

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE MEETING

Date: Tuesday 8 January 2019
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

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

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

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2. Notification of Substitute Members	
3. Urgent Items	
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7. To consider whether any items should be taken in private because of the possible disclosure of exempt information	
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Issued on Friday 28 December 2018

Continued Over/:



Alison Broom, Chief Executive

PUBLIC SPEAKING AND ALTERNATIVE FORMATS

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

In order to speak at this meeting, please contact Democratic Services using the contact details above, by 5 p.m. one clear working day before the meeting (i.e. Friday 4th January 2019). If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

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

Should you wish to refer any decisions contained in these minutes to the Policy and Resources Committee, please submit a Decision Referral Form, signed by three Councillors, to the Head of Policy, Communications and Governance by: 18th December 2018.

MAIDSTONE BOROUGH COUNCIL

Strategic Planning, Sustainability and Transportation Committee

MINUTES OF THE MEETING HELD ON TUESDAY 4 DECEMBER 2018

Present: Councillors D Burton (Chairman), Clark, Cox, Field, Garten, Mrs Grigg, Munford, Perry and de Wiggondene-Sheppard

Also Present: Councillor B Hinder

115. AMENDMENT TO THE ORDER OF BUSINESS

RESOLVED: That Item 18. Review of National Parks and Areas of Outstanding Natural Beauty - Call for Evidence was to be discussed before Item 13. Statement of Community Involvement 2018 - Summary of the Consultation.

116. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Parfitt-Reid.

117. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Perry was substituting for Councillor Parfitt-Reid.

118. URGENT ITEMS

The Chairman informed the Committee that he had agreed to take urgent updates to the following items:

- Item 14. Loose Neighbourhood Plan Consultation Response (Regulation 16). The reason for urgency was that the update provided information to the Committee regarding its role in respect of the submission of the consultation response, and adjusted the report recommendations accordingly.
- Item 15. Lower Thames Crossing Formal Consultation Response. The reason for urgency was that the report extract provided additional clarity regarding traffic modelling, which was received after the deadline for publication.

119. NOTIFICATION OF VISITING MEMBERS

It was noted that Councillor B Hinder was present as a Visiting Member, and indicated his intention to speak on Item 15. Lower Thames Crossing Formal Consultation Response.

120. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

121. DISCLOSURES OF LOBBYING

All Councillors stated that they had been lobbied on Item 13. Statement of Community Involvement 2018 - Summary of the Consultation.

Councillor Grigg stated that she had been lobbied on Item 14. Loose Neighbourhood Plan Consultation Response (Regulation 16).

122. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

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

123. MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2018

RESOLVED: That the minutes of the meeting held on 6 November 2018 be approved as a correct record and signed.

124. PRESENTATION OF PETITIONS (IF ANY)

There were no petitions.

125. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

126. COMMITTEE WORK PROGRAMME

Mr Rob Jarman, Head of Planning and Development, addressed the Committee regarding the Maidstone Integrated Transport Package (MITP) business cases. Mr Jarman stated that the Director of Regeneration & Place at Maidstone Borough Council (MBC) had contacted the Director of Highways, Transportation and Waste at Kent County Council (KCC) requesting an update. The status of the business cases had not yet been communicated. Regular liaison meetings between MBC and KCC were scheduled to take place, and updates were to be provided to the Committee following these meetings.

Mr Mark Egerton, Strategic Planning Manager, informed the Committee that the business case submission deadline had been revised to February 2019 by the South East Local Enterprise Partnership (SELEP).

The Committee requested that an update on the MITP was added to the Committee Work Programme and stated that it would be beneficial for the business cases to be shared with MBC.

RESOLVED: That the Committee Work Programme be noted.

127. REPORTS OF OUTSIDE BODIES

RESOLVED: That the Reports of Outside Bodies be noted.

128. REVIEW OF NATIONAL PARKS AND AREAS OF OUTSTANDING NATURAL BEAUTY- CALL FOR EVIDENCE

Mrs Deanne Cunningham, Team Leader (Heritage, Landscape and Design), outlined that the Kent Downs Joint Advisory Committee (JAC) had agreed a strategic response to the 2018 Review of National Parks and Areas of Outstanding Natural Beauty (AONBs). The proposed representation by MBC endorsed the JAC response. The representation included additional wording regarding the extension of AONBs and boundary reviews. This reflected the aspirations of the Council regarding the Greensand Ridge AONB and the designation of an additional tier of statutory protection for other areas in the Borough.

The Committee commented that the MBC representation appropriately addressed the Councils specific needs regarding the Greensand Ridge.

Mrs Cunningham explained that liaison with neighbouring authorities was to be commenced following the submission of the representation on 18 December 2018.

RESOLVED: That

1. The JAC's approach to the 2018 Review of National Parks and Areas of Outstanding Natural Beauty (AONBs) be endorsed.
2. The proposed response to the Review be approved.

Voting: Unanimous

129. STATEMENT OF COMMUNITY INVOLVEMENT 2018 - SUMMARY OF THE CONSULTATION

Mr Stuart Watson, Planning Officer (Strategic Planning), informed the Committee that the Statement of Community Involvement 2018 (SCI) did not require adoption by Full Council. The report recommendation was therefore amended to:

That the Statement of Community Involvement 2018 be adopted.

Mr Watson stated that the report summarised the consultation process and the responses received. Copies of the SCI had been made available in libraries, at the Maidstone Link and online. In total, there had been 20

representations made. The SCI was expected to make a positive contribution towards community engagement, as it detailed consultation approaches for planning matters.

Following questions from the Committee, Mr Mark Egerton, Strategic Planning Manager, stated that engagement with relevant groups had taken place to facilitate the consultation process. The response rate was in accordance with expectations.

The Committee commented that:

- The events in Lenham and Yalding were examples of Officers effectively consulting with residents.
- The organisation of an event in Maidstone for future consultations would be beneficial, as the transport links would encourage participation.
- General Data Protection Regulations (GDPR), particularly regarding consent to share personal information as part of development management, enforcement and consultation responses, were a key consideration of all future consultations.
- It was important that the requirement to publish personal information did not act as a deterrent to those wishing to respond to a consultation.

RESOLVED: That

1. The Statement of Community Involvement 2018 be adopted.

Voting: Unanimous

2. A report clarifying the policy for publishing respondent's personal details as part of consultation processes, and in particular planning matters, be submitted to the Committee.

Voting: For – 5 Against – 4 Abstentions – 0

130. LOOSE NEIGHBOURHOOD PLAN CONSULTATION RESPONSE (REGULATION 16)

Mr Egerton informed the Committee that Loose Parish was designated as a Neighbourhood Area in 2013 under the Neighbourhood Planning Act. Loose was consulting on the submission version of the Neighbourhood Plan. Mr Egerton stated that Loose had afforded Officers the opportunity to comment informally on the plan and had responded positively to the suggestions that had been made.

The Committee congratulated Loose on the successful work on the Neighbourhood Plan, and commented that it was positive to see MBC supporting this process effectively.

The Committee commented that land ownership issues were not within the remit of the Committee and that this aspect should therefore be referred to the Policy and Resources Committee. There was a need to ensure that a response was submitted before the deadline of 14 December 2018.

RESOLVED: That

1. The Loose Neighbourhood Plan be supported and an appropriate response be made by the Head of Planning and Development.

Voting: Unanimous

2. A reference be made to the Policy and Resources Committee on 5 December 2018 regarding the Council's response to the Loose Neighbourhood Plan Consultation, with respect to land ownership issues.

Voting: For – 8 Against – 0 Abstentions – 1

131. LOWER THAMES CROSSING FORMAL CONSULTATION RESPONSE

Mrs Tay Arnold, Planning Projects and Delivery Manager, informed the Committee that the deadline for submitting responses to the Lower Thames Crossing 'Pre-Application' Public Consultation was 20 December 2018. The pertinent issues for MBC were the forecasted increase in traffic on roads such as the A229, A249, and M2 and subsequent air quality issues. The urgent update provided additional information on traffic modelling, which supported the proposed response.

Councillor Grigg left the meeting at 7.48 p.m.

In response to questions from the Committee, Officers stated that:

- The implementation of the crossing generally led to a relatively small increase in road traffic in Maidstone, and therefore no direct funding to address associated traffic capacity was available from this scheme.
- There was an opportunity to work with Highways England to identify opportunities for funding to address existing road traffic capacity issues and the cumulative impact of the crossing.
- Traffic modelling was not currently undertaken by MBC. Consultancies were instead used to conduct this work. This was a similar approach to other authorities such as KCC.
- Ensuring Officers could interpret traffic models was more important than the in-house production of models. Therefore, no Officer capacity was assigned for modelling.

The Committee commented that there was already significant pressure on roads in Maidstone. With the opening of a new crossing, Highways England should consider diversifying traffic from the Dover port and Folkestone railhead. Ferry traffic from Dover could be redirected along Jubilee Way, which would require an extension to the A2 in Dover and surrounding Districts.

RESOLVED: That the responses set out in paragraphs 1.28 to 1.33 be agreed as the Council's response to the Highways England 'pre application' consultation on the Lower Thames Crossing, subject to the following amendment to page 68:

"At a local level, improvements to the A229, particularly the interchange with the M2 (Junction 3) are imperative. Consideration of routes further down to Dover is required to enhance the free flow of traffic."

Voting: Unanimous

132. AUTHORITY MONITORING REPORT 2017/18

Mr Watson addressed the Committee, stating that the Council must publish information at least annually to demonstrate progress with Local Plan preparation, report any activity relating to the duty to cooperate and show the how the implementation of policies within the Local Plan had progressed. The report demonstrated that the Council had continued to make good progress.

Mr Watson stated that there were two minor amendments to the report.

Paragraph 1.18 was amended to:

The five-year housing supply at 1 April 2018 demonstrates a surplus of 1,557 dwellings which represents 6.5 years' worth of housing land supply.

Paragraph 1.23 was amended to:

Between 1 April 2017 and 31 March 2018 there has been an increase of 2,142sqm in net sales area of comparison and convenience retail floorspace from completed permissions. However, consented permissions result in a loss of 6,878sqm net sales.

RESOLVED: That the Authority Monitoring Report 2017/18 be approved for publication on the Council's website.

Voting: Unanimous

133. TECHNICAL CONSULTATION ON NATIONAL PLANNING POLICY AND GUIDANCE

Mrs Sarah Lee, Principal Planning Officer (Strategic Planning), introduced the report. Mrs Lee stated that the proposal to introduce a new standard methodology for calculating local housing need figures created uncertainty at a key point in the Maidstone Borough Council Local Plan Review. The proposed response reasserted that the current standard method was beneficial as it provided certainty. Furthermore, the percentage cap, which limited the increase in figures was helpful, however, this cap could be lower.

Mr Jarman outlined to the Committee that numerous factors would influence the success of new housing delivery in Maidstone. These factors included differentiating the type of available housing, the emphasis on good quality design and ensuring that infrastructure was built alongside housing rather than at a later date.

The Committee recognised that a long-term view needed to be taken on potential development sites. Although smaller sites were quicker to deliver, it was important that these sites were not exhausted to achieve targets in the short term. Instead, a combination of smaller and larger sites should be used to ensure that a sustainable approach was taken.

RESOLVED: That the responses set out in Appendix 1 be agreed as this Council's response to the technical consultation on changes to the National Planning Policy Framework and National Planning Practice Guidance.

Voting: Unanimous

134. DURATION OF MEETING

6.31 p.m. to 8.26 p.m.

2018/19 WORK PROGRAMME

	Committee	Month	Lead	Report Author
Maidstone Local Plan Review: Call for Sites Information Pack	SPS&T	Feb-19	Rob Jarman	Sarah Lee
Strategic Plan Action Plan	SPS&T	Feb-19	Angela Woodhouse	Angela Woodhouse
Sports Facilities and Playing Pitch Strategies Approval	SPS&T	Feb-19	Rob Jarman	Sue Whiteside/ Mark Egerton
Maidstone Housing Design Guide	SPS&T	Feb-19	Rob Jarman	Rob Jarman
Q3 Budget Monitoring 2018/19	SPS&T	Feb-19	Ellie Dunnet	Paul Holland
Q3 Performance Report 2018/19	SPS&T	Feb-19	Angela Woodhouse	Anna Collier
MITP Update	SPS&T	Feb-19	Rob Jarman	Abi Lewis
Policy for Publishing Personal Details as Part of Consultation Processes	SPS&T	Feb-19	Rob Jarman	TBC
Infrastructure Delivery Plan (IDP) and Integrated Transport Strategy (ITS) Delivery Update	SPS&T	Mar-19	Rob Jarman	Tay Arnold/Helen Smith
Management Plan for Kent Downs AONB	SPS&T	Mar-19	Rob Jarman	Stuart Watson/ Deanne Cunningham
Town Centre Opportunity Areas: Planning Briefs	SPS&T	TBC	Rob Jarman	Sarah Lee/Tay Arnold
Duty to Cooperate / Other LPA Key Issues	SPS&T	TBC	Rob Jarman	TBC
Planning Performance Agreements Review	SPS&T	TBC	Rob Jarman	TBC

Strategic Planning, Sustainability and Transportation Committee

08/01/19

External Board/Outside Body

External Board/Outside Body	Kent Community Railway Partnership Steering Group
Councillor(s) represented on the Outside Body/External Board	Clive English
Report Author	Clive English
Date of External Board/Outside Body Meeting Attended	05/01/19

Purpose of the External Board/Outside Body:

The body acts as the co-ordinating body for the Community Rail Partnerships in Kent. The Committee currently has 2 such lines the Medway Valley Line and Swale Line.

Update:

The last meeting was re-scheduled and will not take place until 5th January, so this report is written in anticipation.

The main item for discussion is the new Department for Transport Rail Strategy, which has 4 Pillars:

- 1) Delivering growth, which includes significant educational work with schools, including advice on transport plans and smarter travel.
- 2) Contributing to cost savings, which includes station improvements and encouraging station adoptions.
- 3) Increasing Community Involvement, which includes collaborating with local voluntary groups and building relationships with Local Planning authorities.
- 4) Supporting Social and Economic Development by promoting community events and tourism.

Other issues for discussion include ongoing concerns around the delivery of the new franchise and ticketing issues such as whether customers using high speed services on the non-high speed part of the line will or will not have to pay the higher tariff.

Strategic Planning, Sustainability and Transportation Committee

08/01/19

External Board/Outside Body

External Board/Outside Body	Medway Valley Line Steering Group
Councillor(s) represented on the Outside Body/External Board	Clive English
Report Author	Clive English
Date of External Board/Outside Body Meeting Attended	11/12/18

Purpose of the External Board/Outside Body:

This is the local rail partnership and its work therefore overlaps to some extent with the Kent Community Rail Partnership. Its main role is to bring together local Borough, and Parish Councils and other stakeholders along the line. It discusses detailed issues from new ticket machines and re-timetabling services to reusing signal boxes and promoting the railway for tourism purposes. To this end much of the activity is promotional by running events such as walks and historical recreations such as the WW1 train, or aimed at public involvement i.e. community adoption of stations.

Update:

Since the last meeting, work has taken place on reusing vacant station buildings including at Watlington and improve Snodland Station. Representations have been made on the DFT funding for Station improvements. As a result Maidstone West has been shortlisted for access funding and the final decision is awaited.

Representations continue to be made on issues surrounding the new franchise, which is unlikely to be in place by April 1st 2019, and campaigning continues to safeguard and enhance high speed services.

Concerns have been raised with Tonbridge and Malling Council regarding the complete absence of any reference to the line in the emerging local plan at a comparatively late stage.

Elsewhere educational and community events to promote the line and sustainable transport have taken place including the Santa Train on December 15th, (part funded by Maidstone Borough Councillors) and work has commenced with the KRCP on the DFT's Community Rail Strategy.

**Strategic Planning,
Sustainability & Transportation
Committee**

8 January 2019

Fees & Charges 2019/20

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

Executive Summary

This report sets out the proposed fees and charges for 2019/20 for the services within the remit of this committee. Fees and charges determined by the council are reviewed annually, and this forms part of the budget setting process.

The committee is invited to consider the appropriateness of the proposals for charges which are set at the council's discretion.

Charges which are determined centrally have been included in Appendix 1 for information.

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

1. That the proposed discretionary fees and charges set out in Appendix 1 to this report are agreed.

Timetable

Meeting	Date
Strategic Planning, Sustainability & Transportation Committee	8 January 2019
Policy & Resources Committee	23 January 2019

Fees & Charges 2019/20

1. INTRODUCTION AND BACKGROUND

1.1 The council is able to recover the costs of providing discretionary services through making a charge to service users. A charging policy is in place for charges which are set at the council's discretion and this seeks to ensure that:

- a) Fees and charges are reviewed regularly, and that this review covers existing charges as well services for which there is potential to charge in the future.
- b) Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.
- c) Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
- d) Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the charge is fully understood.

1.2 The policy covers fees and charges that are set at the discretion of the council and does not apply to services where the council is prohibited from charging, e.g. the collection of household waste. Charges currently determined by central government, e.g. planning application fees, are also outside the scope of the policy. However, consideration of any known changes to such fees and charges and any consequence to the medium term financial strategy are included in this report for information.

1.3 Managers are asked to consider the following factors when reviewing fees and charges:

- a) The council's strategic plan and values, and how charge supports these;
- b) The use of subsidies and concessions targeted at certain user groups or to facilitate access to a service;
- c) The actual or potential impact of competition in terms of price or quality;
- d) Trends in user demand including an estimate of the effect of price changes on customers;
- e) Customer survey results;
- f) Impact on users, both directly and on delivering the council's objectives;
- g) Financial constraints including inflationary pressure and service budgets;

- h) The implications of developments such as investment made in a service;
- i) The corporate impact on other service areas of council wide pressures to increase fees and charges;
- j) Alternative charging structures that could be more effective;
- k) Proposals for targeting promotions during the year and the evaluation of any that took place in previous periods.

Discretionary Charges for 2019/20

- 1.4 Charges for services which fall within the remit of this committee have been reviewed by budget managers in line with the policy, as part of the development of the medium term financial strategy for 2019/20 onwards. The detailed results of the review carried out this year are set out in Appendix 1 and the approval of the committee is sought to the amended fees and charges for 2019/20 as set out in that appendix.
- 1.5 Table 1 below summarises the 2017/18 outturn and 2018/19 estimate for income from the discretionary fees and charges which fall within the remit of this committee. Please note that the table only reflects changes relating to fees and charges and does not include other budget proposals which may impact these service areas.
- 1.6 Also shown in the lower part of the table are the proposed changes for services which require the council to achieve a break even position.
- 1.7 The overall increase in income if these changes are agreed and implemented as planned is expected to be £185,000 which amounts to a 3.89% increase in the overall budgeted income figure for this committee for the current financial year. This excludes the change in income levels associated with the suspension budget of the park and ride service. This income stream is not reflected in the table below.

Service Area	2017-18 Outturn £	2018-19 Estimate £	Proposed increase in income £	2019-20 Estimate £
Street Naming & Numbering	52,575	49,000	20,000	69,000
Parking Services – off street	2,682,710	2,917,700	180,000	3,097,700
Development Control – Pre-application fees	130,313	130,600	30,000	160,600
Parking Services	207,105	186,020	0	186,020
Discretionary fees & charges	3,072,703	3,283,320	230,000	3,513,320
Local Land Charges	259,848	319,550	0	319,550
Building Control	368,521	326,850	5,000	331,850
Obligation to break-even	628,369	646,400	5,000	651,400
TOTAL	3,701,072	3,929,720	235,000	4,164,720

Table 1: Discretionary Fees & Charges Summary (SPS&T)

- 1.8 Inflationary increases have been applied to building control charges, and planning fees which are set by the Council. Local Land Charges have also been increased to bring the charges in line with the other authorities in the partnership. However, due to a forecast reduction in demand for this service, the income budget will remain at the current level.
- 1.9 No further changes are proposed to charges for 2019/20, however, overachievement of income against the budget during the first eight months of 2018/19 and current forecasts are considered to justify the proposed increase in the income budget for street naming and numbering.
- 1.10 Pay and display charges were raised during the year, and the income budgets will be amended to incorporate this change. No further increases to charges are proposed for this year.
- 1.11 Table 2 below summarises the income due from fees which are set by the government. There is no change in the level of charge or income expected for the forthcoming financial year and it is therefore proposed that the budget for these income streams remains at the level set for 2018/19:

Service Area	2017-18 Outturn £	2018-19 Estimate £	Proposed increase in income £	2019-20 Estimate £
Development Control – Planning & Conservation	1,501,711	1,559,060	0	1,559,060
Parking services - PCNs	841,598	864,660	0	864,660
Statutory fees & charges	2,343,308	2,423,720	0	2,423,720

Table 2: Statutory Fees & Charges Summary (SPS&T)

2. AVAILABLE OPTIONS

Option 1

- 2.1 The committee could approve the recommendations as set out in the report, adopting the fees and charges as proposed in Appendix 1. As these proposals have been developed in line with the council's policy on fees and charges they will create a manageable impact on service delivery whilst maximising income levels.

Option 2

- 2.2 The committee could increase the charges proposed within Appendix 1. Any alternative increase may not be fully compliant with the policy, would require further consideration before implementation and may not deliver the necessary levels of income to ensure a balanced budget for 2019/20. The impact on demand for a service should also be taken into account when considering increases to charges beyond the proposed level.

Option 3

2.3 The committee could propose to decrease the charges proposed within Appendix 1. However, this would limit the Council's ability to recover the cost of delivering discretionary services, and could result in the Council being unable to set a balanced budget for 2019/20.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 Option 1 as set out above is recommended as the proposed fees and charges shown within Appendix 1 have been developed by budget managers in line with the Council's Charging Policy. The proposed charges are considered appropriate and are expected to create a manageable impact on service delivery whilst maximising cost recovery.

4. RISK

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

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 As part of this year's budget survey, residents were asked to rank the approaches to balancing the budget in order of preference. The results of the survey indicated that providing fewer discretionary services was the most preferred option, with a score of 2.25 out of 3. Increasing fees and charges scored the second highest, with 2.11 out of 3.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Fees and charges are being considered by service Committees throughout January, with an overarching report to Policy & Resources Committee on 23 January 2019.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<ul style="list-style-type: none">The Council's policy on charging has been developed to support corporate priorities as set out in the strategic plan.	Head of Finance

Risk Management	<ul style="list-style-type: none"> • Risk implications have been set out in section 4 of the report. 	Head of Finance
Financial	<ul style="list-style-type: none"> • Financial implications are set out in the body of the report. If agreed, this income will be incorporated into the Council’s medium term financial strategy for 2019/20 onwards. 	Head of Finance
Staffing	<ul style="list-style-type: none"> • We will deliver the recommendations with our current staffing. 	Head of Finance
Legal	<ul style="list-style-type: none"> • A number of the fees and charges made for services by the Council are set so as to provide the service at cost. These services are set up as trading accounts to ensure that the cost of service is clearly related to the charge made. In other cases the fee is set by statute and the Council must charge the set fee. In both cases the proposals in this report meet the Council’s obligations. • Where a customer defaults the fee or charge for a service must be defensible, in order to recover it through legal action. Adherence to the policy on setting fees and charges provides some assurance that appropriate factors have 	Legal Team

	been considered in setting these charges.	
Privacy and Data Protection	<ul style="list-style-type: none"> No specific impact identified. 	Legal Team
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.	Equalities and Corporate Policy Offer
Public Health	<ul style="list-style-type: none"> No specific impact identified. 	Head of Finance
Crime and Disorder	<ul style="list-style-type: none"> No specific impact identified. 	Head of Finance
Procurement	<ul style="list-style-type: none"> No specific impact identified. 	Head of Finance

8. REPORT APPENDICES

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

- Appendix 1: Proposed fees & charges 2019/20 (Strategic Planning, Sustainability & Transportation Committee)

9. BACKGROUND PAPERS

Charging Policy: <http://aluminum:9080/documents/s58019/Appendix%201%20-%20Charging%20Policy%20November%202017.pdf>

Medium Term Financial Strategy 2019-20
Fees and Charges

Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
				£	£	£			£	£
Building Control										
				368,521	326,850				5,000	331,850
Erection of a single dwelling house - Full Plan & Building Notice Charge	*	x				870.00	887.40	2.00%		
Erection of 2 dwelling houses - Full Plan & Building Notice Charge	*	x				1,240.00	1,264.80	2.00%		
Garages up to 60m ² - Full Plan & Building Notice Charge	*	x				420.00	428.40	2.00%		
Garages up to 60m ² - Regularisation Charge	*	x				525.00	535.50	2.00%		
Garage with room over up to 100m ² - Full Plan & Building Notice Charge	*	x				515.00	525.30	2.00%		
Garage with room over up to 100m ² - Regularisation Charge	*	x				643.75	656.63	2.00%		
Extensions up to 40m ² - Full Plan & Building Notice Charge	*	x				595.00	606.90	2.00%		
Extensions up to 40m ² - Regularisation Charge	*	x				743.75	758.63	2.00%		
Extensions over 40m ² and up to 100m ² - Full Plan & Building Notice Charge	*	x				795.00	810.90	2.00%		
Extensions over 40m ² and up to 100m ² - Regularisation Charge	*	x				993.75	1,013.63	2.00%		
First Floor Extensions up to 40m ² - Full Plan & Building Notice Charge	*	x				490.00	499.80	2.00%		
First Floor Extensions up to 40m ² - Regularisation Charge	*	x				612.50	624.75	2.00%		
Loft Conversions up to 60m ² - Full Plan Charge	*	x				640.00	652.80	2.00%		
Loft Conversions up to 60m ² - Regularisation Charge	*	x				800.00	816.00	2.00%		
Loft Conversions up to 60m ² - Building Notice Charge	*	x				800.00	816.00	2.00%		
Garage Conversion under 40m ² - Full Plan & Building Notice Charge	*	x				395.00	402.90	2.00%		
Garage Conversion under 40m ² - Regularisation Charge	*	x				493.75	503.63	2.00%		

Medium Term Financial Strategy 2019-20
Fees and Charges

Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018-2019	Proposed Charges 2019-2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
							0.00			
Installation of 2 steel beams or lintels - Full Plan & Building Notice Charge	*	x				270.00	275.40	2.00%		
Installation of 2 steel beams or lintels - Regularisation Charge	*	x			337.50		344.25	2.00%		
Walls or roof thermal element up to 120m2 - Full Plan & Building Notice Charge	*	x			200.00		204.00	2.00%		
Walls or roof thermal element up to 120m2 - Regularisation Charge	*	x			250.00		255.00	2.00%		
Installation of up to 10 replacement windows - Full Plan & Building Notice Charge	*	x			130.00		132.60	2.00%		
Installation of up to 10 replacement windows - Regularisation Charge	*	x			162.50		165.75	2.00%		
Solar panels up to 120m2 - Full Plan & Building Notice Charge	*	x			130.00		132.60	2.00%		
Solar panels up to 120m2 - Regularisation Charge	*	x			250.00		255.00	2.00%		
Part P electrical work or installation of heating appliance - Full Plan & Building Notice Charge	*	x			265.00		270.30	2.00%		
Part P electrical work or installation of heating appliance - Regularisation Charge	*	x			331.25		337.88	2.00%		
Alterations up to the value of £4999 - Full Plan & Building Notice Charge	*	x			300.00		306.00	2.00%		
Alterations up to the value of £4999 - Regularisation Charge	*	x			375.00		382.50	2.00%		
Alterations from £5000 to £9999 - Full Plan Charge	*	x			390.00		397.80	2.00%		
Alterations from £5000 to £9999 - Regularisation Charge	*	x			609.37		621.56	2.00%		
Alterations from £5000 to £9999 - Building Notice Charge	*	x			487.50		497.25	2.00%		
Installation of Wood burning appliance - Full Plan & Building Notice Charge	*	x					200.00	100.00%		
Installation of Wood burning appliance - Regularisation Charge	*	x					250.00	100.00%	0	0
Demolition Notice	*	x					250.00	100.00%		
Building Control Total				368,521	326,850				5,000	331,850

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Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
Street Naming & Numbering										
				52,575	49,000				20000	69,000
Name change		x				25.00	25.00	0.00%		
Addition of Name to numbered Property		x				25.00	25.00	0.00%		
Amendment to Postal Address		x				25.00	25.00	0.00%		
New Build - Individual Property		x				75.00	75.00	0.00%		
Official Registration of Postal Address previously not Registered		x				50.00	50.00	0.00%		
New Development - Fee per unit/flat		x				40.00	40.00	0.00%		
Creation of New Street		x				100.00	100.00	0.00%		
Renumbering of Development or Block of Flats - Fee per unit/flat		x				20.00	20.00	0.00%		
Street Naming & Numbering Total				52,575	49,000				20,000	69,000

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Fees and Charges April 2018 - March 2019	*	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
Development Control-Planning and Conservation										
<u>Application to discharge conditions related to a permission</u>										
The standard fee for conditions per request; or			x			116.00	116.00	0.00%		
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.			x			34.00	34.00	0.00%		
<u>Written confirmation of conditions previously discharged relating to a permission</u>			x							
Per request; or			x			116.00	116.00	0.00%		
Where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.			x			34.00	34.00	0.00%		
<u>Pre-Application Fees D160 + D167 + D176</u>				129,769	115,000				30,000	145,000
<u>Written Advice for Householder applications</u>										
charged for written advice on Householder applications and with an hour long meeting with an officer	*	x				50.00	51.00	2.00%		
Onsite Hourly Meeting	*	x				150.00	153.00	2.00%		
	*	x				180.00	183.60			
<u>Heritage Advice (EE20)</u>				544.34	8000					8,000
Written Advice	*	x			5000	50.00	51.00	2.00%		5,000
Site visit/Meeting/ Fee depending type of app/onsite/office based	*	x				360.00	367.20			0
<u>Landscape Advice</u>					2600					2,600
Householder tree advice involving a site visit by an officer (five trees or less)	*	x				180.00	183.60	2.00%		
Householder tree advice involving a site visit by an officer (more than five trees)	*	x				360.00	367.20	2.00%		
Other site meeting/Large scale £720.00	*	x				540.00	550.80	2.00%		
<u>High Hedges</u>										0
<u>Written Advice for small commercial applications</u>										
charged for written advice for small commercial including shops, shop fronts and change of use	*	x				72.00	73.44	2.00%		
<u>Written Advice for applications</u>										
charged for written advice for applications/Minor £100/Major £150	*	x				150.00	153.00	2.00%		

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Fees and Charges

Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
Advice involving meetings with Officers										
An hour long meeting	*	x				600.00	612.00	2.00%		
an hour long meeting with officer plus heritage/landscape/design advice	*	x				720.00	734.40	2.00%		
Additional fee per advisor / Onsite meeting with officer £180	*	x				150.00	153.00	2.00%		
Other Pre-Application Fees										
<u>Administration fees</u>										
Research of Permitted Development Rights and Planning Histories										
Research on Planning Histories			x			116.00	116.00	0.00%		
Research on Permitted Development Rights			x			116.00	116.00	0.00%		
<u>All Outline Applications (D118+D161+D162+D163)</u>										
£385 per 0.1 hectare for sites up to and including 2.5 hectares			x	1,501,711	1,559,060	385.00	385.00	0.00%	0	1,559,060
More than 2.5 hectares										
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000			x			9,527.00	9,527.00	0.00%		

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Fees and Charges April 2018 - March 2019	*	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
The erection of buildings (on land used for agriculture for agricultural purposes)										
Gross floor space to be created by the development			x			96.00	96.00	0.00%		
Gross floor space to be created by the development			x			462.00	462.00	0.00%		
Gross floor space to be created by the development more than 540m ² but not more than 4,215m ²			x			462.00	462.00	0.00%		
Gross floor space to be created by the development More than 4,215m ²			x			22,859.00	22,859.00	0.00%		
Full Applications (and First Submissions of Reserved Matters) continued...										
Erection of glasshouses (on land used for the purposes of agriculture)										
Gross floor space to be created by the development Not more than 465m ²			x			96.00	96.00	0.00%		
Gross floor space to be created by the development More than 465m ²			x			2,580.00	2,580.00	0.00%		
<u>Erection/alterations/replacement of plant and machinery</u>										
Site area Not more than 5 hectares			x			462.00	462.00	0.00%		
Site area More than 5 hectares max £300,000			x			22,859.00	22,859.00	0.00%		
<u>Applications other than Building Works</u>										
Car parks, service roads or other accesses For existing uses			x			195.00	195.00	0.00%		
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)										
Site area Not more than 15 hectares			x			234.00	234.00	0.00%		
Site area More than 15 hectares			x			34,934.00	34,934.00	0.00%		
<u>Operations connected with exploratory drilling for oil or natural gas</u>										
Site area Not more than 7.5 hectares			x			508.00	508.00	0.00%		
Site area More than 7.5 hectares			x			38,070.00	38,070.00	0.00%		

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Fees and Charges

Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
<u>Operations(other than exploratory drilling) for the winning and working of oil or natural gas</u>										
Site area Not more than 15 hectares			x			257.00	257.00	0.00%		
Site area More than 15 hectares			x			38,520.00	38,520.00	0.00%		
<u>Other operations (winning and working of minerals)</u>										
Site area Not more than 15 hectares			x			234.00	234.00	0.00%		
Site area More than 15 hectares			x			34,934.00	34,034.00			
Other operations (not coming within any of the above categories) Any site area			x			234.00	234.00			
<u>Lawful Development Certificate</u>										
LDC - Existing Use - in breach of a planning condition										
LDC - Existing Use LDC - lawful not to comply with a particular condition			x			234.00	234.00	0.00%		
LDC - Proposed Use - half planning fee										
<u>Prior Approval</u>										
Agricultural and Forestry buildings & operations or demolition of buildings			x			96.00	96.00	0.00%		
Telecommunications Code Systems Operators			x			462.00	462.00	0.00%		
<u>Reserved Matters</u>										
Application for approval of reserved matters following outline approval full fee due if the full fee already paid then £462 due.			x			462.00	462.00	0.00%		
<u>Approval/Variation/discharge of condition</u>										
Application for removal or variation of a condition following grant of planning permission			x			234.00	234.00	0.00%		
Request for confirmation that one or more planning conditions have been complied with - householder			x			34.00	34.00	0.00%		
All other development			x			116.00	116.00	0.00%		
<u>Change of Use of a building to use as one or more separate dwelling houses, or other cases</u>										
Number of dwellings not more than 50			x			462.00	462.00	0.00%		
Number of dwellings More than 50			x			22,859.00	22,859.00	0.00%		
Other Changes of Use of a building or land			x			462.00	462.00	0.00%		

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Fees and Charges**

Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
<u>Advertising</u>										
Relating to the business on the premises			x			132.00	132.00	0.00%		
Advance signs which are not situated on or visible from the site, directing the public to a business			x			132.00	132.00	0.00%		
Other advertisements			x			462.00	462.00	0.00%		
<u>Application for a Non-material Amendment Following a Grant of Planning Permission</u>										
Applications in respect of householder developments			x			34.00	34.00	0.00%		
Applications in respect of other developments			x			234.00	234.00	0.00%		
Permission in Principle - Site Area			x			402.00	402.00	0.00%		
Development and Conservation Control Total						1,632,024	1,689,660		30,000	1,719,660

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Development Control-Land Charges										
				259,848	319,550				0	319,550
Search only (LLC1 only)			x			35.00	37.00	5.71%		
LLC1 Only - Additional Parcel of Land			x			10.00	11.00	10.00%		
CON29 (Including VAT)	*		x			114.00	118.80	4.21%		
CON29 - Additional Parcel of Land (Including VAT)	*		x			18.00	19.20	6.67%		
Standard Official Search (LLC1 and CON29) (Including VAT)	*		x			149.00	155.80	4.56%		
Standard Official Search (LLC1 and CON29) - Additional Parcel of Land (Including VAT)	*		x			28.00	29.20	4.29%		
Part II enquiry - CON 29 Optional Questions 4-21 (Including VAT)	*		x			12.00	13.20	10.00%		
Part I enquiry - CON29 Optional Question 22 (Including VAT)	*		x			28.80	30.00	4.17%		
Additional Questions (Including VAT)	*		x			22.00	22.80	3.64%		
CON29 - Personal Searches (EIR)										
Question										
1.1 (a) - (l) (Planning)			x			6.00	7.20	20.00%		
1.1 (j,k,l) (Building Regulations)			x			6.00	7.20	20.00%		
2.1 (b) - (d)			x			6.00	7.20	20.00%		
3.1 (Land for Public Purpose)			x			3.00	3.60	20.00%		
3.3 Drainage Matters			x			3.00	3.60	20.00%		
3.5 (Railway Schemes)			x			3.00	3.60	20.00%		
3.7 (Outstanding Notices)			x			12.00	12.00	0.00%		
3.8 (Building Regulations Contravention)			x			3.00	3.60	20.00%		
3.9 (Enforcement)			x			6.00	7.20	20.00%		
3.10 CIL			x			3.00	3.60	20.00%		
3.13 b (Contaminated Land)			x			3.00	3.60	20.00%		
3.13 c (Contaminated Land)			x			3.00	3.60	20.00%		
Land Charges Total				259,848	319,550				0	319,550

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Fees and Charges

Fees and Charges April 2018 - March 2019	*	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
Parking Services										
Business Permits D043			x	7,683	12,710	100.00	100.00	0.00%		12,710
Residents Permits D065			x	85,920	85,440	25.00	25.00	0.00%		85,440
Visitors Permits D066			x	95,320	83,240	25.00	25.00	0.00%		83,240
3rd Permit [resident / visitor parking]			x			50.00	50.00	0.00%		
Replacement Permits/Duplicate Permits D067	*		x	46	780	10.00	10.00	0.00%		780
Carers Permits - Organisation D050	*		x	1,317	1,290	20.00	20.00	0.00%		1,290
Carers Permits - Individuals			x			0.00	0.00	0.00%		
School Permit	*		x			12.00	12.00	0.00%		
<u>Dispensations and Waivers D061</u>				16,819	2,560					2,560
Waivers/Work permits [max 1 day]	*		x			11.00	11.00	0.00%		
Waivers/ Work Permits [max 1 week]	*		x			33.00	33.00	0.00%		
Waivers/ Work Permits [max 3 months]	*		x			55.00	55.00	0.00%		
Dispensations [max 1 day]	*		x			11.00	11.00	0.00%		
Dispensations [max 1 week]	*		x			33.00	33.00	0.00%		
Dispensations [max 3 months]	*		x			55.00	55.00	0.00%		
Cones/ Suspension administration Fee	*		x			70.00	70.00	0.00%		
PCN Low - Statutory D042			x	841,598	864,660	50.00	50.00	0.00%		864,660
PCN High - Statutory			x			70.00	70.00	0.00%		
<u>Season Tickets - Car Parks D041 RC20</u>				187,476	187,850					187,850
3 Month 5 days Mon - Fri	*		x			250.00	250.00	0.00%		
3 Month 7 days Mon - Sun	*		x			303.00	303.00	0.00%		
6 Month 5 days Mon - Fri	*		x			440.00	440.00	0.00%		
6 Month 7 days Mon - Sun	*		x			540.00	540.00	0.00%		
12 Month 5 days Mon - Fri	*		x			770.00	770.00	0.00%		
12 Month 7 days Mon - Sun	*		x			930.00	930.00	0.00%		
<u>Season Tickets - Car Parks (Mote Park Only) D041 RC23</u>				5,483	5,000					5,000
One Year	*		x			40.00	40.00	0.00%		

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<u>PAY AND DISPLAY</u>										
<u>On Street D060</u>				257,279	235,180					235,180
<u>James Whatman Way</u>										
30 mins		x				0.70	0.70	0.00%		
1 hr		x				1.50	1.50	0.00%		
1.5 hr		x				2.00	2.00	0.00%		
2 hr		x				2.50	2.50	0.00%		
3 hr		x				3.50	3.50	0.00%		
4 hr		x				4.50	4.50	0.00%		
<u>All other on-street pay and display locations</u>										
30 mins		x				0.80	0.80	0.00%		
1 hr		x				1.50	1.50	0.00%		
1.5 hr		x				2.25	2.25	0.00%		
2 hr		x				3.00	3.00	0.00%		
<u>Off street RC20</u>				1,950,499	2,140,670				130,000	2,270,670
<u>Short Stay</u>										
<u>Medway St</u>										
1 hr	*	x				1.25	1.25	0.00%		
3 hr	*	x				3.75	3.75	0.00%		
4 hr	*	x				5.00	5.00	0.00%		
<u>Brewer Street [E]</u>										
30 mins	*	x				0.60	0.60	0.00%		
1 hr	*	x				1.10	1.10	0.00%		
3 hr	*	x				3.30	3.30	0.00%		
4 hr	*	x				4.40	4.40	0.00%		
<u>King Street</u>										
1 hr	*	x				1.30	1.30	0.00%		
3 hr	*	x				3.90	3.90	0.00%		
4 hr	*	x				5.20	5.20	0.00%		

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<u>Wheeler Street</u>										
30 mins	*	X				0.60	0.60	0.00%		
1 hr	*	X				1.10	1.10	0.00%		
3 hr	*	X				3.30	3.30	0.00%		
4 hr	*	X				4.40	4.40	0.00%		
<u>Palace Avenue</u>										
3 hr	*	X				3.75	3.75	0.00%		
4 hr	*	X				5.00	5.00	0.00%		
<u>Mote Road</u>										
1 hr	*	X				1.00	1.00	0.00%		
3 hr	*	X				3.00	3.00	0.00%		
4 hr	*	X				4.00	4.00	0.00%		
<u>Mill Street</u>										
1 hr	*	X				1.00	1.00	0.00%		
3 hr	*	X				3.00	3.00	0.00%		
4 hr	*	X				4.00	4.00	0.00%		
<u>Long Stay</u>										
<u>Barker Road</u>										
1 hr	*	X				1.10	1.10	0.00%		
3 hr	*	X				3.30	3.30	0.00%		
4 hr	*	X				4.40	4.40	0.00%		
5 hr	*					5.50	5.50	0.00%		
Over 5 hours						7.00	7.00	0.00%		
<u>Brooks Place</u>										
1 hr	*	X				1.10	1.10	0.00%		
3 hr	*	X				3.30	3.30	0.00%		
4 hr	*	X				4.40	4.40	0.00%		
5 hr	*	X				5.50	5.50	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		
<u>Brunswick Street</u>										
1 hr	*	X				1.00	1.00	0.00%		
3 hr	*	X				3.00	3.00	0.00%		
4 hr	*	X				4.00	4.00	0.00%		
5 hr	*	X				5.00	5.00	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		

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Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
<u>College Road</u>										
1 hr	*	X				1.00	1.00	0.00%		
3 hr	*	X				3.00	3.00	0.00%		
4 hr	*	X				4.00	4.00	0.00%		
5 hr	*	X				5.00	5.00	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		
<u>Lucerne Street</u>										
1 hr	*	X				1.10	1.10	0.00%		
3 hr	*	X				3.30	3.30	0.00%		
4 hr	*	X				4.40	4.40	0.00%		
5 hr	*	X				5.50	5.50	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		
<u>Sittingbourne Road</u>										
1 hr	*	X				1.10	1.10	0.00%		
3 hr	*	X				3.30	3.30	0.00%		
4 hr	*	X				4.40	4.40	0.00%		
5 hr	*	X				5.50	5.50	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		
<u>Union Street [E]</u>										
1 hr	*	X				1.10	1.10	0.00%		
3 hr	*	X				3.30	3.30	0.00%		
4 hr	*	X				4.40	4.40	0.00%		
5 hr	*	X				5.50	5.50	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		
<u>Union Street [W]</u>										
1 hr	*	X				1.10	1.10	0.00%		
3 hr	*	X				3.30	3.30	0.00%		
4 hr	*	X				4.40	4.40	0.00%		
5 hr	*	X				5.50	5.50	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		
<u>Well Road</u>										
1 hr	*	X				1.00	1.00	0.00%		
3 hr	*	X				3.00	3.00	0.00%		
4 hr	*	X				4.00	4.00	0.00%		
5 hr	*	X				5.00	5.00	0.00%		
Over 5 hours	*	X				7.00	7.00	0.00%		

Medium Term Financial Strategy 2019-20
Fees and Charges

Fees and Charges April 2018 - March 2019	* Includes VAT	Discretionary	Statutory	2017-2018 Actuals	2018-2019 Current Estimate	Current Charges 2018- 2019	Proposed Charges 2019- 2020	% Change	2018-2019 + / - Income	2019 -2020 Estimate
<u>Lockmeadow</u>										
1 Hour -	*	x				1.00	1.00	0.00%		
3 hr	*	x				2.50	2.50	0.00%		
4 hr	*	x				3.50	3.50	0.00%		
Up to 5 hours	*	x				5.00	5.00	0.00%		
Over 5 hours	*	x				7.00	7.00	0.00%		
Overnight charge all off-street car parks (6.30pm to 8am)	*	x				2.00	2.00	0.00%		
<u>Mote Park</u>										
Up to 6 Hours	*	x		168,544	198,000	2.00	2.00	0.00%		198,000
Over 6 Hours	*	x				12.00	12.00	0.00%		
Parking Services Total				3,617,982	3,817,380				130,000	3,947,380
<u>Sandling Road Car Park</u>										
				113,430	151,000					151,000
1 Hour -	*	x				1.10	1.10	0.00%		
3 hr	*	x				2.20	2.20	0.00%		
4 hr	*	x				3.50	3.50	0.00%		
Up to 5 hours	*	x				6.00	6.00	0.00%		
Over 5 hours	*	x				6.00	6.00	0.00%		
Sandling Road Car Park Total				113,430	151,000				0	151,000
GRAND TOTAL				6,044,380	6,353,440				185,000	6,538,440

**STRATEGIC PLANNING,
SUSTAINABILITY AND
TRANSPORTATION COMMITTEE**

8 January 2019

Medium Term Financial Strategy and Budget Proposals

Final Decision-Maker	Council
Lead Head of Service/Lead Director	Mark Green, Director of Finance and Business Improvement
Lead Officer and Report Author	Mark Green, Director of Finance and Business Improvement
Classification	Public
Wards affected	All

Executive Summary

This report forms part of the process of agreeing a budget for 2019/20 and setting next year's Council Tax. Following agreement by Council of the Medium Term Finance Strategy at its meeting on 12 December 2018, this report sets out budget proposals for services within the remit of this Committee. These proposals will then be considered by Policy & Resources Committee at its meeting on 13 February with a view to determining a budget for submission to Council.

This report makes the following recommendations to this Committee:

1. That the budget proposals for services within the remit of this Committee, as set out in Appendix A, be agreed for submission to Policy and Resources Committee.

Timetable	
Meeting	Date
Strategic Planning, Sustainability and Transportation Committee	8 January 2019
Policy and Resources Committee	13 February 2019
Council	27 February 2019

Medium Term Financial Strategy and Budget Proposals

1. INTRODUCTION AND BACKGROUND

Medium Term Financial Strategy

- 1.1 At its meeting on 12 December 2018, Council agreed a Medium Term Financial Strategy (MTFS) for the next five years. The MTFS sets out in financial terms how the Strategic Plan will be delivered, given the resources available. A new Strategic Plan was adopted by Council on 12 December 2018 and the MTFS reflects this.
- 1.2 There is considerable uncertainty about the resources which will be available to deliver the Strategic Plan, for a number of reasons. Outcomes for the national economy could vary widely depending on how the UK's planned exit from the EU is managed. These wider economic factors will affect the level of public expenditure generally. The framework for local government expenditure in particular is anyway subject to uncertainty, with the four year local government funding settlement 2016/17 to 2019/20 coming to an end next year, and no definitive information about the subsequent arrangements will mean in practice for the Council.
- 1.3 Given these multiple layers of uncertainty, the financial projections underlying the MTFS have been prepared under three different scenarios – adverse, neutral and favourable. All three scenarios assume that budget proposals for future years which have already been agreed by Council will be delivered, and that Council Tax is increased by 3% in 2019/20. Existing budget savings proposals within the remit of this Committee are shown in Appendix A and total £512,000 over the MTFS period.
- 1.4 The outcomes for the Council's budget gap, before allowing for any further growth or savings, are set out below.

	19/20	20/21	21/22	22/23	23/24
	£m	£m	£m	£m	£m

Scenario 1 – Favourable					
Budget surplus	-0.8	-0.9	-1.6	-3.3	-4.8

Scenario 2 – Neutral					
Budget gap	0.1	1.1	1.7	1.5	1.7

Scenario 3 – Adverse					
Budget gap	0.7	2.4	3.9	4.7	6.1

- 1.5 It can be seen that next year's budget is close to being balanced in the neutral scenario, given the various assumptions underlying the projections. However, in 2020/21 the budget gap will be significant under both the

neutral and adverse scenarios. It is essential that the Council starts planning now for 2020/21.

1.6 Budget proposals have been developed which seek to deliver the Council's strategic priorities and achieve a balanced budget, using the 'neutral' scenario as the basis for planning. The proposals now being submitted to Service Committees will deliver a balanced budget in 2019/20 and will achieve a substantial reduction in the projected budget gap in 2020/21.

1.7 It is recognised that delivering the strategic priorities will require budget growth. Of particular relevance to this Committee is the strategic priority 'Embracing Growth and Enabling Infrastructure'. It is proposed that, to facilitate this, additional staff resource is provided for infrastructure development. Growth of £48,000 is therefore included in the budget proposals for this purpose.

1.8 The approach taken in developing budget savings proposals has followed the principles set out in the MTFS, ie:

- *Revenue savings will be sought in:*
 - *Discretionary services which are not strategic priorities.*
 - *Statutory services which are not strategic priorities, where there is scope for reconfiguring services to reduce costs.*
 - *Improved efficiency in delivering strategic priorities.*
 - *New income generation and identification of external funding.*

These principles will be applied both to service expenditure and to corporate overheads.

- *Revenue growth will be built into the budget where strategic priorities cannot be delivered within existing revenue budgets, provided this can be accommodated by making savings elsewhere.*
- *Capital schemes will be reviewed and developed so that investment is focused on strategic priorities.*

1.9 The new budget savings proposals for services within the remit of this Committee are set out in Appendix A and reflect the principles above.

- Improved efficiency – it is considered that efficiencies can be achieved within the Planning Service through further adoption of commercial business practices.
- New income generation – There is scope for additional income through greater volumes of business from Planning Performance Agreements and pre-application fees, from building control, and from street naming and numbering.
- Discretionary services – The Park and Ride service, which is a discretionary service, has been subject to extensive discussion by this Committee over the past 12 months. The budget proposals reflect the decision made by the Committee on 6th November 2018 to close the pay

to park service. It is assumed that the Council will retain the Willington Street and London Road car parks, but any service(s) operated from these sites by commercial operators is assumed to have a net nil cost for the Council.

The new budget savings proposals for services total £275,000.

2. AVAILABLE OPTIONS

- 2.1 Agree the budget proposals relating to this Committee as set out in Appendix A for onward submission to the Policy and Resources Committee.
 - 2.2 Propose changes to the budget proposals for consideration by the Policy and Resources Committee.
 - 2.3 Make no comment on the budget proposals.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 The Policy and Resources Committee must recommend to Council at its meeting on 13 February 2019 a balanced budget and a proposed level of Council Tax for the coming year. The budget proposals included in this report will allow the Policy and Resources Committee to do this. Accordingly, the preferred option is that this Committee agrees the budget proposals at Appendix A.
-

4. RISK

- 4.1 The Council's MTFS is subject to a high degree of risk and certainty. In order to address this in a structured way and to ensure that appropriate mitigations are developed, the Council has developed a budget risk register. This seeks to capture all known budget risks and to present them in a readily comprehensible way. The budget risk register is updated regularly and is reviewed by the Audit, Governance and Standards Committee at each of its meetings.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Policy and Resources Committee received an initial report on the MTFS at its meeting on 27 June 2018 and it agreed the approach set out in that report to development of an MTFS for 2019/20 - 2023/24 and a budget for 2019/20.
- 5.2 Service Committees and Policy and Resources Committee then considered a draft MTFS at their meetings in November 2018, and this was agreed for submission to Council. The MTFS included descriptions of the different scenarios facing the Council and described how budget proposals would be

sought for all scenarios, so that the Council might be suitably prepared for the adverse scenario, as defined. Council agreed the MTFS at its meeting on 12 December 2018.

- 5.3 Public consultation on the Council’s budget priorities was carried out in parallel with consultation on the Strategic Plan. Details are set out in Appendix B. Note that the public were consulted on eight expenditure priorities, in line with the eight priorities included in the first draft of the Strategic Plan.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The timetable for developing the budget for 2019/20 is set out below.

Date	Meeting	Action
January 2019	All Service Committees	Consider 19/20 budget proposals
13 February 2019	Policy and Resources Committee	Agree 19/20 budget proposals for recommendation to Council
27 February 2019	Council	Approve 19/20 budget

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The Medium Term Financial Strategy and the budget are a re-statement in financial terms of the priorities set out in the strategic plan. They reflect the Council’s decisions on the allocation of resources to all objectives of the strategic plan.	Section 151 Officer & Finance Team
Risk Management	This has been addressed in section 4 of the report.	Section 151 Officer & Finance Team
Financial	The budget strategy and the MTFS impact upon all activities of the Council. The future availability of resources to address specific issues is planned through this process. It is important that the committee	Section 151 Officer & Finance Team

	gives consideration to the strategic financial consequences of the recommendations in this report.	
Staffing	The process of developing the budget strategy will identify the level of resources available for staffing over the medium term.	Section 151 Officer & Finance Team
Legal	Under Section 151 of the Local Government Act 1972 (LGA 1972) the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management. The Medium Term Financial Strategy demonstrates the Council's commitment to fulfilling its duties under the Act. The Council has a statutory obligation to set a balanced budget and development of the MTFS and the strategic revenue projection in the ways set out in this report supports achievement of a balanced budget.	Team Leader (Corporate Governance), MKLS
Equalities	The overall approach to the MTFS is to direct resources into areas of need as identified in the Council's strategic priorities. The equalities impact of individual budget decisions will be determined when setting the budget.	Section 151 Officer & Finance Team
Crime and Disorder	The resources to achieve the Council's objectives are allocated through the development of the Medium term Financial Strategy.	Section 151 Officer & Finance Team
Procurement	The resources to achieve the Council's objectives are allocated through the development of the Medium Term Financial Strategy.	Section 151 Officer & Finance Team

8. REPORT APPENDICES

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

- Appendix A: Budget Proposals 2019/20 – 2023/24
 - Appendix B: Residents' Survey
-

9. BACKGROUND PAPERS

There are no background papers.

Budget Proposals 2019/20 - 2023/24

Service	Proposal	19/20	20/21	21/22	22/23	23/24	Total
		£000					
Development Control Appeals	Reduction following adoption of local plan	0	-40	0	0	0	-40
Pay & Display Car Parks	5% increase in income (Fees & Charges)	0	-100	0	0	0	-100
Park & Ride	Re-specify service and deliver at reduced cost	-75	0	0	0	0	-75
Grants to outside bodies	Remove grants as part of voluntary sector grants reduction strategy	-16	-16	-15	0	0	-47
Parking Services	Increase Pay & Display income budget (Fees & Charges)	-50	-50	-50	-50	0	-200
Planning Policy	Offset staff costs with CL	-5	-15	-15	-15	0	-50
Total Existing Savings		-146	-221	-80	-65	0	-512

Table 1 - Savings agreed within current MTFS

Service	Proposal	19/20	20/21	21/22	22/23	23/24	Total
		£000					
Planning	Adoption of commercial business practices	0	-30	-15	-15	0	-60
Planning	Income generation from PPAs and Pre-application fees	-30	-15	0	0	0	-45
Building Control	Increase income budget	-5	-15	0	0	0	-20
Parking	Parking services - take Park & Ride linked increase into budget	-130	0	0	0	0	-130
Street Naming & Numbering	Increase income budget	-20	0	0	0	0	-20
Total adjustments and new savings		-185	-60	-15	-15	0	-275

Table 2 - Adjustments to existing savings and new proposals

TOTAL SAVINGS (£000)	-331	-281	-95	-80	0	-787
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Service	Proposal	19/20	20/21	21/22	22/23	23/24	Total
		£000					
Infrastructure Officer	Fund new post to coordinate infrastructure requirements	24	24	0	0	0	48
TOTAL GROWTH (£000)		24	24	0	0	0	48

Table 3 - Proposed growth in budgets

OVERALL CHANGE IN BUDGET (£000)	-307	-257	-95	-80	0	-739
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Negative figures shown above represent a reduction in expenditure budgets, or increased income targets. Positive figures indicate increased expenditure, or a reduction in the income budget.

Budget Survey Report 2018

Methodology

The survey was open between 24th September and 4th November 2018. It was promoted online through the Council's website and our social media channels. Residents who have signed up for consultation reminders were notified and sent an invitation to participate in the consultation. An incentive of entering a prize draw for £50 of shopping vouchers was offered to encourage responses.

A total of 870 people responded to the survey. The results in this report have been weighted by age and gender based on the population in the ONS mid-year population estimates 2017. Based on Maidstone's population aged 18 years and over this means overall results are accurate to 3.3% at the 95% confidence level.

However, the under-representation of 18 to 34 year olds means that high weights have been applied to responses in this group, therefore results for this group should be treated with caution. It should also be noted that respondents from BME backgrounds are slightly under-represented at 4.9% compared 5.9%¹ in the local area.

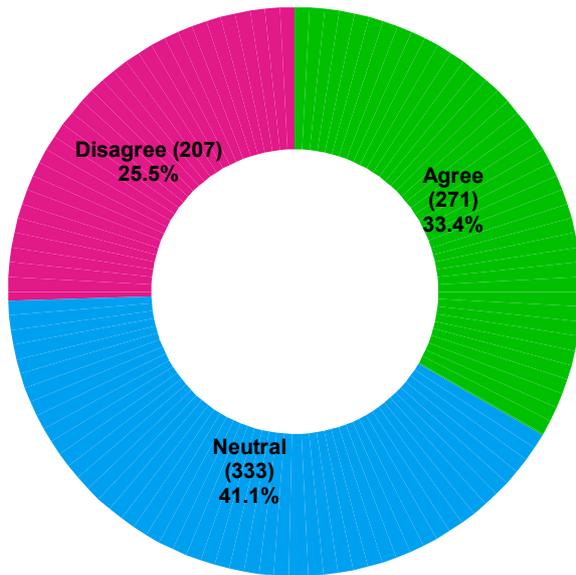
Please note not every respondent answered every question, therefore the total number of respondents refers to the number of respondents for the question being discussed not to the survey overall.

Summary Findings

- There has been a 3.2% increase in the proportion of responding positively when asked if they agree or disagree if the Council provides Value for Money.
- The top three priorities are:
 - Well connected safe and empowered communities
 - Better transport systems
 - Great environmental quality
- For mandatory services respondents would like more spent on Community Safety and less on Democratic and Electoral Services.
- For discretionary services respondents would like more spent on Parks and Open Spaces and less on Members' facilities.
- The majority of respondents said Environmental Services was most important to them.
- As with the 2017 Resident Survey the preferred approach to balancing the budget is to provide fewer discretionary services.

¹ 2011 Census

Value for Money



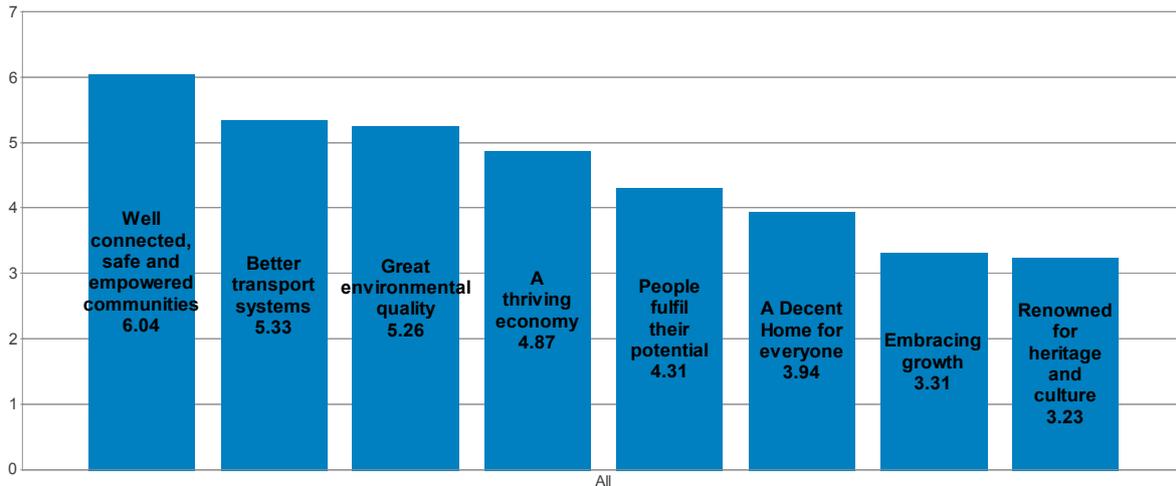
Respondents were asked to what extent they agree or disagree that Maidstone Borough Council provides value for money. The questionnaire contained a pie chart illustrating what proportion of Council tax is received by each agency.

The most common response was neither agree nor disagree.

The data shows that respondents aged 65 years had lower proportions responding dissatisfied than the other age groups with 18.8% responding this way.

We previously asked residents this question in the 2017 resident survey and 30.2% of respondents agreed. This year's result shows an improvement on the 2017 figure of 3.2%. This is positive as this increase is a result of fewer people responding disagree (the proportions responding with no strong opinion either way has only changed by 0.1%).

Which of the following priorities are most important to you?

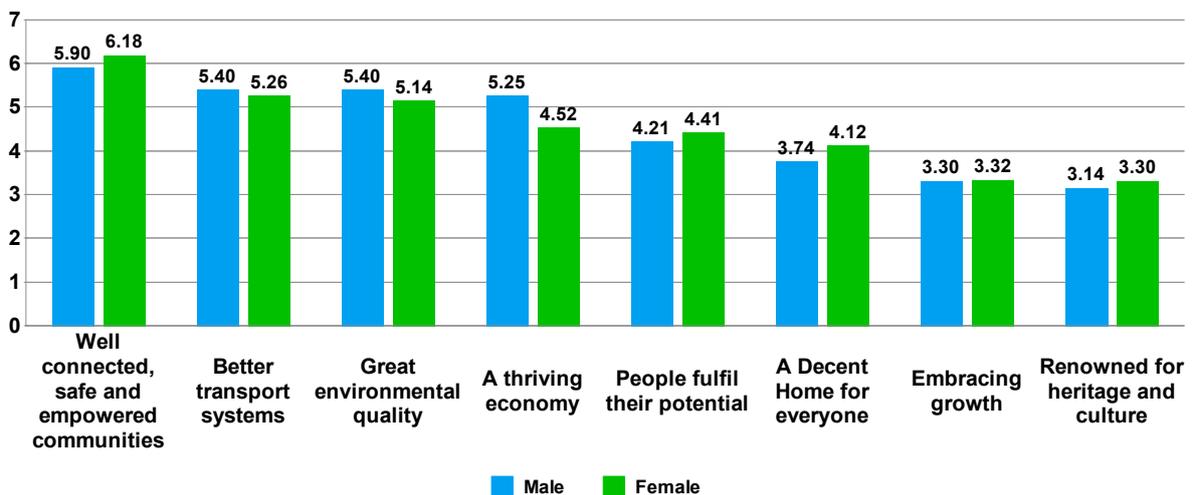


Respondents were asked to put the list of priorities in order of preference. In order to assess this data a weighted average has been used with the priorities placed as first receiving eight points and the priority ranked last given 1 point. These are then added together and divided by the number of respondents to give a weighted average.

Overall, just over half of all responders placed ‘Well connected, safe and empowered communities’ as being the most important or second most important priority and 44% placed ‘Renowned for heritage and culture’ as either seventh or eighth.

The charts below show the difference in response levels for this question between demographic groups.

Priority by gender



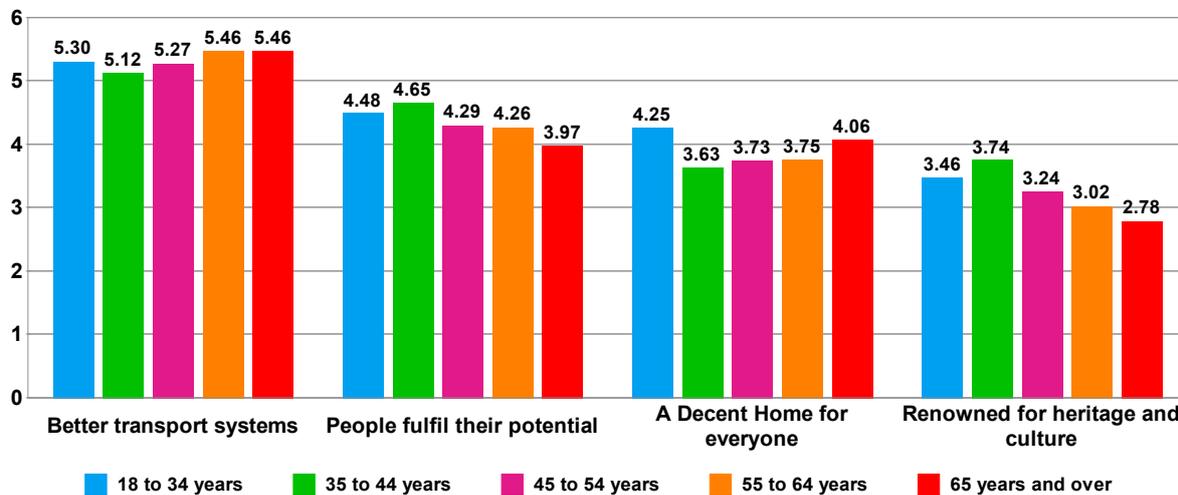
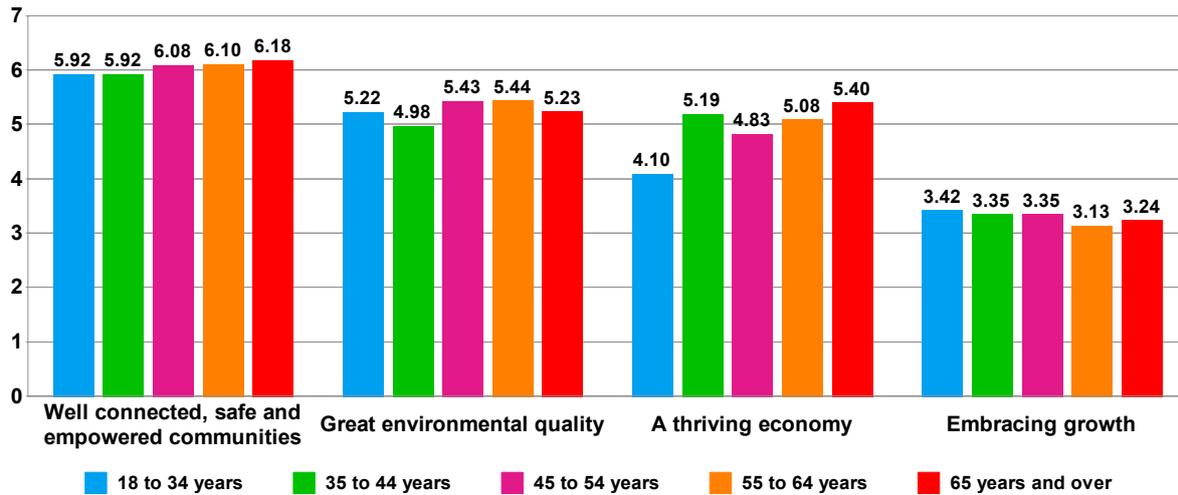
The chart above shows that the profile of responses is broadly the same for both men and women with the priorities ranked in the same order for both sexes. There are some slight differences between the two groups: men were more likely than women to rank a thriving economy higher with 49% selecting this as one of their top three priorities compared to 35.3% of female respondents.

Priority by Age

The charts below show priority ranking by age group.

The priority of ‘Well connected, safe and empowered communities’ was the highest ranked priority for all age groups. In addition ‘Better transport systems’ appeared in each group’s top three priorities and ‘Great Environmental Quality’ appears in each group’s top four.

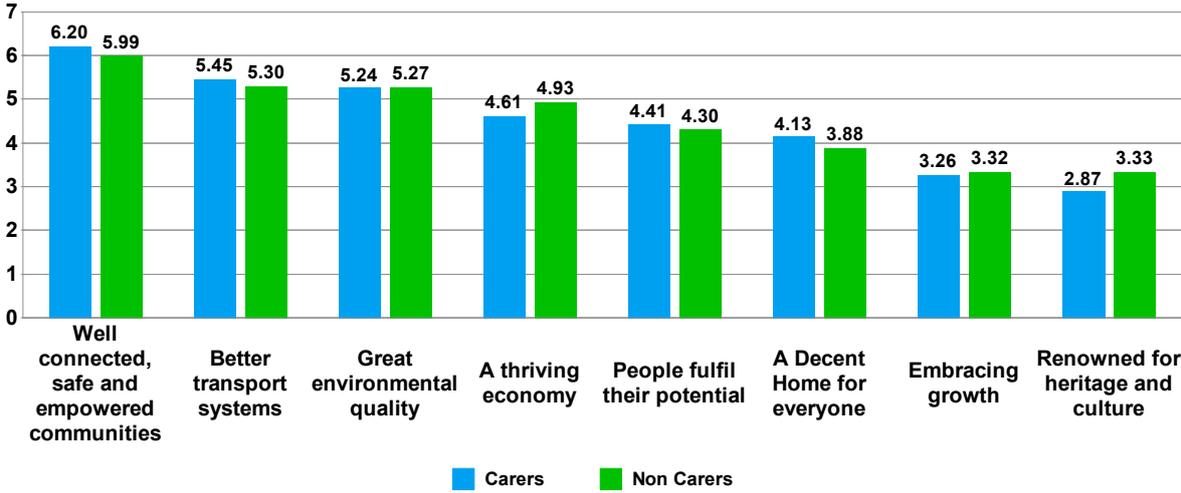
Heritage was ranked bottom by the age groups aged 45 years and over, but was rated sixth by the 35 to 44 years groups.



Priority by Carer Responsibility

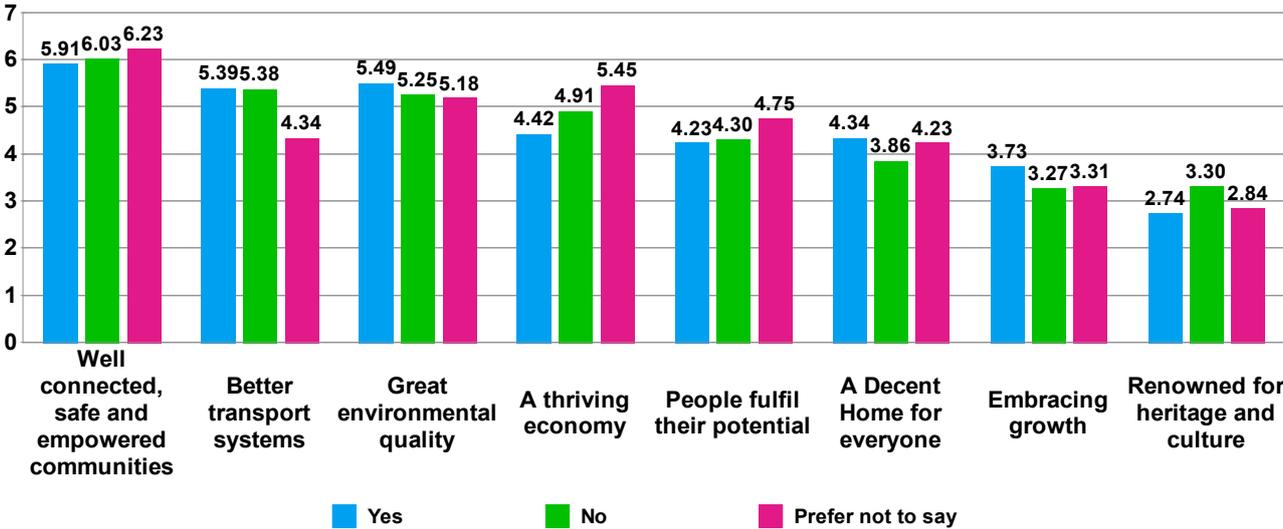
Although the profile of the ranking of priorities is in line with the overall result the data shows respondents with caring responsibilities tended to give a higher ratings to ‘Well connected, safe and empowered communities’ and ‘A Decent Home for Everyone’ than those who do not have any caring responsibilities.

APPENDIX B



Priority by Disability

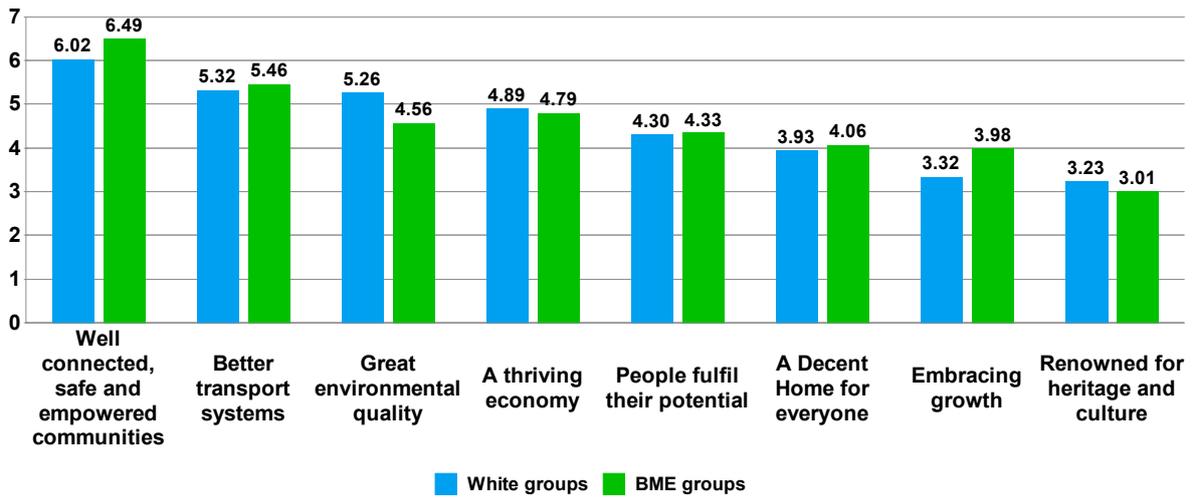
The priorities at the top and bottom of the scale remain the same for respondents with a disability. The data shows that respondents with a disability gave ‘Great Environmental Quality’ and ‘A Decent Home for Everyone’ a higher rating than respondents without a disability.



Priority by Ethnicity

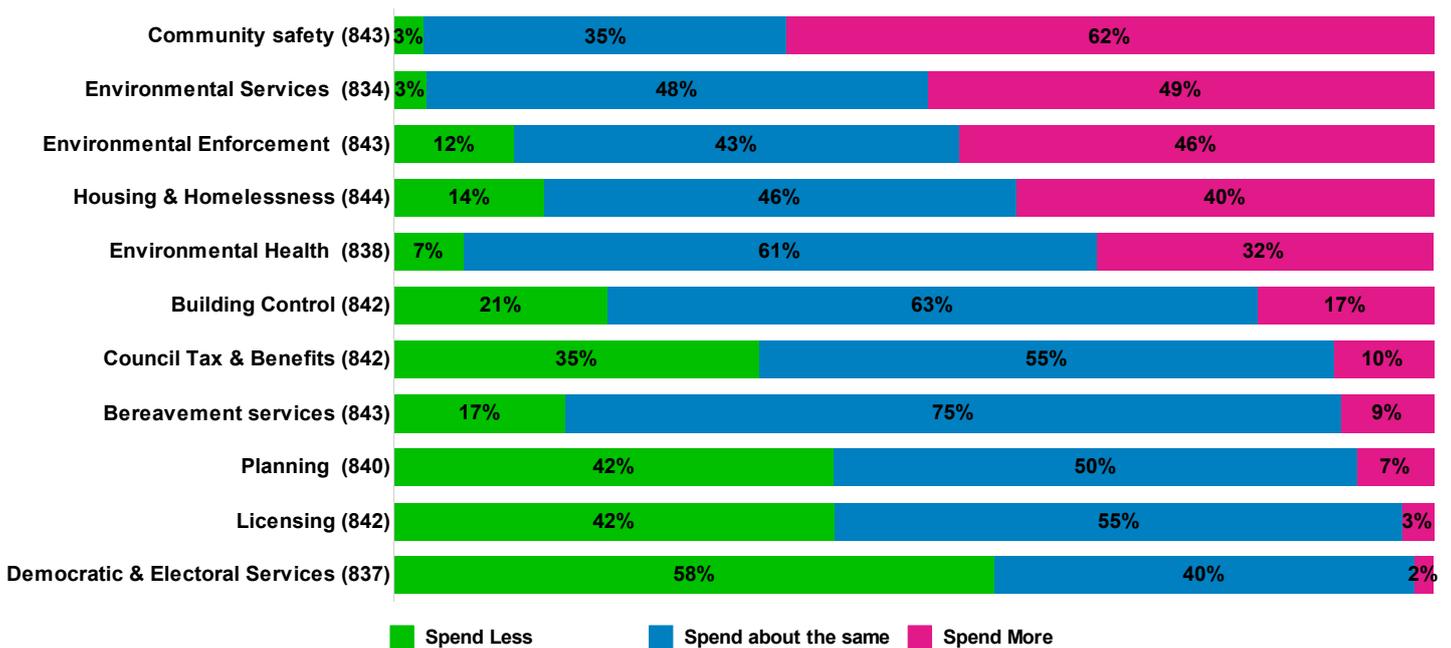
As with disability and carers there is no change in the priorities that are first and last between respondents from white groups and respondents from BME groups.

Respondents from White groups rated ‘Great environmental quality’ higher than those from BME groups and respondents from BME groups rated ‘Embracing growth’ higher than respondents from White groups. However the results for BME groups should be treated with caution owing to the small sample.



Spending – Mandatory Services

Respondents were given a list of mandatory services that the Council is required to provide and were asked if they thought there should be more or less or the same level of spending for that service going forward. The total number of respondents to each question is show in bracket next to the service name.



The top three services where respondents said the Council should spend less were Democratic & Electoral Services, Licensing and Planning.

For Democratic and Electoral Services respondents from White groups had a significantly greater proportion saying that the Council should ‘Spend less’ in this area than respondents from BME groups, with 58.9% responding this way compared to 28.3% of BME groups. Respondents that have carer responsibilities were slightly more likely than those without carer responsibilities to say more should be spent in this area with 4.4% answering this way compared to 1.1% of non-carers.

APPENDIX B

For Licensing, as with Democratic & Electoral Services, there is a difference in response levels between those from BME groups and those from White groups, with 43.3% of White groups saying 'Spend Less' and 26.1% of those from BME answering in the same way.

In relation to planning the data indicates Male respondents had a greater proportion saying 'Spend more' and Female respondents had a greater proportion responding 'Spend less' than their counterparts, however the greatest proportional response for both groups was 'Spend about the same'.

Bereavement Services, Building Control and Environmental Health had the greatest proportion of respondents saying that the Council should spend about the same.

Across all the different demographic groups the majority of respondents in each responded 'Spend about the same'. The data does show some variation; Women were more likely than men to respond 'Spend more' with 12.7% of women responding this way compared to 5.0% of men. The same is true for Carers versus Non-Carers with 13.1% of Carers saying the Council should spend more in this area compared to 7.8% of Non-carers.

There were no significant variations in the response levels across the demographic groups for Building Control, with the majority of each demographic group responding 'Spend about the same'. Respondents aged 65 years and over had the greatest proportion responding 'Spend more' with 23.4% answering this way and respondents with a disability had the greatest proportion responding 'Spend less' at 27.0%.

For Environmental Health, across all demographic groups, the majority of respondents answered 'Spend about the same'. The data indicates some differences between the age groups with the 35 to 44 years group having a greatest proportion responding 'Spend less' compared to respondents age 55 years and over with 10.5% answering this way.

Community Safety, Environmental Services and Environmental enforcement had the greatest proportions of respondents answering 'Spend more'.

Community Safety had the greatest proportion of respondents saying the Council should 'Spend more' in this area, with the majority of each demographic group responding this way. Female respondents had the greatest proportion saying that the Council should 'Spend more' in this area at 65.0% and male respondents had the greatest proportion responding 'Spend less' at 4.8%. The data also indicates that the difference in proportions of Carers and Non-carers responding 'Spend less' is significant, with response levels of 0.4% and 3.6% respectively. Although the sample of respondents from BME groups was too small to make any valid comparisons there were no respondents in this group that said the Council should 'Spend less' in this area.

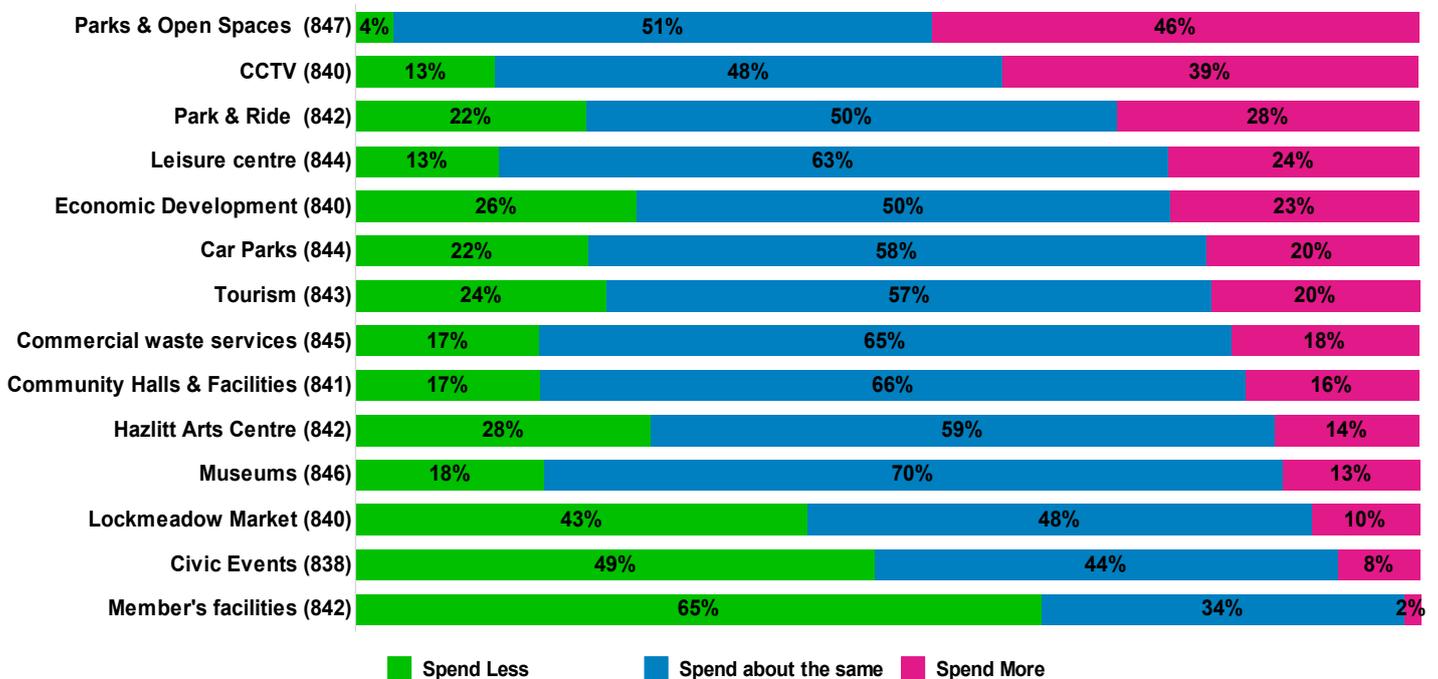
While Environmental Services had the second greatest proportion responding 'Spend more', the response to this question was fairly evenly split between 'Spend more' with 48.6% and 'Spend about the same' with 48.3%. Across all demographic groups the 35 to 44 years age group had the greatest proportion responding 'Spend more' at 56.0% and the 45 to 54 years had the greatest proportion responding 'Spend less' at 5.0%. As with Community Safety although the sample of respondents from BME groups was too small to make any valid comparisons there were no respondents in this group that said the Council should 'Spend less' in this area.

APPENDIX B

For Environmental Enforcement the data shows that there is a significant difference in response levels between men and women with a greater proportion of women responding 'Spend less' at 14.3% compare to 8.7%. The difference between those responding 'Spend less' aged 35 to 44 years and those responding this way aged 65 years and over is significantly different with the younger group having a greater proportion that responded 'Spend less' than those aged 65 years and over at 16.3% compared to 5.8%, however almost identical proportions of these groups say 'Spend more' at 50.0% and 49.9% respectively. .

Spending – Discretionary Services

Respondents were presented with a list of discretionary services that the Council are not required to provide, but are currently being provided by the Council and were asked if they thought there should be more or less or the same level of spending for that service going forward. The total number of respondents to each question is show in bracket next to the service name.



The top three services where respondents said the Council should spend less were Members' Facilities, Civic Events and Lockmeadow Market.

More than six out ten respondents said there should be less spending on Members' facilities, the majority of respondents across all demographic groups responded this way. The 55 to 64 years group had the greatest proportion responding 'Spend less' at 78.0%. There were no respondents aged 65 years and over or with a disability that said the Council should 'Spend more' in this area.

Just under half of all respondents said that the Council should 'Spend less' on Civic Events, across the demographic groups there were three where the majority of respondents said 'Spend less' there were; Carers (57.3%), 55 to 64 years (63.4%) and 65 years and over (60.9%). Respondents from BME groups had the greatest proportion responding 'Spend about the same' at 68.8% and respondents age 18 to 34 years had the greatest proportion responding 'Spend more' at 12.9% however due to invalid sample sizes the significance of these differences are untested.

APPENDIX B

Just over four in ten respondents said that the Council should 'Spend less' on Lockmeadow Market. The 55 to 64 years groups had the greatest proportion responding this way at 50.0%. The data shows that the difference between response levels for men and women is significant. The data show that men may value or use the market less than women with 48.7% saying spending should be reduced compared to 36.5% of women.

Museums, Community Halls & Facilities and Commercial waste services had the greatest proportions responding that the Council should 'Spend about the same'.

Seven out ten respondents said funding for the Museum should remain about the same, the majority of people responded this way across all the demographic groups. Respondents with a disability had the greatest proportion stating that the Council should 'Spend less' on Museums at 27.4% and the data indicates the difference answering this way between respondents with a disability and those without is significant. This suggests that museums are a lower priority for this group.

Overall, 66% of respondents said that funding should remain about the same. The majority of respondents across demographic groups said that the Council should 'Spend about the same' on Community Halls and Facilities. The data shows that the difference between response levels for men and women is significant. The data show that men may value or use Community Halls and Facilities less than women with 20.4% saying spending should be reduced compared to 14.6% of women. Community Halls often host various community activities such as exercise classes, crèches, hobby and support groups; some of these activities are more frequently attended by women. It also shows the difference in proportions of Carers and Non-carer responding 'Spend more' is significant with Carers having a greater proportion answering this way at 23.0% compared to 14.3% for Non-careers.

Overall, 65% of respondents said that funding should remain about the same for Commercial Waste services. The majority of respondents across all demographic groups responded this way. Female respondents had the greatest proportion responding 'Spend about the same' across all the demographic groups and Males responders had the greatest proportion responding 'Spend less' at 22.6%. The data indicates that the difference in proportions responding 'Spend less' between men and women is significant - 12.3% of female respondents answered this way.

Parks & Open Spaces, CCTV and Park & Ride had the greatest proportions of respondent saying that funding should be increased.

Overall, 46% of respondents said that the Council should 'Spend more' on Parks & Open Spaces. Respondents aged 35 to 44 years had the greatest proportion saying that funding in this area should be increased at 58.7% and respondents with a disability had the greatest proportion saying that spending in this area should be reduced at 8.9%.

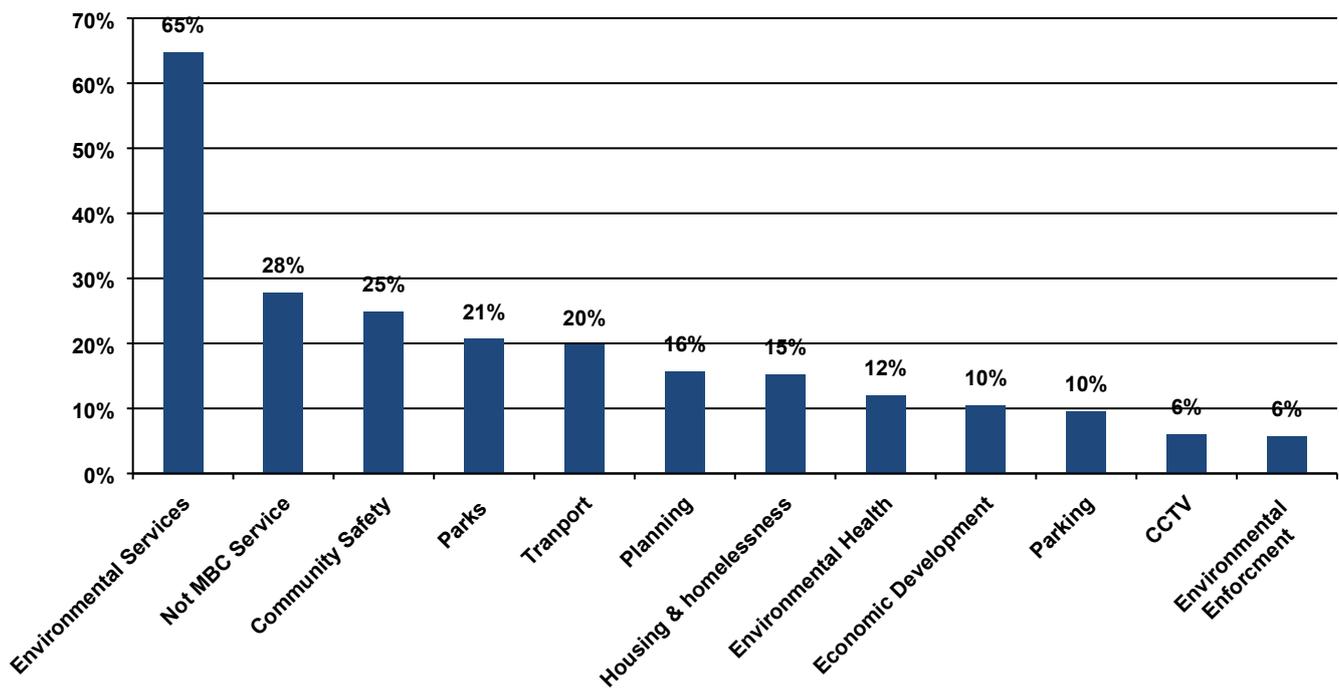
CCTV had the second greatest proportion of respondents that said 'Spend more' with just under four in ten people responding this way. Testing on the response to this service from men and women shows the differences between these groups are significant suggesting each group may have different motivations for their views. Women had a greater proportion than men responding 'Spend more' at 44.4% compared to 33.5% and male respondents had a greater proportion responding 'Spend less' at 16.9% compared to 9.6% for female respondents. Community Safety was the top mandatory services in terms of increasing spending for mandatory services, both of these services having high rates of people saying to increase spending may indicate that people do not feel safe.

APPENDIX B

Overall, 28% of respondent said that the Council should 'Spend more' on Park & Ride. Recent changes to the service introduced 'pay to park' which meant that people with Older person's Bus passes could no longer use them on this service. It is this group, the 65 years and over, that have the greatest proportion responding 'Spend more' at 42.6%. The data suggests an age trend with the proportion of people responding 'Spend more' increasing with age. The majority of women said funding should remain the same whereas there was no majority response from male respondents.

Important Services

All survey respondents were given a free text box and asked to state which three services are most important to them. The services which received 50 or more mentions are shown in the chart below.



Environmental services was the most frequently mentioned with 65% of respondent stating this is one of their top three most important services.

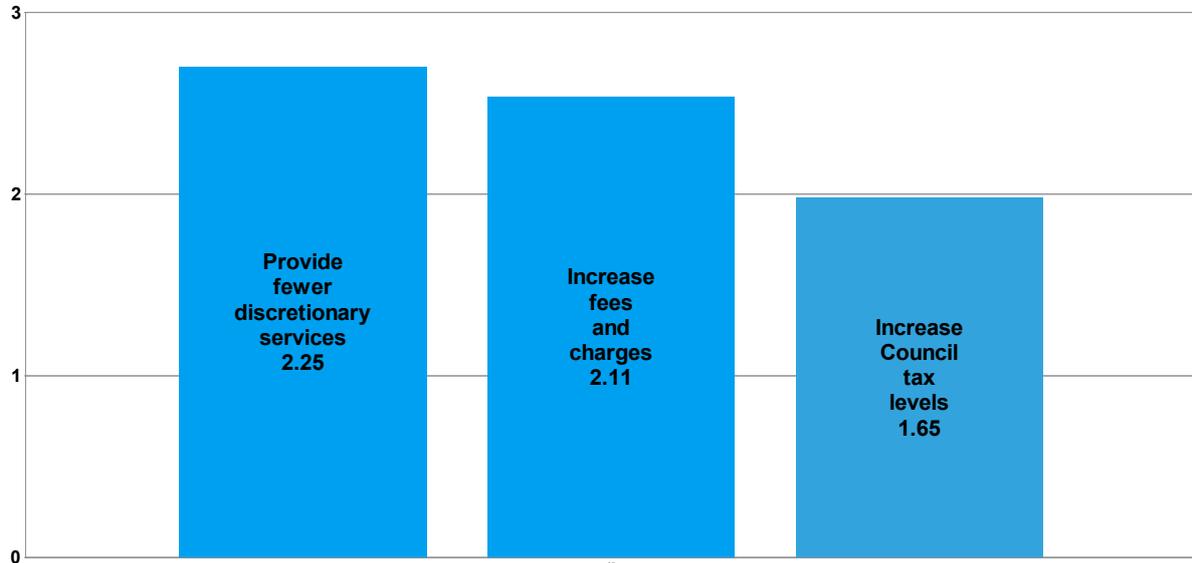
More than a quarter of respondents mentioned a service that is not provided by Maidstone Borough Council, the most common being road maintenance, but there were also people who mentioned the police, health services and adult and children's social services. As these are not MBC services, it suggests there is still some confusion amongst residents about which organisation is responsible for delivering what.

A quarter of respondents mentioned Community Safety and a further 6% mentioned CCTV. Considering responses to other areas of the survey it is clear that Community Safety is a service that residents believe is a high priority on which the Council should spend more.

The top three mandatory services and the top three discretionary services where survey respondents said the Council should 'Spend more' all appear in the services that got 50 or more mentions.

Approaches to balancing the Council’s budget

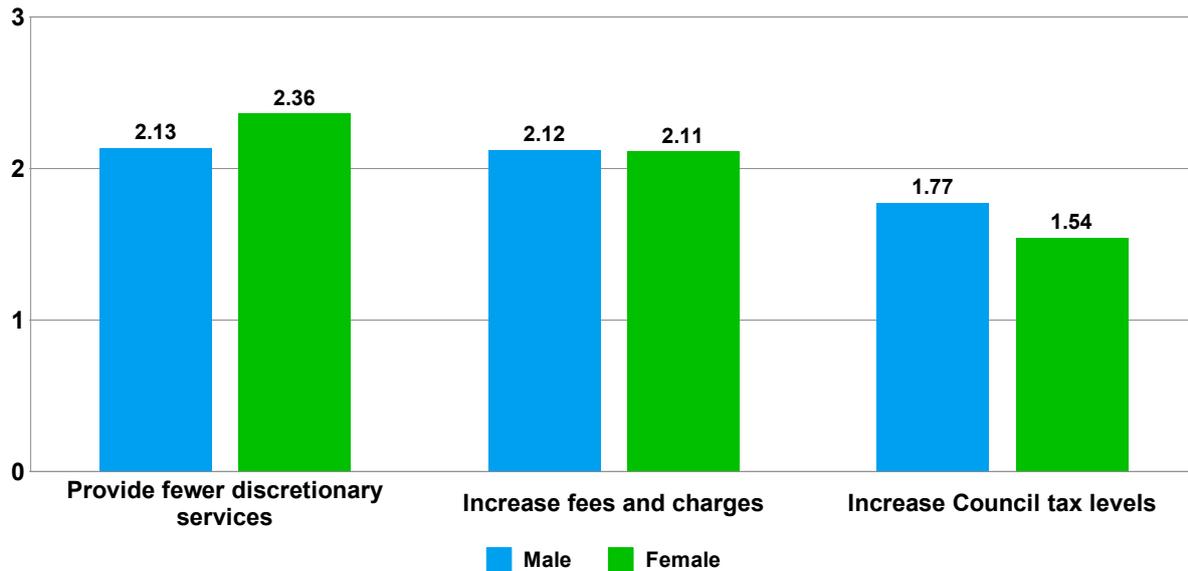
Respondents were asked to put the approaches to balancing the budget in order of preference. In order to assess this data a weighted average has been used with the approach placed as first receiving three points and the approach ranked last is given one point. These are then added together and divided by the number of respondents to give a weighted average.



Overall, ‘Providing fewer discretionary services’ was the most preferred option and ‘Increase Council tax levels’ was the least preferred option. The charts below show the differences between different demographic groups.

A similar question was asked in the 2017 Resident Survey in which respondents were asked to select which out of four options was their preferred approach to balancing the Council’s budget. The result of this were that 61.0% of respondents said that MBC should prioritise stopping delivery of non-essential services in order to balance the budget, 19% said that we should increase fee and charges for services to balance the budget and 16.4% said we should increase council tax (there was a fourth option to provide services less frequently or to a lower standard which 3% of respondents selected).

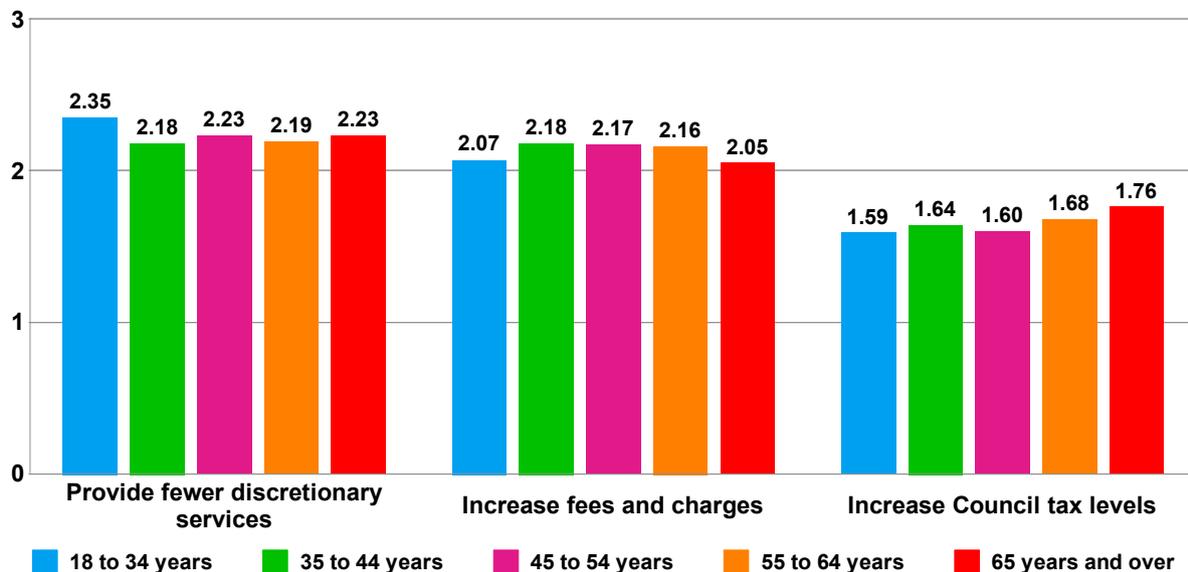
Priority by Gender



The response profile for men and women matches the overall result in terms of priority order. The data shows there is very little difference in the rating between genders to ‘providing fewer discretionary services’ and ‘increase fees and charges’. It also shows more women rated ‘provide fewer discretionary services’ higher than men with 57% of women ranking this approach as first compared to 45% of men. Just over a quarter of male respondents ranked ‘Increase Council Tax levels’ as their preferred approach compared to 16% of women respondents.

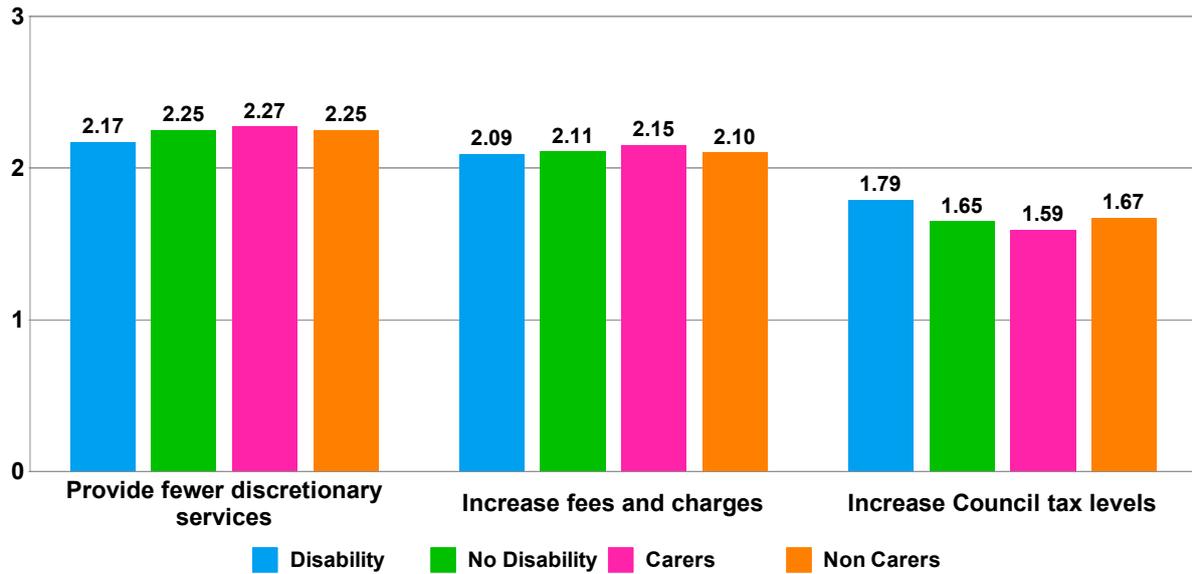
Priority by age

Again across the age groups the order of ranking has not changed from the overall results, in terms of preferred approach.



The data shows that the 35 to 44 years ranking was split between ‘Provide fewer discretionary services’ and ‘Increase fees and charges’ however it should be noted that the there was a greater proportion of this groups that put ‘Provide fewer discretionary service’ as first (51%) than put ‘Increase fees and charges’ first (30.4%).

Priority by Disability & Carer Responsibility



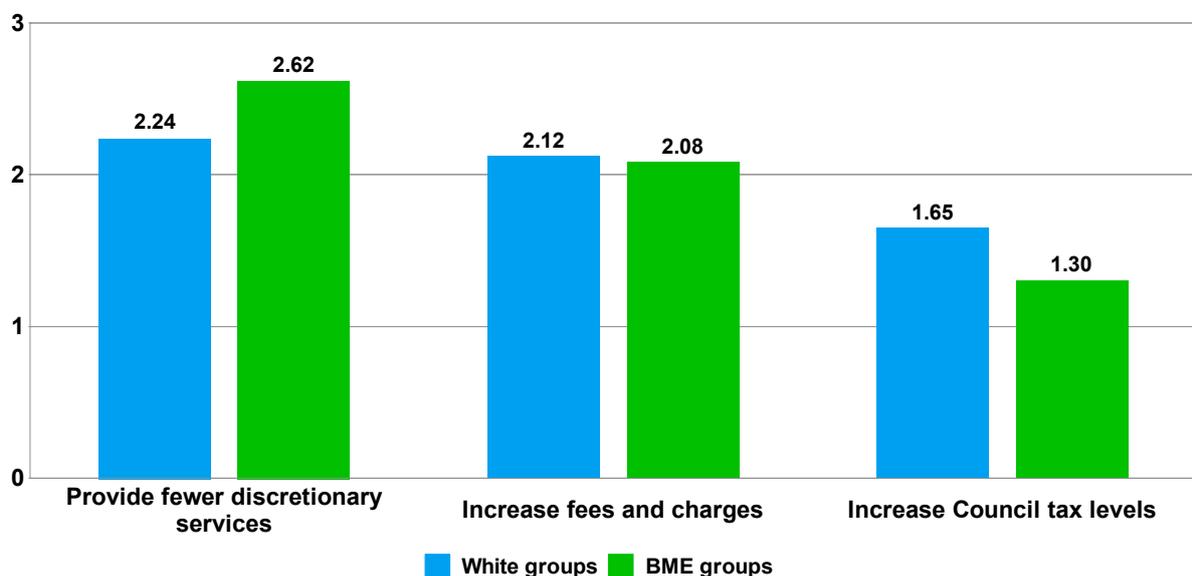
For both respondents with and without a disability and those with and without carer responsibilities the order of ranking has not changed from the overall results, in terms of preferred approach.

Respondents with a disability had a lower proportion ranking ‘Provide fewer discretionary service’ as first, with 44% responding this way compared to 51% of respondents without a disability. Those with a disability also had a greater proportion than those without a disability ranking ‘Increase council tax levels’ with 27% putting this approach first compared to 21% for respondents without a disability.

Respondents that are Carers had a greater proportion ranking ‘Increase Council tax levels’ and the least preferred option compared to those without caring responsibilities with 61% answering this way compared to 55% non-carers.

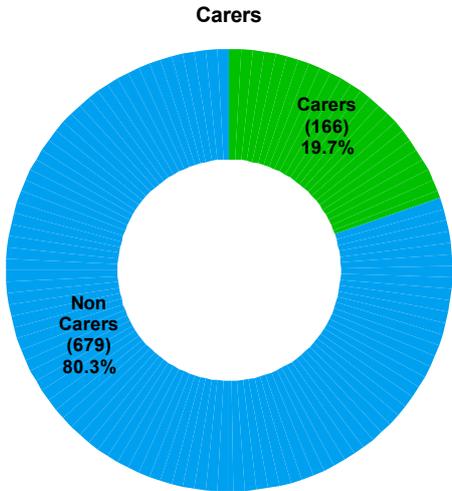
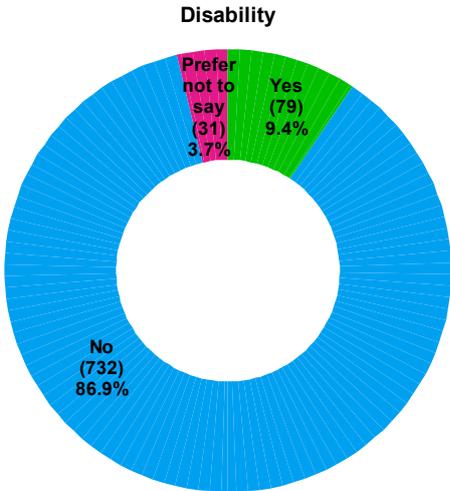
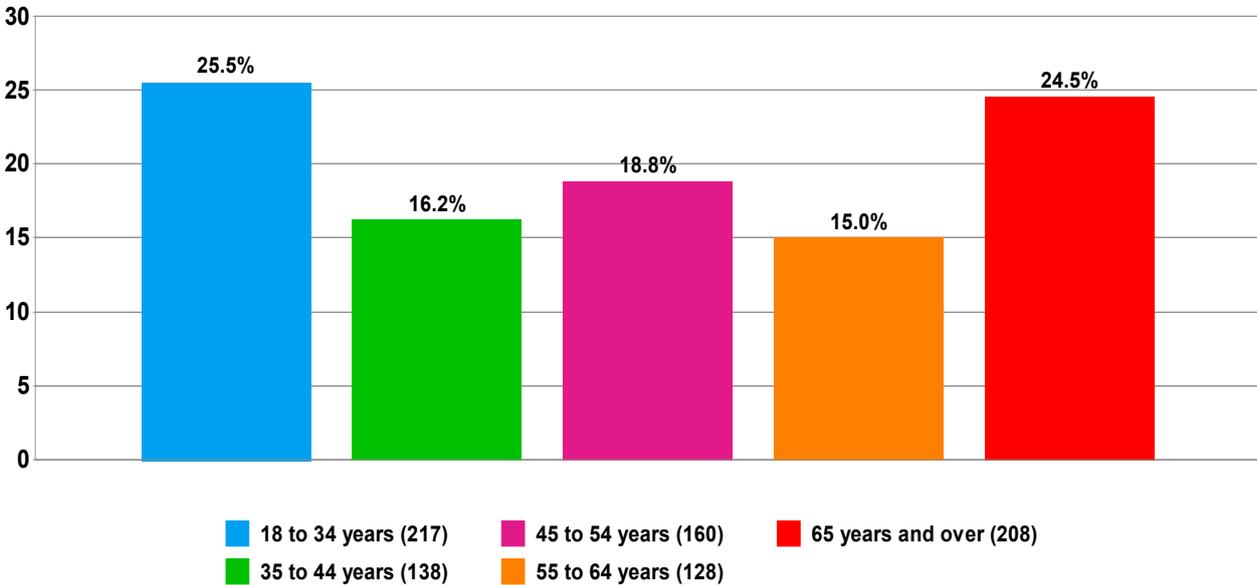
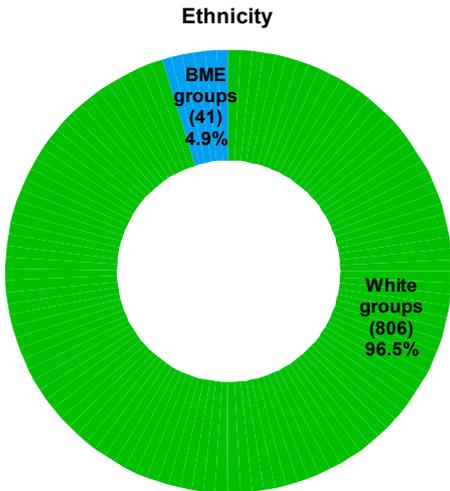
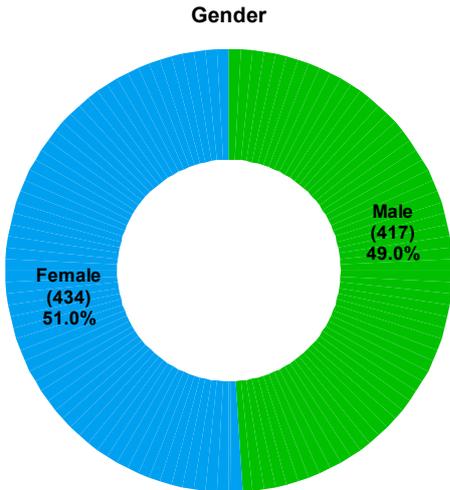
Ethnicity

Again the order of the approaches between these two groups is the same as the overall result. Although the data suggests differences between the way these two groups have responded the sample size for BME respondents is too small to make valid comparisons.

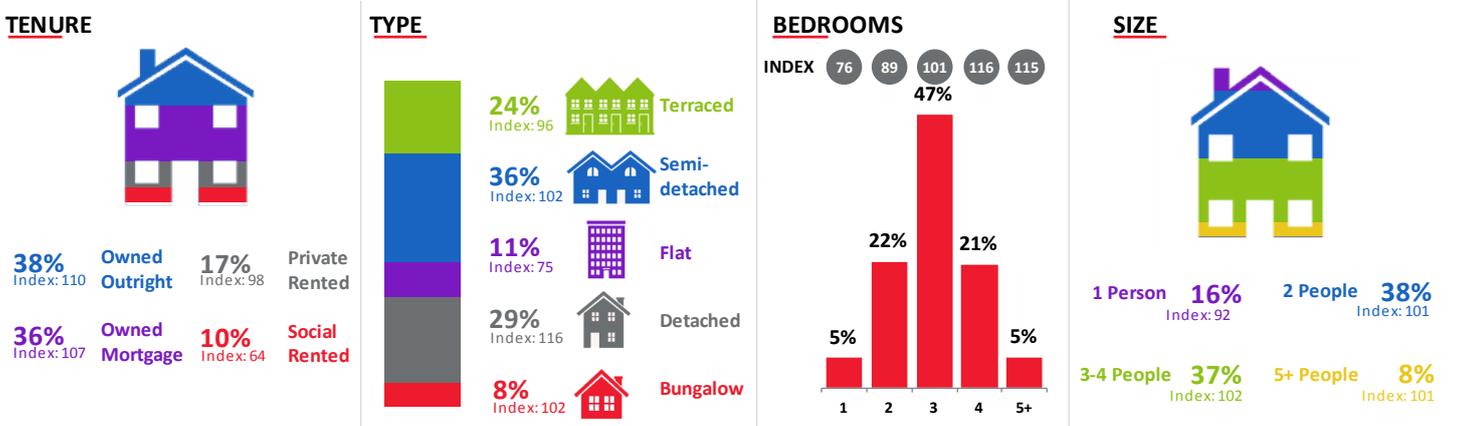
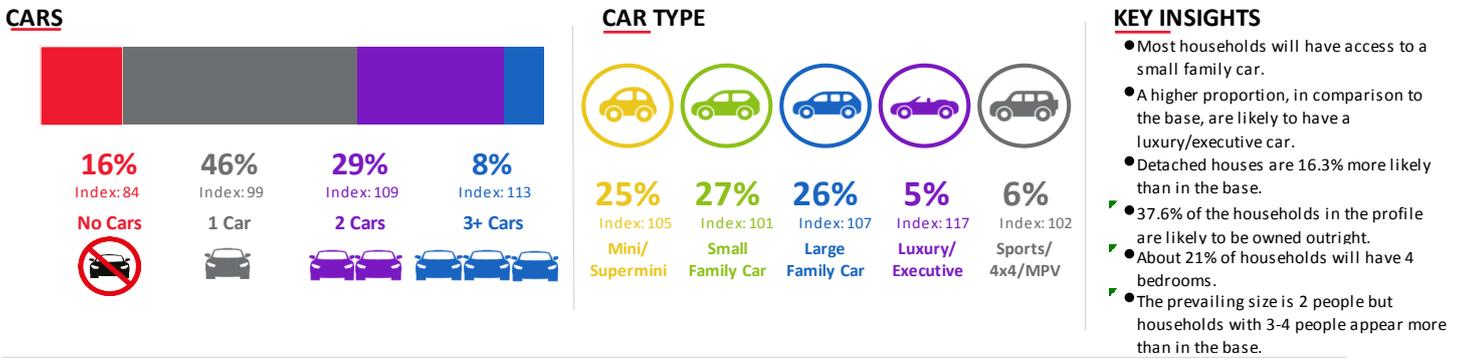
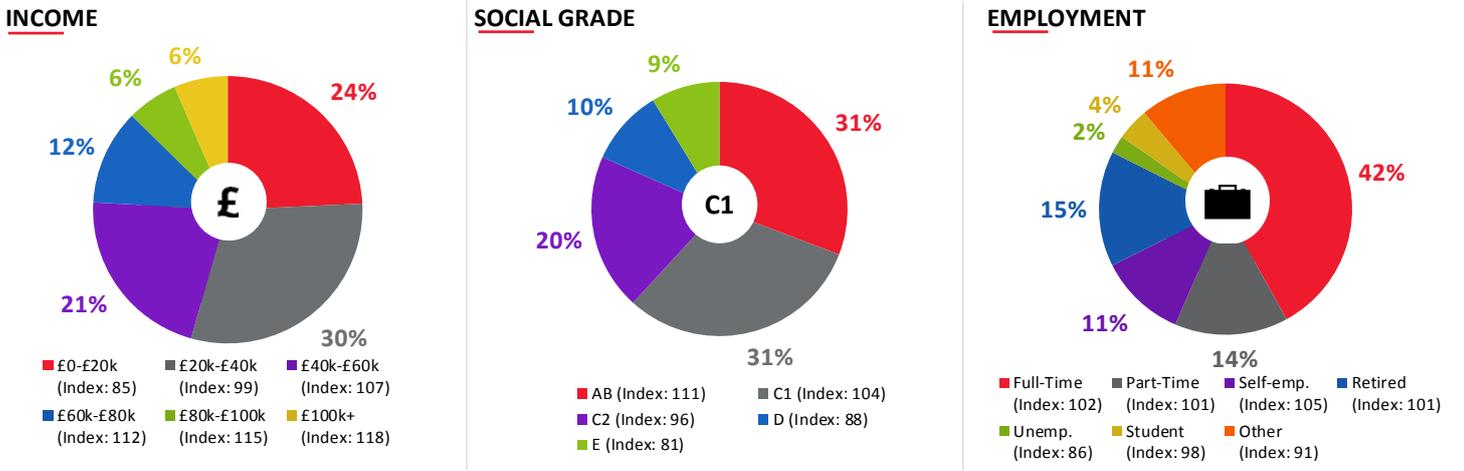
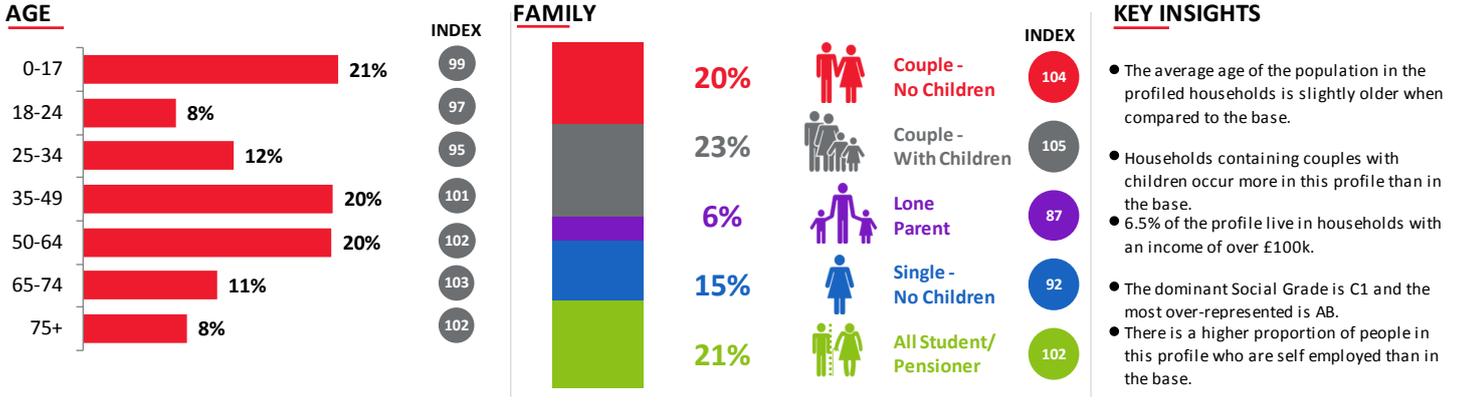


APPENDIX B

Survey Demographics (weighted by gender and age).



Acorn Respondent Profile



Agenda Item 15

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

8th January 2019

CIL Governance Report

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

Executive Summary

Further to the administrative arrangements for CIL being in place, this report focuses on the governance arrangements for CIL and recommends to Committee how decisions regarding the Strategic portion of CIL could be made.

This report makes the following recommendations :

1. This Committee agrees the governance proposals for managing the strategic portion of CIL as follows:
 - A. That a CIL steering group be established comprising the Director of Regeneration and Place (as Chair) and other appropriate Council officers;
 - B. That this committee should be the final decision making body for the strategic portion of CIL.
2. This committee agrees that the processes, as set out in the report, for the allocation of the strategic portion of CIL be agreed.
3. That these recommendations are referred to Full Council for approval, so that the appropriate delegations can be made.

Timetable

Meeting	Date
Strategic Planning, Sustainability and Transport Committee	8 th January 2019

CIL Governance Report

1. INTRODUCTION AND BACKGROUND

- 1.1 On 7th November 2017, SPST Committee received a report outlining the key issues which would need to be addressed as the Council established its administrative and governance arrangements for the implementation of CIL in Maidstone Borough. On 13th March 2018, officers presented further details on the proposals for the administrative arrangements as these needed to be in place by the implementation date of 1st October 2018. The report also made reference to the regulations regarding how Parishes could spend the neighbourhood portion of CIL as set out in the regulations.
- 1.2 SPST subsequently received a report on 11th September 2018, updating them on the progress that had been achieved for the administration arrangements and set out the parameters of what the strategic CIL portion could be spent on. It detailed the differences between CIL and S106. These differences were elaborated on and discussed at two Member training sessions held on 24th September and 27th September.
- 1.3 Due to the time critical path to deliver the administration arrangements, it was agreed that a report on Governance would come to SPST once the CIL administration was in place. This report will look at the proposed governance arrangements, of how decisions regarding the larger pot of strategic CIL can be taken.
- 1.4 In contrast to the administration arrangements, which are heavily legislated, the CIL Regulations and national guidance provide very little prescription, and no clear framework, for how Charging Authorities should make decisions on spending CIL monies. Guidance in this area is limited effectively to what types of infrastructure CIL monies may or may not be spent on. Once collected, CIL is divided in to three funding pots: administration; strategic spend; and non strategic spend.
- 1.5 Strategic CIL is the largest portion of CIL. It will be either 70% or 80% of the total CIL receipt depending on how much is taken for the neighbourhood area, which is dependent on whether they have a plan or not. It must be spent on infrastructure which is needed to support the delivery of the adopted Maidstone Borough Local Plan as set out in the Infrastructure Delivery Plan (IDP) and schemes identified on the Regulation 123 list.

Update on governance issues from 7th November 2017

- 1.6 The initial report to SPST on the CIL arrangements on 7th November 2017, identified the key governance issues that would need to be looked at. It included the following:

Key governance issues
G1: The final decision making body, with responsibility for the allocation of

CIL monies and the regularity of their decision making.
G2: The process by which recommendations on the allocation of CIL monies are reached, and the involvement of infrastructure providers, corporate leadership, members, officers and other stakeholders in this process.
G3: The extent to which the overall CIL “pot” is sub-divided in some predetermined manner, either between infrastructure types/projects, between geographical areas or between large/long term infrastructure and smaller/short term infrastructure.
G4: The nature of the delivery agreement with an infrastructure provider, on allocation and the extent to which conditions and clawback are imposed.
G5: How the Council works with Parish Councils to develop local infrastructure priorities for neighbourhood portion spend.
G6: How the Council works with local communities in non-parished areas to develop local infrastructure priorities for neighbourhood portion spend.

1.7 **Key Issue G1:** The final decision making body, with responsibility for the allocation of CIL monies and the regularity of their decision making

- This report is recommending that the SPST committee is the final decision making body and that there is an annual bidding and decision making process. To acquire this; SPST will need to request that this responsibility is delegated from Full Council.

1.8 **Key Issue G2:** The process by which recommendations on the allocation of CIL monies are reached, and the involvement of infrastructure providers, corporate leadership, members, officers and other stakeholders in this process.

- This report recommends that a CIL steering group be established, who will meet to assess proposals and then make recommendations to SPST as the final decision maker. Stakeholders, other non SPST members, officers and members of the general public will be kept informed by the information being included in the CIL annual report which will be published on the Councils website no later than 31st December each year.
- Specific information about each proposed scheme will also be available in the SPST report which will be publically available prior to the meeting. All meetings are webcast, so stakeholders will have the opportunity to view the meeting and see how decisions have been made and their outcome.

1.9 **Key Issue G3:** The extent to which the overall CIL “pot” is sub-divided in some predetermined manner, either between infrastructure types/projects,

between geographical areas or between large/long term infrastructure and smaller/short term infrastructure.

- It is not proposed that there will be predetermined split of the CIL into different categories. The evidence for MBC's CIL charging schedule was based on projects identified in the IDP, which is directly related to the delivery of the adopted local plan. CIL receipts should therefore be spent on projects which are in the IDP and on the Regulation 123 list. The amount of CIL received will influence the precise allocation process.
- The CIL steering group could also recommend to SPST not to allocate CIL to any schemes in that year either because of a lack of funds or because it wanted to choose a different scheme in the future and it wanted to wait until a larger reserve of CIL had been received or because it wasn't satisfied that the schemes were the best use of CIL receipts or because no bids had been received.

1.10 Key Issue G4: The nature of the delivery agreement with an infrastructure provider, on allocation and the extent to which conditions and clawback are imposed.

- An agreement will be put in place stipulating the terms and conditions of the release of the strategic CIL funds. This will be drafted by legal in discussion with the CIL team.

1.11 Key Issue G5: How the Council works with Parish Councils to develop local infrastructure priorities for neighbourhood portion spend.

- This was reported in the 13th March report, whereby officers recommended for good practice, that Parishes develop a detailed Infrastructure Spend Plan (ISP) for their area. Officers have made a commitment to work closely with Parishes to support them. An initial meeting was held in June 2018 and a further workshop will take place in February 2019. This is to ensure parish councils have all the information they require before the first possible payment date of 28th April 2019.

1.12 Key Issue G6: How the Council works with local communities in non parished areas to develop local infrastructure priorities for neighbourhood portion spend.

- The report to SPST on 11th September outlined how the Council will work within the non parished areas.

Strategic CIL.

1.13 The Council's Infrastructure Delivery Plan (IDP) is a key supporting document for both the Local Plan and the CIL, as it identifies the individual infrastructure schemes required to sustainably deliver the Local Plan. The IDP is a 'living' document and will be reviewed on an annual basis as new projects come forward to support the current Local Plan and those projects identified

in the document are delivered. It acts as a tool for identifying the appropriate funding mechanism, as it states what CIL will be expected to contribute towards and what other funding sources, such as S106 will pay for.

1.14 Strategic CIL can only be spent on infrastructure as identified in the 2008 Planning Act, which defines infrastructure as:

- Roads and other transport facilities
- Flood defences
- Schools and other educational facilities
- Medical facilities
- Sporting and recreational facilities
- Open spaces

1.15 It is critical therefore, that the Council makes effective decisions on the allocation of CIL monies, to facilitate the delivery of infrastructure in a timely manner to support planned growth, and to ensure that infrastructure delivery does not become a constraint to planned development, or adversely affect the Council's five year housing land supply position.

1.16 In common with most authorities, there is a "funding gap" between the cost of infrastructure required to support the Local Plan, and the amount of money available to deliver it. The presence of the gap confirms that there will be "competition" for CIL funds, and emphasises both that the release of CIL monies will need to be carefully considered, and that the infrastructure providers will need to look for alternative sources of funding to address the gap over the lifetime of the plan.

Proposed governance process for strategic CIL

1.17 Given the lack of national guidance on how to allocate the strategic portion, officers have researched how other Charging Authorities have approached this. The broad established approach in operation across the country is for the infrastructure providers, who will ultimately deliver the infrastructure, to "bid" for funds from the CIL pot; identifying the proposed project and how and when they intend to deliver it.

1.18 It is proposed for Maidstone that there is a single annual bidding process whereby applicants will submit a standardised proforma to the Council (see Appendix 1), stating the amount of CIL they wish to secure and the project that they are proposing to deliver. The CIL project officer will then undertake an initial review of the bids against an agreed list of criteria. If the proposal does not fulfil the basic criteria it does not progress.

1.19 The suggested basic criteria are:

- Does the project align with an infrastructure type or project included in the adopted Regulation 123 list?
- Is the infrastructure identified in the current IDP?

1.20 In making the initial assessment against the above criteria, the CIL project officer may involve a technical expert to undertake further analysis of the deliverability and accuracy of costings, to ensure that the bids are robust

and viable. All bids that meet the basic criteria will then be brought to the CIL steering group, along with any technical analysis. Once all the bids have been reviewed by the steering group, the recommended ones will then be referred to the final decision making body: SPST, for approval. It is proposed that SPST also receive details of all the bids submitted. A clear set of terms of reference for the steering group will be drawn up and be made publically available.

1.21 Membership of the CIL steering group is proposed as follows :

- Director of Regeneration and Place (Chair)
- Officer leading on CIL
- Strategic Planning Manager
- Head of Planning
- Head of Finance
- Head of Legal
- CIL project officer (as administrator)

1.22 No Councillor involvement is proposed in the steering group due to its operational nature, members will be involved as the final decision makers. It is proposed that the chair of this group is the Director of Regeneration and Place. The Director, in this capacity will have the overall lead responsibility for the teams in which CIL, S106, the local plan and the IDP sit. An understanding of the intrinsic relationship of developer contributions, the Councils desired infrastructure objectives and local plan requirements is crucial to the successful allocation of contributions and achieving the best outcome. The steering group will ensure that projects are assessed based on their individual merits. The Chair will be able to weigh up the evidence before them to chair the meetings most effectively. The advantages of this steering group are:

- It provides a robust framework to assess bids against a set criteria;
- There will be no 'conflict of interest' or 'lobbying' as bids will be assessed by officers against the agreed criteria; and
- It utilises the expertise from within and across the Council.

1.23 A potential issue with this approach is the impact on officer time as no one can anticipate the number of schemes that will be submitted and or require assessment.

1.24 Once the CIL steering group has assessed the bids, a report will be brought to SPST, who it is intended will be the final decision making body. The report will show the recommendation(s) for funding by the steering group to seek formal agreement by this Committee. The decision making body will be responsible for allocating the CIL to fund schemes. Details of all the bids submitted will be summarised for the committee, as well as an explanation regarding the successful bid(s) and the reasoning behind their recommendation(s).

1.25 The CIL steering group in assessing the applications for funding, will have the option, as stated above, to recommend how all of the CIL received in that year is allocated but it could also make the recommendation that no CIL or only part of the CIL receipts be spent in that year. The report to SPST will explain to members how much CIL has been received in the year

and if there were any unallocated funds from previous years. There may be unallocated funds as the amount previously received may not have been significant to spend meaningfully or that there weren't deemed any schemes at the time, which they felt needed to be delivered in the short term or that there were no bids received in that year. It may also be the case that the Council has chosen a specific scheme as a priority and until enough CIL had been received, it has chosen not to allocate funds. The reasons supporting a recommendation to spend or to save funds for future years spend will all be presented to members in the report.

1.26 The advantages of SPST being the final decision maker are:

- SPST has responsibility for the Local Plan, the Infrastructure Delivery Plan and delivering the CIL Charging Schedule. It receives updates on all related government guidance and legislation. Reports and decisions on CIL expenditure would therefore have a natural synergy with the other responsibilities.
- SPST members would already have received relevant training as part of the annual package and would be aware of the complexities of CIL.
- The option of the steering group being the final decision maker was looked at but having looked at a number of Councils who have both a Committee system and a CIL in place, there were no authority's that had a steering group making the final decision. Common practice found was for a Committee to make this final decision.

1.27 In order to make SPST the final decision maker, this decision as per the constitution would need to be referred to Full Council. This report to Full Council will encompass all the previous decisions regarding the CIL governance processes, which were brought in previous reports, so that full delegation to SPST can be made at the same time.

1.28 The CIL regulations state that the Council must publish an annual report on the income received and its expenditure. This must be published no later than the 31st December each year. It is therefore suggested that the schemes proposed to receive strategic CIL funds be brought to SPST Committee each year prior to this date, in order that they can be approved and then published alongside the annual report. This will provide transparency of what the CIL will be spent on and will inform all interested parties of the decision on how CIL will be spent and how much. It also provides synergy with the approach for the non strategic spend.

2 AVAILABLE OPTIONS

2.1 With the CIL now in operation in Maidstone, since 1st October 2018 and the administrative arrangements in place, it is important that the approach to governance is discussed and approved.

2.2 This report builds on the CIL report to SPST on 7th November 2017 which outlined the governance issues that would need to be agreed in order to make decisions about both the strategic and the non strategic portions of CIL. Subsequent reports to this committee in March and September 2018 have looked at the non strategic CIL process.

2.3 As referenced throughout this report, there are no prescriptive guidelines on governance in the regulations for the strategic portion of CIL and each authority has the ability to develop its own arrangements based on their own circumstances. This report has proposed a governance process for this committee to consider with other options also listed below:

Option 1:

2.4 Do nothing and have no governance arrangements to support the implementation of CIL. This is not recommended as the Council, the public and the boroughs stakeholders, need to be clear on how funds will be allocated. The Council needs to be transparent in how it deals with CIL and with no arrangements in place the Council could be seen as making decisions behind closed doors or at worst the money lying idle and not spent. Therefore this option is not recommended.

Option 2:

2.5 That the Committee requests officers provide an alternative to that proposed in this report. However, this could result in a delay in the governance arrangements being agreed and could lengthen the lead in time for infrastructure providers to be briefed as to how they can potentially access CIL funds.

Option 3:

2.6 That this Committee considers the issues identified in this report and agrees the proposed process for making decisions about the strategic CIL: That a CIL steering group be established for assessing bids which will make recommendations to SPST for approval. This option requires that SPST requests from Full Council: appropriate delegated powers to SPST to implement and deliver the CIL governance arrangements. MBC's constitution sets out that SPST is responsible for overseeing the development, review and the implementation of the Council's CIL Charging Schedule (subject to the approval of Full Council) as well as the Infrastructure Delivery Plan.

Option 4:

2.7 That the CIL steering group is given full responsibility for appraising bids and for making all decisions regarding the spending and allocation of CIL receipts and selecting which proposal(s) would be in the best interests of the Council. A report would then be brought to SPST for information only. This option would require SPST to request from Full Council, that delegation be given to the Chair of the newly established CIL steering group to spend the CIL budget available. This option would mean that the whole decision process would be the responsibility of one non political group and members would not be able to challenge these decisions. The constitution would need to be amended accordingly and a clear set of terms of reference laid out as the Chair would make the final decision.

- 3.1 For the reasons set out in part 2 of this report, **Option 3** is recommended as it will enable a process to be adopted which will be transparent to all interested parties. It will involve both officers on a professional basis to make recommendations and SPST as the decision maker. SPST committee is seen as the most appropriate Committee as it has responsibility for delivering the Local Plan, the IDP and CIL.

4 RISK

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

If the Council chooses options 1 or 2, there could be uncertainty in the short term with infrastructure providers and members being unclear as to the governance arrangements for CIL in the borough. Decisions regarding the allocation of CIL may need to be made and with no process in place, this will not be possible. CIL could be left unspent and its ability to lever in additional matched funding lost. Option 4 would mean only one group would assess all the applications and approve them. There would be no member involvement. The meetings would need to be webcast and the minutes made publically available. Delegation would be required from Full Council and would only be to the Chair as it can not be given to a group.

5 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

If Option 3 is selected, this will be reported to Full Council requesting that powers be delegated to SPST to implement all aspects of the delivery of the CIL charging schedule including all governance arrangements.

6 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<ul style="list-style-type: none"> Accepting the recommendations will materially improve the Council’s ability to achieve corporate priorities. We have set out the reasons other 	Rob Jarman Head of Planning and Development

	choices will be less effective in section 2.	
Risk Management	Already covered in the risk section	Rob Jarman Head of Planning and Development
Financial	<ul style="list-style-type: none"> This report proposes governance arrangements for CIL. Given the potential amounts to be collected via CIL, it is important that robust financial decisionmaking processes are put in place. Administrative costs associated with CIL can be recouped through a top-slice of CIL income. 	Paul Holland, Senior Finance Manager
Staffing	<ul style="list-style-type: none"> We will deliver the recommendations with our current staffing. 	Rob Jarman Head of Planning and Development
Legal	<ul style="list-style-type: none"> Accepting the recommendations will fulfil the Council's duties under The Planning Act 2008. Failure to accept the recommendations without agreeing suitable alternatives may place the Council in breach of the Planning Act 2008 	Susan Mauger Senior Planning Lawyer (Locum)
Privacy and Data Protection	<ul style="list-style-type: none"> Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in 	Susan Mauger Senior Planning Lawyer (Locum)

	line with the Councils privacy policy on GDPR.	
Equalities	<ul style="list-style-type: none"> Equalities will be a key consideration of communication and engagement plans. Particularly in relation to engaging the wider community as part of key issue G6. 	Equalities and Corporate Policy Officer
Public Health	<ul style="list-style-type: none"> Health inequalities will be a key consideration particularly in relation to key issue G5 and G6 when working with Parish Councils and communities in non-parished areas 	Senior Public Health Officer
Crime and Disorder	<ul style="list-style-type: none"> N/A 	Rob Jarman
Procurement	<ul style="list-style-type: none"> On accepting the recommendations, the Council will then follow appropriate procurement exercises. We will complete those exercises in line with financial procedure rules. 	Rob Jarman

7 REPORT APPENDICES

- Appendix 1: CIL Bid submission proforma
-

APPENDIX 1: Strategic CIL Bid Form

Applicant details

Name: Click or tap here to enter text.

Organisation/company: Click or tap here to enter text.

Your role: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Scheme eligibility

Is the scheme identified in the most recently published IDP? YES NO

Does the scheme align with an infrastructure type or project included in the adopted Regulation 123 List?

YES NO

If yes, please identify which category the scheme falls under:

Highways and transportation

Education provision

Health provision

Social and community infrastructure

Public services infrastructure

Green and Blue infrastructure

Flood prevention and mitigation

Scheme description

Scheme title: Click or tap here to enter text.

Location/ address of scheme: Click or tap here to enter text.

Brief description/summary of proposal: *(No more than 500 words)* Click or tap here to enter text.

Briefly explain why the scheme is required: *(No more than 500 words)* Click or tap here to enter text.

Financial information

What is the total cost of the project? *Please include a detailed breakdown of costs (if known) and evidence to justify the costs. If the costs are estimates please state.*

Click or tap here to enter text.

How much secured funding does the project currently have?

Unknown

None

Up to 25%

26-49%

50-74%

75-100%

Will CIL funding help secure the release of additional funding for the scheme? YES NO

If yes, please provide more details Click or tap here to enter text.

Please indicate the source(s) of additional funding that has/have been secured or is/are being sought. *(Source; amount; conditions attached; use by date; funding confirmed)*

Click or tap here to enter text.

What is the amount requested from CIL? Click or tap here to enter text.

Please provide detail on how you would wish to receive the CIL funds e.g. a single payment or phased instalments at key scheme milestones, giving as much detail as possible. Click or tap here to enter text.

Would the scheme be fully funded if the CIL contribution is agreed? YES NO

If this project wasn't given CIL, would it still go ahead? YES NO

Please provide details of any future revenue costs associated with the scheme, including approximate annual costs and for how long the revenue costs are likely to be incurred. If this is to be funded from CIL, please state if it has been included in the total project cost. If no revenue costs are anticipated, please state as such.

Additional scheme information

Who is the lead organisation for the scheme? [Click or tap here to enter text.](#)

Does your organisation have statutory responsibility for the project? YES NO

If no, have you sought and gained agreement from all the relevant statutory organisations? *Please note that any agreement will be required from the relevant statutory organisation before any CIL funding is agreed.*

YES NO

Please give further details of the names of each of the relevant statutory organisations and whether you have their support for the proposed scheme. *Please include evidence such as a supporting letter/email from the organisation.*

[Click or tap here to enter text.](#)

Is the existing infrastructure under pressure in terms of capacity and/or quality?

YES Please explain. [Click or tap here to enter text.](#)

NO

N/A – *(the scheme may be a new piece of infrastructure)*

Has the proposed scheme arisen due to new development in the area which will need to be mitigated? Please state why?

[Click or tap here to enter text.](#)

What are the consequences of not carrying out the project?

[Click or tap here to enter text.](#)

How will the project support housing and economic development in Maidstone, as proposed in the MBLP? *Please refer to specific housing/employment/mixed use sites that the infrastructure project will support and include any relevant planning application reference number(s) where appropriate.*

[Click or tap here to enter text.](#)

Constraints and Risks

Please outline what constraints (if any) apply to the scheme (e.g. physical/environmental such as flood risk, contamination, biodiversity, noise; approvals of necessary consents; ownership, acquisition or CPO issues; partnership and governance issues; dependency on other projects going ahead)

Click or tap here to enter text.

Have you carried out a risk assessment of the project? *If yes, please submit this with your CIL Funds Bid Form*

YES NO

What are the risks involved in the scheme (e.g. delivery risks, financial risks, reputational risks etc.) and identify how these can be overcome.

Click or tap here to enter text.

Delivery information

Aside from funding, is the scheme ready to commence?

YES

NO Please outline briefly the main reasons for this [Click or tap here to enter text.](#)

Please provide further details on the programme for delivering the scheme, including start date, key milestones and completion date.

Click or tap here to enter text.

Declaration

To the best of my knowledge, the information I have provided on this application form is correct.

If Maidstone Borough Council agrees to release funds for the specified scheme, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Council's Strategic Planning Team of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified scheme. I recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provision to reclaim unspent or misappropriated funds.

Signed: [Click or tap here to enter text.](#) **Dated:** [Click or tap to enter a date.](#)

Agenda Item 16

MAIDSTONE BOROUGH COUNCIL

STRATEGIC PLANNING, SUSTAINABILITY

AND TRANSPORTATION COMMITTEE

8 JANUARY 2019

REFERENCE FROM PLANNING COMMITTEE

DAYROOMS ON GYPSY AND TRAVELLER SITES

The Planning Committee recently approved an application for the erection of an ancillary dayroom building on a Gypsy and Traveller site.

Arising from its determination of the application, the Planning Committee agreed that the Strategic Planning, Sustainability and Transportation Committee be asked to consider the need for a defined policy on the consideration of dayrooms on Gypsy and Traveller sites and if required how this might be brought forward in the review of the Local Plan process and the Supplementary Planning documents that relate to that process.

Currently there is no Local Plan policy specifically relating to the scale, design and siting of dayrooms in association with Gypsy and Traveller development and what permanent floor space is thought reasonably necessary to support caravans. The impact of such buildings is currently considered against general policies (DM15-1(ii), DM30-(i)(ii) and SP17) and subject to assessment against all material planning considerations.

RECOMMENDED: That the Strategic Planning, Sustainability and Transportation Committee consider the need for a defined policy/addition to policy DM15/supplementary guidance on the consideration of dayrooms on Gypsy and Traveller sites and if required how this might be brought forward in the review of the Local Plan process and the Supplementary Planning documents that relate to that process.