

**MAIDSTONE BOROUGH COUNCIL**

**MINUTES OF THE LOCAL DEVELOPMENT DOCUMENT TASK  
AND FINISH SCRUTINY PANEL MEETING HELD ON TUESDAY  
20 SEPTEMBER 2011**

**PRESENT:** Councillor Burton (Chairman)  
Councillors Ash, English, FitzGerald, Harwood, Paine  
and Springett

**30. The Committee to consider whether all items on the agenda should be web-cast.**

**Resolved:** That all items on the agenda be web-cast.

**31. Apologies.**

Councillor Mrs Fran Wilson sent her apologies.

**32. Notification of Substitute Members**

There were no Substitute Members.

**33. Notification of Visiting Members**

There were no Visiting Members.

**34. Disclosures by Members and Officers**

There were none.

**35. To consider whether any items should be taken in private because of the possible disclosure of exempt information.**

**Resolved:** That all items be taken in public as proposed.

**36. Minutes of the Meeting Held on 24 August 2011**

**Resolved:** That subject to the amendment of minute 27, to read "Mrs Churchill informed the Scrutiny Panel that a press briefing was held on 10 August 2011" the minutes of the meeting held on 24 August 2011 be agreed as a correct record and duly signed by the Chairman.

**37. To consider the Local Development Scheme 2011**

The Chairman welcomed Sue Whiteside, Team Leader of Spatial Policy to the meeting. Mrs Whiteside gave a presentation on the Local Development Scheme 2011, attached at Appendix A.

In answer to a question, Mrs Whiteside explained that the Development Delivery document would take longer to prepare because it was a more complex document than the Central Maidstone Area Action Plan, which was a more focussed site area document.

The Scrutiny Panel highlighted that on page 18 of the Local Development Scheme (LDS) report, in section 2.1 reference was given to the Victoria and Medway Valley rail links, and reference should also be made to services from the South of the borough. The Scrutiny Panel requested that this paragraph be expanded to reflect the fact that more rail links are provided throughout the borough.

Members questioned how all the documents fitted together, and felt that the public would also need to understand this. Mrs Whiteside explained that the Core Strategy is the lynchpin of the LDF, and the other documents were to be in conformity with the Core Strategy, which was also a Development Plan Document. It was agreed that a diagram could be devised to illustrate this within the LDS, and this would be circulated to the Scrutiny Panel prior to the Cabinet Meeting on 12 October 2011 for information.

The Scrutiny Panel discussed the Landscape Character Assessment (LCA), and asked if this was key to making the LDS work, and whether there was sufficient time and resources to address any issues with the document. Mrs Whiteside confirmed that this was a key document. The LCA was prepared and completed by consultants using national guidelines and, although Members do have the option to reject it, it was the evidence to support Core Strategy policies and the Landscape Guidelines Supplementary Planning Document that would follow the Core Strategy. It was felt that the previous workshop that contained a presentation from Jacobs on the LCA did not allow Members to participate which had left the Members feeling they were not permitted a chance to provide input into the document. It was agreed that Mrs Whiteside would organise an interactive workshop for all Members, to allow opportunity for Members to input to the LCA, which was to be held between autumn 2011 and spring 2012.

Regarding the timetable of documents shown on page 23 of the LDS report, the Scrutiny Panel enquired if there was a reason for the Town Centre Area Action Plan being completed before the Development Delivery DPD (DD DPD), and suggested that a period of 6 months would be a long time to wait for the DD DPD and asked if this could be brought forward. Mrs Whiteside explained that work on both documents would commence at the same time, but the DD DPD would take longer to complete. It was felt by the officers within the team that it would be prudent to commence both documents once the Core Strategy had been submitted, but public consultations could not commence until the Core Strategy had been adopted, as the documents had to be in conformity with the Core Strategy.

The Scrutiny Panel suggested that the paragraphs detailing the purpose of the LDS on pages 16-17 of the report would be better placed immediately after section 1.5 on page 14.

**Resolved:** That Mrs Whiteside be thanked for the information and that:

- a) On page 18 of the Local Development Scheme 2011 report, section 2.1 reference be made to the rail links in the south of the borough, not just the Victoria and Medway Valley lines;
- b) A diagram illustrating how the various documents in the LDF relate to the Core Strategy and to each other is provided within the Local Development Scheme 2011. This diagram is to be circulated to the Scrutiny Panel prior to the Cabinet on 12 October 2011 for information;
- c) A interactive workshop be organised by Mrs Whiteside between Autumn 2011 – Spring 2012 to allow all Members a chance to engage fully with the Landscape Character Assessment document; and
- d) The paragraphs detailing the purpose of the LDS on pages 16-17 of the report be placed immediately after section 1.5 on page 14.

### **38. Future Work Programme**

The committee were informed that due to the Core Strategy consultation the Annual Monitoring Report 2011 might not be ready for the Scrutiny Panel's next meeting on 18 October 2011 and may therefore be delayed until November. The Chairman agreed that there was flexibility for this within the work programme, and that Mrs Whiteside would liaise with the Overview and Scrutiny Officer accordingly.

The Overview and Scrutiny Officer informed the Scrutiny Panel that should the October meeting not be required, that this would be her last meeting with the Scrutiny Panel as she finished her secondment in October, and Clare Wood, Policy & Performance Officer would oversee the Scrutiny Panel's needs from November onwards. The Scrutiny Panel acknowledged this, and thanked the Overview and Scrutiny Officer for her work and support during the past months, and wished her well for the future.

**Resolved:** That:

- a) Mrs Whiteside liaises with the Overview and Scrutiny Officer regarding the need for the October meeting;
- b) The Overview and Scrutiny Officer, Christina Chemsí be thanked for her work and support; and
- c) The Future Work Programme be noted.

### **39. Duration of Meeting**

6.30pm to 7.18pm.

**LDD Task and Finish Scrutiny Panel  
Local Development Scheme Notes  
20 September 2011**

1. The LDS is a project plan that identifies the DPDs and AAPs the Council proposes to prepare over a minimum 3 year period, together with the timetable for their production.
2. 8 June 2011 - Cabinet approved production of 3 DPDs to form the basis of Maidstone's 2011 LDS: the Core Strategy, Development Delivery and the Central Maidstone AAP; and agreed 3 key SPDs: Parking Strategy, Landscape Character Guidelines and Affordable Housing.
3. The publication of these documents over the next 3½ years will not signal the completion of Maidstone's LDF.
4. Initial work on Development Delivery DPD & Central Maidstone AAP to commence next summer, but public consultation cannot be undertaken before the adoption of the Core Strategy. Documents must conform to the Core Strategy.
5. Development Delivery DPD to include site specific land allocations, designated areas of protection, and development management policies.
6. Central Maidstone AAP to include policies and land allocations for the town centre and define urban regeneration areas. The focus is on regeneration.
7. The revised LDS for 2011 contains a brief introduction to the plan making process, a synopsis of the challenges for Maidstone, a review of progress of the former scheme, and the revised scheme with key dates and risk management measures that will assist in keeping the programme on track.
8. The timetable is set out on page 23 of the report. All DPDs and AAPs follow the same process: stakeholder and public engagement, publication consultation, and submission to the SoS prior to examination and final adoption.
9. SPDs are not publicly examined, but they are subject to stakeholder and public engagement before adoption.
10. The amended LDS will be presented to Cabinet on 12 October and, subject to the views of the TFSP, approval will be sought to submit the scheme to the SoS. The scheme will not come into effect until the SoS notifies the Council that he will not be issuing a direction to make amendments to the programme.

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