-2022

	2020												2021												2022											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Maidstone Borough Local Plan Review																																				

Key	<table border="0"> <tr> <td style="width: 20px; height: 15px; background-color: #d3d3d3; border: 1px solid black;"></td> <td>Evidence gathering and stakeholder engagement</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #add8e6; border: 1px solid black;"></td> <td>Regulation 18 - Preferred Approaches consultation (with emphasis on future growth strategies)</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #ffff00; border: 1px solid black;"></td> <td>Regulation 18 - Preferred Approaches consultation (with emphasis on detailed topic areas)</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #008000; border: 1px solid black;"></td> <td>Regulation 19 Consultation</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #800080; border: 1px solid black;"></td> <td>Hearing sessions Regulation 24</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #ff0000; border: 1px solid black;"></td> <td>Plan and associated documents to Full Council</td> </tr> </table>		Evidence gathering and stakeholder engagement		Regulation 18 - Preferred Approaches consultation (with emphasis on future growth strategies)		Regulation 18 - Preferred Approaches consultation (with emphasis on detailed topic areas)		Regulation 19 Consultation		Hearing sessions Regulation 24		Plan and associated documents to Full Council
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	Regulation 19 Consultation												
	Hearing sessions Regulation 24												
	Plan and associated documents to Full Council												

Monitoring and Review

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

3. Document Project Plan**Maidstone Borough Local Plan Review**

Maidstone Borough Local Plan Review	
Subject/content	<p>Matters to be reviewed include:</p> <ul style="list-style-type: none"> • A review of housing of needs • The allocation of land at the Invicta Park Barracks broad location and at the Lenham broad location if the latter has not been achieved through a Lenham Neighbourhood Plan in the interim • Identification of additional housing land to maintain supply towards the end of the plan period and, if required as a result, consideration of whether the spatial strategy needs to be amended to accommodate such development • A review of employment land provision and how to accommodate any additional employment land needed as a result • Whether the case for a Leeds-Langley Relief Road is made, how it could be funded and whether additional development would be associated with the road • Alternatives to such a relief road • The need for further sustainable transport measures aimed at encouraging modal shift to reduce congestion and air pollution • Reconsideration of the approach to the Syngenta and Baltic Wharf sites if these have not been resolved in the interim • Extension of the local plan period
Status	Local Plan
Coverage	Maidstone Borough
Chain of Conformity – national	Central government policy and guidance, including the National Planning Policy Framework, National Planning Practice Guidance and the Town and Country Planning (Local Planning) (England) Regulations 2012.
Chain of Conformity – local	Regard to the Council's Plans and Strategies, including the Strategic Plan, Economic Development Strategy and Housing Strategy.
Policies Map	To be amended to reflect the policy content of the Local Plan Review
Timetable	
Sustainability Appraisal	Relevant appraisals and assessment will be carried out throughout the review of the Maidstone Borough Local Plan
Evidence gathering	June 2018 to June 2019
Scoping/options consultation (Regulation 18)	July to September 2019
Preferred approaches consultation (Regulation 18) (with emphasis on future strategies for growth)	October 2020
Preferred approaches consultation (Regulation 18) (with emphasis on detailed topic areas)	February 2020

Draft DPD consultation (Regulation 19)	December 2021
Examination hearing sessions (Regulation 24)	June/July 2022
Adoption – Full Council (Regulation 26)	October 2022
Arrangements for Production	
Internal Partners	Key internal partners include relevant service areas within the Council, Chief Executive; Corporate Leadership Team; and Strategic Planning and Infrastructure Committee.
External Partners	Key external partners include specific and general consultation bodies (including parish councils and neighbourhood forums), local stakeholder groups, hard to reach groups and the local community.
External Resources	Kent County Council, Highways England, infrastructure providers, the Homes England, and use of external consultants to provide evidence (as required).

Table 3.1 Project Plan for the Maidstone Borough Local Plan Review

4. Glossary of Terms

Glossary of terms

Acronym	Term	Description
AMR	Authority Monitoring Report	A report which is produced annually and monitors the performance against monitoring indicators in the Maidstone Borough Local Plan.
	Development Plan	The Development Plan includes adopted local plans/Development Plan Documents and made Neighbourhood Development Plans, and sets a framework for the local decision making process.
DPD	Development Plan Documents/Local Plans	A DPD/Local Plan is a spatial planning document which sets out the plan for the future development of the local area, drawn up by a local authority in consultation with the community. Once adopted, the local plan becomes part of the Development Plan. The Local Plan does not include SPDs or local Planning Guidance, although these documents are material considerations in the decision making process.
KCC	Kent County Council	The county planning authority, responsible for producing the Kent Minerals and Waste Local Plans, and are the highways authority.
LDS	Local Development Scheme	The LDS is a summary business programme and timetable for the production of the local plan.
MBC	Maidstone Borough Council	The local planning authority responsible for producing the Borough Local Plan.

Appendix 1

NDP	Neighbourhood Development Plan	Neighbourhood Development Plans (also known as neighbourhood plans) are prepared by a parish council or neighbourhood forum for a particular neighbourhood area. Neighbourhood plans must be in conformity with the strategic policies of the Local Plan and, once made, form part of the Council's Development Plan.
	Planning Policy Guidance	Additional guidance which provides further detail to policies set out in local plans and is a material consideration in planning decisions but is not part of the local plan or the development plan. If subject to adequate stakeholder and public consultation, guidance can carry commensurate weight with SPDs in the decision making process.
	Policies Map	The Policies Map uses an on-line ordnance survey map base to show the spatial extent of all land use policies and proposals, and is updated with each new Local Plan so that it reflects the up-to-date planning strategy for the borough.
SA	Sustainability Appraisal	The SA is a tool for appraising policies and proposals to ensure they reflect sustainable development objectives, including social, economic and environmental objectives. An SA must be undertaken for all local plans and incorporates a Strategic Environmental Assessment.
SCI	Statement of Community Involvement	The SCI specifies how the community and stakeholders will be involved in the process of preparing local planning documents, Neighbourhood Development Plans and the Development Management process.
SEA	Strategic Environmental Assessment	SEA is a generic term used to describe the environmental assessment of policies, plans and programmes. The European SEA Directive requires a formal environmental assessment of certain plans and programmes, including those in the field of planning and land use.
SoS	Secretary of State	Secretary of State for Housing, Communities and Local Government.
SPD	Supplementary Planning Document	An SPD provides further detail to policies set out in local plans. SPDs are a material consideration in the decision making process but are not part of the Development Plan or the Local Plan. They follow a statutory production and consultation process.

MAIDSTONE BOROUGH COUNCIL

COUNCIL

15 JULY 2020

REPORT OF THE DEMOCRACY AND GENERAL PURPOSES COMMITTEE HELD ON 11 MARCH 2020

CONSULTATION RESPONSE ON THE MOTION – MEMBERSHIP OF COMMITTEES

Issue for Decision

During the 29 January 2020 meeting of the Democracy and General Purposes Committee, Members debated the Motion – Membership of Committees that was moved at the Full Council meeting in December 2019.

The Committee decided that it would prefer to conduct a consultation with the Members and Substitute Members of both Planning and Licensing Committees, before a decision to either support or oppose the Motion was made.

Recommendation Made

1. That the Motion concerning the Membership of Committees be approved; and
2. The amendments to the Constitution arising from the motion be approved.

Reasons for Recommendation

In the December 2019 Full Council meeting, a motion concerning Committee membership was moved by Councillor John Perry, seconded by Councillor McKay:

This Motion seeks to amend the current Constitution to allow Members to be appointed to both the Licensing Committee and to the Planning Committee. It is recognised that these are statutory committees, which carry out quasi-legal functions; but there is not a legal requirement to prevent Members from serving on both Committees simultaneously and in fact many Councils do allow this to take place.

These Committees perform important statutory functions and it is essential from a democratic perspective that they are fully appointed and reflect as closely as possible the political make-up of the Council; having this self-imposed restriction makes this more difficult to achieve. It might be argued that there could be a possible conflict of interest, but this can only be extremely rare and if it did occur could be easily managed.

Given the above the Council is asked to approve the following amendments to Part 2 of the Constitution:

In paragraph 2.2.5 under Planning Committee delete: (NB Councillors and substitute members of Licensing Committee cannot be members of Planning Committee)

In paragraph 2.2.6 under Licensing Committee delete: (NB Councillors and substitute members of Planning Committee cannot be members of Licensing Committee)

In line with Council procedure, the Motion was referred to the Democracy and General Purposes Committee as Constitutional Amendments are included within the remit of the Committee.

Following debate on the motion, it was decided that the Motion would be deferred, pending a Member and Substitute Member consultation for both Planning and Licensing Committees, in order that a majority viewpoint could be obtained.

The majority of Members consulted were in favour of the Motion and it was felt that the risks arising from this change were low. It was also noted that Licensing Sub-Committee Memberships followed their own protocol.

Alternatives Considered and Why Not Recommended

The Council could decide not to support the Motion. Following assessment of the motion and the consultation with Members, the Committee do not recommend this approach.

Background Documents

Consultation Response on the Motion – Membership of Committees – Report to the Democracy and General Purposes Committee – 11 March 2020

MAIDSTONE BOROUGH COUNCIL

COUNCIL

15 JULY 2020

REPORT OF THE DEMOCRACY AND GENERAL PURPOSES COMMITTEE HELD ON 11 MARCH 2020

AMENDED CONSTITUTION 2020/21 – REFORMATTING, MINOR AMENDMENTS, AND MEMBER AND PUBLIC QUESTIONS AT COMMITTEE

Issue for Decision

This report presents the changes to the Constitution for 2020/21. The Constitution has been refreshed in a new format with corrections, minor amendments for consistency, updating of factual information and other amendments set out in Appendix 1.

Recommendation Made

1. That the amendments to the Constitution in Appendix 1, including the additional recommendations arising from further corrections to the document, as set out in Appendix 1, be agreed; and
2. The reformatted and amended Constitution be adopted.

Reasons for Recommendation

The committee system and associated Constitution were adopted in April 2015. The current version of the Council's Constitution was last amended in April 2019 (and adopted in May 2019). The Constitution was essentially carried forward as a continuation of the previous version with amendments made to it arising from the committee structure review.

Inevitably over time a document such as the Constitution runs the risk of falling behind the changes to structure and practice at the council. It is also only through operation over a long period of time that conflicts and issues with adopted rules can be fully understood.

It is a requirement of the Constitution that the Monitoring Officer will periodically review the operation of the Constitution to bring it up to date and to consider practical feedback since it has been in use.

Over the last twelve months feedback has been received by Democratic Services from Members and officers on the format and presentation of the Constitution, and on public and member questions at committees. In addition to this the Democratic Services team have been monitoring the Constitution through practical experience of using and advising with it.

At its meeting on 11 March 2020 the Committee considered the amendments to the Constitution which it further amended and recommended to Council. In

addition the Committee gave delegated authority to the Democratic and Electoral Services Manager to identify further corrections. All of these changes have been summarised in Appendix 1.

Alternatives Considered and Why Not Recommended

As the Council ultimately owns its own Constitution it can agree to make whatever amendments it wishes to the Constitution as long as they are legally sound. It is not recommended to make further changes to the Constitution than those outlined as they have been through the proper process of Democracy and General Purposes Committee review before recommendation.

Background Documents

Maidstone Borough Council Constitution (April 2019) - <https://www.maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/information-and-data/tier-3-primary-areas/council-performance-reports/tier-3-primary-areas/our-constitution>

Amended Constitution 2020/21 – Reformatting, Minor Amendments, and Member and Public Questions at Committee – Report to the Democracy and General Purposes Committee – 11 March 2020 ([includes the reformatted Constitution](#))

MAIDSTONE BOROUGH COUNCIL
PROPOSED AMENDMENTS TO THE CONSTITUTION

PART	INVOLVES:	CURRENT WORDING	PROPOSED WORDING/CHANGES	REASON FOR AMENDMENT
2.2.5	Planning Committee Terms of Reference	'Chief Executive/Head of Planning and Development has delegated power to...'	'Director of Regeneration and Place/Head of Planning and Development has delegated power to...' Also to amend any erroneous references to planning and development from the under the Chief Executive, such as in part 1 where it is duplicated under the Chief Executive and the Director of Regeneration and Place.	To update the Constitution to reflect the fact that planning and development is the responsibility of the Director of Regeneration and Place.
2.2.10	Independent Remuneration Panel Terms of Reference	ToR Independent Remuneration Panel: ' <ul style="list-style-type: none"> • Community, selected by the Democracy and General Purposes Committee following a written application process and interview.' 	ToR Independent Remuneration Panel: ' <ul style="list-style-type: none"> • Community, appointed by the Council on the recommendation of the Democracy and General Purposes Committee following a written application process and interview.' 	To provide clarity and consistency in the process.

<p>3.1 Rule 13 (<i>As applied by Rule 31</i>).</p>	<p>Questions by Members of the Public.</p>	<p>'At ordinary meetings of the Council members of the public may ask questions of the Chairman of any Committee provided written notice has been given in advance as set out below.</p> <p>The question and answer session will be limited to one hour. After the Chairman of any Committee has spoken, the Mayor will ask if any Group Leader/Representative present would also like to respond'.</p>	<p>'At ordinary meetings of the Council members of the public may ask questions of the Chairman of any Committee provided written notice has been given in advance as set out below.</p> <p>The question and answer session will be limited to one hour.'</p>	<p>To provide clearer procedural guidance. Not all groups are necessarily presented at each Committee and when the Group Leaders are not present, it is not clear who their representative is. They would therefore be unable to respond to the question from the member of the public.</p> <p>If the Group Leaders/their representatives were present then there would be ten answers given per question and supplementary, which would exceed the half an hour time limit placed on questions from members of the public at Committee Meetings.</p> <p>Members of the public often prefer to have their question answered, rather than having a written response provided.</p>
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3.1 Rule 31	Application to Committees and Sub-Committees	Rule 31.	<i>To move Rule 31 to sit under '3.1 Council Procedure Rules', and number the unnumbered first two paragraphs and the moved rule as Rule 1. All subsequent rules, paragraphs and references would then be renumbered accordingly.</i>	To make it easier for individuals to discover which rules do/do not apply to Committee and Sub-Committee meetings, as Part 3.1 is primarily written for Council.
3.1 Rule 12 (b) (ix)	Presentation of Petitions to the Council, Committees and Sub-Committees		<i><u>To insert the following at point 12 (b) (ix) (and renumber the following points):</u></i> <i>'Any report relating to the subject matter of the petition will be placed on the agenda immediately following the presentation of petitions (or in the order petitions are presented if more than one petition is presented at the meeting).'</i>	To provide greater clarity on the procedure concerning the presentation of petitions, and any accompanying reports, whilst at Council, Committee and Sub-Committee meetings.
Rule 3.1 (a) (iv)	Calling and cancelling Council Meetings	'Any five councillors. If they have signed a requisition presented to the proper officer an extraordinary meeting will be held within 21 days of receipt of the question'.	<i>'Any five Councillors. If they have signed a requisition presented to the proper officer and the Mayor refuses to call or does not call a meeting within 7 days of receipt. Any such meeting whether called by the Mayor or the five Councillors must be held within 21 days of the receipt of the requisition'.</i>	To align the process for requisitioning a meeting with the requirements of the Local Government Act 1972.

3.1 Proper Officer Provisions & Rule 17	Motions on Notice	Within Rule 17, there are multiple references to the 'Proper Officer' but not all of them are covered in the proper officer provisions.	<i>The Rule 17 entries in the Proper Officer table will be amended to a single reference to a proper officer for the whole of Rule 17, being the Head of Policy, Communications and Governance.</i> <i>Duplication within the Proper Officer Provisions has been removed.</i>	To ensure the Constitution is clearly formatted, to avoid any confusion caused by duplication. Also, to ensure that the Proper Officer Provisions reflect the changes in job title to various positions since the Constitution was last updated.
GENERAL CHANGES TO THE CONSTITUTION				
ALL	Extensive Minor Changes Throughout		<i>Removal of duplication, grammatical and spelling errors, correcting job titles, amending erroneous references, amending paragraph numbers (including where the numbering is not incorrect but is manifestly unclear such as Rule 12) and other minor corrections.</i>	To update the Constitution, remove duplication and improve the practicality of rules and delegations.
CORRECTIONS AND CHANGES IDENTIFIED FOLLOWING DEMOCRACY AND GENERAL PURPOSES				

3.1 Rule 33	Review of Service Committee Decisions	No proper officer identified	Add the Chief Executive to the proper officer provisions as the proper officer for the purposes of Rule 33. Also, replace the usage of Chief Executive in rule 33 with 'proper officer'.	To ensure a proper officer for the rule.
Part 4.4 11.	Local Code of Conduct for Councillors and Officers Dealing with Planning Matters – Reference of Applications to Planning Committee by Councillors	"If a Ward Councillor or a Political Group Spokesperson of the Planning Committee wishes an application to be dealt with by the Planning Committee..."	"If a Ward Councillor or a Political Group Spokesperson of the Planning Committee wishes an application to be dealt with by the Planning Committee..."	To bring the Local Code of Conduct for Councillors and Officers Dealing with Planning Matters in line with the main body of the Constitution and the terms of reference for Planning Committee.

Agenda Item 16

MAIDSTONE BOROUGH COUNCIL

COUNCIL

15 JULY 2020

REPORT OF THE STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE HELD ON 9 JUNE 2020

MARDEN NEIGHBOURHOOD PLAN (REGULATION 19)

Issue for Decision

Following a successful referendum and in accordance with the agreed Neighbourhood Planning Protocol, Council is asked that the Marden Neighbourhood Plan be made (adopted). The Marden Neighbourhood Plan becomes part of the Development Plan for Maidstone (Section 38 (3A) of the Planning and Compulsory Purchase Act 2004).

Recommendation Made

That the Marden Neighbourhood Plan be made (adopted).

Reasons for Recommendation

The Marden Neighbourhood Plan has reached the final stage of the Neighbourhood Planning process. The procedures for designating neighbourhood areas and preparing neighbourhood plans are set out in The Neighbourhood Planning (General) Regulations 2012 (as amended). Marden parish was designated a neighbourhood area on 14 January 2013. The Neighbourhood Plan was subject to two rounds of mandatory consultation.

Firstly, the parish council undertook a 6-week public consultation on the pre-submission version of the Marden Neighbourhood Plan (Regulation 14) between 9 June and 21 July 2018. Secondly, Maidstone Borough Council facilitated a further 6-week public consultation (Regulation 16) between 14 June and 26 July 2019. In accordance with the agreed neighbourhood planning protocol, the Council submitted representations during both consultations: the first under the delegated authority of the Head of Planning and Development, and the second by agreement of this Committee at its meeting of 9 July 2019.

The appointment of an independent examiner was agreed with the Parish Council, and Derek Stebbing (of Intelligent Plans and Examinations) was appointed through the Council's procurement waiver signed by the Director of Finance and Business Improvement. The Marden Neighbourhood Plan and supporting documents, together with all representations received, were forwarded to the examiner who dealt with the examination through written representations, concluding that a public hearing was not necessary. In the examiner's report which was received on 14 October 2019, the examiner's recommendation was that, subject to modifications, the Marden Neighbourhood Plan should proceed to referendum.

In line with the Neighbourhood Planning (General) Regulations and the locally adopted Neighbourhood Planning Protocol, this committee made a decision on 19 November 2019 that the Marden Neighbourhood Plan, subject to modifications, should proceed to referendum. The Marden Neighbourhood Plan is attached as background document 1 of this report.

The referendum was held on 27 February 2020. Voters were asked "Do you want Maidstone Borough Council to use the Neighbourhood Plan for Marden to help it decide planning applications in the neighbourhood area?". In total, 90.4% voted in favour of the neighbourhood plan (background document 2). There was a turnout of 26.8%.

Following a successful referendum, i.e. where more than half of those who voted, cast a vote in favour of a neighbourhood plan, the Council must make (adopt) a neighbourhood plan within 8 weeks in line with Section 38A(4) of the Planning and Compulsory Purchase Act 2004 and Neighbourhood Planning (General) Regulations 2012 (Regulation 18A).

Section 38(3A) of the Planning and Compulsory Purchase Act 2004 outlines that once a neighbourhood plan is approved at referendum it comes into force as part of the statutory development plan. This means that the Marden Neighbourhood Plan will now be used in the consideration of planning applications in Marden.

Alternatives Considered and Why Not Recommended

The Committee could have decided not to recommend that Council make the Marden Neighbourhood Plan if to do so would breach or otherwise be incompatible with, any EU obligation or any of the convention rights. The Neighbourhood Plan's compatibility with EU obligations and directives is testing during the examination process and cannot proceed to referendum otherwise. Unless there are any new matters in relation to this point which the Committee considers were not raised by the Examiner then the Council is under a statutory duty to make the plan following the "Yes" result. It is the Committee's view that there no such matters arising.

Background Documents

Marden Neighbourhood Plan (Regulation 19) – Report to the Strategic Planning and Infrastructure Committee – 9 June 2020

Marden Neighbourhood Plan

<https://localplan.maidstone.gov.uk/home/documents/neighbourhood-plans/MNP-Amended-November-2019-v4.pdf>

Referendum result

<https://localplan.maidstone.gov.uk/home/neighbourhood-planning>

Agenda Item 17

MAIDSTONE BOROUGH COUNCIL

COUNCIL

15 JULY 2020

REPORT OF THE COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE ACTING AS THE CRIME AND DISORDER COMMITTEE HELD ON 30 JUNE 2020

2019/2020 STRATEGIC ASSESSMENT AND REVISED COMMUNITY SAFETY PLAN

Issue for Decision

The Safer Maidstone Partnership's Community Safety Plan for 2019-22 has been refreshed following the annual undertaking of a strategic assessment. The Strategic Assessment provides members with an update on the progress made during year one of the plan and the latest figures relating to the priority areas and other areas of concern. The revised CSP Plan replaces the previous version with minor changes that provide greater focus on growing trends or changes in service delivery. It sets out the strategic direction for the Partnership for the remaining two years of this Plan.

Recommendation Made

That the revised "April 20 Revision" of the Community Safety Plan 2019-22 be adopted.

Reasons for Recommendation

On 19 March 2019 the Communities Housing and Environment Committee Acting as the Crime and Disorder Committee recommended the adoption of our then new Community Safety Partnership (CSP) Plan to Council in April 19. The plan was duly adopted and the Safer Maidstone Partnership (SMP) set about delivering year one of the plan.

A new Strategic Assessment has been undertaken and the assessment demonstrates the positive steps taken by the Partnership in the last 12 months against the priorities set by the CSP plan. It also provides updated statistics from across the partnership to help us identify trends and any growing concerns.

The Strategic Assessment has identified that the Community Safety Plan 2019-22 requires some minor amendments to:

- a. provide a greater focus on an area of concern
- b. to reflect changes of delivery, particularly in relation to the subgroup responsible for the Keeping Children and Young People Safe priority.

Alternatives Considered and Why Not Recommended

To not approve the revision of the Community Safety Plan. This is not recommended as the Community Safety Plan sits behind the work of the SMP and should reflect current trends and working practices.

Background Documents

2019/2020 Strategic Assessment and Revised Community Safety Plan – Report to the Communities, Housing and Environment Committee Acting as the Crime and Disorder Committee – 30 June 2020

Appendix

Maidstone Community Safety Partnership Plan 2020 refresh



Maidstone Community
Safety Partnership Plan
2019-2022

April 2020 update (DRAFT)

**'Where people feel safe
and are safe'**

maidstone.gov.uk



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Hello and Welcome from the Leader of Maidstone Borough Council

Welcome to the Maidstone Community Safety Partnership Plan - our aim is that Maidstone will be a place **where People feel safe and are safe.**



**Councillor Martin
Cox, Leader of
Maidstone Borough
Council**

To do this, we work as a partnership, bringing together both those who have a duty to participate, with others who are able to help, so that we make a difference. Under the stewardship of Maidstone Borough Council's Chief Executive, Alison Broom, and Kent Police Chief Inspector, Ray Quiller, senior officers from the Maidstone Borough Council, the Police, Health, Probation, Fire Service and the County Council work with other key agencies to improve community safety in our borough. With additional support from housing providers, community groups and other organisations, many representing the voice of local people, the partnership tackles areas identified as a priority for Maidstone as a borough.

Together they form a Community Safety Partnership, a statutory multi-agency board set up in response to the Crime and Disorder Act 1998 and known locally as the Safer Maidstone Partnership or The SMP for short.

We know we face some challenges in the borough with reductions in funding, resources and increases in confidence to report crimes putting more pressure on these stretched resources. By working together as a partnership with our local communities, we can make a positive difference to community safety and reduce the fear of crime, bringing our communities together so that we all stand up to the threats we face.

We have asked our partners, residents and those that work, study and visit the Borough what our priorities should be. We have assessed our performance as a partnership against the priorities from our last Community Safety Plan. We have listened to both what people are telling us are their priorities and what the figures say.

This three-year plan aims to address our new priorities, work together in both new as well as tried and tested ways, to show how we will measure our performance against these aims.

This Community Safety Partnership Plan will tell you:

- a) What we want to do
- b) Why we have chosen these areas to focus on
- c) What we plan to achieve

Forward by Co-chairs of the Safer Maidstone Partnership Executive



Alison Broom
Chief Executive,
Maidstone Borough
Council

The Maidstone Community Safety Partnership has a good track record of collaborative working to keep our communities safe and feeling safe. Our 2019-22 plan builds on extensive experience of working together and the productive and resilient relationships developed, which enable us to identify and tackle local community safety issues that matter to Maidstone residents. The plan will be revised annually following review of information and the details of this will be set out in our Strategic Assessment.

We want our approach to be evidence based, objective led, and outcome focussed – but just as importantly to include proper consideration for both the victims and the witnesses and their needs.



Ray Quiller
Chief Inspector
Kent Police

The plan seeks to build on what has already been achieved and give greater emphasis to prevention and reducing harm. Overall our aim remains to reduce the amount of anti-social behaviour and the number of crimes which occur in the Maidstone borough and the harm caused. However, some crimes, for example domestic abuse, are historically under-reported and so our aim is to create an environment where people are confident to come forward and report it.

This will ensure we have a more accurate picture, and can use our resources to reduce the threat, risk and harm for the most vulnerable members of our community.

We all have a responsibility to prevent crime and disorder from happening in the first place – SMP partners will work not only with each other but also with communities to achieve this, as well as tackling crime and disorder when it occurs. The Safer Maidstone Partnership will work to strengthen community cohesion as part of its community safety role, protecting the vulnerable and supporting our communities by providing a borough where people feel safe and are safe.



Introduction

Community safety in Maidstone is not the sole responsibility of one agency or body. Regulation requires that we form a Community Safety Partnership (CSP) made up of 'responsible authorities'; those agencies with a duty participate, as well as other interested bodies from across the borough and beyond. The CSP work to implement and deliver initiatives that will help keep Maidstone a safe place to live, work, learn and visit.

In Maidstone, the Safer Maidstone Partnership (SMP) is the name given to Maidstone's CSP, who work collectively to protect the vulnerable, pursue those who do not respect our borough or the law and to raise awareness of priority themes that the data we collect and the people we speak to say are the areas that threaten our communities the most. This refreshed version of the 2019-2022 CSP Plan is a continuation of previous plans, building on 20 years of work by the partnership, tackling crime and improving safety in the borough.

The SMP, which is co-chaired by Alison Broom, Chief Executive of Maidstone Borough Council (MBC) and Chief Inspector Ray Quiller of Kent Police, is made up of responsible authorities (those bodies for whom membership of the CSP is a statutory obligation) and many community, voluntary and private sector partners. Collectively we work to deliver the CSP Plan, forming specialist sub-groups and measurable action plans that deliver against high level outcomes for each of the priority themes.



Safer Maidstone Partnership Priority Setting:

What data we used and what it told us:

The SMP has a duty to produce an annual strategic assessment to measure our performance against priority performance areas under the CSP Plan 2013-18 and other crime and disorder issues in the borough. It gathers research, evidence and intelligence from local and Kent-wide sources, as well as drawing upon the professional expertise of those working at District level.

The data provided by Kent Police is recognised for its high ethical standard of crime recording. Changes in the way that crime is now recorded makes it difficult to compare with previous years, but we are still able to analyse the data to see what current trends exist.

What people told us:

The 2017 Resident's Survey captured individual's perceptions or feelings of safety. These can be influenced by a number of factors which may or may not relate to whether someone has been a victim of crime.

The survey received 2350 responses; most respondents (66%) said that "a clean and safe environment" was the most important of our Council priorities to them. It also showed that whilst in general our residents feel safe in the borough with 93% of people saying they feel very safe or fairly safe in their home and 94% people said that they felt safe in their local area in the day. Whilst less people said they felt safe in their local area at night (60%).

Residents also provided information about their fears of specific crimes which we can link to wider CSP issues; 46% of respondents were concerned about someone breaking into their home and 56% were worried about being a victim of fraud or identity theft. We know that burglary and rogue trading, a type of fraud, are common amongst serious organised crime groups and that burglary is also often used to fund dependencies associated with substance misuse.

Some residents (29%) are worried about being attacked or assaulted. A further 38% are worried about being pestered or insulted in the street. These can be linked to substance misuse, mental health issues or general Anti-Social Behaviour (ASB), but can also be linked to domestic abuse, with 50% violent crime not occurring in a public place.

Overall the survey showed that residents support the need to continue to actively work towards reducing and preventing crimes in our community. More information on the resident survey results is available [here](#).

MBC's Strategic Plan 2019-2024 includes Safe, Clean and Green as a priority. This was also identified as a priority through a budgeting survey.

Local Community Safety Considerations:

The borough of Maidstone covers 40,000 hectares and is situated in the heart of Kent. The borough's population is the largest in Kent with approximately 70% of its population living in urban areas and is strategically located between the Channel Ports and London, with direct connections to both via the M20 and M2 motorways. Maidstone is the county town of Kent and hosts one of the largest retail centres in the South East and is serviced by three central railway stations which connect to London, the coast and to the Medway towns. It also boasts one of the largest night time economies in the county. The town itself now benefits from the introduction of the Maidstone's Business Improvement District which, alongside a growing MaidSafe community, works in partnership with the police, local authorities and local businesses to reduce business crime in Maidstone, increase trade and make Maidstone a safer environment for its staff, customers and visitors.

Where our borough is located and our economy, including the sheer number of visitors the borough has throughout the year, are all factors that are considered as part of our priority setting.

Direct links to London and the Medway towns provides fantastic opportunities for people to live and work in the borough, which also provides opportunities for criminals to exploit these networks. A direct example of this is the threat of County Line gangs who use the rail networks to illegally distribute and deal dangerous drugs from one city/town to another.

Currently, due to the collection format of the information collated by partner agencies, the geographical breakdown is not available, but consideration is given to trends and concerns are raised in both urban and rural communities. This includes those issues that are experienced by both communities, such as ASB, but also more specific crimes that affect our rural communities.

Priority Setting- 2020 Update:

The SMP sets the priorities for the CSP Plan based on the analysis and interpretation of the data and survey information analysed through the strategic assessment.

Analysis of the data, alongside the professional knowledge of the existing sub-groups in the 2020 Strategic Analysis supports the SMP Priorities set out in the 2019-2022 Community Safety Plan, with only minor changes to provide greater focus on growing trends or changes in service delivery. The priorities for 2020/2021 are:

- Protecting our communities against serious, violent and organised crime (including modern-day slavery)
- Keeping children and young people safe
- Reducing the harm caused by domestic abuse (including stalking)
- Reduce the impact of substance misuse on our community
- Safeguard people whose mental health makes them vulnerable to becoming a victim or where it leads to an impact on the wider community

National concerns around violent crime, particularly with a bladed weapon, has seen the “violent” added to the priority overseen by the Serious Organised Crime Panel (SOCP) to provide greater emphasis of this risk. It will also be a core theme for the Keeping Children and Young People Safe priority as well, particularly with the introduction of the new Kent Violence Reduction Unit (VRU).

Changes in KCCs Adolescent Services and Local Children Partnership will also see the introduction of a District Contextual Safeguarding Meeting (DCSM), replacing the Community Youth Safety Group which will feed into both strategic and operational priorities that protect our young people.

In addition to these priorities, work will continue around the Government driven Prevent duty, reducing reoffending and the general duty to reduce ASB as cross-cutting themes. The priorities identified for Maidstone are reflective of those identified across the county and collated by the Kent Community Safety Partnership in the ‘Kent Community Safety Agreement’ (KCSA). They also link to the Kent Police and Crime Commissioner (PCC) ‘Safer in Kent Plan 2017-22*’. An illustration of the KCSA and PCC Plan priorities is provided in [Appendix 1](#).

*refreshed annually

Safer Maidstone Partnership Governance:

The success of the SMP is linked to the work of its sub-groups and the leadership of its Executive Board and Overview and Scrutiny Committee. This section, supported by the diagram in [Appendix 2](#), describes how the Partnership works as a structured entity and how it delivers its community safety priorities through the work of its sub-groups against specific and cross-cutting priority themes.

Safer Maidstone Partnership Executive Group (SMPEG):

The Safer Maidstone Partnership Executive Group (SMPEG) works with all other strategic boards in the borough. It offers strategic governance to ensure high quality and cost-effective services are provided within the borough. The key functions of the executive group is to:

- Provide strategic leadership and vision to make Maidstone a safer borough
- Be a strategic driver, working with all partners to support the direction of the partnership
- Delivering sustainable Community Safety Strategy (CSS) priorities and any relevant targets arising from these priorities
- Deliver statutory responsibilities held by the SMPEG
- Have oversight, receive and agree funds and funding applications relating to community safety within Maidstone

Crime and Disorder Committee:

Under the Crime and Disorder (Overview and Scrutiny) Regulations 2009, every local authority is required to have in place a Crime and Disorder Committee. The Committee is empowered to review, scrutinise and make recommendations regarding the work of the responsible authorities regarding their crime and disorder functions. The Communities, Housing and Environment Committee undertake the role of the Crime and Disorder Committee at specified meetings throughout the year. MBC Elected Members are also invited to 'Members Briefings' and training sessions, where specialist training is provided to support members in their understanding of the priorities themselves and the work that is being undertaken to address them.

Safer Maidstone Partnership:

The SMP is responsible for:

- Delivering CSP strategic priorities and any relevant targets arising from these priorities on behalf of the SMPEG
- Fulfil statutory responsibilities held by the SMPEG under the legislation
- Respond to other issues relating to community safety, which include those that may arise, from government policies or other developments

SMP Subgroups:

The Partnership is structured so that it has strategic subgroups and operational groups to develop, co-ordinate and deliver the activities of the priority themes. Each sub-group is responsible for:

- Reproducing an annual action plan containing measurable activities and indicators
- Ensuring that there are resources available to deliver these plans
- Submitting funding applications to obtain additional resources where required

The nature of some of the work is such that it is difficult to measure or show a direct impact of the work undertaken. For example, it is not possible to measure how many people are able to avoid an abusive relationship after an awareness raising event but we are able to measure the usage of the 'one-stop-shop' for people seeking further advice and assistance with domestic abuse.

For each priority theme an action plan will be agreed that has:

- A high-level outcome which set out what the Partnership is aiming to achieve
- Indicators which measure trends in associated behaviours, crimes, service usage, etc
- A series of measurable actions that the partnership believes will achieve the higher-level outcome

Using the same example, one such action is to ensure that temporal and geographical data from the 'one-stop-shop' usage is reviewed to ensure it is available to those at risk but might not be able to visit the current town centre location. The potential is to have 'pop-up' sessions if the review finds it to be necessary.

It has been agreed that the CSP governance structure for 2019-20 will not have specific working groups for mental health or substance misuse.

For mental health it was agreed that there were already strategic and operational meetings which focus on this area of work and therefore the creation of a group for the SMP was unnecessary. The weekly Community Safety and Vulnerability Group (CSVG) provides an opportunity to help the most vulnerable and to gather grass roots intelligence that help partners to understand any growing trends. In the absence of a specific subgroup it was agreed that the terms of reference for the CSVG would be reviewed to maximise its effectiveness. And that consideration would be given to the possibility of introducing a new strategic group to oversee the governance of this operational group and potentially the relevant action plan.

For substance misuse it was also agreed that whilst this is an area of concern that requires its status as a priority theme, it was not necessary to have a specific subgroup as many of the actions identified can be delivered through specific teams within the partnership. As substance misuse is often an underlying factor in the concerns raised by the other subgroups, such as 'Keeping children and young people safe', where substance misuse is identified as a particular area of concern, the work of those sub groups will also include actions for the substance misuse theme.

[Appendix 3](#) provides a summary of the sub-groups and working groups that work in each of the priority areas.

Each sub-group is also responsible for ensuring that equalities analysis is carried out to ensure that their plans conform to duties under the Equalities Act 2010.

Linked Boards

Although there is no longer a requirement for Local Strategic Boards, the Partnership and its officers are just one of a number of strategic and statutory groups across the borough where cross-cutting themes are discussed. Where possible the priority themes of this plan will be carried through into these groups to ensure that community safety priorities are embedded in other partnership strategies and in turn, those strategies are taken into account in both the CSP Plan and the work of the Partnership.

DRAFT

Priorities



Protecting our communities against serious, violent and organised crime (including modern-day slavery)



Reducing the harm caused by domestic abuse (including stalking)



Keeping children and young people safe



Reduce the impact of substance misuse on our community



Safeguard people whose mental health makes them vulnerable



Protecting our communities against serious, violent and organised crime (including modern-day slavery):

Why is this important?

Serious and organised crime cost the UK billions of pounds each year and pose a risk to both our communities and our national security. This can clearly be seen in the rise in violent crime and knife crime on a local and national level.

The Serious Violence Strategy (2018) recognises that a range of powers are held by agencies, such as local authorities, that play a vital role in supporting the police to disrupt serious and organised crime activities in the borough. Organised Crime Groups (OCG) are groups of individuals involved in serious or organised crime for personal gain. Crime is often regarded as their 'occupation'. The work of the SMP can often disrupt OCGs activity, particularly targeting those outside the protected core. Serious organised crime, whilst often linked to OCGs, can also be undertaken by individuals exploiting opportunities and vulnerabilities to undertake criminal activities for gain. These can be broad ranging from burglary through to gang related activities, such as moving drugs (County Lines) into the borough or exploiting women sexually.

In Maidstone, we have an established SOCP. The Panel meets regularly to tackle the threat, risk and harm of serious organised crime through a coordinated approach. Over the last year the SOCP have worked to actively disrupt four OCGs in both rural and urban areas, where their activities have threatened vulnerable people and the environment. Work has also disrupted repeat offenders of organised crime.

SMP Objective: The SMP will protect our communities from the illegal practices of serious organised crime groups.

What is our focus?

The SOCP has adopted the national SOC 4Ps framework, which from a local perspective, means that in relation to OCGs and crime series:

Pursue: prosecuting and disrupting criminal activity

Prevent: deterring individuals, including previous offenders from SOC

Protect: helping communities protect themselves against SOC

Prepare: manage the impact or consequence of SOC to protect communities

Year 2 - What will we do?

The SOCP will refresh its action plan to help deliver on our SMP Objective. Actions from the plan will include:

- Develop the use of powers across the SMP to tackle entrenched criminal behaviour in a new way
- Continue to raise awareness across the partnership of the importance of intelligence reporting and how to disseminate information appropriately



Reducing the harm caused by domestic abuse (including stalking):

Why is this important?

Domestic abuse is broadly described as any incident(s) of controlling, coercive, threatening behaviour, violence or abuse between those who are, or have been, intimate partners or family members. The abuse can be, but is not limited to psychological, physical, sexual, financial or emotional.



Domestic abuse continues to be under-reported and SMP has worked locally to raise awareness, which has led, in part, to a year on year increase in both reports to the police and recorded levels. Sexual violence, including rape, have also seen an increase of recorded incidents in last year, which is in part down to changes in the way crimes are recorded, but also indicates a confidence in reporting incidents.

In Maidstone, we have continued to support and protect families and individuals in high risk and repeating incidents of domestic abuse. The interventions of services such as MARAC, the commissioned Independent Domestic Violence Advisor support service (IDVA), Sanctuary Scheme and the Professionals group for repeat victims have enabled victims to reduce the impact of domestic abuse in their lives.

SMP Objective: The SMP will ensure that all communities residing in the borough can live their lives in safety without the fear or harm caused by domestic abuse.

What is our focus?

The continued increases in reporting and attendance at the 'one-stop-shop' indicates that the SMP should prioritise supporting the victims of domestic abuse through the provision of local services like MARAC, Sanctuary and IDVA.

The partnership needs to find new innovative ways to raise awareness so that people can seek advice and are confident in reporting abuse when it occurs. The increase of victims coming forward should not be seen as a negative as we need victims to continue to come forward so that we can determine the full extent of the issue within our borough.

We will support children who witness domestic abuse in their home and through our Keeping Children and Young People Safe group will promote safer relationships, helping young people make better choices and increasing their confidence to report issues.

Year 2 - What will we do?

The Domestic Abuse Forum will refresh their action plan to deliver on our SMP Objective. New actions for the plan will include:

- Develop the role out of Domestic Abuse Champions across all partners and the private sector to continue to break the silence on Domestic Abuse.
- Introduce Domestic Abuse Champions into rural communities to provide victims in more isolated communities the opportunity to get support when they need it.

Keeping children and young people safe:

Why is this important?

We know that some of our children and young people live in abusive and violent households and some are affected by drugs and alcohol. We also know that many are confident and driven. Young people are often affected by issues across our priority themes which affect them more deeply, causing longer term damage. We must safeguard our young people from individuals that intend to cause them harm through the supply of drugs and sexual exploitation (CSE). We must also challenge growing trends such as knife crime, serious youth violence and the impact of gang culture in our young people.



In Maidstone, cannabis use continues in our young people is high and has increased steadily over the last 8 years. For young people, cannabis is more readily available than alcohol but can be expensive, resulting in more young people becoming involved in offending to fund their drug use.

There also remains a concern that the behaviour of some of our young people puts individuals and communities at risk and that increases in our young people's own fear is leading to a worrying national trend of carrying knives for safety.

SMP Objective: The SMP we will protect our young people from those that put them at risk.

What is our focus?

Our refocussed Community Youth Safety Group (CYSG) has been identified as being suitable for rolling out an Adolescent Risk Management meeting structure that has been piloted in West Kent. The new District Contextual Safeguarding Meeting (DCSM) will continue to raise awareness of the risks our young people face, with a new escalation pathway for individuals, groups and places to a Complex Adolescent Risk Meeting (CARM). With no "home grown" gang in Maidstone, vigilance is needed to ensure our young people are aware of the threat posed by London and other Kent based gangs, gang culture itself and the associated CSE/substance misuse issues. We must also identify and divert the activities of disruptive groups of young people within our communities where their behaviour causes an increase in the fear of crime.

The DCSM will continue to have a broad membership, with representatives from schools and our youth outreach specialists. The SMP will also ensure the DCSM feeds into the revamped Local Children's Partnership Group and their strategic priorities around Communities, Resilience and Families and the new VRU.

Year 2 - What will we do?

The DCSM will update their action plan to help deliver on our SMP Objective. Actions from the revised plan will include:

- Adopt the new DCSM meeting structure
- Introduce the new "My Place" initiative, supporting young people whose families are placed in Maidstone as a result of violent or gang related concerns
- Maximise the reach of the Voice of Young Maidstone survey to ensure the results provide an excellent analytical product for professionals and parents in the borough
- Utilise further funding opportunities provided by the VRU to deliver the improved services and opportunities

Reduce the impact of substance misuse on our community:

Why is this important?

People who misuse drugs, alcohol or other substances cause considerable harm to themselves and to our communities. The harm they cause is not only their own physical and mental health but can also impact on the wellbeing of their families. The communities in which they live can also be harmed through crime, disorder and ASB associated with substance misuse.

The impact of substance misuse across each of the priorities has led to this area being kept as a priority, not just a cross-cutting theme. It has been agreed that whilst it is not necessary to have a specific sub-group for this theme in itself, there is still a need for an action plan that can be delivered through specific teams and through the work of Serious Organised Crime Panel (gangs and supply chains) and Youth Safety sub-groups (cannabis, cigarette and alcohol abuse in young people).

SMP Objective: The Safer Maidstone Partnership will encourage people to seek the support to overcome addiction, particularly those who are part of 'high risk' cohorts.

What is our focus?

The Serious Organised Crime Panel, and associated policing teams, will play a key role in ensuring that drugs and illicit substances are difficult, if not impossible to find in Maidstone. Where this extends to illicit tobacco, relationships are being put in place with KCC Trading Standards to undertake joint action to rid the borough of this illegal trade. For the DCSM, there will be a focus on ensuring that our young people are reminded of the dangers that exist, particularly in relation to gangs and County Lines trafficking. We will build on the success of the Housing First project in supporting our street homeless, particularly those individuals that are the hardest to engage, to assist them accessing the support they need to overcome their addictions. A new project will be launched to help reach treatment-resistant drinkers and we will change the way the enforcement of the current Public Space Protection Order (PSPO) for drinking is enforced to empower officers to tackle people who are drinking and are anti-social in a public place.

Year 2 - What will we do?

The Community Protection Team on behalf of the Safer Maidstone Partnership will develop an action plan to help deliver on our SMP Objective across the sub-groups and services. Actions from the plan will include:

- Revisit the powers available to disrupt the illegal sale of tobacco/alcohol including closure orders
- Support the introduction of the Safer Socialising Scheme
- Review the substance misuse responses to the Voice of Young Maidstone Survey and adapt services as necessary



Safeguard people whose mental health makes them vulnerable to becoming a victim or where it leads to an impact on the wider community:

Why is this important?

The mental health of our residents can be affected greatly by the behaviour of others, particularly where the behaviour goes unchallenged. Whether that is the behaviour of inconsiderate neighbours or a coercive and/or controlling partner, the impact can have a significant impact on an individual's quality of life. Mental Health concerns can lead to people targeting their vulnerability and abusing them for financial or other forms of gain. People with mental health concerns can also be the cause of anti-social behaviour themselves, which affects others or a wider community. They can also become isolated, lose their support network and neglect their own care.



Mental health, like substance misuse, cuts across all our priority themes and is a growing concern in Maidstone with more police and local authority investigations containing concerns about the mental health of either the victim or the perpetrator. This is evident in the weekly Community Safety and Vulnerability Group (CSVG) where an estimated 75% of cases relate to Mental Health for either the perpetrator or the victim.

Across the priority themes there are also cohorts, like our young people, the victims of domestic abuse and those who misuse substances, that are experiencing higher prevalence of mental health problems.

SMP Objective: The Safer Maidstone Partnership will work to reduce the community impact of Mental Health, particularly where a person's poor mental health results in them being either the cause or the victim of anti-social behaviour or crime.

What is our focus?

The CSVG will continue to meet weekly to support the most vulnerable in our community. We will look to introduce a steering group for vulnerability to oversee the CSVG and support its work and identify trends that need more support. Across the Priority Themes we will ensure the mental health of the vulnerable is protected from activities and behaviours that threaten to cause harm.

Year 2 - What will we do?

The Community Safety Unit, including the Community Protection Team, will develop a revised action plan to help deliver on our SMP Objective across the sub-groups, the CSVG and relevant services. The action plan will include:

- Refresh the CSVG terms of reference to incorporate and new referral process
- Host an awareness raising summit that ensures partners are aware of the signs and dangers of self-neglect in the community

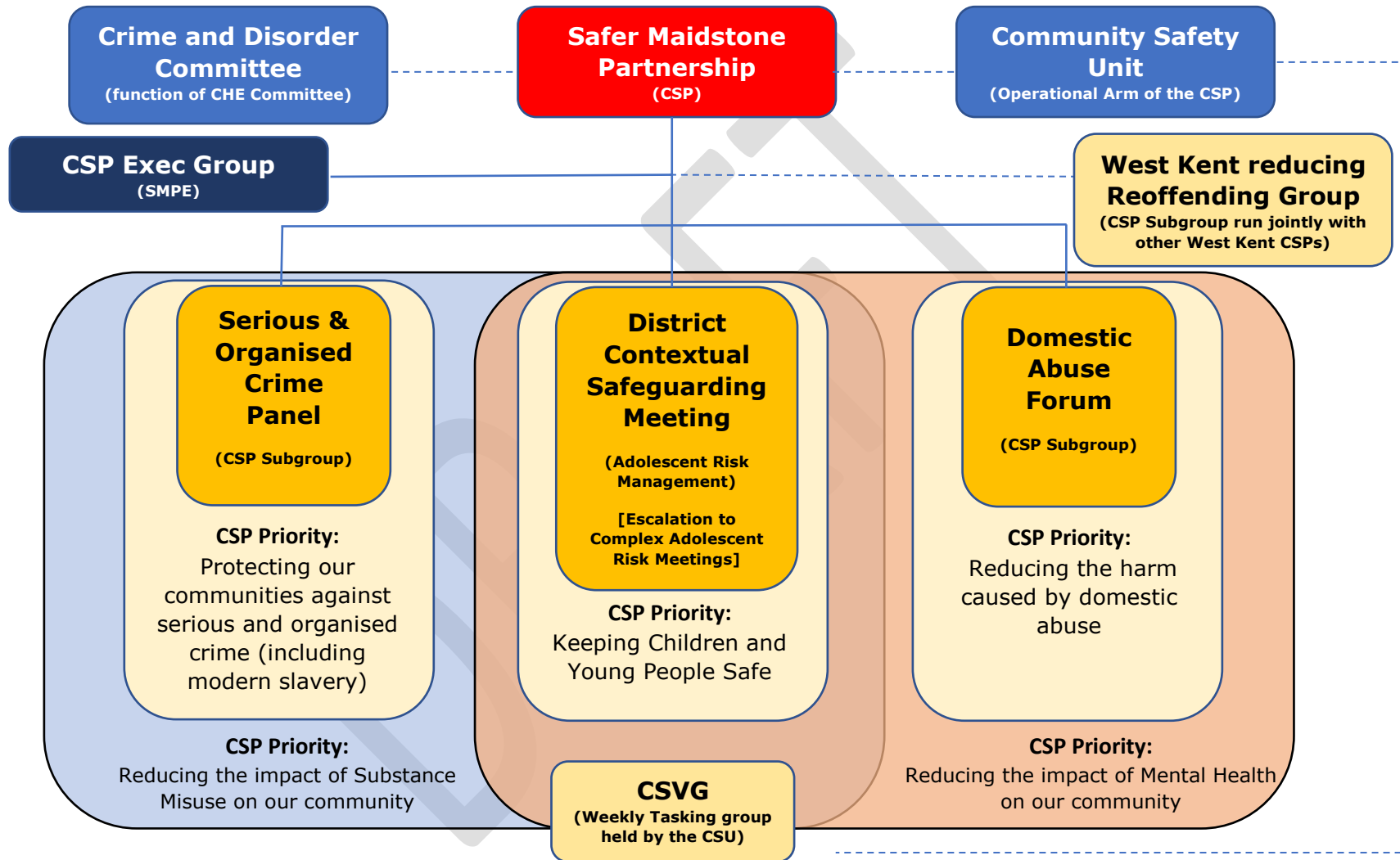
Appendices

Appendix 1- Priorities & cross cutting themes for the CSA and the PCC:



Source= Kent Community Safety Partnership 'Kent Community Safety Plan- April 2018'

Appendix 2- Safer Maidstone Partnership Structure and Priorities:



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Appendix 3- Summary of the sub-groups and working groups that work in each of the priority areas:

Priority Theme	<u>Sub-groups and Working Groups delivering the action plans (not an exhaustive list)</u>
Protecting our communities against serious and organised crime (including modern slavery)	<ul style="list-style-type: none"> • <u>Serious & Organised Crime Panel</u> • Kent Environmental Crime Waste Practitioners Group
Reducing the harm caused by domestic abuse	<ul style="list-style-type: none"> • <u>Domestic Abuse Forum</u> • Vulnerable Investigation Team Professionals meeting for repeat victims
Keeping Children and Young People Safe	<ul style="list-style-type: none"> • District Contextual Safeguarding Meeting (DSCM), with escalation to Complex Adolescent Risk Meetings • Maidstone Local Children's Partnership Group • Adolescent Risk Management panel
Reducing the impact of Substance Misuse on our community	<ul style="list-style-type: none"> • As part of DCSM • The work of the Community Protection, Homeless Outreach with Change Live Grow (CGL) and Licensing teams
Reducing the impact of Mental Health on our community	<ul style="list-style-type: none"> • Community Safety and Vulnerability Group and its steering group • MBC Safeguarding Board

Appendix 4- Glossary of terms and acronyms:

ASB = Anti-Social Behaviour	IOM = Integrated Offender Management
CCG = Clinical Commissioning Group	KCC = Kent County Council
CDAP = Community Domestic Abuse Programme	KSSCRC = Kent Surrey & Sussex Community Rehabilitation Company
CDRP = Crime and Disorder Reduction Partnership	MARAC = Multi Agency Risk Assessment Conference
CARMS= Complex Adolescent Risk Meetings	MBC = Maidstone Borough Council
CGL = Change, Grow, Live (West Kent Drug & Alcohol Wellbeing Service in Maidstone)	Modern-day slavery= Human trafficking– involves transporting, recruiting or harbouring people for the purpose of exploitation, using violence, threats or coercion.
County Lines= County lines commonly involves the illegal distribution and dealing of seriously dangerous drugs from one city/town to another.	NPS = National Probation Service or New Psychoactive Substances depending on context
CSE = Child Sexual Exploitation	OCG = Organised Crime Group
CSP = Community Safety Partnership	One Stop Shop= Drop in service for victims of Domestic Violence.
CSU = Community Safety Unit	PCC = Police & Crime Commissioner
CSVG= Community Safety and Vulnerability Group	PSPO = Public Space Protection Order
DA = Domestic Abuse	SMP = Safer Maidstone Partnership
DCSM = District Contextual Safeguarding Meeting	SMPE= Safer Maidstone Partnership Executive Group
IDVA = Independent Domestic Violence Advisor	VRU = Violence Reduction Meeting

**'Where people feel safe
and are safe'**

maidstone.gov.uk



Agenda Item 18

MAIDSTONE BOROUGH COUNCIL

COUNCIL

15 JULY 2020

REPORT OF THE DEMOCRACY AND GENERAL PURPOSES COMMITTEE HELD ON 1 JULY 2020

EXTENSION OF THE APPOINTMENT OF THE INDEPENDENT PERSON

Issue for Decision

The Localism Act 2011, section 28(7) requires at least one Independent Person to be appointed, who should be consulted and whose views are to be taken into account, by the Council before it makes a decision on an allegation that it has decided to investigate regarding a breach of the members' code of conduct.

The proposal is to extend the appointment of the current Independent Person for one year from 1 August 2020 to 31 July 2021 and to advertise the role and a reserve position for appointment in 2021.

Recommendation Made

That the term for the current Independent Person be extended for one year from 1 August 2020 to 31 July 2021; and

That the role of the Independent Person and a reserve position be advertised for appointment in 2021.

Reasons for Recommendation

The Localism Act 2011, section 28(7) requires at least one Independent Person to be appointed, who should be consulted and whose views are to be taken into account, by the Council before it makes a decision on an allegation that it has decided to investigate regarding a breach of the members' code of conduct.

The proposal is to extend the appointment of the current Independent Person for one year from 1 August 2020 to 31 July 2021 and to advertise the role and a reserve position for appointment in 2021.

The term of the current appointment expires on 31 July 2020 and the Council is required to make a new appointment or to extend the term of the current appointment to enable the statutory duty to be extended. The proposal is to extend the appointment of the current Independent Person for a year and to advertise the role and a reserve position to be appointed in July 2021. The role of the Independent Person assists the Council in dealing with complaints effectively and efficiently and is essential in ensuring high standards of conduct amongst members are upheld as this is an integral part of the decision making process regarding code of conduct complaints.

Alternatives Considered and Why Not Recommended

That the Council could decide not to extend the term of the current Independent Person for a period of one year until 31 July 2021 but this would require a full process to be gone through at a difficult time when the Council has adopted the general approach of extending roles and responsibilities through to May 2021.

Background Documents

Extension of the appointment of the Independent Person – Report to the Democracy and General Purposes Committee – 1 July 2020

Agenda Item 22

COUNCIL MEETING

15 JULY 2020

REVIEW OF ALLOCATION OF SEATS ON COMMITTEES FOLLOWING A VACANCY

Final Decision-Maker	Council
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Ryan O'Connell, Democratic and Electoral Services Manager
Classification	Public
Wards affected	All

Executive Summary

As there is a vacancy on the Council it is a requirement that the allocation of seats and political balance is reviewed at the earliest possible opportunity. The report sets out the new allocation of seats to meet that requirement.

Purpose of Report

Decision

This report makes the following recommendation to Council:

1. That the allocation of seats on Committees be as set out in Appendix 1 to this report; and
2. That the wishes of the Group Leaders with regard to Membership of Committees be accepted as at Appendix 2.

Timetable

Meeting	Date
Council Meeting	15 July 2020

REVIEW OF ALLOCATION OF SEATS ON COMMITTEES FOLLOWING A VACANCY

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	There are no direct impacts on corporate priorities arising from this, but the Committees when in place discharge the functions delegated to them having regard where appropriate to the Council's strategic objectives.	Democratic Services Officer
Risk Management	See section 5 below.	Democratic Services Officer
Financial	The Committees appointed having regard to the political balance requirements form part of the plan for the committee system of governance and as such there are no additional financial implications.	Section 151 Officer
Staffing	There are no staffing implications.	Democratic Services Officer
Legal	The Council must allocate seats on Committees to the different political groups to reflect the size of each political group – section 15 of the Local Government and Housing Act 1989. Consideration should be given to the matters outlined in the legislation.	Head of Mid-Kent Legal Services
Privacy and Data Protection	No specific issues arise.	Data Protection Officer
Equalities	The review will ensure an equitable political representation in membership of Committees.	Equalities and Corporate Policy Officer
Crime and Disorder	No specific issues arise.	Democratic Services Officer

Procurement	No specific issues arise.	Democratic Services Officer
Cross Cutting Objectives	No specific issues arise.	Democratic Services Officer

2. INTRODUCTION AND BACKGROUND

2.1 The Council has a statutory requirement under the Local Government and Housing Act 1989 to ensure political proportionality in the membership of Committees. As a result of the vacancy, the composition of the Council is as follows:

Conservative	24
Liberal Democrat	20
Independent	4
Labour	4
Independent Maidstone	2
Vacancy	1
Total	55

2.2 As the impact of the vacancy was to reduce the Conservative Membership of the Council by one, the Conservative Group Leader was consulted to establish which Conservative committee places would be transferred to the vacancy. In effect the vacancy is owed two Conservative seats on Committees.

2.3 Appendix 1 reflects the changes to committee places.

2.4 Following the changes to committee places some adjustment to Committee Memberships is required and the wishes of the Conservative Group Leader are recommended to be accepted in this regard, these are set out at Appendix 2.

3. AVAILABLE OPTIONS

3.1 The allocation of seats on individual Committees which achieves overall political balance is set out in Appendix 1.

3.2 The Council could agree the changes proposed.

3.3 The Council could agree alternative seat allocations as long as they are politically balanced (or paragraph 3.4 is taken into account) – however in order to do so the whole balance of seats on committees would need to be reviewed including all previous Group negotiations on trading of seats etc.

3.4 Section 17 of the Local Government and Housing Act 1989 provides for exceptions to the political balance requirements. Essentially, the Council can amend the political balance of a Committee provided that notice of the intention to give such consideration has been given to all Members of the

Council and that when the alternative arrangements are put to the vote at the Council meeting, no Member of the Council votes against them.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATION

- 4.1 Given the nature of the change and the vacancy only directly impacting on one Group it is recommended that the proposed allocation of seats on individual Committees, which achieves overall political balance, be as set out in Appendix 1.
-

5. RISK

- 5.1 The review of the allocation of seats on Committees will ensure an appropriate political balance in membership of Committees.
-

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Group Leaders have been made aware of this report coming to Council and no additional changes to Committee Memberships have been requested beyond those outlined.
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 Once the allocation of seats has been decided upon, there is a duty to give effect to the allocation by making appointments to them in accordance with the wishes of the Group Leaders on behalf of their respective Political Groups.
-

8. REPORT APPENDICES

Appendix 1: Review of Allocation of Seats on Committees
Appendix 2: Committee Memberships

9. BACKGROUND PAPERS

None

ALLOCATION OF SEATS ON COMMITTEES

Service Committees											
	Policy and Resources Committee	Strategic Planning and Infrastructure Committee	Communities, Housing and Environment	Economic Regeneration and Leisure Committee	Planning Committee	Licensing Committee	Audit, Governance and Standards Committee	Joint Transportation Board	Democracy and General Purposes Committee	Total of entitlement on individual Committees	Overall entitlement
Seats to be Allocated	15	9	9	9	13	13	9	9	9	95	95
Conservative	7	4	4	4	6	6	3	3	4	41	41
Liberal Democrat	5	3	3	3	5	5	4	3	4	35	35
Independent	1	1	0	1	1	1	0	1	1	7	7
Labour	1	1	1	1	1	1	1	0	0	7	7
Independent Maidstone	1	0	1	0	0	0	0	1	0	3	3
Vacancy	0	0	0	0	0	0	1	1	0	2	2
Total Allocated	15	9	9	9	13	13	9	9	9	95	95

COMMITTEE (AND SUBSTITUTE) MEMBERSHIP 2019/2020

POLICY AND RESOURCES COMMITTEE

MEMBERS

CON x 7	LIB DEM x 5	IND x 1	LAB x 1	IND MS x 1
BLACKMORE	CLARK	GOOCH	McKAY	NEWTON
BURTON M	COX - CH			
CHAPPELL-TAY	ENGLISH			
PERRY - VCH	HARVEY			
PURLE	MORTIMER			
ROUND				
SPRINGETT				

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BRICE	GRIGG	MUNFORD	ADKINSON	POWELL
BURTON D	HASTIE	SAMS J	HARPER	
GARLAND	JOY	SAMS T	ROSE M	
GARTEN	VIZZARD			
McLOUGHLIN	WEBB			
ROSE D	WILBY			

STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE

MEMBERS

CON x 4	LIB DEM x 3	IND x 1	LAB x 1	IND MS x 0
BURTON D - CH	CLARK	MUNFORD	McKAY	
GARTEN	ENGLISH			
PARFITT-REID	GRIGG - VCH			
De WIGGONDENE-SHEPPARD				

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BRICE	COX	GOOCH	ADKINSON	
CHAPPELL-TAY	FERMOR	SAMS J	HARPER	
EVES	HASTIE	SAMS T	ROSE M	
PERRY	KIMMANCE			
SPOONER	MORTIMER			
SPRINGETT	WILBY			

COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE

MEMBERS

CON x 4	LIB DEM x 3	IND x 0	LAB x 1	IND MS x 1
BURTON M	JOY		ROSE M	POWELL - VCH
PURLE	KHADKA			
ROSE D	MORTIMER - CH			
YOUNG				

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BRINDLE	COX		ADKINSON	NEWTON
EVES	FERMOR		HARPER	
GARTEN	FISSENDEN		McKAY	
PARFITT-REID	KIMMANCE			
PERRY	ROBERTSON			
SPRINGETT				

ECONOMIC REGENERATION AND LEISURE COMMITTEE

MEMBERS

CON x 4	LIB DEM x 3	IND x 1	LAB x 1	IND MS x 0
BARTLETT	COX	GOOCH	HARPER - CH	
BLACKMORE - VCH	LEWINS			
FORT	WEBB			
HINDER B				

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BRINDLE	FISSENDEN	MUNFORD	ADKINSON	
CHAPPELL-TAY	HARVEY	SAMS J	McKAY	
GARLAND	HASTIE	SAMS T	ROSE M	
McLOUGHLIN	JOY			
PERRY	MORTIMER			
YOUNG				

PLANNING COMMITTEE

MEMBERS

CON x 6	LIB DEM x 5	IND x 1	LAB x 1	IND MS x 0
BRINDLE	ENGLISH - CH	MUNFORD	ADKINSON	
CHAPPELL-TAY	HARWOOD			
EVES	KIMMANCE			
PARFITT-REID	VIZZARD			
PERRY	WILBY			
SPOONER - VCH				

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BRICE	CLARK	GOOCH	McKAY	
YOUNG				

LICENSING COMMITTEE

MEMBERS

CON x 6	LIB DEM x 5	IND x 1	LAB x 1	IND MS x 0
FORT	FISSENDEN	SAMS J	ROSE M - VCH	
GARTEN	GRIGG			
HINDER B	JOY - CH			
To Be Confirmed PURLE	NAGHI			
SPRINGETT	ROBERTSON			

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BLACKMORE	HARVEY	SAMS T	HARPER	
BURTON M	KHADKA		McKAY	
MCLOUGHLIN	LEWINS			
ROSE D				

AUDIT, GOVERNANCE AND STANDARDS COMMITTEE

MEMBERS

CON x 3	LIB DEM x 4	IND x 0	LAB x 1	IND MS x 0	Vacancy x 1
BRINDLE	COX		ADKINSON - VCH		Vacant
PERRY	DALEY				
ROUND	FISSENDEN				
	HARVEY - CH				

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BLACKMORE	ENGLISH		HARPER	
BURTON M	GRIGG		McKAY	
CUMING	KHADKA		ROSE M	
GARLAND	LEWINS			
GARTEN	MORTIMER			
PURLE				

MAIDSTONE JOINT TRANSPORTATION BOARD

MEMBERS

CON x 3	LIB DEM x 3	IND x 1	LAB x 0	IND MS x 1	Vacancy x 1
BURTON D - VC	CLARK	SAMS T		POWELL	Vacant
CUMING	KIMMANCE				
HINDER B	WILBY				

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
FORT	COX	GOOCH		NEWTON
GARTEN	ENGLISH	MUNFORD		
PERRY	GRIGG	SAMS J		
SPOONER	LEWINS			
YOUNG	MORTIMER			
	VIZZARD			

DEMOCRACY AND GENERAL PURPOSES COMMITTEE

MEMBERS

CON x 4	LIB DEM x 4	IND x 1	LAB x 0	IND MS x 0
BLACKMORE	HASTIE	GOOCH - CH		
CHAPPELL-TAY	JOY			
PERRY	LEWINS			
PURLE	WEBB - VCH			

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BRICE	COX	MUNFORD		
CUMING	ENGLISH	SAMS J		
GARTEN	KIMMANCE	SAMS T		
McLOUGHLIN	MORTIMER			
RING	WILBY			
ROSE D				

Agenda Item 23

COUNCIL (ACTING AS CORPORATE TRUSTEE OF THE CHARITY KNOWN AS THE COBTREE MANOR ESTATE) MEETING

15 JULY 2020

REVIEW OF ALLOCATION OF SEATS ON COMMITTEES FOLLOWING A VACANCY

Final Decision-Maker	Council
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Ryan O'Connell, Democratic and Electoral Services Manager
Classification	Public
Wards affected	All

Executive Summary

As there is a vacancy on the Council it is a requirement that the allocation of seats and political balance is reviewed at the earliest possible opportunity. This report sets out the outcome of the review.

Purpose of Report

Decision

This report makes the following recommendation to Council:

1. That it be noted that there is no impact on the seats on the Committee; and
2. That the wishes of the Group Leaders with regard to Membership of the Committee be accepted as at Appendix 1.

Timetable

Meeting	Date
Council Meeting	15 July 2020

REVIEW OF ALLOCATION OF SEATS ON COMMITTEES FOLLOWING A VACANCY

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	There are no direct impacts on corporate priorities arising from this, but the Committees when in place discharge the functions delegated to them having regard where appropriate to the Council's strategic objectives.	Democratic Services Officer
Risk Management	See section 5 below.	Democratic Services Officer
Financial	The Committees appointed having regard to the political balance requirements form part of the plan for the committee system of governance and as such there are no additional financial implications.	Section 151 Officer
Staffing	There are no staffing implications.	Democratic Services Officer
Legal	The Council must allocate seats on Committees to the different political groups to reflect the size of each political group – section 15 of the Local Government and Housing Act 1989. Consideration should be given to the matters outlined in the legislation.	Head of Mid-Kent Legal Services
Privacy and Data Protection	No specific issues arise.	Data Protection Officer
Equalities	The review will ensure an equitable political representation in membership of Committees.	Equalities and Corporate Policy Officer
Crime and Disorder	No specific issues arise.	Democratic Services Officer

Procurement	No specific issues arise.	Democratic Services Officer
Cross Cutting Objectives	No specific issues arise.	Democratic Services Officer

2. INTRODUCTION AND BACKGROUND

2.1 The Council has a statutory requirement under the Local Government and Housing Act 1989 to ensure political proportionality in the membership of Committees. As a result of the vacancy, the composition of the Council is as follows:

Conservative	24
Liberal Democrat	20
Independent	4
Labour	4
Independent Maidstone	2
Vacancy	1
Total	55

2.2 Due to there being a single vacancy there is no impact on the balance of either the Cobtree Manor Estate Charity Committee or the Queens Own Royal West Kent Regiment Museum Trust Committee.

2.3 However, following the vacancy arising there is currently a Conservative vacancy on the Committee. Therefore the wishes of the Conservative Group Leader are recommended to be accepted in this regard, these are set out at Appendix 1.

3. AVAILABLE OPTIONS

3.1 The wishes of Group Leaders as to Membership of Committees should be accepted.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATION

4.1 The wishes of Group Leaders as to Membership of Committees should be accepted.

5. RISK

5.1 The review of the allocation of seats on Committees will ensure an appropriate political balance in membership of Committees.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Group Leaders have been made aware of this report coming to Council and no additional changes to Committee Memberships have been requested beyond those outlined.
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 Membership of the Committees will be implemented immediately.
-

8. REPORT APPENDICES

Appendix 1: Committee Membership

9. BACKGROUND PAPERS

None

COBTREE MANOR ESTATE CHARITY COMMITTEE**MEMBERS**

CON X 2	LIB DEM X 2	IND X 1	LAB X 0	IND MS X 0
To be Confirmed	COX	GOOCH - VCH		
PERRY	DALEY			

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BLACKMORE	JOY	MUNFORD		
McLOUGHLIN	ENGLISH	SAMS J		
		SAMS T		

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE**MEMBERS**

CON X 2	LIB DEM X 2	IND X 0	LAB X 1	IND MS X 0
CUMING	COX - VCH		HARPER - CH	
ROUND	ROBERTSON			

SUBSTITUTES

CON	LIB DEM	IND	LAB	IND MS
BURTON M	NAGHI		ADKINSON	
PERRY	VIZZARD		McKAY	
PURLE			ROSE M	

COUNCIL (ACTING AS CORPORATE TRUSTEE OF THE CHARITY KNOWN AS THE QUEEN’S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST) MEETING

15 JULY 2020

REVIEW OF ALLOCATION OF SEATS ON COMMITTEES FOLLOWING A VACANCY

Final Decision-Maker	Council
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Ryan O’Connell, Democratic and Electoral Services Manager
Classification	Public
Wards affected	All

Executive Summary

As there is a vacancy on the Council it is a requirement that the allocation of seats and political balance is reviewed at the earliest possible opportunity. This report sets out the outcome of the review.

Purpose of Report

For noting

This report makes the following recommendation to Council:

1. That it be noted that there is no impact on the seats on the Queen’s Own Royal West Kent Regiment Museum Trust Committee.

Timetable

Meeting	Date
Council Meeting	15 July 2020

REVIEW OF ALLOCATION OF SEATS ON COMMITTEES FOLLOWING A VACANCY

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	There are no direct impacts on corporate priorities arising from this, but the Committees when in place discharge the functions delegated to them having regard where appropriate to the Council's strategic objectives.	Democratic Services Officer
Risk Management	See section 5 below.	Democratic Services Officer
Financial	The Committees appointed having regard to the political balance requirements form part of the plan for the committee system of governance and as such there are no additional financial implications.	Section 151 Officer
Staffing	There are no staffing implications.	Democratic Services Officer
Legal	The Council must allocate seats on Committees to the different political groups to reflect the size of each political group – section 15 of the Local Government and Housing Act 1989. Consideration should be given to the matters outlined in the legislation.	Head of Mid-Kent Legal Services
Privacy and Data Protection	No specific issues arise.	Data Protection Officer
Equalities	The review will ensure an equitable political representation in membership of Committees.	Equalities and Corporate Policy Officer
Crime and Disorder	No specific issues arise.	Democratic Services Officer

Procurement	No specific issues arise.	Democratic Services Officer
Cross Cutting Objectives	No specific issues arise.	Democratic Services Officer

2. INTRODUCTION AND BACKGROUND

2.1 The Council has a statutory requirement under the Local Government and Housing Act 1989 to ensure political proportionality in the membership of Committees. As a result of the vacancy, the composition of the Council is as follows:

Conservative	24
Liberal Democrat	20
Independent	4
Labour	4
Independent Maidstone	2
Vacancy	1
Total	55

2.2 Due to there being a single vacancy there is no impact on the balance of either the Cobtree Manor Estate Charity Committee or the Queen's Own Royal West Kent Regiment Museum Trust Committee.

3. AVAILABLE OPTIONS

3.1 That the outcome of the review be noted.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATION

4.1 That the outcome of the review be noted.

5. RISK

5.1 The review of the allocation of seats on Committees will ensure an appropriate political balance in membership of Committees.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 Group Leaders have been made aware of this report coming to Council and no additional changes to Committee Memberships have been requested beyond those outlined.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 None.

8. REPORT APPENDICES

None

9. BACKGROUND PAPERS

None