

PLANNING, INFRASTRUCTURE AND ECONOMIC DEVELOPMENT POLICY ADVISORY COMMITTEE MEETING

Date: Wednesday 6 March 2024
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

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

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

<u>AGENDA</u>	<u>Page No.</u>
1. Apologies of Absence	
2. Notification of Substitute Members	
3. Urgent Items	
4. Notification of Visiting Members	
5. Disclosures by Members and Officers	
6. Disclosures of Lobbying	
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information	
8. Minutes of the Meeting held on 29 January 2024	1 - 4
9. Forward Plan Relating to the Committee's Terms of Reference	5 - 10
10. 3rd Quarter Financial Update & Performance Monitoring Report	11 - 29
11. Draft Key Performance Indicators	30 - 38
12. Consideration of proposed Lighting and Greening Strategies and project plans for Maidstone town centre	39 - 53
13. Over-arching Conservation Management Plan	54 - 98

Issued on 27 February 2024

Continued Over/:



Alison Broom, Chief Executive

PART II

To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.

Head of Schedule 12 A and Brief Description

14. Bearsted Road Improvements MBC Contribution	Paragraph 3 – Financial/Business Affairs	99 - 106
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INFORMATION FOR THE PUBLIC

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 4 p.m. one clear working day before the meeting (i.e. by 4 p.m. on 4 March 2024). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899**.

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

MAIDSTONE BOROUGH COUNCIL

PLANNING, INFRASTRUCTURE AND ECONOMIC DEVELOPMENT POLICY ADVISORY COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY 29 JANUARY 2024

Attendees:

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

112. APOLOGIES OF ABSENCE

There were no apologies.

113. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

114. URGENT ITEMS

There were no urgent items.

115. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

116. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

117. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

118. EXEMPT ITEMS

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

119. MINUTES OF THE MEETING HELD ON 10 JANUARY 2024

RESOLVED: That the Minutes of the meeting held on 10 January 2024 be approved as a correct record and signed.

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

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

121. BIODIVERSITY AND CLIMATE CHANGE ACTION PLAN UPDATE

The Cabinet Member for Planning, Infrastructure and Economic Development introduced the report and stated that the Council was joint 35th of 186 Councils in implementing its plan. Successes included a significant reduction in carbon emissions, providing carbon literacy training, the Eco-Hub, and upgrading 17% of the Council's fleet to electric vehicles. The ambition to continue making improvements within the available budget was highlighted.

In response to comments made by the Committee:

- The Biodiversity and Climate Change Manager advised that visitors to the Eco Hub had more than doubled this year, with events delivered in partnership with 18 businesses with sustainable credentials. The team looked to target re-opening the hub in the Winter and half term periods to encourage greater attendance and would focus on raising awareness to lower utility bills.

The Council had software that modelled a net zero scenario for all properties in the borough, allowing for further retrofitting, solar PV and funding opportunities to be looked into.

- The Head of Insight, Communities and Governance stated that staff travel to work was collected through a survey, to shape options to reduce emissions, such as car sharing being offered; the data could be provided with future updates once the data had been finalised.
- The Cabinet Member stated, where possible and practical, the Council would use the latest technology to support net zero housing. Retrofitting existing properties would rely on national policies and funding.

Members were supportive of the aims of the Biodiversity and Climate Change Action Plan but recognised that there was more work to be done. Suggestions made during the discussion included providing cycle to work initiatives and sharing information relating to the re-wilding, planting and hedging possibilities with local environmental groups.

The Cabinet Member agreed to pass on any queries outside the Committee remit to the relevant portfolio holder.

RESOLVED to RECOMMEND to the CABINET: That the strategic considerations for tackling net zero borough wide and action plan updates shown at Appendix 1 to the report, be noted.

122. MAIDSTONE LOCAL BUS FOCUS GROUP

The Cabinet Member for Planning, Infrastructure and Economic Development introduced the report and stated that the proposed Local Bus Focus Group (LBFG) would replace the previous Quality Bus Partnership which had ended in 2021. Kent County Council (KCC) had proposed the LBFG's creation as part of a countywide strategic network. It was hoped that the LBFG would provide a mechanism for the Council to input into issues affecting the borough, with a

regular update report to be presented to the Maidstone Joint Transport Board for accountability purposes.

Option 1 of the report was the preferred option, which contained two recommendations.

The Committee supported the creation of an LBFG, but expressed concerns that the group may not be effective, could lack accountability and become a forum to discuss existing issues as opposed to pursuing improvements. Specific references were made to the following: that the rural areas needed to be represented, as there had been a reduction in the bus services available making the services more difficult to use and that alternative options should be considered; bus services were not reliable and there was a lack of accountability from service providers and; that a variety of external agencies should be involved in the LBFG to ensure its success, as well as KCC and the LBFG.

In response to the comments made the Cabinet Member stated that:

- KCC's initial proposal did not include Member engagement, but this had been put forward by the Council;
- Creating a LBFG would be an improvement on the current situation, with it hoped that the Council could secure improvements through the group. A significant amount of work had gone into the proposal;
- As the Council would be administering the LBFG, it would be appropriate to invite additional external partners where required, but KCC attendance had to be secured.
- If the Committee wished to be updated on the LBFG's creation and meetings, this should be after at least two meetings.

The Principal Planning Officer confirmed that KCC had been allocated £35.9 million in funding to support the Bus Service Improvement Plan and Enhanced Partnership network, with this to be allocated through the proposed structure. Creating a LBFG would allow the Council to put a case forward to access the funding.

RESOLVED to RECOMMEND to the CABINET MEMBER: That

1. A local bus focus group be created to allow for interaction and work on strategic issues with bus operators;
2. Delegated authority be given to the Head of Spatial Planning and Economic Development, in consultation with the Cabinet Member for Planning, Infrastructure and Economic Development, to commit the monies received from the Local Authority Bus Subsidy (Revenue) Grant, totalling £39,766, in accordance with the grant funding agreement as outlined in point 2.4 of the report; and
3. An update be provided to the Committee after at least two meetings of the local bus focus group have taken place.

123. DURATION OF MEETING

6.30 p.m. to 7.20 p.m.

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2024 TO 31 MAY 2024

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

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current Cabinet Members are:

5	 Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910	 Councillor Paul Cooper Deputy Leader and Cabinet Member for Planning, Infrastructure and Economic Development PaulCooper@Maidstone.gov.uk 01622 244070	 Councillor John Perry Cabinet Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741
	 Councillor Claudine Russell Cabinet Member for Communities, Leisure and Arts ClaudineRussell@Maidstone.gov.uk	 Councillor Patrik Garten Cabinet Member for Environmental Services PatrikGarten@Maidstone.gov.uk 01622 807907	 Councillor Lottie Parfitt-Reid Cabinet Member for Housing and Health LottieParfittReid@Maidstone.gov.uk 07919 360000

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the [Council's website](#).

Members of the public are welcome to attend meetings of the Cabinet which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on the [Council's Website](#), or you may contact the Democratic Services Team on telephone number **01622 602899** for further details.

David Burton
Leader of the Council

Details of the Decision to be taken	Decision to be taken by	Relevant Cabinet Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
<p>Over-arching Conservation Management Plan</p> <p>The over-arching Conservation Area Management Plan has been drafted to address concerns that there was limited guidance on conservation areas that do not have either a conservation area appraisal or management plan.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 6 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024	Over-arching Conservation Management Plan	<p>Janice Gooch</p> <p>JaniceGooch@Maidstone.gov.uk</p>
<p>Bearsted Road Improvements MBC Contribution</p> <p>To recommend and seek approval that Maidstone Borough Council uses £500,000 of Councils infrastructure budget within the Councils capital programme, to match investment from the National Productivity Fund secured by Kent</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 8 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024	Bearsted Road Improvements MBC Contribution	<p>Chris Inwood</p> <p>chrisinwood@maidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
County Council for the Bearsted Road improvement works.								
Town Centre Greening and Lighting UK Shared Prosperity Fund ∞	Leader of the Council	Leader of the Council	Before 15 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024	Town Centre Greening and Lighting UK Shared Prosperity Fund	Jennifer Stevens, Katie Exon Head of Environmental Services & Public Realm, Head of Property and Leisure jenniferstevens@maidstone.gov.uk, katieexon@maidstone.gov.uk
3rd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	20 Mar 2024	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024 Communities, Leisure and Arts Policy Advisory	3rd Quarter Finance, Performance and Risk Monitoring Report	Paul Holland, Adrian Lovegrove Head of Finance paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
6						<p>Committee 5 Mar 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 12 Mar 2024</p> <p>Corporate Services Policy Advisory Committee 13 Mar 2024</p>		
<p>Key Performance Indicators</p> <p>Key performance indicators are reviewed annually. This report proposes the KPIs for the period 2024/25.</p>	Cabinet	Leader of the Council	20 Mar 2024	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 12 Mar 2024</p> <p>Communities, Leisure and Arts Policy Advisory</p>	Key Performance Indicators	<p>Carly Benville, Anna Collier</p> <p>carlybenville@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
						Committee 5 Mar 2024 Corporate Services Policy Advisory Committee 13 Mar 2024		

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

6 March 2024

**3rd Quarter Finance Update & Performance Monitoring
Report 2023/24**

Timetable	
Meeting	Date
Planning, Infrastructure & Economic Development Policy Advisory Committee	6 March 2024
Cabinet Meeting	20 March 2024

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

Executive Summary

This report sets out the 2023/24 financial and performance position for the services reporting into the Planning, Infrastructure & Economic Development Policy Advisory Committee (PIED PAC) as at 31st December 2023 (Quarter 3). The primary focus is on:

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

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

Budget Monitoring

Overall net expenditure at the end of Quarter 3 for the services reporting to PIED PAC is £0.657m, compared to the approved profiled budget of £0.636m, representing an overspend of £0.020m.

Capital expenditure at the end of Quarter 3 for PIED PAC was zero against a total budget of £0.656m.

The budgets used in this report are the revised estimates for 2023/24.

Performance Monitoring

71.4% (5 of 7) the targetable quarterly KPIs reportable to this Committee achieved their Quarter 2 target.

UK Shared Prosperity Fund Update

An update on progress made against schemes using this funding is shown at Appendix 3.

Purpose of Report

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

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

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

3rd Quarter Finance Update & Performance Monitoring Report 2023/24

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

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

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

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

2. INTRODUCTION AND BACKGROUND

- 2.1 The Medium-Term Financial Strategy for 2023/24 to 2027/28 - including the budget for 2023/24 - was approved by full Council on 22nd February 2023. This report updates the Committee on how its services have performed over the last quarter with regard to revenue and capital expenditure against approved budgets.
- 2.2 The financial position for PIED needs to be considered within context of the overall financial position for Maidstone. Currently there is a forecast overspend that will need to be managed over the rest of the year to come back within budget. We know this may fluctuate as demand as costs settle during the year. The PIED PAC will need to consider any actions it may need to take to ensure it manages within its controllable budgets.
- 2.3 Attached at Appendix 1 is a report setting out the revenue and capital spending position at the Quarter 3 stage. Overall net expenditure at the end of Quarter 3 for the services reporting to PIED PAC is £0.657m compared to the approved profiled budget of £0.636m, representing an overspend of

£0.020m. Capital expenditure at the end of Quarter 3 for PIED PAC was zero against a total budget of £0.656m. There are a number of significant variances that are currently forecast by the end of the year, and these are detailed in Appendix 1.

- 2.4 Attached at Appendix 2 is a report setting out the position for the KPIs for the corresponding period. Attached at Appendix 3 is an update on progress against the Recovery & Renewal Plan and attached at Appendix 4 is an update on the UK Shared Prosperity Fund.
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3. AVAILABLE OPTIONS

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

- 4.1 In considering the current position on the Revenue budget, the Capital Programme, and the KPIs at the end of December 2023, the Committee can choose to note this information or could choose to comment.
-

5. RISK

- 5.1 This report is presented for information only and has no direct risk management implications.
- 5.2 The Council produced a balanced budget for both revenue and capital income and expenditure for 2023/24. The budget is set against a continuing backdrop of limited resources and the continuation of a difficult economic climate. Regular and comprehensive monitoring of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives the Cabinet the best opportunity to take actions to mitigate such risks.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

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

- 7.1 The Quarter 3 Budget & Performance Monitoring reports are being considered by the relevant Policy Advisory Committees during March 2024.
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8. REPORT APPENDICES

- Appendix 1: Third Quarter Budget Monitoring 2023/24
 - Appendix 2: Third Quarter Performance Monitoring 2023/24
 - Appendix 3: UK Shared Prosperity Fund Update 2023/24
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9. BACKGROUND PAPERS

None.

APPENDIX 1 – THIRD QUARTER BUDGET MONITORING

Contents

Part A: Third Quarter Revenue Budget 2023/24

- A1) Revenue Budget
- A2) Significant Variances

Part B: Third Quarter Capital Budget 2023/24

- B1) Capital Budget
- B2) Significant Variances

Part A - Third Quarter Revenue Budget 2023/24

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

A2.1 The table below provides a detailed summary of the budgeted net expenditure position for the services reporting directly into PIED PAC at the end of Quarter 3. The financial figures are presented on an accruals basis (i.e. expenditure for goods and services received, but not yet paid for, is included).

The budgets used in this report are the revised estimates for 2023/24.

A2.2 This table now shows the variance split between expenditure and income to give more of an insight into the nature of the variance.

PIED Revenue Budget: NET EXPENDITURE (@ 3rd Quarter 2023/24)

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Cost Centre	Approved (Revised) Budget for Year	Approved (Revised) Budget to 31 December 2023	Actual as at 31 December 2023	Variance as at 31 December 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Planning & Economic Development								
Building Regulations Chargeable	-395	-300	-290	15	-24	-10	-395	0
Building Control	-1	-1	-3	-1	3	3	-1	0
Development Control Advice	-293	-220	-120	-6	-94	-100	-183	-110
Development Control Appeals	138	91	95	-4	0	-4	138	0
Development Control Majors	-557	-423	-304	-1	-117	-119	-407	-150
Development Control - Other	-775	-583	-522	-42	-19	-61	-715	-60
Development Control Enforcement	75	61	41	17	2	20	75	0
Planning Policy	549	382	351	32	0	32	549	0
Neighbourhood Planning	-20	-20	-20	0	0	0	-20	0
Conservation	-11	-7	-5	4	-6	-2	-11	0
Innovation Centre	-61	-65	-28	-25	-12	-37	-61	0
Business Support & Enterprise	23	21	20	1	0	1	23	0
Business Terrace - Incubator Units	100	106	112	4	-11	-7	100	0
Business Terrace - 1st Floor MH	-37	8	75	-7	-59	-67	53	-90
Economic Dev - Promotion & Marketing	126	123	144	-10	-11	-21	126	0
Land Charges	-262	-194	-181	11	-25	-13	-262	0
Spatial Policy Planning Section	489	394	387	3	4	7	489	0
Head of Planning and Development	116	87	89	-2	0	-2	116	0
Building Surveying Section	490	369	340	28	1	29	490	0
Economic Development Section	32	35	18	12	6	18	32	0
Mid Kent Planning Support Service	356	266	218	77	-30	47	291	65
Heritage Landscape and Design Section	351	263	210	53	0	53	351	0
Innovation Centre Section	221	150	109	42	0	42	143	78
CIL Management Section	12	9	1	9	-0	9	12	0
Mid Kent Local Land Charges Section	79	59	51	73	-65	8	79	0
Development Management Section – Majors	241	181	150	30	0	30	241	0
Development Management Section – Others	1,159	869	876	-6	0	-6	1,159	0
Head of Spatial Planning and Economic Deve	112	84	76	8	0	8	112	0
Salary Slippage	-175	-131	0	-131	0	-131	-175	0
Sub-Total: Planning & Economic Development	2,082	1,616	1,890	184	-458	-274	2,349	-267

Cost Centre	Approved (Revised) Budget for Year	Approved (Revised) Budget to 31 December 2023	Actual as at 31 December 2023	Variance as at 31 December 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Parking Services								
Environment Improvements	43	41	41	-1	0	-1	43	0
Name Plates & Notices	20	15	15	0	0	0	20	0
On Street Parking	-308	-226	-270	13	31	44	-371	63
Residents Parking	-197	-142	-178	3	33	36	-247	50
Pay & Display Car Parks	-1,335	-939	-897	-33	-9	-42	-1,295	-40
Non Paying Car Parks	15	13	-1	14	0	14	5	10
Off Street Parking - Enforcement	-93	-67	-75	6	2	7	-103	10
Mote Park Pay & Display	-194	-160	-171	7	3	10	-204	10
Sandling Road Car Park	-1	-1	-47	35	12	46	-62	61
Park & Ride	102	96	-13	109	0	109	2	100
Other Transport Services	-5	-4	-24	-11	31	20	-5	0
Parking Services Section	410	395	385	9	0	9	410	0
Sub-Total: Parking Services	-1,542	-979	-1,233	150	104	254	-1,806	264
Totals:	540	636	657	334	-355	-21	543	-3

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By Cabinet Member

Cost Centre	Approved (Revised) Budget for Year	Approved (Revised) Budget to 31 December 2023	Actual as at 31 December 2023	Variance as at 31 December 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Leader of the Council								
Planning Policy	549	382	351	32	0	32	549	0
Economic Dev - Promotion & Marketing	126	123	144	-10	-11	-21	126	0
Spatial Policy Planning Section	489	394	387	3	4	7	489	0
Economic Development Section	32	35	18	12	6	18	32	0
Sub-Total: Leader of the Council	1,196	935	900	37	-1	36	1,196	0

Cost Centre	Approved (Revised) Budget for Year	Approved (Revised) Budget to 31 December 2023	Actual as at 31 December 2023	Variance as at 31 December 2023			Forecast March 2024	
	Net £000	Net £000	Net £000	Expenditure £000	Income £000	Net £000	Forecast Net £000	Forecast Variance £000
Cabinet Member for Planning, Infrastructure & Economic Development								
Building Regulations Chargeable	-395	-300	-290	15	-24	-10	-395	0
Building Control	-1	-1	-3	-1	3	3	-1	0
Development Control Advice	-293	-220	-120	-6	-94	-100	-183	-110
Development Control Appeals	138	91	95	-4	0	-4	138	0
Development Control Majors	-557	-423	-304	-1	-117	-119	-407	-150
Development Control - Other	-775	-583	-522	-42	-19	-61	-715	-60
Development Control Enforcement	75	61	41	17	2	20	75	0
Neighbourhood Planning	-20	-20	-20	0	0	0	-20	0
Conservation	-11	-7	-5	4	-6	-2	-11	0
Innovation Centre	-61	-65	-28	-25	-12	-37	-61	0
Business Support & Enterprise	23	21	20	1	0	1	23	0
Business Terrace - Incubator Units	100	106	112	4	-11	-7	100	0
Business Terrace - 1st Floor MH	-37	8	75	-7	-59	-67	53	-90
Land Charges	-262	-194	-181	11	-25	-13	-262	0
Environment Improvements	43	41	41	-1	0	-1	43	0
Name Plates & Notices	20	15	15	0	0	0	20	0
On Street Parking	-308	-226	-270	13	31	44	-371	63
Residents Parking	-197	-142	-178	3	33	36	-247	50
Pay & Display Car Parks	-1,335	-939	-897	-33	-9	-42	-1,295	-40
Non Paying Car Parks	15	13	-1	14	0	14	5	10
Off Street Parking - Enforcement	-93	-67	-75	6	2	7	-103	10
Mote Park Pay & Display	-194	-160	-171	7	3	10	-204	10
Sandling Road Car Park	-1	-1	-47	35	12	46	-62	61
Park & Ride	102	96	-13	109	0	109	2	100
Other Transport Services	-5	-4	-24	-11	31	20	-5	0
Head of Planning and Development	116	87	89	-2	0	-2	116	0
Building Surveying Section	490	369	340	28	1	29	490	0
Mid Kent Planning Support Service	356	266	218	77	-30	47	291	65
Heritage Landscape and Design Section	351	263	210	53	0	53	351	0
Innovation Centre Section	221	150	109	42	0	42	143	78
CIL Management Section	12	9	1	9	-0	9	12	0
Mid Kent Local Land Charges Section	79	59	51	73	-65	8	79	0
Development Management Section – Majors	241	181	150	30	0	30	241	0
Development Management Section – Others	1,159	869	876	-6	0	-6	1,159	0
Head of Spatial Planning and Economic Develop	112	84	76	8	0	8	112	0
Parking Services Section	410	395	385	9	0	9	410	0
Salary Slippage	-175	-131	0	-131	0	-131	-175	0
Sub-Total: Cabinet Member for Planning, Infrastructure & Economic Development	-657	-299	-243	297	-353	-56	-653	-3
Totals:	540	636	657	334	-355	-21	543	-3

A2) PIED Revenue Budget: Significant Variances

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

A2.2 The table below highlights and provides further detail on the most significant variances at the end of Quarter 3.

PIED PAC Variances (@ 3rd Quarter 2023/24)

	Positive Variance Q3	Adverse Variance Q3	Year End Forecast Variance
Planning, Infrastructure & Economic Development	£000		
PLANNING & ECONOMIC DEVELOPMENT			
Development Control Advice - Income from Planning Performance Agreements (PPAs) and pre-application planning advice generally continues to be significantly down as developers are waiting for the new Local Plan to be adopted before progressing with further applications.		-100	-110
Development Control Majors - Income from major applications also continues to be significantly down this year, as with the Planning Performance Agreements developers are waiting for the new Local Plan to be adopted before progressing with further applications.		-119	-150
Business Terrace (1st Floor Maidstone House) - Service charge costs are significantly higher than forecast, and there are also two units vacant meaning there is a shortfall in income.		-67	-90
Innovation Centre - This variance is a combination of an overspend on running costs and a shortfall of income. However, there is a projected underspend in the section budget (see below) which will offset this variance.		-37	0
Mid Kent Planning Support Service - This team had a restructure earlier in the year with a number of posts being vacant. The new structure needed to embed before vacant posts were recruited to. Two posts are currently being held vacant with a view to recruit in April 2024.	47		65
Innovation Centre Section – The projected underspend on running costs will offset the negative variance referred to above.	42		77

Given the continuing significantly negative variance between estimated income from major planning applications and PPAs based on a carry forward of the high estimates from previous business years, this has resulted in the deletion of the Major Projects Officer post and will result in the loss of the sole consultant in the Development Management service.

	Positive Variance Q3	Adverse Variance Q3	Year End Forecast Variance
Planning, Infrastructure & Economic Development	£000		
PARKING SERVICES			
Sandling Road Car Park – Running costs are lower than expected and will continue to be so for the final quarter.	46		61
Park & Ride - These are budgets that were used to fund the Business Rates and running costs for the site. They are no longer required and will be removed for 2024/25.	108		100

Part B - Third Quarter Capital Budget 2023/24

B1) Capital Budget 2023/24 (@ 3rd Quarter 2023/24)

Capital Programme Heading	Revised Estimate 2023/24	Actual to December 2023	Budget Remaining	Q4 Profile	Projected Total Expenditure	Projected Slippage to 2024/25
	£000	£000	£000	£000	£000	£000
Planning, Infrastructure & Economic Development						
Bridges Gyrotory Scheme	206		206	50	50	156
Public Realm & Greening relating to the Town Centre	450		450			450
Total	656		656	50	50	606

B2) Capital Budget Variances (@ 3rd Quarter 2023/24)

Planning, Infrastructure & Economic Development
<p>Bridges Gyrotory Scheme - Plans are in place for the construction of a flood barrier at the bottom of Medway Street as the final element of the Bridges Gyrotory Scheme. It has unfortunately proved a slow process getting the necessary approvals for the barrier, as it will be situated on highways land. It is envisaged that construction will take place this summer.</p>
<p>Public Realm & Greening relating to the Town Centre - The current strategy is being developed and is likely to be adopted in early 2024, and it is unlikely there will be any spend in the final quarter of the year.</p>

APPENDIX 2 – THIRD QUARTER PERFORMANCE MONITORING

Key to performance ratings

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

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

Performance Summary

RAG Rating	Green	Amber	Red	N/A ¹	Total
KPIs	5	2	0	10	17
Direction	Up	No Change	Down	N/A	Total
Last Quarter	4	4	4	5	17
Last Year	9	2	1	5	17

- 71.4% (5 of 7) the targetable quarterly key performance indicators (KPIs) reportable to this Committee achieved their Quarter 3 (Q3) target¹.
- Compared to last quarter (Q2 2023/24), performance for 33.3% (4 of 12) KPIs has improved, and for 33.3% (4 of 12) KPIs have declined¹.
- Compared to last year (Q3 2022/23), performance for 75% (9 of 12) KPIs has improved, and for 8.3% (1 of 12) KPIs have declined¹.

Planning, Infrastructure & Economic Development Q3 Performance

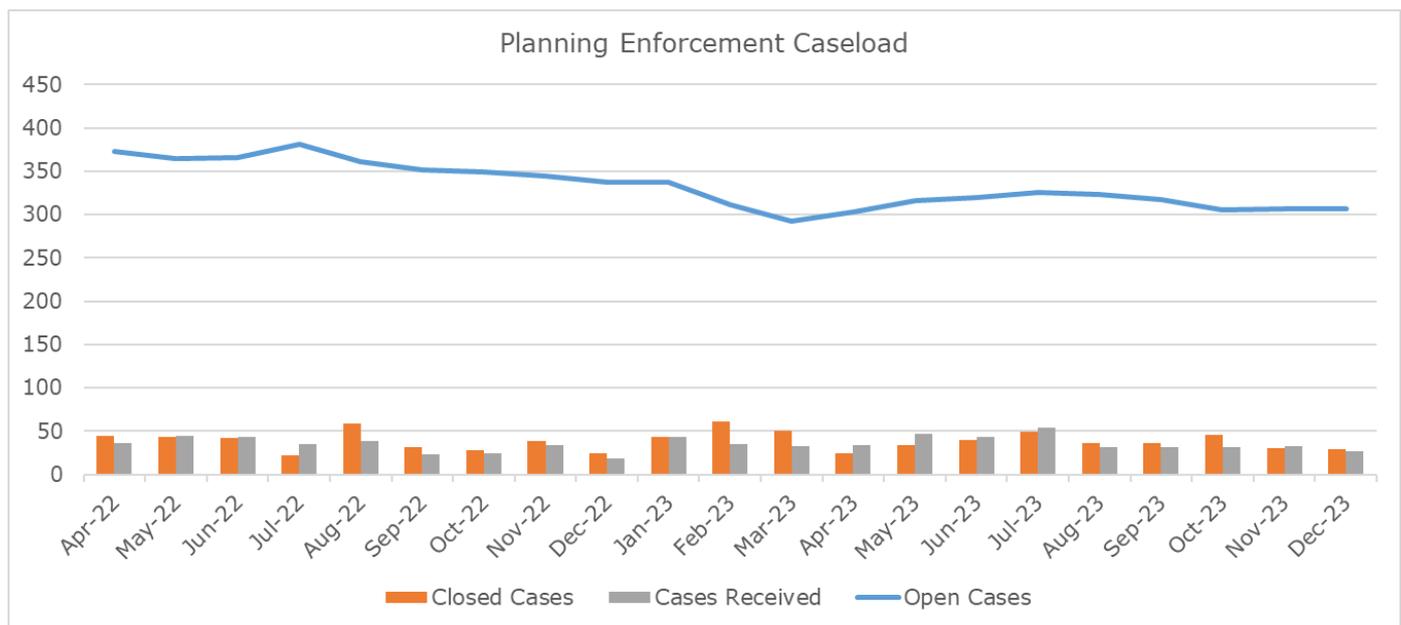
Performance Indicator	Q3 2023/24				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Planning					
Processing of planning applications: Major applications (NI 157a)	100%	90%			
Processing of planning applications: Minor applications (NI 157b)	99.02%	95.00%			
Processing of planning applications: Other applications (NI 157c)	99.13%	98.00%			
MBC Success rate at planning appeals within a rolling 12-month period	66.94%	70%			

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

Performance Indicator	Q3 2023/24				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Percentage of planning applications meeting Biodiversity Net Gain 20% adopted standard	Data not available until 2024				

Planning Enforcement					
Percentage of priority 1 enforcement cases dealt with in time	100%	98%			
Percentage of Priority 2 enforcement cases dealt with in time	96.7%	92.0%			
Number of enforcement cases closed	115				
Number of enforcement complaints received	92				
Open planning enforcement cases (as of start of each month) <i>December 2023</i>	307				

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



Spatial Planning

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

Economic Development

Footfall in the Town Centre	5,912,738	6,187,514			
Number of youths unemployed (18-24) <i>November 2023</i>	600				

Performance Indicator	Q3 2023/24				
	Value	Target	Status	Short Trend (Last Quarter)	Long Trend (Last Year)
Percentage of unemployed people in Maidstone (out-of-work benefits) [NOMIS] <i>November 2023</i>	3.0%				
Percentage of vacant retail units in the town centre	Annual Indicator				
Biodiversity & Climate Change					
Number of Electric Vehicle Charging Points Installed	Annual Indicator				

Comments where targets have slipped

Planning

Although the KPI for "**MBC Success Rate in Planning Appeals over a 12-month rolling period**" fell short of its target by a small margin, under 10%, it's notable that there has been a consistent improvement in the success rate since the measuring of the metric began; rising from 61.54% in quarter one to 66.94% in quarter three.

Economic Development

The KPI monitoring the "**Footfall in the Town Centre**" missed its target by less than 10% achieving 5.91 million against the target of 6.19 million. Q3 figures are significantly higher than Q2 figures (1.7 mil higher) for the current financial year, and 812,322 higher than Q3 2022/23, but still below pre-covid figures, this could, in part, be due the rise in inflation as families and individuals make difficult spending decisions, train disruptions and bad weather.

UKSPF 2023/4 Quarter 3 Update:

In December 2023 the Department for Levelling up, Housing & Communities (DLUHC) confirmed that the Year 2 six-month progress report was approved and are happy with our approach to spending this year. Officers are continuing to work and complete projects for year 2, with new project leads identified for year 3 expenditure, which included a largest proportion of our UKSPF allocation.

Rural Fund: Following the allocation of £184,370 towards four successful bids for rural funding in 2023/24 a further 21 submissions have been received for funding in 2024/25. The panel conducted a review of submissions in February and awarded the remaining £359,920 to 12 bids from across the borough. These projects will commence in April 2024 with progress closely monitored by officers to ensure all are completed by March 2025.

Year 2 projects and an update:

Intervention	Project	Detail	2023/24 budget	Amount spent:	£ Committed	Q3 Update:
E6: Local arts, cultural, heritage & creative activities	Project A - Building Pride in Place through promotion of the Town Centre and Events.	Creative communities fund for local organisations and groups to support events	£35,830	£23,000	£6,500	Applications for Round 4 closed in November 2023. We received 17 applications and made 8 awards.
		Literature Festival	£15,000	£16,077	£0	The event was successfully held in October and saw large audiences of all ages coming along to enjoy the wide variety of authors and workshops using town centre venues including Maidstone Museum, Archbishops' Palace and All Saints Church. The overspend has been funded from the advertising budget
		Iggy Sculpture Trail	£60,000	£35,910	£25,100	The trail will be supported by a digital trail app which is being populated with information, this is expected to launch from April 2024
		Equipment purchases to support events	£2,751	£3083	£0	Purchases of a set of temporary exhibition walls, and 2 microphones have been completed. An underspend in Year 1 has been carried over for purchases this year

		Arts Carnival	£20,000	£20,000	£0	The Arts Carnival, which was rearranged due to adverse weather, took place on Saturday 9 th September 2023. The next Carnival will take place in 2025.
		Partner for Elmer 2	£40,000	£40,000	£0	Contract has been signed with the launch expected Summer 2024.
	Project C- A Community Arts Hub & Maker Space	Feasibility Study	£5,000	£5,000	£0	The final amended feasibility report was received in August with an MBC working group set up to action the results of the report. A separate report dealing with the outcome is on this agenda.
E8: Campaigns to encourage visits and exploring of local area	Project A - Building Pride in Place through promotion of the Town Centre and Events.	Advertising budget to promote events across all channels	£15,000	£8,440	£1,012	Advertising budget has been used to promote events throughout the autumn and will be used further with the Lunar events in the new year.
		Borough Insight Events and Town centre focussed	£30,000	£30,000	£0	This was spent on the Autumn edition of the magazine which was delivered to residents from October 2023.
		Promotional video for business and events in TC	£5,000	£5,000	£0	This video promoted the use of UKSPF funds to support the Town Centre over the first two years of funding and is now available online
E9: Impactful Volunteering and/or Social action Projects	Project B- A Safe and Attractive Town Centre achieved through Greening and Lighting	An externally commissioned green Volunteering Project to Improve Town Centre Green Spaces, Increase Volunteering and Improve Wellbeing.	£60,000	£45,000	£15,000	Five sites have been worked with throughout 2023/24 with 25 volunteers involved at 59 events. The sites are Maidstone Community Support Centre, Trinity House, Brenchley Gardens, Fairmeadow and planters in the Town Centre.
Management Overheads			£9,897	£7,423	£2,474	
Total:			£298,478	£238,933	£50,086	
				£289,019		

Agenda Item 11

Planning, Infrastructure and Economic Development Policy Advisory Committee

6 March 2024

Draft Key Performance Indicators 2024/25

Timetable	
Meeting	Date
Communities Leisure and Arts Policy Advisory Committee	5 March 2024
Planning, Infrastructure and Economic Development Policy Advisory Committee	6 March 2024
Housing, Health and the Environment Policy Advisory Committee	12 March 2024
Corporate Services Policy Advisory Committee	13 March 2024
Cabinet	20 March 2024

Will this be a Key Decision?	No
Urgency	Not Applicable
Final Decision-Maker	CABINET
Lead Head of Service	Head of Insight, Communities and Governance
Lead Officer and Report Author	Carly Benville Information and Analytics Manager
Classification	Public
Wards affected	All

Executive Summary

Committee are provided with an update on performance management arrangements for 2024/25 including to recommend to Cabinet the draft key performance indicators for 2024/25.

Purpose of Report

Decision

This report asks the Committee to consider the following recommendation to the Cabinet;

1. To agree the draft Performance Indicators at Appendix A and note the changes to reporting arrangements.
-
-

Draft Key Performance Indicators 2024/25

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>Accepting the recommendations will materially improve the Council's ability to achieve its priorities as the Key Performance Indicators and strategic actions are aligned with the Council's overarching Strategic Plan 2019-45 and play an important role in the achievement of corporate objectives. They also cover a wide range of services and priority areas.</p>	Anna Collier - Head of Insight, Communities and Governance
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendation(s) supports the achievement(s) of all cross-cutting objectives as the Key Performance Indicators and strategic actions are aligned with the Council's overarching Strategic Plan 2019-45.</p>	Anna Collier - Head of Insight, Communities and Governance
Risk Management	Already covered in the risk section.	Anna Collier - Head of Insight, Communities and Governance
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation. Performance indicators and targets are closely linked to the allocation of resources and determining good value for money. The financial implications of any	Adrian Lovegrove – Head of Finance

	proposed changes are also identified and taken into account in the Council's Medium-Term Financial Strategy and associated annual budget setting process. Performance issues are highlighted as part of the budget monitoring reporting process.	
Staffing	We will deliver the recommendations with our current staffing. Having a clear set of performance targets enables staff outcomes/objectives to be set and effective action plans to be put in place.	Anna Collier - Head of Insight, Communities and Governance
Legal	There is no statutory duty to report regularly on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. One of the purposes of the Key Performance Indicators is to facilitate the improvement of the economy, efficiency and effectiveness of Council services. Regular reports on Council performance help to demonstrate best value and compliance with the statutory duty.	Team Leader (Contentious and Corporate Governance)
Privacy and Data Protection	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Officer
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
Public Health	The performance recommendations will not negatively impact on population health or that of individuals.	Public Health Officer
Crime and Disorder	There are no implications to Crime and Disorder.	Anna Collier - Head of Insight, Communities and Governance
Procurement	There are no procurement implications.	Anna Collier - Head of Insight, Communities

		and Governance
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered and there are no direct implications on biodiversity and climate change.	James Wilderspin - Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

2.1 Performance management is a key tool to ensuring that the Council is delivering on its priorities, as set out in our strategic plan, and which indicates whether action is required to ensure that we improve our services, give value for money and good outcomes for the residents of Maidstone.

2.2 Performance Management has undergone a few evolutions both nationally and locally, with a general reduction in emphasis on performance monitoring. Nationally there has been a recent increase in focus. In July 2023, the Office of Local Government (OFLOG) launched a beta-version of a new online tool, which brings together a range of existing metrics across local government service areas, to provide authoritative and accessible data and analysis about the performance of local government and support its improvement.

2.3 Not all metrics have yet been confirmed, however there are currently five relevant indicators for this committee being tracked, which are listed below. The Local Authority Data Explorer can be found here: <https://oflog.data.gov.uk/>.

- Percentage of major planning applications decided on time
- Percentage of non-major planning applications decided on time
- Percentage of non-major planning applications overturned on appeal
- Percentage of major planning applications overturned on appeal
- Date when a Local Plan was formally adopted by an authority

2.4 The government have also committed to ensuring that OFLOG will develop all future metrics by July 2025, and under their current proposed future metrics, the following are relevant for this committee:

- Employment Rate

Draft Key Performance Indicator Set 2024/25

2.5 Proposed key performance indicators for consideration for the period 2024/25 are outlined in the tables over the page. Indicators have been developed based upon:

- New and potential Oflog indicators as described above,
- Current Strategic Priorities,

- Feedback from members over the course of the year,
 - Advice from Head of Services and key managers.
- 2.6 Twenty-four indicators are proposed for this committee, an increase from the current seventeen.
- 2.7 There are no indicators proposed to be dropped from this committee.
- 2.8 The new indicators proposed for this committee are:
- NEETs – Number of 16-18-year-olds not in education, employment or training
 - Birth of new enterprises
 - Survival of new enterprises
 - Percentage of major planning applications overturned on appeal
 - Percentage of non-major planning applications overturned on appeal
 - Date adopted Local Plan
 - Number of (planning) enforcement actions taken in the period

Reporting

- 2.9 Reporting will change in 2024/25 to increase transparency of the Council's performance. Dashboards of performance will be developed for each committee, which will be refreshed monthly for members.
- 2.10 In addition to the monthly dashboard, Committee can request more detail about performance from Heads of Service or Managers at committee on any aspect of the performance to feature on the Committee agenda.
- 2.11 A formal summary of performance will be reported biannually, with the annual report providing a more in-depth analysis including trends and benchmarking data.

3. AVAILABLE OPTIONS

- 3.1 Members of the Policy Advisory Committee can choose to recommend to Cabinet the draft key performance indicator set, as it set out at appendix A.
- 3.2 Alternatively, Members can recommend to Cabinet to remove or add any indicators suggested as they feel are relevant for the committee.
- 3.3 Members could recommend that performance is not monitored but this is not recommended. Performance management is a cornerstone of a well-performing authority and this would reduce transparency and oversight of the Council's services and overall performance.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 That Members of the Policy Advisory Committee recommend the draft indicator at appendix A to Cabinet, as this has been developed based upon aligning to national data sets, strategic priorities and expert officer advice.

5. RISK

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

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 Key Performance Indicators are presented to committees and cabinet throughout the year and feedback is continually collected and fed into the indicator review process at the end of the municipal year.

6.2 Meetings have been had with Corporate Leadership Team, Heads of Service and key Managers which has led to the draft set presented to committee today.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 The development of a performance dashboard is currently underway and will continue once the final set of indicators is approved.

7.2 Once the dashboard is at a stage of user-testing, the Chair and Vice-Chair of this committee will be invited to feedback on the contents and outputs of the dashboard, which will contribute towards its final view.

8. REPORT APPENDICES

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

- Appendix A - Draft 2024-25 KPIs for PIED PAC
-

9. BACKGROUND PAPERS

None

Draft Indicators 2024/25 for comment
Planning, Infrastructure & Economic Development Policy Advisory Committee

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Thriving Place			
Indicator	Responsible Officer	Committee	Current/New KPI?
Percentage of unemployed people in Maidstone (out-of-work benefits) [NOMIS]	Karen Britton	Planning Infrastructure Economic Development	Current
Number of youths unemployed (18-24) (claiming unemployment benefits)	Karen Britton	Planning Infrastructure Economic Development	Current
NEETs – Number of 16-18-year-olds not in education, employment or training.	Karen Britton	Planning Infrastructure Economic Development	New
Births of new enterprises	Karen Britton	Planning Infrastructure Economic Development	New
Survival rate of new enterprises	Karen Britton	Planning Infrastructure Economic Development	New
Footfall in the Town Centre	Karen Britton	Planning Infrastructure Economic Development	Current
Percentage of vacant retail units in the town centre	Karen Britton	Planning Infrastructure Economic Development	Current

Embracing Growth Enabling Infrastructure			
Indicator	Responsible Officer	Committee	Current/New KPI?
Processing of planning applications: Major applications (NI 157a)	Rob Jarman	Planning Infrastructure Economic Development	Current
Processing of planning applications: Minor applications (NI 157a)	Rob Jarman	Planning Infrastructure Economic Development	Current
Processing of planning applications: Other applications (NI 157c)	Rob Jarman	Planning Infrastructure Economic Development	Current
Percentage of major planning applications overturned on appeal	Rob Jarman	Planning Infrastructure Economic Development	New
Percentage of non-major planning applications overturned on appeal	Rob Jarman	Planning Infrastructure Economic Development	New

MBC Success rate at planning appeals within a rolling 12-month period	Rob Jarman	Planning Infrastructure Economic Development	Current
Date adopted local plan	Karen Britton	Planning Infrastructure Economic Development	New
Percentage of priority 1 enforcement cases dealt with in time	Rob Jarman	Planning Infrastructure Economic Development	Current
Percentage of Priority 2 enforcement cases dealt with in time	Rob Jarman	Planning Infrastructure Economic Development	Current
Number of enforcement complaints received	Rob Jarman	Planning Infrastructure Economic Development	Current
Open planning enforcement cases (as at start of month)	Rob Jarman	Planning Infrastructure Economic Development	Current
Number of enforcement cases closed	Rob Jarman	Planning Infrastructure Economic Development	Current
Number of enforcement actions taken in the period	Rob Jarman	Planning Infrastructure Economic Development	New
New additional homes provided (NI 154)	Karen Britton	Planning Infrastructure Economic Development	Current
Percentage of onsite renewable energy generation in new developments 10% adopted standard	Rob Jarman	Planning Infrastructure Economic Development	Current
Number of Electric Vehicle Charging Points Installed	Jen Stevens	Planning Infrastructure Economic Development	Current
Percentage of planning applications meeting Biodiversity Net Gain 20% adopted standard	Rob Jarman	Planning Infrastructure Economic Development	Current

Planning, Infrastructure and Economic Development Policy Advisory Committee

6 March 2024

Consideration of Lighting and Greening Initiatives for Maidstone Town Centre

Timetable	
Meeting	Date
Planning, Infrastructure and Economic Development Advisory Committee	6 March 2024
Cabinet	20 March 2024

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Cabinet
Lead Director	Angela Woodhouse – Director of Strategy, Governance and Insight
Lead Officers and Report Authors	Katie Exon – Head of Property and Leisure. Jennifer Stevens - Head of Environmental Services & Public Realm
Classification	Public
Wards affected	Borough-wide

Executive Summary

Report to consider the proposed Lighting and Greening projects for Maidstone Town Centre and phase 1 of a programme of work to achieve the strategic aims and through this delivery of the council's commitments for the UK Shared Prosperity Fund for 2024/5.

Purpose of Report

Recommendation

This report requests the Policy Advisory Committee to make the following recommendations to Cabinet:

1. Approve a programme of works for 2024/5 to bring MBC's existing lighting infrastructure in the town centre to modern standards and to improve lighting in the town centre as set out section 3.
2. Approve a programme of works for 2024/5 to improve greening and the public realm in the town centre as set out in section 4.
3. Approve a budget totalling £600,000 for the programme of lighting and greening works as set out in section 5 of the report.
4. Delegate responsibility for delivering the programme of works and projects to the Director of Strategy, Governance and Insight in consultation with the Leader of the Council.
5. Note that officers will continue to develop a further programme of work for lighting, greening and open spaces in the town centre consistent with the relevant strategy and identify further funding opportunities.

Consideration of Lighting and Greening Initiatives for Maidstone Town Centre

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>Accepting the recommendations will materially improve the Council's ability to achieve these strategic objectives specifically for the town centre to be safe, green and thriving.</p>	Head of Property and Leisure.
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected. <p>The report recommendations support the achievement of the cross-cutting objectives.</p>	Head of Property and Leisure
Risk Management	Please refer to risk paragraph in the report	Head of Property and Leisure
Financial	Funding is available for the £600K cost of the works proposed, as set out in section 5 of the report. The ongoing maintenance cost will be forecast and a growth item proposed in 2025/26 budget with a sinking fund for future need.	Section 151 Officer & Finance Team
Staffing	We will deliver the recommendations within our current staffing, overseeing the project management of the proposed schemes and	Head of Property and Leisure

	instructed contractors.	
Legal	Acting on the recommendations is within the Council's powers.	Director of Strategy, Insight & Governance
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Team
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Senior Policy and Communities Officer
Public Health	We recognise that the recommendations will positively impact on population health or that of individuals.	Public Health Officer
Crime and Disorder	The recommendations if approved will lead to improved lighting to the town centre, making routes safer	Head of Property and Leisure
Procurement	On accepting the recommendations, the Council will procure the necessary works and services We will conduct these processes in line with financial procedure rules.	Head of Property and Leisure & Section 151 Officer
Biodiversity and Climate Change	The projects should improve biodiversity and have a positive impact in relation to climate change, with regard to Action 6.7 to "Increase borough canopy cover expanding ancient forests and reconnecting of existing woodland including urban woods, and greening town centres" of the Council's Action Plan.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

Context

- 2.1 MBC is developing a town centre strategy. This is needed to guide future development, including diversifying the economic base, ensuring that any housing growth is balanced by employment opportunities and complemented by new infrastructure, that sustainability and environmental quality are improved and to provide a canvas for activity and events to enhance the experience for town centre residents and businesses, the borough's communities more widely and visitors.
- 2.2 Work to prepare the draft Town Centre Strategy to date has included a thorough interdisciplinary baseline assessment and work on four strategies covering lighting, green and open spaces, movement and community infrastructure. These will all form the evidence

base for the draft Town Centre Strategy and when all work is completed in due course, that evidence will be made available as background information via the council's web site, sitting alongside the draft strategy.

- 2.3 The process so far has included extensive research and engagement with a wide range of stakeholders; it has enabled a better understanding of challenges and potential routes to sustaining and improving the town centre and at the same time served to demonstrate that further research, exploration of options for the future and targeted engagement would be helpful before a draft Strategy is formulated for wide public consultation. The workstreams to achieve this were agreed by Cabinet in December 2023.
- 2.4 Notwithstanding this there is a need to improve lighting and the quality of our green and open spaces in the town centre to support the town centre economy and elevate the experience of residents and visitors now as well as in the medium to long term. This report sets out work to date, proposals and high-level costings for a programme of works and projects on lighting and greening to improve the Town Centre.

Lighting in the Town Centre

- 2.5 It has been recognised that the Maidstone scenography has three layers, with each being accentuated or reduced in any given scene.
- The lighting 'baseline palette' supports the adoption of a coordinated best practice approach to illuminance levels, colour temperatures and the mounting heights of public light equipment.
 - Accent lighting supports wayfinding along key routes, using subtle visual triggers and motifs to offer intuitive guidance to help navigate the town centre after dark. Accent lighting is proposed along three routes that provide key connections between different parts of the town centre - along the town centre spine (Week Street and Gabriel's Hill), around County Hall and along the Riverside.
 - Special lighting treatments allow for the broadening of lighting to help elevate the distinctiveness of Maidstone town centre through lighting to buildings and structures (including Archbishop's palace) and to public spaces (including around the All-Saints complex) and to complement this there are areas of planned darkness – including the River Len, court complex.
- 2.8 The inherently dark corridors of the Rivers Medway and Len divide the different areas of Maidstone, representing the largest open spaces in the town centre. All lighting schemes adjacent to these areas should conform to the ILP/BCT guidance on minimising obtrusive light towards habitats. The Environment Agency will also require assessment of any changes to lighting in terms of river biodiversity including impacts for fish.
- 2.9 Drawing on the strategic assessment and local knowledge it is proposed that initial projects are prioritised as described below:
- Updating MBC's existing lighting infrastructure
 - Implementing a digital management system to improve management and maintenance of MBC's lighting infrastructure.
 - Projects to enhance safety.

- Projects to elevate the quality of the night time experience with a focus on heritage assets
- Projects to complement open space/greening improvements

2.10 Section 3 sets out proposed actions.

Green and Open Spaces

2.11 The key aims of the projects proposed are to improve open space and green infrastructure to support town centre regeneration, elevate the experience of living in and visiting Maidstone and enhance biodiversity.

The main opportunities focus on

- Enhancements to the waterway network
- Improved east-west connections with a green character – linking town centre streets with the river Medway.
- Upgrading existing green spaces including Brenchley Gardens and the All-Saints area as a vital component of creating two heritage anchors
- Improvements to open space and green infrastructure
- Public realm improvements including at Earl Street and in the vicinity of Sessions House/Maidstone East
- Creation of a network of green streets to enhance beauty, improve the setting of town centre and residential streets e.g., through increased planting including trees, introduction of SUDs where possible and improving pedestrian and cycle connections in the town so that streets are healthier, quieter and safer.
- Creating a skein of characterful small routes and alleys accentuating existing alleys and where needed upgrading them to create an attractive place which supports the independent retail and hospitality offer
- Adding quality and vitality to our town centre streets and open spaces including street furniture, events, opportunities for play and meanwhile uses

2.13 Apart from this it should also be remembered that green and open spaces are also a key theme contained in adopted policies for MBC's town centre opportunity sites.

2.14 MBC has secured several S106 contributions for investment in open spaces in and around the town centre which currently total around £404k. £360k of this funding is already spent or committed with investment being made predominantly in Brenchley Gardens (£150k) (to improve access, pathways and reinstatement of a water feature) and Whatman Park (£200k) (to improve play, repair the tree top walk and pathway network) in accordance with the legal agreements.

2.15 Taking into account the green and open space strategic objectives, feedback from stakeholders and members it is proposed that the next phase of improvements is focussed in the heart of the town centre with the objectives of enhancing and softening the hard landscaped areas. In practice civil engineering work needed to create open and green space in the town centre is heavily constrained e.g., by the presence of utilities. As a result, the projects proposed for this phase of improvements is intended to test innovative methods of achieving greening in our streets and squares.

- 2.16 What is presented in this report is the concept, the “look and feel” of the greening proposals and the expected outcome. The proposals are also designed to be scalable with opportunities to continue to build upon or move with portability (where possible) as the town evolves with the needs and demands of Maidstone’s residents and visitors. It is important to recognise that the full scale of what can be achieved within the budget will not be known until exploratory work is undertaken.
- 2.17 These programmes of work go very much hand in hand and although distinctive should come forward together, to work together. Lighting can enhance greening and vice versa, it is the intention to operate these as separate workstreams and one is not reliant on the other in coming forward, both strategies should complement and intertwine with the other. There are consistencies with priority areas and the overall ambition is the same, to enhance the town centre and improve user experience.
-

3. Lighting Proposals

- 3.1 There are approximately 200 lighting assets owned by the Borough Council within the town centre area (these include traditional lighting columns, down and up lighters, lighting on buildings). The proposed lighting prework will in the first instance identify what is currently not working and ensure where possible our current assets are fully working.
- 3.2 The assets have been surveyed to establish their condition and any repair and renewals required to ensure that our current infrastructure is to modern standard and working. The provisional cost to achieve this is **£140,000**. This work includes painting of all lighting apparatus to MBC colours, replacement of columns that cannot be refurbished, replacement lanterns where refurbishment is not an option.
- 3.3 There is an ambition to install a CMS (Central Management System) for the whole of the lighting assets owned by the Borough Council within the town centre. Such a system would give control to enable lights to be remotely turned on, dimmed, light in different colours and effects. The benefit of a CMS is that it allows for remote dynamic control over every individual lighting asset connected, this allows for energy consumption to be monitored, delivering optimum operational and energy efficiency, reducing carbon emissions. The CMS would also be used to monitor maintenance issues and reduce “manual” scouting for faults. The provisional cost of installing a CMS is **£50,000**, there would be ongoing future programme costs for the system of circa £5,000 pa.
- 3.4 Turning to lighting improvement projects. There are two areas already scheduled for remedial works, Gabriel’s Hill and the Victoria Monument. Works to the monument, which include cleaning, repair of the actual monument and remedial works to the lighting attached and surrounding the monument, commenced in January 2024. Works to Gabriel’s Hill will include fitting solar powered lanterns to the existing columns that fall within the Council’s ownership. To further enhance the lighting in Gabriel’s Hill a planning application is to be submitted that if granted would allow for the installation of three lantern style lights to be attached to a premises in Gabriel’s Hill. Both the work to the Victoria Monument and Gabriel’s Hill will be funded from existing planned maintenance budgets. It should be noted that our initial research suggests that solar powered lighting apparatus is more difficult to connect to a CMS; however, this challenge will be thoroughly explored through the procurement process with the intention of having a totally comprehensive approach.

- 3.5 Lighting re-engages people with the unloved parts of a town and can turn underused areas into new outdoor social spaces which are safe, attractive, and inclusive. Several areas have been identified for improvement and prioritised. The ambition is to create a safe trail, connecting areas of the town and having the ability to “signpost” a town trail, where the public can follow areas of interest and economy through the town and along both sides of the river nearest to the town centre.

Location/Scheme	Proposal	Funding required
Heritage assets – Archbishops Palace, Maidstone Museum, Hazlitt Theatre and Town Hall	Down lighters (colour changing ability) to spotlight our heritage assets and update lighting	£ 37,000
Millennium Bridge and Blue Bridge	Projection lights to improve appearance and perception of safety	£45,000
Whatman Park	Restoration and replacement of existing lighting. The power supply in this area is cost prohibitive to restore. The lighting in this scheme would be solar powered.	£42,000
Total		£124,000

- 3.6 The costs described above are provisional and there is a degree of uncertainty. To manage this risk, it is proposed to allow a contingency provision of £50k (approximately 15%) and provision for fees of £15k, bringing the cost to a total of £380k.
- 3.7 With greater investment in lighting in the town centre additional resource will be required for the ongoing maintenance and energy costs. Based on the projects set out above it is recommended that a growth item is included in revenue budget planning for 2025/6 this will be identified in 2024/25 as part of budget planning.

4. Greening Actions

- 4.1 The Town Centre, particularly Week Street, High Street and Gabriel’s Hill, has become dominated by hard surfacing and due to the positioning of utilities, the incorporation of trees into the regeneration improvements was challenging, and in most cases could not be achieved. In addition, established trees have been lost because of environmental conditions, disease and anti-social behaviour.
- 4.2 Seasonal planting has been incorporated in the Town Centre and has been well received. Whilst these offer temporary introductions of colour, they do not offer any significant lasting benefits to biodiversity or the environment.
- 4.3 Jubilee Square offers a wide expanse for gatherings or events, with three permanent granite seating areas nestled between the square and the highway. There is very little shade in this area, and it can become very barren in the peak of Summer.
- 4.4 At the top end of Week Street there is Brenchley Gardens, a historic and highly maintained green space. However, this is surrounded by a densely populated area of the Town Centre

with several roads intersecting Week Street. Several trees exist in this expanse of hard surfacing, however there are no green connections between the park and this part of the Town Centre.

4.5 The concept for greening the Town Centre is to create green “pockets” that spread throughout the Town Centre, with a consistent appearance that offers natural and more varied textures and colours to the hard surface. This will be interlaced with larger de-paved areas of greening where connections can be made between the existing trees and where people may choose to sit. Examples of this concept are included in Appendix A

4.6 This will largely be concentrated into four key areas:

- Jubilee Square
- Remembrance Square
- Gabriel’s Hill
- Week Street junctions with Brewer Street, St Faiths Street and Union Street.

4.7 The pockets will create different height levels to incorporate green “carpets” with new trees where possible and additional height through green climbers or small tree clusters. It is proposed to implement this approach in four key areas and review; potentially, subject to there are more opportunities with more funding to expand the concept further.

Location	Proposal	Allocated Budget
Week Street	Seating and planting at the junctions of Brewer Street, Union Street and St. Faiths Street. Permanent closure of the junctions.	£75,000
Jubilee Square	Planting in tree bases and around the existing seating areas	£50,000
Gabriel’s Hill	Planters at entrance with The Mall and where possible leading up to Jubilee Square. Reintroduction of some seating.	£50,000
Remembrance Square	Refresh planting scheme and plant in the tree bases	£25,000
A contingency provision of £20,000		
TOTAL		£220,000

4.8 With greater investment in the green and open spaces in the town centre additional resource will be required for the ongoing maintenance. Based on the initial proposal it is recommended that an additional part time resource is introduced into the Town Centre at a cost of £20k per annum. This operative would be able to tend to the new greening areas, support litter removal in the green spaces and support the working already being undertaken in Brenchley

Gardens, Archbishops Palace and along the river. This will be introduced as a growth item in the revenue budget planning for 2025/6.

5. Finance

- 5.1 The cost of the proposed programme for lighting and greening/public realm improvement schemes to be delivered in 2024/5 is estimated at £600k. Members should also be aware that these works will be subject to a tender process and due to a current environment of rising costs could increase further.
- 5.2 Funding is available to progress actions from the UK Shared Prosperity Fund. The UK Shared Prosperity Fund was introduced with effect from 2022/3 for the period to 2024/5 to support the UK Government’s commitment to level up all parts of the UK. The primary goal of the UK Shared Prosperity Fund is to build pride in place and increase life chances across the UK. The Local Investment plan allocated the following for greening and lighting projects to be delivered in 2024/25:
- Intervention E1 Improvements to town centres and High Street – Project Lighting and greening the town centre £396,186
 - Intervention E2 Creation of and improvements to local green spaces – Project links from the town centre to Lockmeadow £111,298 (£66,500 has been assigned to callisthenic equipment)
- 5.3 MBC has secured £275k in S106 agreements for improvements to the town centre. This is in addition to the S 106 funding for open spaces described in section 2 above. Improvements to lighting, greening and open space fall within the definition of eligible expenditure. There is also a further £250k in the council’s capital programme for lighting along the river that could be utilised to support this project, but this would require borrowing and based on the funding projections is not needed for the projects outlined here.
- 5.4 Taken together funding from UKSPF and S106 agreements and the funding allocated in the capital programme for lighting along the river is sufficient to fund a significant programme of works in 2024/25 as detailed above and as illustrated in the table below:

	£000
UK SPF Lighting and Greening	396
UK SPF Creation of and improvements to local green spaces (net of contribution to callisthenic equipment)	55
Balance to be funded from Town Centre Section 106 agreements	149
Total available funding	600

6. OPTIONS FOR CONSIDERATION

- 6.1 **Option 1.** Approve and fully fund the programmes of works for lighting and greening/public realm in sections 3 and 4. This option is recommended for the reasons set out in the narrative above.
- 6.2 **Option 2.** Approve a reduced programme of works for lighting and greening/public realm with funding limited to that available through the UKSPF. If this option is preferred it is

recommended that work is undertaken to bring current lighting up to standard, implement a CMS system to enable its management and the green/public realm projects programme is progressed except for Remembrance Square. This option is not recommended. It would not lead to demonstrable improvement to lighting of the town centre, although there would be the opportunity to improve the condition and management of existing infrastructure.

- 6.3 **Option 3.** Do not progress works to improve lighting and greening/public realm at this time. This option is not recommended because of the consequences which include forgoing the opportunity for environmental improvements and support for the local economy and jeopardising MBC’s UKSPF funding. The allocation from UKSP was approved by the Department of Levelling Up Communities and Housing as part of the council’s investment plan which in turn was compliant with the funding criteria; any proposed amendment to the investment plan risks losing the funding.

7. RISK

- 7.1 Members need to consider that there is a risk that costs will increase at the tender stage, although officers are confident that the costs given in this report are accurate at the current time.
- 7.2 It must be remembered that the Borough Council do not control or indeed own most of the lighting (columns and lights on buildings) within the town centre and have limitations over the space within their control for greening.

8. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

The Town Centre User Group received high level information in the latter part of 2023 on the approach to greening and lighting. The UKSPF projects were identified following consultation with key stakeholders prior to the Investment Plan’s submission to government in 2022.

9. NEXT STEPS: Programme

PIED PAC	6/3/24
Cabinet	20/3/24
Lighting	
Site Surveys	Estimated completed 24 th February
Design	March
Procurement	April - June
Works Commence -	August
Defects / snagging period	Nov– December 24
Completion	January 2025
Greening	
Design of schemes	April
Procurement	May - June
Works Commence	August
Completion	November

10. REPORT APPENDICES

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

- Appendix A: Above Ground Greening Proposals

Appendix A – Above Ground Greening Proposals

The concept for greening the Town Centre is to create green “pockets” that spread throughout the Town Centre, with a consistent appearance that offers natural and more varied textures and colours to the hard surface. This will be interlaced with larger de-paved areas of greening where connections can be made between the existing trees and where people may choose to sit.

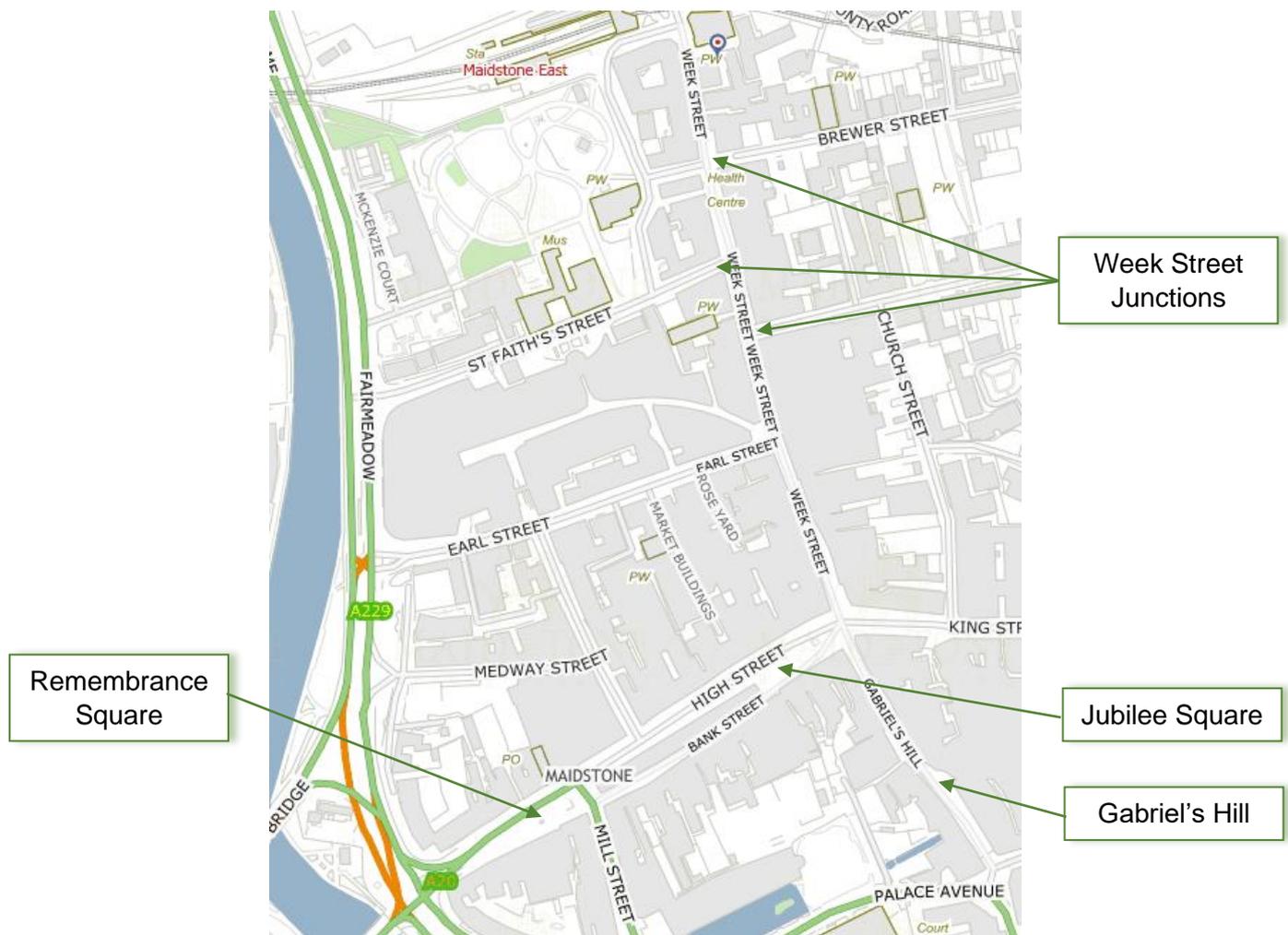
This will largely be concentrated into four key areas:

- Jubilee Square
- Remembrance Square
- Gabriel’s Hill
- Week Street junctions with Brewer Street, St Faiths Street and Union Street.

The pockets will create different height levels to incorporate green “carpets” with new trees where possible and additional height through green climbers or small tree clusters.

The Proposal

The proposal focuses on the four areas identified, however there are opportunities with more funding to expand the concept further.



Jubilee Square

Incorporating planting into de-paved areas behind existing seating.

Connecting existing trees to ground level planting.

Use of downlighting within trees to create tranquil atmosphere.

Long term ambition to replace seating.

Use of wood and metal textures.

Permanent planting outside of Town Hall



Remembrance Square

Increased density of planting within Cannon

De-paved area to connect three trees at top of square alongside existing seating

Low level edging for clear delineation and to support maintenance and cleansing



Gabriel's Hill

Installation of at least one tree.

Use of climbing plants in raised bed with seating to create height.

Use of down lighting within trees and climbers.

Smaller round planters of varying height and size at entrance to Jubilee Square and by Robert Dyas



Week Street junctions

Installation of above ground planters with the proposal to include small trees, tree clusters or climbers to create height.

Permanent closure of these junctions

Opportunity to include Earl Street.



Additional greening opportunities

- Green lamp posts
- Green walls



Agenda Item 13

Planning, Infrastructure and Economic Development Policy Advisory Committee

6 March 2024

Over-arching Conservation Area Management Plan proposal

Timetable	
Meeting	Date
PIED PAC	6 March 2024
Decision to be made	7 March 2024

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

Executive Summary

The Over-arching Conservation Area Management Plan has been drafted to address concerns that there was limited guidance on the 22 Conservation Areas that do not have either a Conservation Area Appraisal or Management Plan. This made making informed, justified decisions difficult to undertake in these areas.

Writing, consulting, and getting approval for a full Conservation Area Appraisal and Management Plan (CAAMP) takes several months to complete, and therefore it was considered that a quick short-term solution would be to provide an over-arching Conservation Area Management Plan (CAMP) in the interim period that would provide the guidance for the areas that currently have no appraisal or management plan. This will provide general guidance and information prior to the completion of a new full CAAMP for each individual Conservation Area.

The over-arching CAMP is expected to improve awareness of the positive aspects of Conservation Areas within these communities, which are recognised for their unique heritage character, and enable positive and informed enhancements to benefit residents and visitors.

For the 22 Conservation Areas that do not currently have an appraisal or management plan, the new over-arching CAMP will ensure that informed and justified planning decisions are easier to make.

Following early discussions with the Parish Council (see below), concerns were raised that the document included additional and/ or more comprehensive information than some of the earlier plans, and therefore it is proposed to recommend that: the existing management plan will be the key document, however, where the existing management plan has not included details covered in the Over-Arching CAMP, then this document will be taken into consideration with planning applications, until the existing CAAMP can be reviewed and the MP updated to suit as part of the regular review of the Conservation Areas. If the Over-arching Conservation management Plan gets approval, it will become an adopted document, and therefore it will automatically be applied to all planning decisions.

The document should sit along existing plans, and where there is a conflict, the full CAAMP for the CA will have president, with the over-arching plan 'filling in the blanks' or providing additional information. The Case Officers (Planners) will have to give the new plan as much weight when they are assessing the application as they would to any other full CAAMP.

We have also attached a draft programme (Appendix 2) of undertaking the CAAMPs and the reviews of the existing CAAMPs. This is subject to staff resourcing.

Purpose of Report

Recommendation to Cabinet Member

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

That

1. The Overarching Conservation Area Appraisal and Management Plan be approved for public consultation; and
2. Delegated powers be given to the Head of Development Management to allow for public consultation, as required under the Planning (Listed Building and Conservation Area) Act 1990.

Over-arching Conservation Area Management Plan proposal

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>• Accepting the recommendations will materially improve the Council's ability to protect the historic environment.</p>	HLT Team Leader
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendations support the achievements of encouraging protection of the heritage of the conservation areas within the borough that currently do not have supporting documents.</p>	HLT Team Leader
Risk Management	Already covered in the risk section	HLT Team Leader
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Finance Manager

Staffing	We will deliver the recommendations with our current staffing.	HLT Team Leader
Legal	<p>Pursuant to s.71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 ("1990 Act") the Council must formulate and publish <i>proposals for preservation and enhancement of conservation areas</i>.</p> <p><i>(1) It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.</i></p> <p><i>(2) Proposals under this section shall be submitted for consideration to a public meeting in the area to which they relate. Due to the nature of the Management Plan, we are looking at holding a central meeting within Maidstone and a meeting towards the south of the Borough, together with online public consultation.</i></p> <p><i>(3) The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.</i></p> <p><i>As part of the review and the wider consideration of the Conservation Areas, a review of the Article 4 directive will be undertaken. This will be a separate programme of works in the medium term due to the nature of the implementation. A simple matrix system will consider which Conservation Areas are more at risk and these will be the focus of the first round. Guidance will be sought with Legal to ensure correct implementation. The implementation of the Article 4 directive will help protect the character of the conservation areas.</i></p>	HLT Team Leader
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Team

Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
Public Health	We recognise that the recommendations will not negatively impact on population health or that of individuals.	HLT Team Leader
Crime and Disorder	No anticipated impact	HLT Team Leader
Procurement	None required	HLT Team Leader
Biodiversity and Climate Change	There are no implications on biodiversity and climate change, but a CA can be used to offer further protection, including to trees, and open spaces.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The Over-arching Conservation Area Management Plan has been drafted to address concerns raised that there is currently limited guidance on the 22 Conservation Areas that do not have either a Conservation Area Appraisal or Management Plan. This made making informed, justified decisions difficult to undertake in these areas.
- 2.2 Writing, consulting, and getting approval for a full Conservation Area Appraisal and Management Plan (CAAMP) takes several months to complete, and therefore it was considered that a quick short-term solution could be to provide an Over-arching Conservation Area Management Plan (CAMP) in the interim, for those areas that currently have no appraisal or management plan. This will provide general guidance and information prior to the completion of a new full CAAMP for each individual Conservation Area. Once the full CAAMP has been completed, the CA can then be removed from the Over-arching CAMP.
- 2.3 The Over-arching CAMP is expected to improve awareness of the positive aspects of Conservation Areas within these communities, which are recognised for their unique heritage character, and enable positive and informed enhancements to benefit residents and visitors.
- 2.4 For Conservation Areas that do not have an appraisal or management plan, the new Over-arching CAMP will ensure that informed and justified planning decisions are easier to make. The document brings together legislation and other information from Local Plan, SPDs, and Historic England guidance, rather than proposing or creating additional restrictions for the owners of

properties within the CA's.

2.5 For the Conservation Areas that currently have Appraisals and Management Plans, some of these are dated, or are not as comprehensive as the Over-Archiving CAMP. It is therefore recommended that the produced document can help support the existing CAAMP's until there the review of the CAAMP can be undertaken, as required under the Planning Act 1990.

General Note

2.6 Conservation Areas, a designated heritage asset, do not stop or prevent development, but are a way of ensuring that any development or change to the area retains or enhances the character and setting of the settlement. The proposed CAMP provides guidance to ensure that we protect and enhance our conservation areas until they have their own CAAMP, as required under the Planning (Listed Buildings and Conservation Areas) Act 1990.

2.7 The CAMP does not consider implementing Article 4 Directives but does provide guidance about what they are, and where they already exist (in the Appendix 1).

Consultation and Guidance

2.8 Prior to this PIED PAC, a hybrid event briefing was held with invitations sent to the Parish Councils who have conservation areas that have no appraisals or management plans, and the Planning Committee. The attendance was good (11) and a discussion was undertaken by all, raising their concerns, and the general support for the document. Queries were raised regarding the implementations of Art. 4 Directives, and it was advised that this was currently being reviewed separately. Concern was raised that some of the existing CAAMP's had older or less comprehensive Management Plans, and it was raised whether this document could help support these existing plans, until they could be reviewed.

2.9 To run alongside the CAMP, a revised and up-dated guidance for Owners/ Occupiers within CA's will be issued which is hoped to provide answers to some of the frequently asked questions, queries and misunderstanding regarding CAs.

2.10 This should help us to improve communication with residents and conservation area stakeholders.

2.11 As part of the engagement, it is proposed to hold a few workshops as part of the general consultation process with parish councils (which councillors and public are welcome to attend) to provide additional information and guidance about how we can work together, with supporting bodies, to enable the best management of conservation areas.

3. AVAILABLE OPTIONS

3.1 Option 1 - The Committee could choose to recommend that the report recommendations be approved by the Cabinet Member for Planning, Infrastructure and Economic Development.

3.2 Option 2 - The Committee could choose not to recommend that the report be approved by the Cabinet Member for Planning, Infrastructure and Economic Development.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 The preferred option is option 3.1.

4.2 By approving the proposed Over-arching Conservation Area Management Plan, it will offer a framework to allow for informed decisions to be undertaken and provide the public and wider stakeholders with a reference document to increase the quality of any proposals to ensure protection of the character of the 22 Conservation Areas that currently do not have a CAAMP.

5. RISK

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

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 If approved to proceed to public consultation, this will take the form of the public meeting (options of an online meeting and in person) to allow for general feedback. Any comments will be reviewed and where appropriate, the document will be amended.

6.2 Following this, a further review of PIED PAC and then submission to the Planning Committee for approval.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

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

8. REPORT APPENDICES

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

- Appendix 1: Proposed Conservation Area Management Plan (CAMP)
 - Appendix 2: Draft programme of undertaking CAAMPs & reviews of CAAMPs
-

9. BACKGROUND PAPERS

- Draft Programme showing proposed timeframe for completing CAAMP and undertaking review of the CA boundary's, as required under the Planning (Listed Buildings and Conservation Areas) Act 1990.

GENERAL CONSERVATION AREA MANAGEMENT PLAN



DRAFT - November 2023

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1. General Introduction

This document has been designed to offer an overarching management plan for Maidstone Borough Councils existing conservation areas that currently do not have management plans. These are listed in Section 4. This document is not considered to be a substitute for a full appraisal. Where conservation areas have an existing, up to date Management Plan, these will be taken precedent over this document.

As part of the development of this document, brief summaries of the conservation areas without an appraisal will be undertaken which will provide some guidance on the character of the area. These documents do not replace the need for an Appraisal but are there for guidance only.

A separate Non-Designated Heritage Asset (NDHA) list is available via email (ConservationOfficer@Maidstone.gov.uk). It is possible to recommend buildings and built form to be nominated as NDHA, details and the details are available online - <https://maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/heritage-and-landscape/tier-3-primary-areas/listed-buildings>

Many of these buildings form part of the character and significance of Conservation Areas and, under the National Planning Policy Framework (NPPF - <https://www.gov.uk/government/publications/national-planning-policy-framework--2>) NDHA should be given consideration within the planning process.

Where there are retail shops and public facilities, it will be encouraged to retain these to help encourage the sustainability and vitality of the area. They can often provide a positive contribution to the character of the conservation area, and sometimes form a focal point of the smaller settlements. A separate guidance on Shop Fronts is available <https://localplan.maidstone.gov.uk/home/further-guidance> - *Under Additional Studies and Guidance*.

2. Conservation Area Appraisals

2.1. Introduction

2.1.1. The Definition, Purpose and Effect of Conservation Areas

The concept of conservation areas was first brought into being by the Civic Amenities Act of 1967, but the relevant legislation now is the Planning (Listed Buildings and Conservation Areas) Act of 1990. This Act places a duty on local planning authorities to designate conservation areas where appropriate and defines a conservation area as “an area of architectural or historic interest the character and appearance of which it is desirable to preserve or enhance”.

Designation as a conservation area makes additional controls available to the local planning authority. Briefly these include the control of demolition of unlisted buildings, more restricted permitted development rights for single dwelling houses and protection of trees.

In addition to these enhanced powers, the local authority is also required when dealing with applications for planning permission to have special regard to the question of whether or not the proposed development would preserve or enhance the special character of the conservation area. (Section 72.1 of the Act). There is a presumption that developments which would not preserve or enhance this special character should be refused planning permission.



Figure 1 - Staplehurst Conservation Area

2.1.2. Background to the document

When designated, many of the conservation areas did not have an appraisal or a management plan provided. It has been raised as a concern that this has left many conservation areas without formal guidance on how to protect and manage them. This document is to provide support and guidance as an overarching general management plan until it is possible to provide an appraisal.

3. Article 4 Directives

The character of conservation areas can suffer significantly from the cumulative impact of 'minor alterations' which can be carried out to single dwelling houses as permitted development under the General Permitted Development Order. Permitted development (often referred to as PD rights) allow certain works to be undertaken without the need for planning permission

(<https://www.planningportal.co.uk/permission/responsibilities/planning-permission/permitted-development-rights>). Such alterations can include replacement windows and doors and re-roofing using inappropriate non-traditional materials.



Figure 2 - Maidstone Town Centre Conservation Area

The Local Authority can seek to bring such minor alterations under planning control by the use of Directions under Article 4 of the General Permitted Development Order. Article 4 Directions can increase the public protection of designated and non-designated heritage assets and their settings. They are not necessary for works to listed buildings and scheduled monuments as listed building consent and scheduled monument consent would cover all potentially harmful works that would otherwise be permitted development under the planning regime. However, Article 4 Directions might assist in the protection of all other

heritage assets (particularly conservation areas) and help the protection of the setting of all heritage assets, including listed buildings.

Not all of Maidstone Conservation Areas have Article 4 Directives. A list of Article 4's are listed in Appendix 2. Any review of Article 4 Directives will be undertaken as part of the appraisal process, or where risks have been identified during the Local Plan review or Heritage at Risk assessments.

4. Protecting Conservation Areas

Maidstone Borough Council's Conservation Areas have considerable historic and cultural interest. They have many listed buildings and many properties that have maintained a continuing use for a significant amount of time. Despite their historic importance, many of the areas have not become fossilised, with the larger settlements remaining vibrant and viable local centres. This often relies on the facilities available, as well as the local parish council.

Listed and unlisted buildings make important positive contributions to the character of the conservation area and in many cases are essential to it. Consideration for new development, both within the conservation areas, and within the setting of the conservation areas is important, both to ensure the character, but also the viability of the area.

Often, the major agent of character loss has not been redevelopment but the cumulative impact of individual relatively minor alterations such as inappropriate siting of external electrical equipment and wiring, replacement windows and doors, changes of roofing materials and works carried out to the boundary treatments with little consideration for the wider character or a lack of awareness of heritage integrity and value. Many conservation areas are generally well-cared for and problems of dereliction; dilapidation and disuse are rare, especially within our rural settlements.

It is important that any future development within the areas respond to the character, such as building typology, spacing, scale, mass, and materials. Where there are taller buildings, these tend to be either two or three storeys, so any proposed developments of less or more than two storeys will generally be considered to be inappropriate. Under the existing Local Plan policies, there is a need for high quality and contextually positive design.



Figure 3 - Harrietsham Conservation Area

Some areas have redundant or underused buildings, including ancillary buildings. Conversion/extension of ancillary buildings may be considered acceptable, with special regard to ensuring that they do not become overly domesticated in design. Boundary treatments, together with hard landscaping, including access should be carefully considered, with information provided as part of the application, as these can have a major impact on the character of the area.

The use of boundary treatments, either the loss of these (often to allow for off-road parking) or the creation of new boundaries (often to create privacy and separation from the public realm) can have a detrimental impact on the character of a conservation area. Guidance has been produced on how to consider boundary treatments within a conservation area or the setting of a listed building - <https://maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/heritage-and-landscape/tier-3-primary-areas/boundary-treatments>



Figure 4 - Loose Valley Conservation Area

A loss of character is likely to come about through lack of maintenance or inappropriate repairs or replaced components rather than through any larger scale of intervention for which there is little scope. It is within the public domain that attention is most needed since so many agencies have a call on this resource and the actions of just a few of the many property owners can subvert an otherwise consistent and reasonable policy.

Further erosion of the quality of the streetscape needs to be avoided and opportunities taken to reverse some of the harmful practices that have taken place in the past. This includes retail and commercial buildings and facades, and the use of appropriate shop fronts, signage, and advertising. A Shop Front Guidance has been created to help ensure that these important elements of the street scene are retained.

Surface materials to the public realm can have an impact on the character and use of the space. Where possible, these will be considered within future plans for any development works. Many of the conservation areas are rural settlements, and there will be positive influence to ensure that any changes to boundaries, surface materials, or Highway's requirements do not create an urban appearance.

There is also a high risk that the setting of the conservation area and views into and out of it will be adversely affected by ill-judged or inconsiderate changes to facades, boundary treatments and signage.



Figure 5 - Yalding Conservation Area

Trees and landscape are significant contributors to the feel and character of many conservation areas, even in larger towns and Maidstone Town Centre. Separate Landscape guidance has been created to allow for a better understanding of the existing landscape character, and these documents should be considered with any proposed planning works - <https://maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/heritage-and-landscape/tier-3-primary-areas/landscape>

The conservation areas with existing appraisals and management plans are noted in Appendix 1. This may be subject to change, and therefore it is recommended that Maidstone Borough Councils website (<https://maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/heritage-and-landscape/tier-3-primary-areas/conservation-areas>) is consulted.

5. Conservation Area Management Plan

5.1. Introduction

Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires local authorities to formulate and publish proposals for the preservation and enhancement of conservation areas. Section 69 of the 1990 Act also imposes the duty on the local authority to determine from time to time whether any further parts of the borough should be included within a conservation area.

Guidance from Historic England (Conservation Area Designation, Appraisal and Management – 2019) suggests that proposals for the preservation and enhancement of conservation areas should take the form of a mid- to long-term strategy setting objectives for addressing issues and recommendations for action arising from a previously published conservation area appraisal and identifying any further or more detailed work needed for their implementation. Such a strategy is generally given the title of a conservation area management plan.



Figure 6 - East Farleigh Conservation Area

It is important to note that a conservation area management plan cannot introduce entirely new planning objectives. Instead, it will need to refer to the original legislation; to government guidance (mainly National Planning Policy Framework for heritage assets); to the adopted local plan policies; and to the emerging Local Development Framework. It can interpret established legislative provisions and planning policies and explain how they will be applied within the conservation area to ensure its preservation and/or enhancement. If any particular issues are identified which do require new policies to be drawn up, the management plan can indicate these and set a programme for their development as part of the Local Development Framework process.

This Management Plan is an overarching plan for conservation areas that currently do not have management plans and/or appraisals, and therefore sets out the general means for addressing the issues identified above.

5.2. Policy Context

5.2.1. National Policy

National policy and advice regarding conservation area matters is given in National Planning Policy Framework (NPPF 2021) which is available to at the link given below (<https://www.gov.uk/government/publications/national-planning-policy-framework--2>).

The NPPF sets out the benefits that accrue from preserving the historic environment whether it be the wider social, cultural, economic, and environmental advantages, the desirability of new development to make a positive contribution or the opportunities arising from an understanding of the intrinsic character of a place. The Framework (para. 191) further highlights that for an area to be recognised as a designation, the area should hold the status because of its special architectural or historic interest. This also means that if the area has lost its character, it can be considered to be designated.



Figure 7 – Leeds Conservation Area

The Historic England guidance document ([Conservation Area Designation, Appraisal and Management – 2016](#)) suggests that designation of a conservation area in itself is unlikely to be effective without the formulation of specific policy guidance, and reminds local planning authorities of the duty imposed on them by Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to formulate and publish proposals for the preservation and enhancement of conservation areas and for these to be submitted to a ‘public meeting’ in the area.

Paragraph 4.16 points out that such proposals cannot realistically seek to prevent all new development and should instead concentrate on the controlled and positive management of

change; indeed, it is suggested that there may be instances where redevelopment will be a means of enhancing character.

5.2.2. Local Policy

Maidstone Borough Council published its Local Plan in 2017. (<http://www.maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/local-plan-information>). At the time of drafting this management plan, the Local Plan is currently under review.

While this Management Plan indicates how national and local policies will be applied in the on-going management of the conservation area, it is not in itself a planning policy document. Local Plan policy DM4 refers to conservation area appraisals and management plans as supporting documents, so they are material to planning considerations.

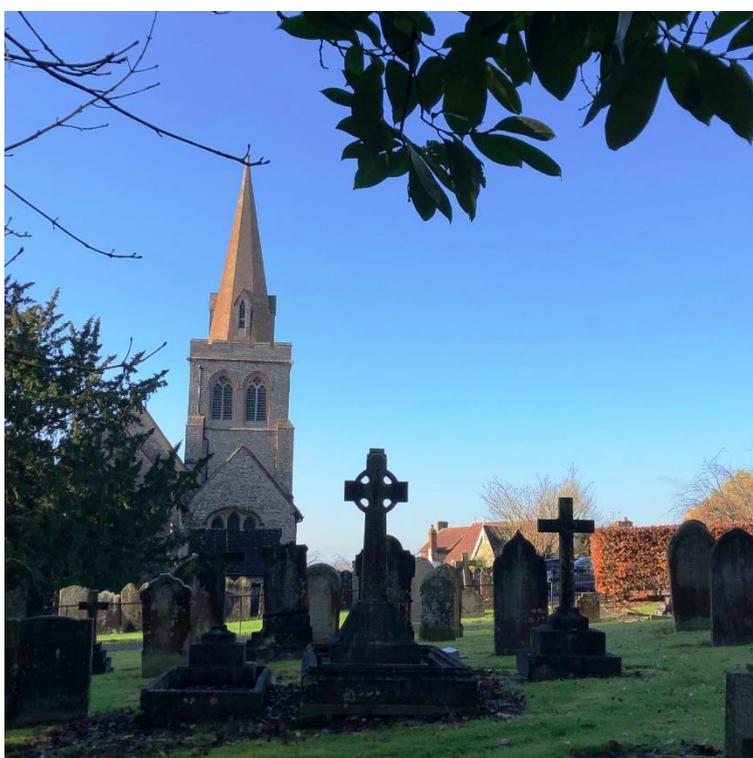


Figure 8 – Linton Conservation Area

6. Principles of Development Management

6.1. Planning Considerations

Sensitive and responsive management of development is required in order that new developments do not spoil the character and appearance of the conservation areas or the approaches to it. To this end, the Council will adopt the following principles when dealing with planning applications within the conservation area or on sites affecting its setting.

The Council will apply the principles, guidance and regulations set out by the Planning (Listed Buildings and Conservation Areas) Act 1990 and the further guidance of the National Planning Policy Framework and any subsequent revisions, additions, or replacement government guidance.

The Council will apply the relevant policies from the Maidstone Local Plan 2017 until such time as these policies are replaced by a future Local Plan or by policies in the emerging Local Development Framework.

6.1.1. Information required for Planning

The Maidstone Borough Council website gives advice on the content of a planning application – see [validations checklist](#).

The Council will require all planning applications and applications for listed building consent to be supported by a **Design and Access Statement**. This should be a brief but thorough document setting out the reasons for the development, explaining how the design has evolved and showing how it will preserve or enhance the character of the conservation area; it should also cover any access issues which exist.

There is guidance on preparing a Design and Access Statement produced by CABE (CABE was merged with the Design Council in 2011)

(<https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>).

In most cases, a separate **Heritage Statement** will also be required. Historic England have published guidance which should be used for more complex or bigger projects

(<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>).

A simple template and guidance has been produced by Maidstone Borough Council for smaller domestic proposed works. This can be found (

<https://maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/heritage-and-landscape/tier-3-primary-areas/heritage-statements#:~:text=Writing%20a%20heritage%20statement&text=The%20statement%20should%20reflect%20the,works%20to%20a%20listed%20building.>)

Where proposed works are to be undertaken that could affect known archaeology sensitive areas, an **Archaeological Desk Based Assessment** should be provided. This information can

be found via the Councils GIS System [link] or via <https://www.heritagegateway.org.uk/gateway/>

Applications must be accompanied by clear and accurate **drawings** showing the proposed development in detail and illustrating how it fits in to its context. Drawings should clearly indicate materials to be used in producing the external finish and architectural details of proposed buildings.

Site plans should accurately depict the positions of trees on or adjacent to the site and clearly show those which will need to be removed and those which will be retained. Where trees are affected by the proposals the application should include a survey by a professional arboriculturist to comply with current British Standard BS5837, 'Trees in Relation to Construction – Recommendations'. It should also include details of any proposed works to, and methods for protecting, any retained tree. Photographs and other illustrative media are encouraged. Any applications which fail to provide adequate detail will not be validated.

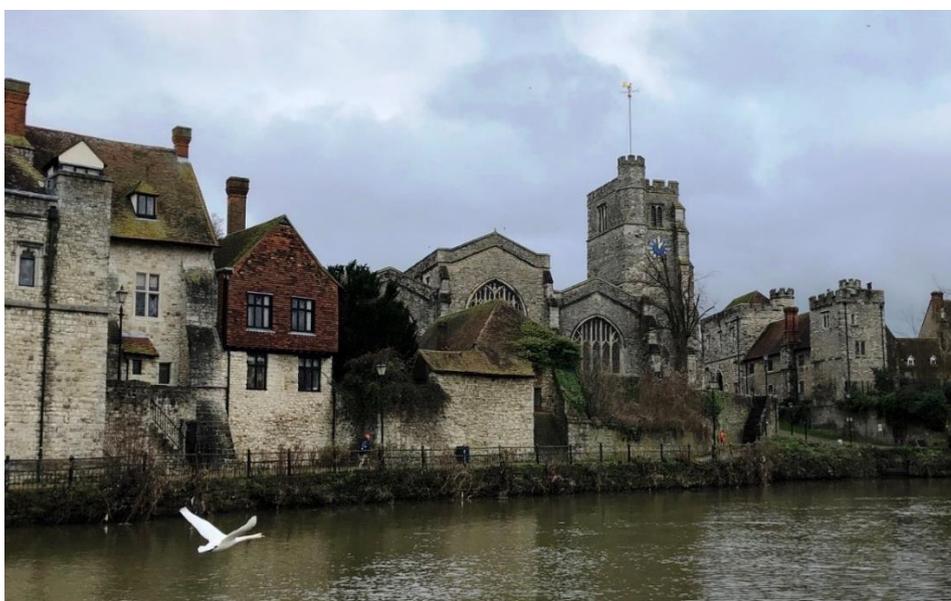


Figure 9 – All Saints, Maidstone, Conservation Area

The Council will make use of technically experienced and qualified officers in guiding the assessment and determination of all applications within the conservation area or affecting its setting.

The council encourages the use of the pre-application process which ensures that planning officers are aware of a proposal at an early stage and can give advice to ensure the appropriateness and quality of any design. See [pre application guidance](#).

Outline planning applications will not be accepted for proposals within a conservation area or on sites affecting its setting.

6.1.2. New Development

The Maidstone Borough Local Plan 2017 states that the conservation area is appropriate for minor residential development as set out in Policy H27 – normally this would be restricted to proposals for one or two houses. It will be necessary for any new housing development proposals to illustrate that it is appropriate within the context of the conservation area and will not harm its special character. It is considered that the scope for new developments within the conservation area is limited, but in dealing with any proposals the Council will have regard to the vernacular or local building materials that dominant that area.

The overriding consideration in dealing with any proposal for development will be whether or not it would either preserve or enhance the special character of the conservation area. Any proposal which fails to do so will be refused.

The Council will not insist on any particular architectural style for new building works, but the quality of the design and its execution will be paramount. The Council encourages the use of high-quality contemporary design, subject to proposals being appropriate to their context in terms of scale and use of materials; however, there may be instances where a traditional approach is appropriate – in such case, designs should be high in quality and well-researched, resulting in a scheme which accurately reflects the design, scale, massing, detail, and materials of local tradition. A mix of architectural styles and design ethos within the area should not be used to create a single dwelling or building as this creates a poor quality, confusing design.

Buildings should respect the predominant scale. Buildings should not generally exceed 3 storeys in height, where there is existing proportion of 3-storey buildings. The social hierarchy of the buildings should be respected, responding to the scale and appearance of the building, together with the prominence or position within the street scene.

6.1.3. Layout

The proposed layout of a scheme should recognise the existing, historical development pattern of the settlement. Where more modern development has introduced new patterns, this will not necessarily be accepted for future development.

Developments should preserve trees and hedges which are healthy and make a significant contribution to the character of the conservation area. All substantial trees within the conservation area are protected and a notice must be served prior to any works to a tree of the prescribed size.

The Council will seek to protect the attractive peaceful environment of the conservation area. Special areas, such as church yards and protected gardens shall have extra consideration for impacts of harm to ensure that these spaces can continued to be enjoyed.

6.1.4. Existing Buildings

Except in the most exceptional circumstances, planning consent will not be granted for the demolition of buildings identified as being 'essential' to the character of the conservation area and is unlikely to be granted for those rated as 'positive'.

Buildings cited as 'neutral' may be considered appropriate for redevelopment, subject to the quality of any replacement scheme constituting an improvement over current circumstance. In most cases, the demolition of neutral buildings for parking, etc., will not be considered to preserve the character of the conservation area. The redevelopment of sites and buildings judged to be 'negative' will usually be encouraged so long as any scheme is appropriate to its context.

In dealing with applications for the redevelopment of existing buildings, the Council will have regard to the detailed building assessments provided within a Heritage Statement.

6.1.5. Non-designated Heritage Assets

Where recognised, either before or during an application, weight will be given for the retention of non-designated heritage assets (NDHA), as per Policy DM4.

As within listed buildings, a NDHA could be of local interest through archaeological, architectural, artistic, and historic interest. It does not have to have all four areas of interest to be recognised as a NDHA.

6.1.6. Window and Door Replacement

Replacement windows can have a detrimental impact on the character and appearance of a conservation area. Where there is no Article 4 Directive (refer to Appendix 2), it will be encouraged that traditional, or historic windows and doors are retained, and where there is a need to replace, these will be undertaken with timber (or where appropriate steel/metal), and of a design responding to the dwelling.

Dormer windows may be acceptable, depending on their position, number, scale, and design. No more than one or two dormers per elevation will normally be considered appropriate and as a general rule a dormer should not occupy more than about one third of the overall height of the roof. Depending on circumstances, dormers should either be covered by a pitched clay tiled roof or, in the case of smaller or shallower roofs, a flat lead roof above a traditionally detailed cornice. They should not appear crowded together or be located too close to hip or gable lines. Large 'box' dormers will not be considered appropriate; neither will dormers which extend above the existing ridge height.

Roof lights may be considered acceptable and will be subject to the same considerations as dormers in relation to numbers, position, and scale. 'Conservation' roof lights which sit close to the roof slope should be used. Rooflights should not be placed on principle elevations unless screened by parapet or similar.

6.1.7. Extensions

Extensions should normally be of sympathetic materials, design and detailing to the host building, and should be subservient in scale. See [Extensions SPD](#).

Any extensions should respect the spacing and character of the street scene, and not look to overcrowd or dominant the street scene.

6.1.8. Boundary Treatments

Boundary enclosures can have a significant effect on the character of the conservation area. The most appropriate forms are considered to be hedging, low brick walls or wooden open fencing.

Close-boarded fences or similar will not be considered appropriate in any situation.

Where there are existing ragstone walls or historic metal railings, these should be retained as they form a significant contribution to the character of the area.

The demolition of boundary walls to allow for off-road parking will be refused where the loss of the boundary treatment will have a negative impact on the character of the conservation area.

Further details can be found in the Boundary Walls Guidance -

<https://maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/heritage-and-landscape/tier-3-primary-areas/boundary-treatments>

6.1.9. Commercial and Retail

Retail and commercial functions within many of the conservation areas offer many advantages and can often help create a vibrant and attractive street scene. The retention of shops and services will be encouraged, though it is recognised that there has been a decline in the use of local shops over recent years¹. Creative change of these buildings can often find new uses, and by recognising that places need to be adaptable, it will allow to adjust to changing retail and social trends and offer shoppers and visitors the experience they want and need.

Where there is a proposed loss of a shop, evidence must be provided to show that all efforts have been undertaken to retain the shop.

Shop fronts and signage should respect the character of the conservation area and materials and typefaces should be appropriate to its nature. Large scale signage and covering of principle windows will be discouraged as this provides a negative appearance.

Further information can be found in the Shop Front Guidance -

<https://localplan.maidstone.gov.uk/home/further-guidance> under *Additional Studies and Guidance*.

6.1.10. Parking

The creation of parking for both domestic dwellings and for commercial/ retail/ business use can have a detrimental impact on the character of the conservation area. It is acknowledged that for many businesses to survive, especially retail, then ease of parking is important. A

¹ <https://historicengland.org.uk/advice/planning/historic-towns-and-high-streets/>

balance judgement will be undertaken to ensure that the parking does not have negative impact on the business.

Parking for private dwellings will be considered on a case for case basis. Where conversion of a building is proposed, parking will be taken into consideration for the impact on the harm to the significance and setting of the heritage asset. This will include incremental impact from previous development within the area.



Figure 10 – Chillington House Conservation Area

6.1.11. Traffic Management

The impact of traffic within most conservation areas has a critical impact on the area. The build-up of traffic and congestion at peak times can be significant. However, this needs to be considered with the success of an area retaining a vibrant and viable core and therefore access to the centre should continue to be encouraged whilst looking at ways to reducing the number of cars involved.

The Management Plan alone cannot reduce traffic concerns, but additional consideration for the proposed conversion of buildings into HMO's or flats, and the associated car parking and traffic should be undertaken as part of the consideration for conversion.

The position of the carparking on a proposed scheme should be considered as parked cars (or the open hardstanding) can have a negative impact on the character of the area. It may not always be appropriate to locate the parking to the front of the building.

6.1.12. Public Realm Improvements

The public realm is often managed by different organisations, including Kent County Council, Maidstone Borough Council, and the parish council.

Where practical and possible, consideration for improvements should be undertaken. These could include items such as:

- Resurface High Streets and key/ main road within the Conservation Area
- Mitigate against urban road schemes in rural areas, or where required, unsure that they are minimal or designed to respond to the character
- Parking controls within more sensitive areas
- Reverse process of inappropriate modifications to buildings
- Measures to ensure that property owners outside the conservation are encouraged to maintain and plant new hedges
- Improve quality and consistency of shop fronts, signage, and lighting
- Improve green and communal spaces
- Reduce clutter in some areas
- Improve Highway's requirements, such as thinner yellow lines, reduction in signage, etc.
- Improve front boundary treatments
- Improve pathways and connectivity.

Historic England provide good guidance on improving public realm - <https://historicengland.org.uk/advice/caring-for-heritage/streets-for-all/>

6.1.13. Demolition

Where a building has been recognised as having 'neutral' or 'positive' contribution to the character of the conservation area, there will need to be justification to clarify for the loss of the building or structure.

Buildings cited as 'neutral' may be considered appropriate for redevelopment, subject to the quality of any replacement scheme constituting an improvement over current circumstance. The redevelopment of sites and buildings judged to be 'negative' will usually be encouraged so long as any scheme is appropriate to its context.

6.1.14. Carbon Reduction Incentives and Schemes

Within conservation areas, it possible to install carbon neutral or 'Green' initiatives, though they will require consideration. A holistic, whole building approach should be undertaken to the building, rather than a presumption of a single solution, such as double-glazed windows.

Where a planning or listed building consent application is submitted, it will be expected that the holistic consideration for the buildings has been undertaken by providing a simple statement, either within the Design & Access Statement or within the Heritage Statement.

There are numerous options available, many will be conservation area and site specific, but the general considerations are:

- Solar panels should not be installed on buildings where visible from the public realm, or if the building is listed. Consideration for any associated plant, including the batteries should be considered, and should not be within the public realm.
- Double glazing is generally not permitted within listed buildings. With other buildings within conservation areas, it is preferred that it is not installed to primary routes or buildings of local or national interest. The installation of double glazing can create a strange reflection, and the additional weight of the glass requires a larger or chunkier frame, both of which can alter the appearance of the building in a negative appearance.

The manufacture of double glazing has a high carbon contribution due to the use of glass and UPVc, and therefore it is recommended that existing windows are overhauled, repaired and secondary glazing installed.

- Secondary glazing can be installed to improve the thermal efficiency of buildings. This often provides a better solution than installing double glazing. The use of shutters on buildings can improve the heat-loss of the building and could be found in many older buildings.
- Awnings to windows are generally associated today with shops, but they have been traditionally used on domestic houses to provide sun screening and to protect the glass from weather. The use of awning could be used, where appropriate, to assist against solar gain within the property.
- Ground and Air Source Heat Pumps can be installed to buildings within the conservation area, with planning permission. The external air source should not be visible from the public realm. Consideration for any potential archaeology should include within an application, with the expectation of where there is deemed to have potential, that a Watching Brief will be conditioned.
- External insulation will not be considered acceptable to a majority of buildings within the conservation area due to the visual impact on the appearance of the property.
- Retrofitting is a wide subject, with some aspects that would not need permission to be undertaken, such as loft insulation. For further details, refer to Historic England <https://historicengland.org.uk/advice/technical-advice/retrofit-and-energy-efficiency-in-historic-buildings/>
- External Electric Car Charging points should be formed via a pole, rather than connected to the wall. Where a pole or freestanding system is not practical, the unit should not be placed on the principle and/or front façade of the building and be positioned as discreetly as possible. The point should be a socket system and not a tethered (ie, with fixed cable). The cable connecting the socket to main supply

should not be run where visible and it should consider the fabric and details of the building.

As these often require dedicated off-street parking, works to create the off-street parking should be considered. The demolition of front boundary walls or treatments will not generally be allowed within a conservation area due to the impact on the character.

6.1.15. Ecology Measures

Integrated biodiversity enhancements, such as bird/bat bricks/tiles/tubes, and bee bricks, should be included with any new builds or extensions.

With listed buildings, some consideration for these should be undertaken to enhance biodiversity. Alternative positions may offer a more sympathetic solution, such as within the grounds, existing boundary walls (if brick or stone), or associated outbuildings.

Where replacement roof coverings or alterations are proposed, then integrated biodiversity enhancements should be included if the building is not already hosting ecology (such as bats).

6.1.16. Services

There is a growing demand for services and the associated equipment to domestic houses. Consideration for the character of the area, and the setting of listed buildings should be undertaken.

- Satellite dishes (one per building) will only be considered acceptable when they cannot be readily seen from the streets or other public spaces.
- Air conditioning units (and associated plant) should not be placed where it can be seen from the public realm.
- Meter Boxes should not be placed on the front façade of the building but should be located within the grounds.
- Alarm boxes should be positioned with consideration to ensure that they do not form the main focus of an elevation or cover architectural details.
- Security Cameras will not usually be supported unless a strong business case is provided. Where they are needed, they should be sensitively positioned, with the minimum number of cameras required.
- Security measures, such as grills and shutters will not be permitted where visible from the public realm as these often provide a negative impact on the appearance of the street scene. Where there is a strong business requirement for shutters, these should be internal and open to allow for passive security protection. [Refer to shop guidance].

6.2. Enforcement Strategy

Unauthorised development may seriously harm the character of the conservation area as well as causing other problems. The Council is therefore fully committed to using its powers

under Section 172 of the Town and Country Planning Act 1990 to serve enforcement notices, where expedient, to allay breaches of planning control. [Section 9](#) of the Act sets out the relevant offences.

Parallel powers to serve listed building enforcement notices regarding unauthorised works to listed buildings also exist by virtue of Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and these too will be used to their full. In suitable cases the Council may also exercise the legal provision to seek a prosecution for unauthorised works to a listed building or the unauthorised demolition of an unlisted building.



Figure 11 – Boxley Church

7. Enhancement Proposals

7.1. Buildings in Disrepair

There are numerous powers which the Council can and will use should any building fall into a state of disrepair serious enough for it to affect the character of the Conservation Area significantly adversely or to endanger the future of a listed building.

These powers are:

- **Urgent Works Notices** (Section 54 and 76 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Such notices can be served in respect of any vacant building or, with the prior approval of the Secretary of State, a vacant unlisted building whose preservation is considered important to the maintenance of the character and appearance of the Conservation Area. Works specified can only be the minimum necessary to make the building wind and weathertight and are thus essentially temporary in nature. The owner must be given at least seven days' notice, after which the Council may carry out the specified works and reclaim the costs from the owner.
- **Listed Building Repairs Notices** (Section 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990. These can only be served in respect of listed buildings. Full and permanent repairs can be specified. If an owner fails to commence work on the specified works within 2 months of the service of a Repairs Notice, the Council may start compulsory purchase proceedings in relation to the building; no other recourse is made available by the legislation.
- **'Untidy Site' Notices** (Section 215 of the Town and Country Planning Act 1990). Such a notice can be served in respect of any land (including a building) which the Council considers to adversely affect the amenity of the surroundings. The necessary steps to remedy the condition of the land and building need to be set out in the Notice and at least 28 days given for compliance. Failure to comply is deemed an offence and is punishable by a fine.

7.2. Reinstatement of Original Features

There are examples in conservation areas of damage caused to the character of the conservation area caused by injudicious alterations to properties. Such alterations include re-roofing in inappropriate materials, replacement windows and doors of inappropriate design, signage or materials and discordant surface finishes. The Council would like to see a process of reversal where this has happened. If during the review of the Conservation Area it is considered that due to the piecemeal impacts of the loss of features, then consideration will be undertaken to de-designate a conservation area, or a section of the conservation area.

The reinstatement of features can only be by persuasion as there are no provisions to enforce reinstatement where the alterations are covered by permitted development.

Nevertheless, the Council will encourage property owners to reinstate traditional forms and materials as part of ongoing maintenance.

Where there is a high risk of impact, consideration of an Article 4 Directives could be undertaken.

7.3. Trees

Trees are identified as important contributors to the character of many of Conservation Areas. All trees in a Conservation Area with a stem diameter generally above 75mm at 1.5 metres above ground level are protected under Section 211 of the Town and Country Planning Act 1990 and six weeks formal prior notice to the Council is required for any proposal to cut down or carry out other work to such trees (a Section 211 Notice).

Anyone who carries out unauthorised to protected trees is likely to be guilty of an offence punishable by a fine. There may also be a duty to plant a replacement tree of appropriate size and species in the same place as soon as can reasonably be done. This duty may also apply if the tree has been removed because it was dead or dangerous.

7.4. Article 4 Directions

The General Permitted Development Order (GPDO) enables local planning authorities to make directions to withdraw permitted development rights. The individual permitted development rights which can be removed are limited to specific classes of development. Government guidance on the use of Article 4 Directions is given in Department of the Environment Circular 9/95, which states that permitted development rights should only be withdrawn where firm evidence exists that damage to the character and appearance of a conservation area is likely to take place or is already taking place because of the exercise of such rights.

Appendix 2 provides details of existing Article 4 Directives within conservation areas.



Figure 12 – Grove Green Conservation Area

8. Review and Practice Procedures

The Management Plan will be reviewed after an appropriate period of not less than five years and any required amendments will be incorporated.

Where appraisals are undertaken to the conservation areas where there is currently none, these appraisals and the associated management plans will supersede this over-arching management plan.

9. Additional Consideration for Specific Conservation Areas

This section will focus on each Conservation Area that currently does not have a Conservation Area Appraisal. Where an appraisal is produced, the appraisal will supersede this information unless otherwise stated within the appraisal.

9.1. Maidstone - Rocky Hill

9.2. Bearsted

9.3. Bearsted Holy Cross

9.4. Boughton Malherbe

9.5. Boxley

9.6. Boxley Abbey

9.7. Broomfield

9.8. East Farleigh, Dean Street

9.9. East Farleigh, Lower Road

9.10. Grove Green

9.11. Hollingbourne, Broad Street

9.12. Hollingbourne, Eyhorne Street

- 9.13. Hollingbourne, Upper Street**
- 9.14. Leeds, Lower Street**
- 9.15. Leeds, Upper Street**
- 9.16. Lenham, Sandway Village**
- 9.17. Lenham, Liverton Street**
- 9.18. Loose Valley**
- 9.19. Teston**
- 9.20. Wateringbury**
- 9.21. West Farleigh**
- 9.22. Wormshill**

Appendix 1 – List of Conservation Areas

Description	Designated	Area	No. of Properties*	Density	Summary	CAAMP	CAA	MP	Art 4	Neighbourhood plan
		(hectares)		(properties*/hectare)						
Urban										
<i>(Maidstone)</i>										
All Saints Church	25/01/1974	4.35	92	21.15			2003	2003		
Ashford Road	19/10/1977	2.36	152	64.41		Jan-21				
Chillington House	14/11/1969	2.45	28	11.43		Jan-21				
Holy Trinity Church	29/12/1988	5.91	584	98.82			Oct-07	Mar-10	Yes	
Maidstone Centre	19/10/1977	12.3	1038	84.39		Jan-21				
Rocky Hill	18/07/1974	1.58	135	85.44	Y					
Rural										
Bearsted	03/07/1970	14.73	207	14.05	Y	Mar-10				Yes
Bearsted Holy Cross	09/06/1992	4.88	39	7.99	Y					Yes
Boughton Malherbe	18/07/1974	3.96	13	3.28						
Boughton Monchelsea, Cock Street		1.44	12	8.33			Feb-09	Apr-17		Yes
Boughton Monchelsea, The Green	17/01/1990	1.89	33	17.46			Mar-08	Apr-17		Yes
Boughton Monchelsea, The Quarries	03/07/1970	2.82	32	11.35			2020	Apr-17		Yes
Boxley	19/10/1977	5.91	55	9.31	Y					Yes
Boxley Abbey	19/10/1977	8.99	9	1.00						Yes
Broomfield	07/08/1970	3.54	22	6.21						Yes

Detling	07/08/ 1970	4.22	62	14.69			Ma r- 08	Ma r- 10		
East Farleigh, Dean Street	28/07/ 1972	1.81	48	26.52	Y					
East Farleigh, Lower Road	19/10/ 1977	5.35	69	12.90	Y					
Grove Green	28/05/ 1971	2.14	11	5.14	Y					
Harriets ham, East Street	19/10/ 1977	2.96	41	13.85		Aug -21				Yes
Headcorn	07/08/ 1970	8.26	228	27.60		Jan- 22			Pa rt	Yes
Hollingbo urne, Broad Street	19/10/ 1977	4.99	21	4.21						
Hollingbo urne, Eyhorne Street	25/09/ 1970	4.38	102	23.29					Ye s	
Hollingbo urne, Upper Street	19/10/ 1977	8.21	64	7.80						
Leeds, Lower Street	19/10/ 1977	5.52	36	6.52	Y					
Leeds, Upper Street	19/10/ 1977	3.30	84	25.45	Y					
Lenham, Village	19/10/ 1977					Feb -22			Pa rt	Yes
Lenham, Sandway Village	18/07/ 1974	1.06	24	22.64						Yes
Lenham, Elmstone Hole	19/10/ 1977	2.17	2	0.92		Aug -21				Yes
Lenham, Liverton Street	18/07/ 1974	2.12	32	15.09						Yes
Linton	28/01/ 1972	10.63	68	6.40			Ma y- 19	Ma y- 19		
Loose Valley	21/06/ 2000	97.68	330	3.38					Pa rt	Yes

Marden	19/10/ 1977	7.1	161	22.68	Y					Yes
Otham	09/06/ 1992	17.59	55	3.13			Feb- 09			Yes
Staplehurst	26/11/ 1987	13.82	289	20.91						Yes
Sutton Valence	24/09/ 1971	13.9	201	14.46		Jan- 21				Yes
Teston	19/10/ 1977	62.92	89	1.41	Y					
Wateringbury (MBC part of 2.60 ha)	30/03/ 1994	1.55	50	32.26						
West Farleigh	03/07/ 1970	2.81	19	6.76						
Wormshill	19/10/ 1977	3.66	8	2.19						
Yalding	19/10/ 1977	22.93	231	10.07		Aug- 21				Yes
* Calculated from the number of address points recorded on the Council's GIS software for each conservation area										

Appendix 2 – Article 4 Directives

Within the Borough there are many Article 4 Directives (often referred to as Art.4’s), and this is not a definitive list of all the Art. 4’s, but is slowly focused on those within Conservation Areas. Art. 4 remove certain aspects of permitted development rights. It is worth noting that Listed Buildings have no permitted development rights, whether they lay inside or outside a conservation area.

1. Maidstone Town Centre

Details of Article 4 Directives within Maidstone Town Centre can be found here-

<https://localplan.maidstone.gov.uk/home/adopted-local-plan>

This focuses on change of use, mainly from office to residential.

2. Summaries

This list is for guidance only, and not the full wording of the Art.4 but should serve as guidance as to what the Article 4 Direction is. Clarity should be sought from the Council.

CONSERVATION AREA	SUMMARY OF ART. 4
HEADCORN	Enlargement, improvement, or other alteration to the dwelling; alteration to the roof; addition of a porch; building or enclosure within the curtilage of a dwelling; installation of satellites; erection of fences, gates or enclosure; painting of the exterior of the dwelling.
HOLLINGBOURNE – EYHORNE STREET	Enlargement, improvement, or other alteration to the dwelling; alteration to the roof; addition of a porch; building or enclosure within the curtilage of a dwelling; installation of satellites; erection of fences, gates or enclosure; painting of the exterior of the dwelling; creation of hardstanding; installing a container for the storage of oil for domestic heating.
LENHAM	Enlargement, improvement or other alteration to the dwelling; alteration to the roof; addition of a porch; building or enclosure within the curtilage of a dwelling; installation of satellites; erection of fences, gates or enclosure; painting of the exterior of the dwelling; creation of hardstanding; installing a container for the storage of oil for domestic heating.
LOOSE	Enlargement, improvement or other alteration to the dwelling; alteration to the roof; addition of a porch; building or enclosure within the curtilage of a dwelling; installation of satellites; erection of fences, gates or enclosure; painting of the exterior of the dwelling; creation of hardstanding; installing a container for the storage of oil for domestic heating.
MAIDSTONE – HOLY TRINITY	Enlargement, improvement, or other alteration to the dwelling; alteration to the roof; addition of a porch; building or enclosure within the curtilage of a dwelling; installation of satellites; erection of fences, gates or enclosure; painting of the exterior of the dwelling.

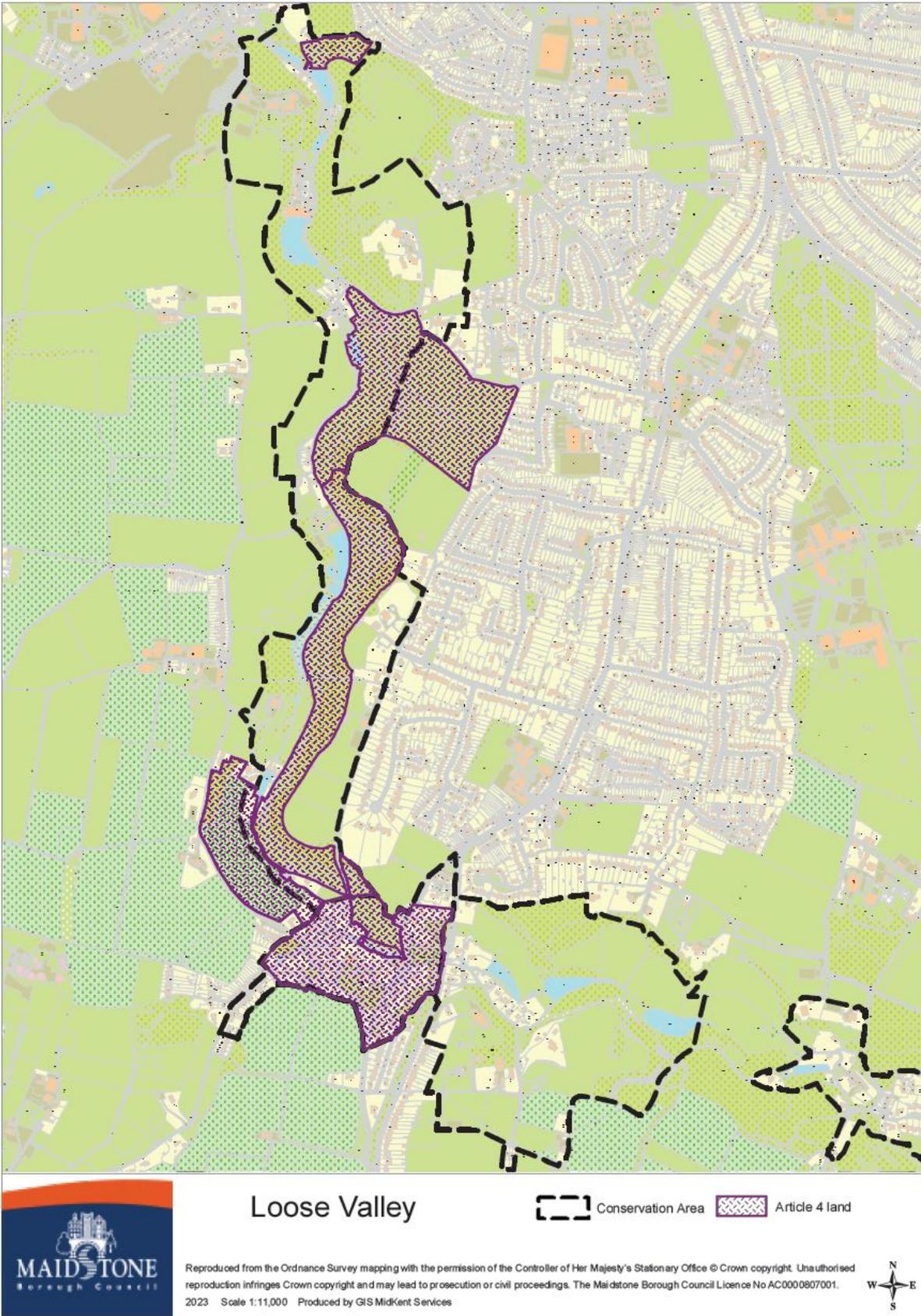


Figure 16 – Loose Article 4 Map.

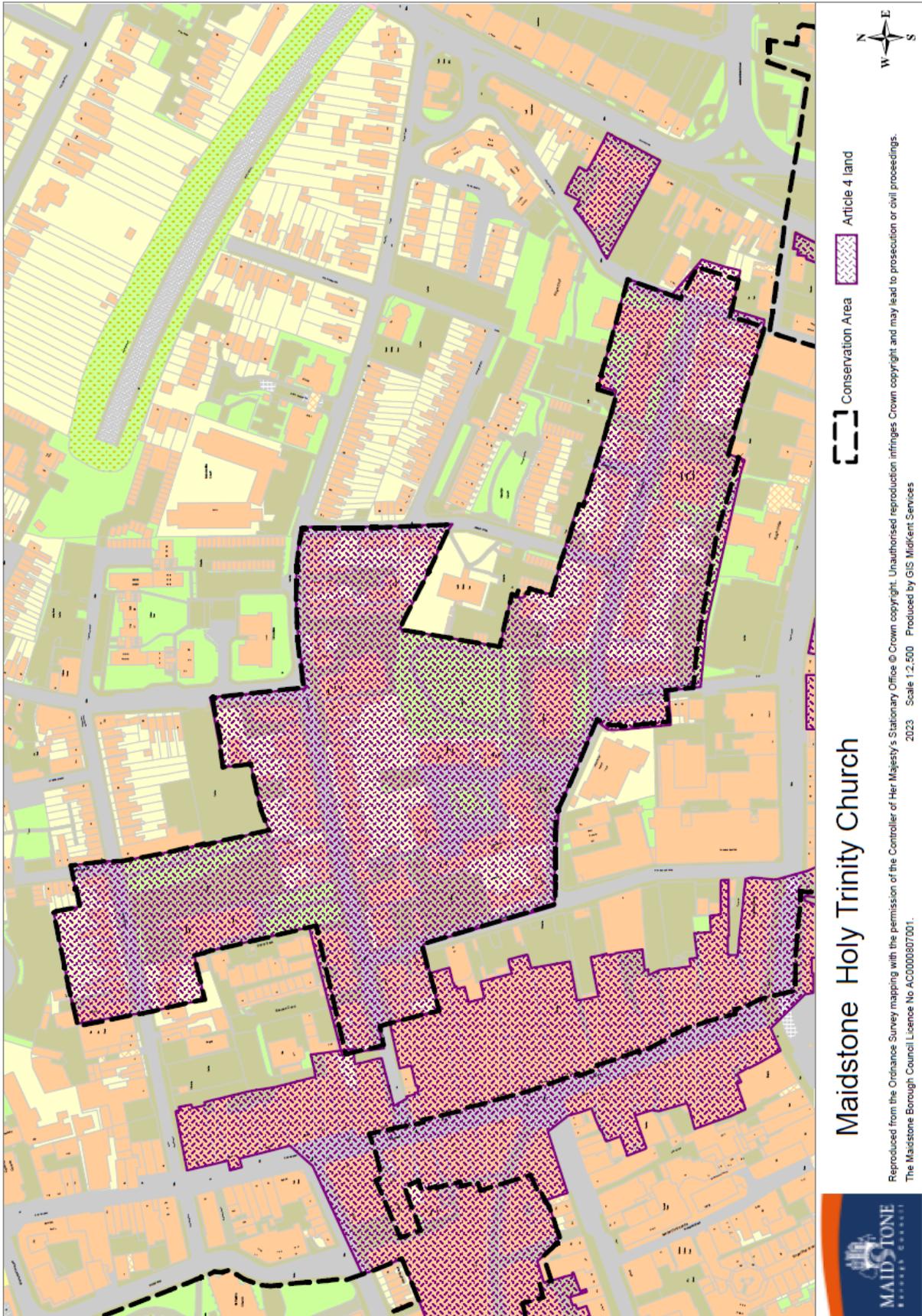


Figure 17 – Holy Trinity Church, Maidstone Article 4 Map.

Appendix 3 – Useful Contacts

- Maidstone Borough Council (Heritage, Landscape & Design), Maidstone House, King Street, Maidstone, Kent, ME15 6JQ.
Email: ConservationOfficer@maidstone.gov.uk
- Historic England - Cannon Bridge House 25 Dowgate Hill London EC4R 2YA
customers@HistoricEngland.org.uk
- Kent County Council (Heritage Conservation Group) Invicta House, County Hall, Maidstone ME14
Email: heritageconservation@kent.gov.uk

Professional Bodies

- The Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL T: +44(0)1242 522152 Email: admin@trees.org.uk
- Institute for Archaeologists, Miller Building, University of Reading, Reading RG6 6AB. T: 0118 378 6446 Email: admin@archaeologists.net
- Landscape Institute 33 Great Portland Street, London W1W 8QG T: +44 (0)20 7299 4500 Email: mail@mail@landscapeinstitute.org
- Royal Institute of British Architects 66 Portland Place, London W1B 1AD T: +44 (0)20 7580 5533 Email: info@inst.riba.org
- Royal Institution of Chartered Surveyors, RICS Contact Centre, Surveyor Court, Westwood Way, Coventry CV4 8JE T: +44 (0)870 333 1600
Email: contactrics@rics.org
- The Institution of Structural Engineers, International HQ, 47-58 Bastwick Street, London, EC1V 3PS, United Kingdom Tel: +44 (0)20 7235 4535
- The Institute of Historic Building Conservation (IHBC) South East branch SEBranch-Secretary@ihbc.org.uk
- The Society for the Protection of Ancient Buildings (SPAB) 37 Spital Square London E1 6DY info@spab.org.uk
- Design and Access Statements
<http://webarchive.nationalarchives.gov.uk/20101121172431/http://cabe.org.uk/files/design-and-access-statements.pdf>

Maidstone Borough Council
HERITAGE, LANDSCAPE AND DESIGN
Conservation Area Data

Source: MBC GIS, 20 January 2010
Updated 4/08/23

Description	Designated	Area (hectares)	No. of Properties*	Density (properties*/hectare)	Summary	CAAMP	CAA	MP	Priority	Review	Art 4	Neighbourhood plan
Urban (Maidstone)												
All Saints Church	25/01/1974	4.35	92	21.15			2003	2003		2024		
Ashford Road	19/10/1977	2.36	152	64.41		Jan-21				2031		
Chillington House	14/11/1969	2.45	28	11.43		Jan-21				2031		
Holy Trinity Church	29/12/1988	5.91	584	98.82			Oct-07	Mar-10		2024	Yes	
Maidstone Centre	19/10/1977	12.3	1038	84.39		Jan-21				2031		
Rocky Hill	18/07/1974	1.58	135	85.44	Y				2025	2035		
Average		4.83	338.17	60.94								
Rural												
Bearsted	03/07/1970	14.73	207	14.05	Y	Mar-10				2024	2034	Yes
Bearsted Holy Cross	09/06/1992	4.88	39	7.99	Y					2024	2034	Yes
Boughton Malherbe	18/07/1974	3.96	13	3.28					2025	2035		
Boughton Monchelsea, Cock Street		1.44	12	8.33			Feb-09	Apr-17		2027		Yes
Boughton Monchelsea, The Green	17/01/90	1.89	33	17.46			Mar-08	Apr-17		2027		Yes
Boughton Monchelsea, The Quarries	03/07/70	2.82	32	11.35			2020	Apr-17		2027		Yes
Boxley	19/10/77	5.91	55	9.31	Y					2026	2036	Yes
Boxley Abbey	19/10/1977	8.99	9	1.00						2026	2036	Yes
Broomfield	07/08/1970	3.54	22	6.21						2030	2040	Yes
Detling	07/08/1970	4.22	62	14.69			Mar-08	Mar-10		2025		
East Farleigh, Dean Street	28/07/1972	1.81	48	26.52	Y					2027	2037	
East Farleigh, Lower Road	19/10/1977	5.35	69	12.90	Y					2027	2037	
Grove Green	28/05/1971	2.14	11	5.14	Y					2025	2035	
Harrietsham, East Street	19/10/1977	2.96	41	13.85		Aug-21				2031		Yes
Headcorn	07/08/1970	8.26	228	27.60		Jan-22				2032	Part	Yes
Hollingbourne, Broad Street	19/10/1977	4.99	21	4.21						2028	2038	
Hollingbourne, Eyhorne Street	25/09/1970	4.38	102	23.29						2028	2038	Yes
Hollingbourne, Upper Street	19/10/1977	8.21	64	7.80						2028	2038	
Leeds, Lower Street	19/10/1977	5.52	36	6.52	Y					2026	2035	
Leeds, Upper Street	19/10/1977	3.30	84	25.45	Y					2026	2035	
Lenham, Village	19/10/1977					Feb-22				2032	Part	Yes
Lenham, Sandway Village	18/07/1974	1.06	24	22.64						2028	2038	Yes
Lenham, Elmstone Hole	19/10/1977	2.17	2	0.92		Aug-21				2032	Yes	
Lenham, Liverton Street	18/07/1974	2.12	32	15.09						2028	2038	Yes
Linton	28/01/1972	10.63	68	6.40			May-19	May-19		2029		
Loose Valley	21/06/2000	97.68	330	3.38						2024	2034	Part
Marden	19/10/1977	7.1	161	22.68	Y					2023	2033	Yes
Otham	09/06/1992	17.59	55	3.13			Feb-09			2024	2034	Yes
Staplehurst	26/11/1987	13.82	289	20.91						2023	2033	Yes
Sutton Valence	24/09/1971	13.9	201	14.46		Jan-21				2031	Yes	
Teston	19/10/1977	62.92	89	1.41	Y					2029	2039	
Wateringbury (MBC part of 2.60 ha)	30/03/1994	1.55	50	32.26						2030	2040	
West Farleigh	03/07/1970	2.81	19	6.76						2027	2037	
Wormshill	19/10/1977	3.66	8	2.19						2029	2039	
Yalding	19/10/1977	22.93	231	10.07		Aug-21				2031	Yes	
Average		10.57	80.79	12.04								
Total Average		7.70	209.48	36.49								

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Summaries

JG to do

JF to do

to do

* Calculated from the number of address points recorded on the Council's GIS software for each conservation area

