

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE MEETING

Date: Tuesday 6 February 2018
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors D Burton (Chairman), Cox (Vice-Chairman), English, Munford, Prendergast, Springett, de Wiggondene-Sheppard, Wilby and Willis

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Issued on Monday 29 January 2018

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

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PUBLIC SPEAKING

In order to book a slot to speak at this meeting of the Strategic Planning, Sustainability and Transportation Committee, please contact 01622 602272 or committeeservices@maidstone.gov.uk by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

ALTERNATIVE FORMATS

The reports included in this agenda can be available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact committeeservices@maidstone.gov.uk or 01622 602272. 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: **5 February 2018**

MAIDSTONE BOROUGH COUNCIL

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY 22 JANUARY 2018

Present: Councillor D Burton (Chairman) and Councillors Clark, English, Munford, Perry, Prendergast, Springett, Willis and Mrs Wilson

Also Present: Councillors M Burton, Cuming and Spooner

131. APOLOGIES FOR ABSENCE

It was noted that apologies were received from Councillor Cox, de Wiggondene-Sheppard and Wilby.

132. NOTIFICATION OF SUBSTITUTE MEMBERS

The following Substitute Members were noted:

- Councillor Mrs Wilson for Councillor Cox;
- Councillor Perry for Councillor de Wiggondene-Sheppard; and
- Councillor Clark for Councillor Wilby.

133. URGENT ITEMS

The Chairman informed the Committee that he had agreed to accept two urgent updates which related to Agenda Item 13 - Outcomes of Bus Interchange Study, Parking Strategy and Park and Ride Study, and Park and Ride Operational Review because they would provide greater clarity to the report.

134. NOTIFICATION OF VISITING MEMBERS

It was noted that Councillors M Burton, Cuming and Spooner were present as Visiting Members and wished to observe the meeting.

135. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

136. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

137. EXEMPT ITEMS

RESOLVED: That the Exempt Appendix to the Outcomes of Bus Interchange Study, Parking Strategy and Park and Ride Study, and Park and Ride Operational Review be taken in private due to the possible disclosure of exempt information.

138. MINUTES OF THE MEETING HELD ON 9 JANUARY 2018

RESOLVED: That the minutes of the meeting held on 9 January 2018 be approved as a correct record and signed.

139. PRESENTATION OF PETITIONS (IF ANY)

There were no petitions.

140. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

141. COMMITTEE WORK PROGRAMME

The Committee considered the Work Programme for 2017/18.

RESOLVED: That the Committee Work Programme for 2017/18 be noted.

142. OUTSIDE BODIES - VERBAL UPDATES FROM MEMBERS

The Chairman informed the Committee that he attended the Quality Bus Partnership on behalf of the Committee.

143. OUTCOMES OF BUS INTERCHANGE STUDY, PARKING STRATEGY AND PARK AND RIDE STUDY, AND PARK AND RIDE OPERATIONAL REVIEW

The Chairman reminded the Committee that there were two urgent updates relating to this item.

Mr Mark Egerton, Strategic Planning Manager, presented this item to the Committee.

It was highlighted to the Committee that this report had two fundamental elements. The first element brought together the findings of the tri-study and the Park and Ride operational review. The second element set out a series of Officer-led proposals relating to the above.

In response to a question from the Committee, Mr Jeff Kitson, Parking Services Manager, replied that car parking charges could be changed at any time throughout the year, as long as the correct consultation process was carried out and any objections formally reviewed.

The Committee requested that a separate report setting out proposed car parking charges be brought to the Committee at the same time as the

Innovation in Car Parks report was due to be considered in February 2018.

The Committee raised the following concerns about Park and Ride:

- The service provided poor value for money and therefore a seven year contract would not be practical;
- No suitable alternative modes of sustainable transport had been provided;
- If the Park and Ride was closed down now there would be nothing to replace it;
- The current form of Park and Ride was not being well utilised and therefore the required benefits were not apparent;
- In the Maidstone Borough Local Plan, Park and Ride was included as a mode of sustainable transport and if it were to close down problems could arise when the Local Plan was reviewed; and
- The locations of the Park and Ride sites were not easily accessible from all areas of the Borough.

The Committee agreed that Option 4, which included the extension of the current contract for one year, increasing the duration of the service to 7 p.m. and the introduction of a pay to park charging structure, was the best option, provided that costs be reduced by retaining the existing 20 minute bus frequency. The Committee therefore decided against increasing the bus frequency to every 15 minutes as this would amount to an extra cost of £153,380 for the year. Also, the summary of the most recent Park and Ride improvement survey (found at Appendix 2) showed that 56.4% of those that responded to the survey thought that buses should depart every 20 minutes in each direction throughout the day.

The Committee requested that a report be presented back to the Committee by October 2018 with data of peak usage so that Members could review the new service and make an informed decision on whether to keep Park and Ride after the one year extension had been completed. The Committee also requested that alternative sustainable transport options be considered and presented to the Committee by October 2018.

In response to a question from the Committee, Ms Georgia Hawkes, the Head of Commissioning and Business Improvement, clarified that the pay to park charge would be £2.50 per car (the detail of which could be found in paragraph 2.19 of the report).

RESOLVED:

1. That the tri-study report be agreed for publication.

2. That improvements and potential investment into Maidstone bus station be investigated.

Voting: Unanimous

3. That the matter of revising car park charges be held until the innovation of car parks is reviewed next month.

Voting: Unanimous

4. That option 4 be accepted with the difference that the frequency of buses remains at 20 minutes.

5. That a full report be brought to this Committee by October 2018 which sets out the alternative sustainable transport options and which measures the success or otherwise of park and ride based on peak usage.

Voting: For – 5 Against – 4 Abstentions – 0

6. That the pay to park charging structure for the park and ride be agreed.

Voting: For – 5 Against – 0 Abstentions – 4

144. MEDIUM TERM FINANCIAL STRATEGY AND BUDGET PROPOSALS

Mr Mark Green, Director of Finance and Business Improvement, presented this item to the Committee.

It was noted that this report had been deferred from the meeting of this Committee held on 9 January 2018, as there was the potential for the budget proposals to change following consideration of the preceding item on today's agenda. In the event, the decisions made by the Committee did not require any changes to the budget proposals and the recommendation remained the same as set out in the report.

RESOLVED:

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

Voting: Unanimous

145. DURATION OF MEETING

6.30 p.m. to 8.18 p.m.

Strategic Planning, Sustainability and Transportation Committee Work Programme 2017/18

Report Title	Work Stream	Committee	Month	Lead	Report Author
Q3 Performance Report 2017/18	Updates, Monitoring Reports and Reviews	SPS&T	13/03/18	Angela Woodhouse	Anna Collier
Local Development Scheme	Local Plan & Planning Policy	SPS&T	13/03/18	Rob Jarman	Mark Egerton/Anna Houghton
Reference from Planning Committee - Residents Car Parking	Local Plan & Planning Policy	SPS&T	13/03/18		
CIL Admin and Consultation	Local Plan & Planning Policy	SPS&T	13/03/18	Rob Jarman	Mark Egerton/Tay Arnold
20mph Speed Limits / Zones	Local Plan & Planning Policy	SPS&T	13/03/18	Rob Jarman	Anna Houghton/Tay Arnold
PDR Greensand Ridge	Local Plan & Planning Policy	SPS&T	10/04/18	Rob Jarman	Tay Arnold
Cycling and Walking Update	Local Plan & Planning Policy	SPS&T	10/04/18	Rob Jarman	Tay Arnold
Self-Build and Custom Build Register - Issues and Implications	Local Plan & Planning Policy	SPS&T	10/04/18	Rob Jarman	Stuart Watson
Alternative Sustainable Transport Measures (Scope)	Local Plan & Planning Policy	SPS&T	10/04/18	Rob Jarman	Mark Egerton/Tay Arnold
Integrated Transport Strategy Delivery	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Mark Egerton/Tay Arnold
Neighbourhood Planning Protocol	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Mark Egerton/Sue Whiteside
Statement of Community Involvement Draft for Consultation	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Mark Egerton/Sue Whiteside
Playing Pitch and Outdoor Sports Facilities	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Sue Whiteside/Mark Egerton
Local Plan Lessons Learnt	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Sarah Lee
Local Plan Delivery	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Sarah Lee
Enforcement Protocol	New/Updates to Strategies & Policies	SPS&T	TBC	Rob Jarman	James Bailey
Affordable Housing Delivery	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	TBC
Local Plan Review Evidence Base	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Sarah Lee
Gypsy and Traveller: Need and Supply	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Sarah Lee
Local Plan Review and Meeting Housing Need	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Sarah Lee / Mark Egerton
Maidstone Integrated Transport Package	Updates, Monitoring Reports and Reviews	SPS&T	TBC	John Foster/Rob Jarman	Abi Lewis/Mark Egerton
Duty to Cooperate / Other LPA Key Issues	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	TBC
Statement of Community Involvement Adoption	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	Sue Whiteside
Employment Need and Delivery	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	TBC
Member Engagement in Pre-Application Discussions	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	
Planning Performance Agreements Review	Local Plan & Planning Policy	SPS&T	TBC	Rob Jarman	TBC

Agenda Item 13

MAIDSTONE BOROUGH COUNCIL

STRATEGIC PLANNING, SUSTAINABILITY

AND TRANSPORTATION COMMITTEE

6 FEBRUARY 2018

REFERENCE FROM PLANNING COMMITTEE

GYPSY AND TRAVELLER SITES – NEED AND SUPPLY

The Planning Committee, at its meeting held on 11 January 2018, agreed to ask the Strategic Planning, Sustainability and Transportation Committee to consider the issue of unmet demand for affordable Gypsy and Traveller sites in the Borough. This request arose out of consideration of an application for residential development where a financial contribution was secured towards off site affordable housing provision. The Committee was advised that it would not be possible to use this funding to address the demand for and supply of affordable Gypsy and Traveller sites, but that this should be addressed through a more rounded consideration as part of the review of the Local Plan.

RECOMMENDED: That consideration be given to the issue of unmet demand for Gypsy and Traveller sites in the Borough.

**STRATEGIC PLANNING,
SUSTAINABILITY AND
TRANSPORTATION COMMITTEE**

6 FEBRUARY 2018

Third Quarter Budget Monitoring 2017/18

Final Decision-Maker	Strategic Planning, Sustainability & Transportation Committee
Lead Director	Director of Finance & Business Improvement
Lead Officer and Report Author	Mark Green – Director of Finance & Business Improvement (Lead Officer) Paul Holland – Senior Finance Manager Client Accountancy (Report Author)
Classification	Public
Wards affected	All

Executive Summary

This report provides the committee with an overview of the revenue and capital budgets and outturn for the third quarter of 2017/18, and highlights financial matters which may have a material impact on the Medium Term Financial Strategy or the Balance Sheet. It also now includes an update on the capital programme for this committee.

As at the 31 December 2017, this Committee was showing an overall positive variance of £513,816, although it is expected that this will reduce during the final quarter of the year due to anticipated future costs relating to development control appeals.

Individual variances for each service area are detailed within **Appendix 1**. The position for the Council as a whole at the end of the third quarter shows that actual net expenditure continues to be broadly in line with the budget forecast but there are still a number of underlying pressures across all the Committees that need to be addressed to ensure that this position continues throughout the year.

This report makes the following recommendations to this Committee:

1. That the revenue position at the end of the third quarter and the actions being taken or proposed to improve the position where significant variances have been identified be noted.
2. That the position with the capital programme be noted.

Timetable

Meeting	Date
Strategic Planning, Sustainability & Transport Committee	6 February 2018
Policy and Resources Committee	14 February 2018

Third Quarter Budget Monitoring 2017/18

1. INTRODUCTION AND BACKGROUND

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

- 2.1 Attached at **Appendix 1** is a table detailing the current budget and expenditure position for this Committee's services in relation to the third quarter of 2017/18, to December 2017. The appendix details the net budget per cost centre for this Committee. Actual expenditure is shown to the end of December 2017 and includes accruals for goods and services received but not yet paid for. The budgets used in this report are now the revised estimate for 2017/18.
- 2.2 The columns of the table in the Appendix show the following detail:
 - a) The cost centre description;
 - b) The value of the total budget for the year;
 - c) The amount of the budget expected to be spent by the end of December 2017;
 - d) The actual spend to that date;
 - e) The variance between expected and actual spend;
 - f) The forecast spend to year end; and
 - g) The expected significant variances at 31 March 2018.
- 2.3 **Appendix 1** shows that of a net annual expenditure budget of -£1,071,320 it was expected that -£781,711 would be spent up until the end of December. At this point in time the budget is reporting an under spend of £513,816, and the current forecast indicates that the outturn position for this committee will decrease to an underspend of £387,070.
- 2.4 In accordance with a request from the Committee this Appendix is now split into two sections covering Parking & Transportation and Planning Services, to enable the performance of each area to be seen more clearly.
- 2.5 The total forecast variance relating to Parking and Transportation is an underspend of £265,070, and we are also currently projecting an underspend of £122,000 for Planning Services.

- 2.6 Explanations for variances within individual cost centres which exceed or are expected to exceed £30,000 have been provided in accordance with the Council's constitution.

Strategic Planning, Sustainability and Transportation Committee	Positive Variance Q3 £000	Adverse Variance Q3 £000	Year End Forecast Variance £000
Building Control – Income from fees and charges is currently running at a high level, but it is anticipated that this will slow down in the final quarter.	55		40
Development Control Applications - The current positive variance is a consequence of an assumption that the proposed planning fees increase would come into effect earlier than it actually did, which was January 2018. Planning fees themselves are currently £49,000 below the budgeted target, but the increase in fees will now bring in additional income in the final quarter, although this will be off-set by a refund of fees that will shortly take place.	43		0
Development Control Appeals - The second quarter report projected a negative variance of £200,000 by year-end. However the inquiries that were scheduled to take place this year have now been delayed, so the anticipated expenditure will now be incurred during 2018/19 rather than the current financial year.	36		0
Spatial Planning Policy Section - There are currently vacant posts in the section but these will shortly be filled by temporary staff so the current underspend should reduce by year-end.	40		20
Mid Kent Planning Support Service - This variance is due to vacant posts, which the manager is intending to delete to contribute to the savings requirement identified within the medium term financial strategy.	54		62
Total Planning Services	228		122
Parking Services - Pay & Display car parks continue to perform overall above budgeted income. There also continues an adverse variance against the parking enforcement budget caused by a reduction in Penalty Charge Notice income. This has arisen in part because	204		265

there is a backlog in dealing with appeals against PCNs, although the position has improved since the 2 nd quarter report.			
Total Transportation & Parking	204		265

- 2.7 The Committee was briefed on the background to the planning appeals figures as part of the second quarter budget monitoring report and subsequent report considered at January's meeting.

3. CAPITAL PROGRAMME

- 3.1 Service committees now receive an update on their capital programme schemes. Policy and Resources Committee will continue to receive an overarching report for the whole programme.
- 3.2 The capital programme was approved by Council on 1 March 2017. Funding for the programme remains consistent with previous decisions of Council in that the majority of resources come from New Homes Bonus along with a small grants budget. Previous decisions of Council, Cabinet and this committee have focused the use of New Homes Bonus on infrastructure projects where these are required by the infrastructure delivery plan that forms part of the Local Plan.
- 3.3 The current programme for this Committee is set out in **Appendix 2** and shows the current budget and actual expenditure to the end of December. The only capital budget for this Committee is for the Bridges Gyrotory Scheme, where there remains £200,000 unspent from the original budget. These funds are to be used to address flood risks arising from the new road layout, as follows:
- construction of a barrier by the Medway Street subway, with the objective of protecting the lower end of Earl Street and Medway Street;
 - purchase of temporary barriers for deployment along the A229 in the event of a flood alert.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 In considering the current position on the revenue budget and the capital programme at the end of December 2017 the Committee can choose to note those actions or it could choose to take further action.
- 4.2 The Committee is requested to note the content of the report and agree on any necessary action to be taken in relation to the budget position.

5. RISK

- 5.1 The Council has produced a balanced budget for both capital and revenue expenditure and income for 2017/18. This budget is set against a backdrop of limited resources and a difficult economic climate. Regular and

comprehensive monitoring of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives this Committee the best opportunity to take actions to mitigate such risks. A budget risk assessment is also reported to the Audit, Governance and Standards Committee on a regular basis.

5.2 This report highlights a risk in relation to costs arising from appeals made against planning decisions. The impact of these decisions is that the Council risks incurring estimated costs of £319,000 in the current financial year and potentially in excess of £600,000 during 2018/19. Consequently this has been assessed as a 'red' risk in line with the Council's risk management framework and risk appetite. We will continue to monitor this risk closely over the coming months.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 This report is not expected to lead to any consultation.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 The third quarter budget monitoring reports will be considered by the relevant Service Committees in February and March 2018, with in a full report to Policy and Resources committee on 14 February 2018.

7.2 Details of the actions taken by service committees to manage the pressures in their budgets will be reported to Policy and Resources committee if appropriate.

8. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	This report monitors actual activity against the revenue budget and other financial matters set by Council for the financial year. The budget is set in accordance with the Council's Medium Term Financial Strategy which is linked to the strategic plan and corporate priorities.	Director of Finance & Business Improvement
Risk Management	This has been addressed in section 6 of the report.	Director of Finance & Business Improvement
Financial	Financial implications are the	Director of

	<p>focus of this report through high level budget monitoring. The process of budget monitoring ensures that services can react quickly to potential resource problems. The process ensures that the Council is not faced by corporate financial problems that may prejudice the delivery of strategic priorities.</p>	<p>Finance & Business Improvement</p>
Staffing	<p>The budget for staffing represents approximately 50% of the direct spend of the Council and is carefully monitored. Any issues in relation to employee costs will be raised in this and future monitoring reports.</p>	<p>Director of Finance & Business Improvement</p>
Legal	<p>The Council has a statutory obligation to maintain a balanced budget this monitoring process enables the committee to remain aware of issues and the process to be taken to maintain a balanced budget for the year.</p>	<p>Interim Deputy Head of Legal Partnership</p>
Privacy and Data Protection	<p>No specific issues arise.</p>	<p>Director of Finance & Business Improvement</p>
Equalities	<p>The budget ensures the focus of resources into areas of need as identified in the Council's strategic priorities. This monitoring report ensures that the budget is delivering services to meet those needs.</p>	<p>Director of Finance & Business Improvement</p>
Crime and Disorder	<p>No specific issues arise.</p>	<p>Director of Finance & Business Improvement</p>
Procurement	<p>No specific issues arise.</p>	<p>Director of Finance & Business Improvement</p>

9. REPORT APPENDICES

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

- Appendix 1: Third Quarter 2017/18 Revenue Monitoring – Strategic Planning, Sustainability and Transportation
 - Appendix 2: Third Quarter 2017/18 Capital Programme – Strategic Planning, Sustainability and Transportation
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10. BACKGROUND PAPERS

None.

Strategic Planning, Sustainability & Transportation Committee
APPENDIX 1 - Third Quarter Budget Monitoring - Full Summary to December 2017

Cost Centre	Budget for Year	Budget to December	Actual	Variance	Forecast	Year End Variance	Explanation
Street Naming & Numbering	-£49,000	-£36,750	-£38,745	£1,995	-£49,000	£0	
Environment Improvements	£16,440	£12,330	£17,752	-£5,422	£16,440	£0	
Name Plates & Notices	£17,600	£13,200	£11,241	£1,959	£17,600	£0	
On Street Parking	-£297,440	-£219,105	-£265,258	£46,153	-£368,490	£71,050	Pay & Display car parks continue to perform overall above budgeted income. There also continues an adverse variance against the parking enforcement budget caused by a reduction in Penalty Charge Notice income. This has arisen in part because there is a backlog in dealing with appeals against PCNs, although the position has improved since the 2nd quarter report.
Residents Parking	-£223,180	-£162,093	-£197,235	£35,142	-£264,020	£40,840	
Pay & Display Car Parks	-£1,598,710	-£1,178,856	-£1,390,023	£211,167	-£1,862,640	£263,930	
Non Paying Car Parks	£9,700	£8,928	£9,424	-£496	£9,700	£0	
Off Street Parking - Enforcement	-£164,530	-£122,723	-£59,119	-£63,603	-£79,780	-£84,750	
Mote Park Pay & Display	-£175,020	-£145,499	-£122,072	-£23,427	-£149,020	-£26,000	
Sandling Road Car Park	-£111,770	-£17,003	-£31,941	£14,939	-£111,770	£0	
Park & Ride	£188,390	£154,193	£155,744	-£1,551	£188,390	£0	
Socially Desirable Buses	£63,780	£53,288	£49,292	£3,995	£63,780	£0	
Other Transport Services	-£9,300	-£6,975	-£18,563	£11,588	-£9,300	£0	
Parking Services Section	£308,580	£231,685	£210,072	£21,613	£308,580	£0	
PARKING & TRANSPORTATION	-£2,024,460	-£1,415,380	-£1,669,431	£254,051	-£2,289,530	£265,070	

Strategic Planning, Sustainability & Transportation Committee
APPENDIX 1 - Third Quarter Budget Monitoring - Full Summary to December 2017

Cost Centre	Budget for Year	Budget to December	Actual	Variance	Forecast	Year End Variance	Explanation
Building Regulations Chargeable	-£320,160	-£243,322	-£298,835	£55,513	-£360,160	£40,000	Income from fees and charges is currently running at a high level, but it is anticipated that this will slow down in the final quarter.
Building Control	-£990	-£743	-£1,170	£428	-£990	£0	
Development Control Advice	-£115,000	-£86,250	-£82,275	-£3,975	-£115,000	£0	
Development Control Applications	-£1,303,040	-£977,062	-£1,020,702	£43,640	-£1,303,040	£0	The current positive variance is a consequence of an assumption that the proposed planning fees increase would come into effect earlier than it actually did, which was January 2018. Planning fees themselves are currently £49,000 below the budgeted target, but the increase in fees will now bring in additional income in the final quarter, although this will be off-set by a refund of fees that will shortly take place.
Development Control Appeals	£119,410	£92,160	£55,818	£36,342	£319,410	£0	The second quarter report projected a negative variance of £200,000 by year-end. However the inquiries that were scheduled to take place this year have now been delayed, so the anticipated expenditure will now be incurred during 2018/19 rather than the current financial year.
Development Control Enforcement	£64,520	£15,315	£15,605	-£290	£64,520	£0	
Planning Policy	£32,880	£26,645	£29,626	-£2,981	£32,880	£0	
Neighbourhood Planning	£4,820	-£70,180	-£70,183	£3	£4,820	£0	
Conservation	-£11,470	-£5,155	-£544	-£4,611	-£11,470	£0	
Land Charges	-£234,010	-£163,470	-£182,274	£18,804	-£234,010	£0	
Development Management Section	£898,560	£673,920	£659,880	£14,040	£898,560	£0	
Spatial Policy Planning Section	£398,530	£299,148	£258,993	£40,154	£378,530	£20,000	There are currently vacant posts in the section but these will shortly be filled by temporary staff so the current underspend should reduce by year-end
Head of Planning and Development	£184,430	£158,473	£160,674	-£2,202	£184,430	£0	
Development Management Enforcement Sect	£146,890	£110,168	£126,774	-£16,606	£146,890	£0	
Building Surveying Section	£358,490	£270,518	£265,101	£5,416	£358,490	£0	
Mid Kent Planning Support Service	£430,230	£322,673	£267,931	£54,741	£376,230	£62,000	This variance is due to vacant posts, which the manager is intending to delete to contribute to the savings requirement identified within the medium term financial strategy.
Heritage Landscape and Design Section	£170,790	£128,168	£123,356	£4,811	£170,790	£0	
Planning Business Management	£115,390	£86,543	£76,144	£10,398	£115,390	£0	
Mid Kent Local Land Charges Section	£12,870	-£3,878	-£10,016	£6,138	£12,870	£0	
PLANNING SERVICES	£953,140	£633,669	£373,904	£259,765	£1,039,140	£122,000	
	-£1,071,320	-£781,711	-£1,295,526	£513,816	-£1,250,390	£387,070	

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**MAIDSTONE BOROUGH COUNCIL
STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE
CAPITAL BUDGET MONITORING - 3RD QUARTER 2017/18**

Capital Programme Heading	Adjusted Estimate 2017/18 £	Actual to December 2017 £	Budget Remaining £	Q4 Profile £	Projected Total Expenditure £
STRATEGIC PLANNING, SUSTAINABILITY & TRANSPORT					
Bridges Gyratory Scheme	200,000	0	200,000	50,000	50,000
Total	200,000	0	200,000	50,000	50,000

**Strategic Planning,
Sustainability and
Transportation Committee**

6 February 2018

Review of Air Quality Monitoring in Maidstone

Final Decision-Maker	Strategic Planning, Sustainability and Transportation Committee
Lead Head of Service/Lead Director	John Littlemore, Head of Housing and Communities
Lead Officer and Report Author	Dr Stuart Maxwell, Senior Scientific Officer
Classification	Public
Wards affected	All

Executive Summary

The council has been unable to undertake continuous air quality monitoring in the town centre since the Fairmeadow monitoring station was closed in 2016. There have been difficulties in identifying and securing a suitable location for the existing equipment. A new location in Upper Stone Street, belonging to KCC, has now been identified for siting a permanent air quality station and we are currently trying to obtain permission to use it. However negotiations to use a site identified previously were very protracted and there is currently no indication from KCC that permission will be given or when any legal agreements will be completed. The station would then need to be purchased and installed. It has been established that a contractor could provide an interim station on the same or nearby site which could be operating in the near future and could be replaced by the permanent station if required.

This report makes the following recommendations to this Committee:

1. That a contractor be appointed to install a monitoring station and undertake monitoring at Upper Stone Street for a period of one year.
2. That a site for longer term monitoring be investigated, with the preferred site being at Jubilee Church.

Timetable

Meeting	Date
Strategic Planning, Sustainability and Transportation Committee	6 February 2018

Review of Air Quality Monitoring in Maidstone

1. INTRODUCTION AND BACKGROUND

- 1.1 Following long delays to the relocation of the Fairmeadow Air Quality Monitoring Station, members of the SPST committee requested information about the air quality monitoring provision in the Maidstone district and possible options for the future. A review of Air Quality Monitoring provision within the Borough is also one of the actions of MBC's recently approved Low Emission Strategy (LES).
- 1.2 This report gives an overview of the various issues. More details are provided in the Briefing Note which accompanies this document at Appendix One.
- 1.3 Until recently, Maidstone had two continuous monitoring stations in the Borough; A rural background monitoring site at Detling, and a town centre monitoring site at Fairmeadow. Both stations measured Particulate Matter (PM₁₀) and nitrogen dioxide (NO₂).
- 1.4 In 2016, as a result of KCC's improvements to the gyratory system, it became necessary to relocate the Fairmeadow station. KCC's original intention was to move the station a few feet, however, NO₂ levels can change dramatically over short distances, meaning that the continuity with many previous years of data would be lost.
- 1.5 At this time, Environmental Health officers were keen to start continuous monitoring in the area of Upper Stone Street. Diffusion tube monitoring has suggested that pollution levels are highest in Upper Stone Street, and officers saw an opportunity to move the Fairmeadow Monitoring Station, with KCC meeting a significant part of the expense. Following a meeting with the KCC project manager for the road scheme, KCC agreed, in principle, to relocate the station to the Upper Stone Street area. At that time, Environmental Health officers expected that the station would be relocated before the existing Fairmeadow site became unviable due to the road works.
- 1.6 The station was decommissioned in June 2016, and a proposed site identified outside Miller Heights. In the intervening months, there has been a string of delays, mostly to do with getting a suitable lease agreement with the landlord, with the necessary easements for access and electricity supply etc. On the verge of completion of the lease agreement, the landlord decided to sell the property and is not prepared to finalise the lease until the sale has been completed. It will then be necessary to begin negotiating with the new owner before the lease can be completed.
- 1.7 A potential new site has now been identified for a walk-in cabin on the grass verge area outside the Jubilee Church in Upper Stone Street. This site belongs to KCC and permission to use it is currently being sought.
- 1.8 However there has been no indication from KCC that permission will be given for the permanent siting of the station or when this will be given. The

experience of the proposed relocation to Miller Heights suggests that this may take a significant amount of time.

- 1.9 The contractor who currently supplies service and maintenance for the air quality stations has confirmed that they are willing to negotiate a small temporary station with KCC and provide local site operator (LSO) functions for a year. This could be achieved quickly and enable monitoring to be started. The monitoring would include PM₁₀ and PM_{2.5} and nitrogen dioxide and provide a baseline for decisions on future continuous monitoring to be made.
- 1.10 Upon completion of the contract, the council could decide to completely or partially discontinue continuous monitoring using the intervening period to complete negotiations with KCC should a permanent station be required.
- 1.11 There is no specific legal requirement for the council to operate a continuous monitoring station as part of its responsibilities under the Local Air Quality Management regime. The current and extensive network of diffusion tubes will be maintained. However it is possible the hourly mean concentration for NO₂ is being breached on Upper Stone Street and use of a continuous analyser is the only way to establish if this the case. Diffusion tubes do not measure particulates and so use of a continuous analyser is necessary to monitor these emissions.

2. AVAILABLE OPTIONS

- 2.1 Option 1: Do not replace the Fairmeadow Station at all, and leave the continuous monitoring at Detling Station and the diffusion tubes unchanged.
- 2.2 Option 2: Discontinue all continuous monitoring, i.e., to decommission the Detling site, and to continue monitoring by diffusion tubes only.
- 2.3 Option 3: The status quo. Continue looking for a permanent new site for the Fairmeadow Station and work towards recommissioning it in a new location in or near Upper Stone Street. In considering this option, members may wish to take account of the age of the existing equipment and if monitoring is expected to continue in the long term, the equipment may need replacement at some point.
- 2.4 Option 4: Employ a contractor to undertake monitoring on our behalf, in Upper Stone Street, for an initial period of one year. The contractor would install the monitoring station and undertake all necessary maintenance, repairs, calibrations, and servicing, which would allow monitoring to restart fairly quickly. Officers would continue to progress securing the Jubilee Church site for longer term monitoring.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 Option 4: Hire a contractor to undertake monitoring for a period of 12 months.

- 3.2 The advantage of this option is that could be started very quickly. Although there is a cost to this option, (approximately £16,000, plus data management) this would be partly offset by the cost of servicing our own in house station (about £3,300 plus data management) and would save approximately 1 day of officer's time per month. More details are given in the Appendix.
- 3.3 The equipment used would all be of the types approved by DEFRA for the purposes of Local Air Quality Monitoring and reporting. The £16,000 cost of this option can be funded within existing budgets. The pollutants measured would be NO₂, PM₁₀, and PM_{2.5}. The data obtained would be used to inform longer term decisions about monitoring in the area, by, for example, alerting us to exceedances of other air quality objectives, such as the PM₁₀ annual mean or NO₂ hourly mean objectives. At the end of the 12 month period, a further review of the long term continuous monitoring undertaken would be made based upon the data gathered.
- 3.4 A further advantage is that the monitoring would include PM_{2.5}. The Council does not currently monitor PM_{2.5} and has no suitable instrument for doing so.
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4. RISK

- 4.1 The main risks relate to the discontinuation of all monitoring. The Council may then be seen to be failing to comply with its statutory obligations.
- 4.2 Poor air quality continues to gain a significantly higher public profile both nationally and locally. Discontinuing air quality monitoring completely would therefore carry a reputational risk for the Council. Conversely, including PM_{2.5} in the monitoring contract would not greatly increase the cost and would demonstrate that the Council is taking the issue of air quality very seriously.
- 4.3 The high levels of NO₂ measured by diffusion tubes in Upper Stone Street, might indicate an exceedance of the hourly mean objective for NO₂ and there is no way to confirm this other than by using continuous analysers.
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5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 This review of air quality monitoring was undertaken in response to a request from the Chairman of SPST at the previous meeting on 5th December 2017.
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6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 A suitable contractor will be engaged to set up a temporary monitoring station in Upper Stone Street in the shortest possible time. MBC Officers will continue to pursue securing a permanent location with KCC.
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7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	Keeping Maidstone Borough an attractive place for all – by seeking to improve the air quality and the health of residents and visitors to the borough.	[Head of Service or Manager]
Risk Management	Refer to section 4 of the main report.	[Head of Service or Manager]
Financial	There is currently no budget for the preferred option estimated at £16000. This can be met by an identified underspend in the AQ budget.	[Section 151 Officer & Finance Team]
Staffing	Management of the preferred option will be within current staff levels. Delivery will be absorbed through project funding. There are no additional staffing costs.	[Head of Service]
Legal	Accepting the recommendations will fulfil the Council’s duties under the local air quality regime. Failure to undertake monitoring in Upper Stone Street may place the Council in breach of its statutory obligations	Cheryl Parks, Lawyer (Planning), Mid-Kent Legal Services
Privacy and Data Protection	The action listed is unlikely to result in the gathering of personal data. All air quality monitoring data is made available publicly.	Legal Team
Equalities	The recommendations do not propose a change in service. However, following the initial 12 month monitoring period and	Equalities and Corporate Policy Officer

	prior to a decision been taken an EqIA should be undertaken.	
Crime and Disorder	No issues identified	[Head of Service or Manager]
Procurement		[Head of Service & Section 151 Officer]

8. REPORT APPENDICES

- Appendix 1: Briefing Note for Members Regarding Air Quality Monitoring in Maidstone

Appendix 1

Briefing Note for Members Regarding Air Quality Monitoring in Maidstone: - the Current Situation and Options Going Forward

Background

Maidstone Borough Council has continuously monitored air quality in two locations for many years. The site at Detling is a rural background site and provides useful information for air quality modelling purposes and provides a reference which we use, for example, when processing diffusion tube data. However, the site does measure very low levels of pollution.

The site also hosts other instruments from other research organisations for which we receive funding to cover the costs of MBC officers checking and servicing these instruments, usually during the necessary visits to our own equipment.

Figure 1: The Detling Air Quality Station



The other monitoring site was established in Fairmeadow in the town centre until June 2016. EH officers were beginning to feel that the usefulness of this site was limited. The site measured PM₁₀ and NO₂, and

since 2008: has recorded exceedances of the objective for NO₂ but no exceedances of either the annual mean or the 24 hour mean objectives for PM₁₀. Diffusion tube monitoring was indicating that the highest levels of pollution in Maidstone were to be found in Upper Stone Street.

Furthermore, our primary duty in terms of the Local Air Quality Management (LAQM) regime is to monitor where people live. We are not aware of any sensitive receptors within at least 50m of the Fairmeadow Roundabout. The station was therefore not in the best location for monitoring for human receptors.

When the new road scheme was proposed for Fairmeadow, KCC's original proposal was simply to move the station a few feet away. Owing to the highly localised nature of NO₂ pollution, this would have meant that data captured after the move would not have been directly comparable with the many years of historic data which had been measured from the site. Environmental Protection Officers were keen to take the opportunity to have the station relocated at no cost to MBC.

Figure 2: The Fairmeadow Air Quality Station



In addition to the two continuous monitoring stations, MBC also has a large network of diffusion tubes to monitor NO₂. There are currently about 60 active sites, but in total we have used them in well over 100 locations. Diffusion tubes can only be used to give the average NO₂ level

over a period of exposure, usually a month. They cannot be used to measure an instantaneous NO₂ level.

Finding a New Site

A site for an air quality station needs to meet a number of requirements.

First and foremost, of course, there should be a reason for measuring in that location, i.e. a potential or anticipated air quality problem.

Secondly it has to be physically big enough to accommodate the cabin. It is possible to use much smaller cabins (roadside cabins) where space is limited. These have two main disadvantages; firstly that officers doing routine maintenance, calibrations, dealing with breakdowns and repairs and servicing cannot physically enter the cabin, which means they need to work outside exposing them to poor weather conditions and the public for up to an hour at time. This has health and safety implications for officers. Also depending on their type, some of the roadside cabins cannot accommodate calibration gas cylinders. We currently use 40 litre cylinders which are as tall as a person. These cannot be used at all with a roadside cabin. An alternative, albeit a costly one, is to use 10 litre cylinders. Some roadside cabins can accommodate these and others can't, meaning that they need to be stored somewhere else – safe and secure storage would need to be identified – and officers would then need to bring them to site each time they need to calibrate the equipment (usually fortnightly) and manhandle them.

Thirdly, there needs to be a suitable electricity supply nearby. The analysers themselves require approximately 2 kilowatts, but they also require heating and cooling systems – potentially another 4 or 5 kilowatts.

Lastly, the site should ideally be reasonably easy to access with a vehicle, so that officers and engineers can park relatively close in order not to have to carry tools and equipment too far.

The picture above shows the Fairmeadow Air Quality Station. The footprint of the cabin was approximately 2m x 2.5m. The height of the cabin was about 2.0m with an additional 0.5 metres for the airconditioning system and cages etc. Our first preference was to retain this cabin, however, finding a site big enough to accommodate it was a challenge.

A suitable site was identified in terms of size, electricity supply, reasonably easy access (walking distance for officers based at MBC) and which would provide information on the area of Maidstone of most interest

to us, namely Upper Stone Street. Furthermore, the landlord of the site was amenable to leasing the land to us. At this point, KCC having agreed to fund a new, smaller 'walk in' cabin for us, the original cabin from the Fairmeadow site was disposed of. Unfortunately, for a number of reasons, this lease agreement took a very long time to complete, and just as it was finalised, the landlord decided to sell the property and has withdrawn from the process.

Options for the future

Having been without town centre monitoring for almost 18 months, and with the ongoing difficulties in securing the new site, this is an appropriate time to review monitoring requirements in Maidstone.

The Environment Act 1995 places a duty on local authorities to review, and assess, the key pollutants in their area against air quality standards and objectives laid down in the Air Quality (England) Regulations 2000. Although MBC is not currently continuously monitoring pollution in the town centre, it still does a great deal of monitoring by diffusion tube, and operates a continuous monitoring station out of town at Detling. It would therefore be hard to argue that MBC is failing in its duty under the Environment Act. Indeed the 2017 Annual Status Report which reports all monitoring data obtained during 2016 was recently approved by DEFRA. However, the results obtained from our diffusion tubes in Upper Stone Street indicate that further monitoring is needed there to establish if the hourly mean for NO₂ is being breached; something about which DEFRA is aware.

The only pollutants relevant to Maidstone and the vast majority of other Local Authorities are PM₁₀ and NO₂

NO₂ pollution is highly localised, and levels in one location may be very different to levels just a few metres away. This is one of the reasons for using diffusion tubes, because they are cost effective to be used in many locations.

PM₁₀ levels tend to be similar over larger areas, and in general monitoring is done near very busy roads, on the basis that these will be representative of worst case. The Fairmeadow roundabout seemed a likely choice for worst case as it's effectively the junction of a number of different major roads. However, based upon the results of our NO₂ monitoring, it would seem that the situation in Upper Stone is likely to be worse.

When deciding the future of town centre monitoring, the most fundamental question is whether or not to continue with it. It could be argued that MBC has fulfilled its obligations to review and assess the air quality in its area, it has recognised an exceedance of the NO₂ objective and declared an AQMA, and prepared an associated Action Plan, as it is required to do.

The view of Environmental Health, however, is that this is not enough because there are still two key questions to be answered regarding Upper Stone Street. Firstly, although we did not measure an exceedance of the PM₁₀ objectives at the Fairmeadow site going back at least as far as 2008, there are compelling grounds for believing that levels in Upper Stone Street may be even higher than those in Fairmeadow, and there may be an exceedance of the PM₁₀ objective there, which we wouldn't know without monitoring in that location.

Secondly, with our diffusion tubes we routinely measure annual mean NO₂ concentrations in excess of 80µgm⁻³. The annual mean is the objective which is applicable at residential receptors, (i.e. long term exposure) however, there is also a hourly mean objective of 200µgm⁻³ which is applicable in areas where people are passing through, e.g. shoppers (i.e. short term exposure).

Annual means of over 60µgm⁻³ are indicative of exceedances of the hourly mean, so it is quite likely that the hourly mean for NO₂ is exceeded in Upper Stone Street. We can only establish this by measuring with a continuous analyser. This has been pointed out by DEFRA in response to the last two annual status reports.

The view of EH is that these two questions should be addressed and we need to find the best way of doing so.

As part of a review of monitoring in Maidstone, it is appropriate to consider whether we should be measuring PM_{2.5}. MBC does not have a statutory duty to measure PM_{2.5} however, it is probably the pollutant of most concern in as much as it is the one most often linked to poor health. PM_{2.5} is particulate matter less than 2.5 microns, ie smaller than PM₁₀ which is particulate matter less than 10 microns. We measure PM₁₀ using an instrument called a TEOM which is about 15 years old, and which has been out of production for at least 5 years. A new model would cost about £30,000, but for £40,000 a 'dual channel' version could be purchased which could measure both PM₁₀ and PM_{2.5}. There is another instrument available (the FIDAS) also costing about £30,000 which measures both PM₁₀ and PM_{2.5} and has certain other advantages over the

TEOM, namely, it requires no heating, no air conditioning, no officer 'LSO' duties (there are no filters to change) it is smaller and its electricity consumption is about 150W as opposed to 1500W for the TEOM (plus heating and air con) If the decision is made to continue monitoring in Upper Stone Street on a long term basis, Members may wish to consider whether now is a good time to replace our elderly equipment, and if so, whether to add the capability to measure PM_{2.5}. Assuming that we wish to continue monitoring both NO₂ and PM₁₀ the problem of finding a suitable site based on the criteria mentioned above still needs to be addressed.

The costs of running the monitoring station are in the region of £5000 per year, which includes equipment maintenance and servicing, data capture, management and ratification, electricity, plus officer time – in the region of a day per month in calibrations, maintenance and attending breakdowns. Any equipment to be used in LAQM monitoring has to be approved by DEFRA, which only happens after its reliability and accuracy have been established. It is not possible to use the 'cheap and cheerful' analysers based on, for example, electrochemical cells.

Another possibility which could be considered, if MBC wishes want to continue monitoring and to have a new monitoring station set up and running in the shortest possible time, is to use a contractor. This is expensive, but may be the best solution if Members decide they want to continue monitoring on a short term basis, with the least delay.

A contractor would help us to identify a suitable location – they have lots of experience in identifying places where they can fit their equipment and are used to finding suitable sites in areas where space is at a premium – they routinely use roadside cabinets, such as the one shown below.

Figure 3: A Typical Roadside Cabin



Recently MBC officers visited Upper Stone Street with a suitable contractor and identified a site outside the Jubilee Church. The site is opposite the highest reading diffusion tube in Maidstone, so would potentially yield very important air quality information. The site is owned by KCC, as was the old Fairmeadow site, and is large enough to accommodate a walk in cabin.

MBC officers have been trying to get permission to use the site, and to establish what arrangements would necessary in terms of a lease agreement. Hopefully a simple amendment to the lease for the Fairmeadow site would be sufficient.

Under the original agreement with KCC at the Miller Heights site, KCC were to supply a new walk in cabin, and their contractors would build a suitable base for the cabin. The cabins ideally need to be situated on a solid level base, which is likely to be a significant undertaking on the proposed site where there is a quite pronounced slope,

It is now the view of EH Officers that whilst the site outside Jubilee Church is a very promising site for long term monitoring, if required, it cannot be established very quickly. We do not know how long it will take for KCC to give permission to use the site, what arrangements they will require in respect of a lease, or how long this might take to negotiate. Furthermore, even once they place an order for a new walk in cabin, it is likely to take several weeks to commission and complete the installation. Therefore we would still recommend that we engage a contractor to try to establish a temporary monitoring station as soon as possible, using a small footprint roadside cabinet. In the meantime, we will continue to work towards having a long term station established at the Jubilee Church.

The contractor could choose to use our existing analysers, but would supply any additional equipment required, including an additional analyser to measure PM_{2.5}. They would also supply all the consumables, complete the installation, undertake all routine maintenance, and deal with repairs and break downs etc: in short they would do everything, and dismantle and remove the station at the end of the required period. MBC staff would have no involvement with the station, once it is installed; they would just be supplied with the data. Data ratification would be undertaken by our current data management contractor. In the event of a major equipment failure, the contractor will supply a replacement instrument until the end of the contract. This would be the quickest and least burdensome option for MBC. The cost of this option is in the region of £16,000 for PM₁₀, PM_{2.5} and NO₂ for a period of one year, however, we would be able to make some savings from not having to meet the costs of running in house equipment. There is an additional cost of approximately £1800 for data management, applies whether monitoring is done externally or in house.

Comparison of Running costs of Monitoring Station in House or with Contractor

	In House	External Contractor (approx. £16,000)
ESU (includes servicing, maintenance, breakdown cover and consumables)	£ 3,300 (from external contractor)	Included in price
Calibrations	52 hours (MBC Officer) £975	Included in price
Data management	£1,075	£1,075
Lease	Unknown	Unknown
Audit	£700	£700
Monitoring of PM _{2.5}	Not included	Included in price
Total	£6,050	£17,775

After 12 months, there would be a number of options open to us, which would depend on the results obtained. If some air quality issues have been identified then we may wish to consider extending the contract for another year. If the air quality issues are such that we envisage longer term ongoing monitoring at the location, we can negotiate with the contractor to purchase the equipment. If no air quality issue has been found, we may decide that the monitoring can be discontinued, in which case, the contractor would decommission the station and remove the equipment. It should be noted that the contractor would only use equipment approved by DEFRA for this exercise.

Agenda Item 16

STRATEGIC PLANNING SUSTAINABILITY & TRANSPORTATION COMMITTEE

6th February 2018

Draft London Plan (2017)

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

Executive Summary

The Greater London Authority has published its Draft London Plan for consultation. The Draft Plan provides the strategic framework for land use planning in Greater London for the period 2019-2041. This report considers the implications of the Draft Plan for this borough with respect to the amount of new homes London needs and the Plan's approach to providing them, the Plan's policies for affordable housing, Green Belt and Gypsies and Travellers and the proposed arrangements for collaboration between the GLA and the authorities and agencies in the wider South East. The report recommends that the Committee considers and approves a formal response to the Draft Plan on behalf of the borough council.

This report makes the following recommendations to this Committee:

1. That the Committee **approves** the response to the Draft London Plan (December 2017) set out in Appendix 1.

Timetable

Meeting	Date
Strategic Planning, Sustainability & Transportation Committee	6 th February 2018

Draft London Plan (2017)

1. INTRODUCTION AND BACKGROUND

- 1.1 The London Plan, prepared by the Greater London authority (GLA), is the strategic land use plan for the capital. Its content relates to planning matters of strategic importance to Greater London.
- 1.2 The Draft London Plan has been published for public consultation. It is a wholly new Plan; it is not an alteration or update of the previous London Plan and, once adopted, it will replace all previous versions. It covers the period 2019-2041. The end date has been chosen to provide a longer term view of London's development although certain detailed aspects such as the housing targets only relate to the first 10 years of the plan period and will need to be reviewed before 2029. Once finalised, the Plan will form part of the Development Plan for all the individual local planning authorities (LPAs) in London. The LPAs' own Local Plans are required to be in general conformity with the London Plan.
- 1.3 The GLA previously published the consultation document 'A City for all Londoners' in November 2016. That document proposed that 50,000 new homes/year would be needed to meet the demands of London's population up to 2041. With actual housing delivery rates being substantially below this in recent years, MBC's consultation response highlighted that authorities like Maidstone would come under further pressure to accommodate London's unmet needs on top of their own substantial local growth needs with consequent implications for the local environment and all forms of infrastructure. The response supported the expressed need for bold measures to make sure London meets as much of its own need as possible, including by maximising brownfield and high density opportunities.
- 1.4 The draft London Plan can be viewed here:
<https://www.london.gov.uk/what-we-do/planning/london-plan/new-london-plan/download-draft-london-plan-0>
- 1.5 This Council's proposed response to the Plan is included in Appendix 1. The main issues that the Draft Plan raises are explained in the following paragraphs.

Housing Needs

- 1.6 The Draft London Plan identifies that there is a requirement for some 66,000 dwellings/year to be provided in London, totalling 660,000 dwellings for the 10 year period 2019 - 2029. This annual figure is a substantial increase from the 42,000 dwellings/year target in the preceding version of the London Plan¹ and even exceeds the 50,000 new homes/year estimate proposed in 'A City for all Londoners'.

¹ Further Alterations to the London Plan (2015)

- 1.7 The 66,000 homes/year figure emanates from the GLA-prepared population projections used in the London SHMA (2017). The GLA uses its own projections rather than the Sub-National Population Projections (SNPP) prepared by the Office for National Statistics (ONS) which are used throughout the rest of the country. Whilst the methodologies are substantially the same, the SNPP use short term migration data (5 year trend) whilst the GLA uses 10 year migration trends, arguing that this provides a more reliable picture. To illustrate, the SNPP estimates that London's population will reach 10.98 million by 2039 whereas the GLA's projection is 10.66million.
- 1.8 Draft Plan Policy SD2(D) – Collaboration with the Wider South East states that the Mayor supports the recognition of long term trends in migration in the development of Local Plans outside London. The text of the Plan confirms that the GLA has prepared demographic projections for the whole of the UK to take account of cyclical changes to migration from London (paragraph 2.2.9) and goes on to state that the Mayor will use this demographic data, which takes account of long term trends, when making representations on emerging Local Plans (paragraph 2.3.2).
- 1.9 This London-specific approach to assessing future housing needs is at odds with that followed in the rest of the country which uses the SNPP as the starting point for calculating Objectively Assessed Needs (OAN). Significantly the SNPP will also be the central component of the new standardised methodology for calculating OAN which the Government intends to introduce. The Government's objective is to reduce the debate around the setting of OAN figures. The promotion by the GLA of different figures both for authorities within and for those outside London would conflict with this clear Government objective, could cause confusion and be counterproductive to efficient plan making in the wider South East and beyond. The approach in the Draft Plan should be revised to take account of the Government's intentions for a consistent and straightforward approach.

Housing Requirements (targets)

- 1.10 The Draft London Plan states that the aim will be for London to meet its own needs within its own boundaries. This objective is welcomed. To put this in context, however, actual housing delivery in 2015/16² was only 34,800. The Draft Plan itself states that the overall average rate of housing delivery on both large and small sites will need to double compared with current average completion rates to achieve the Plan's target of 65,000 new homes/year. To achieve the new requirement within London's confines will require very substantive planning measures.
- 1.11 In this respect, the Plan includes Policy GG2 – 'Making the best use of land' which, amongst other things, requires those involved in the development process to prioritise brownfield opportunities and explore the intensified use of land to create high density, mixed use places. Support should also be given to Policy D6 – 'Optimising housing density' which requires proposals to make the most efficient use of land and be developed at optimum

² Latest year for which data is available (London SHMA (2017))

density. Policy H1 – ‘Increasing Housing Supply’ sets the individual housing targets for each of the LPAs in Greater London.

- 1.12 The housing target of 65,000 dwellings/year in the Draft Plan represents at the outset an annual shortfall of some 1,000 homes compared with the expressed need revealed by the SHMA and the Plan does not appear to identify how this will be addressed. The Draft Plan should rectify this. As a minimum, the individual LPA targets in Policy H1 should be expressed as minimum targets.
- 1.13 According to the NPPF³, Local Plans should preferably have a 15 year time horizon and identify specific housing sites and locations sufficient for at least 10 years⁴. With finalisation of the London Plan in 2019, the individual London boroughs will have little prospect of getting their Local Plans adopted in time to secure a 10 year time horizon for housing land supply ending at 2029. The housing targets in the draft London Plan should extend to at least 2031 to take account of Local Plans’ preparation time.
- 1.14 Importantly the Draft Plan’s objective to meet overall needs will not insulate this borough from Duty to Co-operate approaches from individual London boroughs who could find their specific housing targets too high to meet. In West Kent there are Green Belt authorities which may not be able to meet their own needs, irrespective of additional ‘Duty to Co-operate’ growth from London. There is therefore a prospect of London boroughs ‘leapfrogging’ the Green Belt and making approaches to authorities like Maidstone to accommodate unmet housing needs.

Green Belt

- 1.15 Policy G2 of the Plan states that the de-designation of Green Belt will not be supported. The justification for this approach is that the Green Belt performs multiple beneficial functions for London including combating urban heating, growing food, providing recreational space and limiting further built expansion. Only the last of these – restricting urban sprawl - matches one of the purposes for the Green Belt set out in the NPPF⁵. The NPPF is also clear that it is for Local Plans to consider and justify alterations to Green Belt boundaries. London boroughs preparing their Local Plans should be able to determine how housing needs should best be met, including through an objective Green Belt Review to identify any parcels of land which do not meet the 5 purposes of the Green Belt sufficiently and which could be developed sustainably. The Green Belt coincides with the outer London boroughs whose housing targets are substantially increased in the Draft Plan.
- 1.16 Authorities elsewhere in the South East have had to critically consider and make positive plans for selective Green Belt release in order to meet their own objectively assessed housing needs. This option should not be closed to the outer London boroughs as a matter of principle, particularly when the

³ Paragraph 157

⁴ Paragraph 47

⁵ Paragraph 80

scale of the housing challenge is so great. The Draft Plan's stance on the Green Belt is not supported.

Affordable Housing Needs

- 1.17 The London SHMA (2017) identifies that in recent years there has been a very low supply of affordable housing in the capital which has contributed to rising numbers of households who are either homeless or 'concealed' due to living as part of another household. The SHMA records that homelessness and rough sleeping in London have all increased sharply in the last five years, though there are recent signs that this growth may be levelling off.
- 1.18 The past under-supply of affordable housing in London, coupled with house price inflation, has placed inevitable pressure on housing in the surrounding South East authorities. More specifically, some London boroughs appear to be pursuing a policy of relocating housing clients to properties in authorities outside London where rents are cheaper. This can mean that more vulnerable households are separated from their families and support networks and additional pressure is placed on local community services.
- 1.19 The SHMA (2017) concludes that there is a need for approximately 65% of the future annual housing supply in London to be affordable (47% social rent/affordable rent and 18% intermediate tenures), equating to 43,500 affordable homes/year. Policy H5 of the Draft Plan sets a strategic target for 50% of all new homes to be delivered across London to be affordable. An omission from the Plan is how the 15% shortfall is to be bridged if affordable housing needs are to be met in full in accordance with NPPF paragraph 47. This matter needs to be addressed.

Wider South East

- 1.20 The Draft Plan contains a specific policy – Policy SD2 – about collaboration in the Wider South East (WSE). It states, amongst other things, that “the Mayor will work with WSE partners to find solutions to shared strategic concerns such as barriers to housing and infrastructure delivery”.
- 1.21 The Draft London Plan also invites “working with willing partners beyond London to explore if there is potential to accommodate more growth in sustainable locations outside the capital” (paragraph 2.3.5). The Plan states that this would be focused on “locations which are (or are planned to be) well connected by public transport and where development can meet local growth aspirations as well as wider requirements. Recognising that investment in public transport can often bring significant benefits to wider areas, such partnerships could focus on optimising rail capacity between London and the wider region and beyond. Another area of focus could be proposals for new/garden settlements with good links to London” (paragraph 2.3.5). The Plan states that the Mayor will work with ‘key willing partners’, including local authorities, to explore strategic growth opportunities where planning and delivery of strategic infrastructure (in particular public transport) improvements can unlock development that supports the wider city region.

- 1.22 In this context, the Draft London Plan identifies 13 initial strategic infrastructure priorities in the WSE. For ease, the diagram showing the location of these schemes is included in Appendix 2. None of these identified schemes directly serve either this borough or the wider west Kent/mid Kent area. For Maidstone residents, the Lower Thames Crossing (No. 8 on the diagram) will facilitate travel around London by avoiding the need to use the Dartford crossing, rather than improve connections into London. The Elizabeth Line extension (No. 7) (Crossrail) will improve London- North Kent connections.
- 1.23 This selection of infrastructure priorities would not significantly upgrade this borough's public transport connections with the capital. It is considered that very substantial sustainable transport infrastructure would need to be secured to support any decision for this borough to accept additional strategic growth from London, on top of that which will be ascribed to the borough using the new standardised methodology⁶. In these circumstances, it is not proposed that the response to the Draft Plan identify this Council as a 'key willing partner' to for additional growth to support the wider city region.

Gypsy & Traveller Accommodation

- 1.24 Policy H16 of the Draft Plan proposes a definition of Gypsies & Travellers for the purposes of planning which is more expansive than that set out in Planning for Traveller Sites (PTS) to include those who have permanently ceased to travel. The GLA is concerned that the Government's definition of Gypsies and Travellers fails to recognise the needs of many ethnic Gypsies and Travellers, namely those who have ceased to travel permanently, those who live in bricks and mortar and those who are no longer travelling because of education, health or old age. The Draft Plan states that the Government's definition results in Gypsies and Travellers not being counted in needs assessments.
- 1.25 The proposed response in Appendix 1 supports Draft Plan Policy H16 which directs London boroughs to plan to meet the need for permanent pitches in full. The response also notes that the different basis for assessing needs is likely to be challenged if individual London boroughs make approaches to authorities outside London under the Duty to Co-operate to accommodate their unmet needs for Gypsy & Traveller pitches.

2. AVAILABLE OPTIONS

- 2.1 There are two options available to the Committee. The first is that the Committee decides to submit a response to the Draft London Plan consultation. The second, alternative option is that no response is made.
- 2.2 Electing to submit a response will ensure that MBC's position and interests are brought to the attention of the GLA as it progresses its Plan and could influence its content. To not make such a submission would be a missed

⁶ Currently estimated at 1,236 dwellings/year (24,600 over 20 years)

opportunity for MBC to engage positively with the preparation of a the key strategic land use plan for Greater London.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

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

4. RISK

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

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

5.1 The consultation closes Friday 2nd March. The next step will be the formal Examination in Public which is expected to be held in Autumn 2018. The Examination Panel will produce a report recommending changes to the Plan which the Mayor will decide whether to accept or reject. Assuming the Secretary of State is content at that stage with the revised Plan, the London Assembly will take the final decision whether to accept or reject it.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	We do not expect the recommendation will by itself materially affect achievement of corporate priorities.	Rob Jarman, Head of Planning & Development
Risk Management	Please see ‘risks’ section.	Rob Jarman, Head of Planning & Development
Financial	The proposal set out in the recommendation can be achieved within already approved budgetary headings and so need no new funding for implementation.	Paul Holland – Senior Finance Manager (Client)
Staffing	We can deliver the recommendation	Rob Jarman,

	with our current staffing.	Head of Planning & Development
Legal	<p>The duty to cooperate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.</p> <p>Whilst the GLA area does not adjoin MBC, it is considered prudent to engage positively with the preparation of the London Plan to (a) ensure MBC's interests are communicated and (b) help understand the implications of the Plan's proposals for this borough.</p>	Cheryl Parks Lawyer (Planning), Mid Kent Legal Services
Privacy and Data Protection	No specific issues are identified at this stage.	Cheryl Parks Lawyer (Planning), Mid Kent Legal Services
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	[Policy & Information Manager]
Crime and Disorder	N/A	Rob Jarman, Head of Planning & Development
Procurement	N/A	Rob Jarman, Head of Planning & Development & Section 151 Officer

7. REPORT APPENDICES

- Appendix 1: MBC response to the Draft London Plan (2017)
- Appendix 2: extract from the Draft London Plan – Strategic Infrastructure Priorities

8. BACKGROUND PAPERS

Draft London Plan (December 2017) <https://www.london.gov.uk/what-we-do/planning/london-plan/new-london-plan/download-draft-london-plan-0>

Draft London Plan evidence base
<https://www.london.gov.uk/what-we-do/planning/london-plan/new-london-plan/evidence-base>

Draft London Plan – MBC response

Thank you for giving Maidstone Borough Council the opportunity to comment on the draft London Plan. This response was agreed by the Council's Strategic Planning, Sustainability & Transportation Committee at its meeting on 6th February 2018 (tbc).

Housing Needs.

The Council notes that there is a requirement for some 66,000 dwellings/year to be provided in London, adding up to 660,000 dwellings for the 10 year period 2019 - 2029. This figure emanates from the GLA-prepared population projections used in the SHMA (2017), rather than the nationally consistent Sub National Population Projections (SNPP) prepared by the ONS.

Further, Policy SD2(D) – Collaboration with the Wider South East states that the Mayor supports the recognition of long term trends in migration in the development of Local Plans outside London. The text of the Plan confirms that the GLA has prepared demographic projections for the whole of the UK to take account of cyclical changes to migration from London (paragraph 2.2.9). The Plan also states that the Mayor will use this demographic data, which takes account of long term trends, when making representations on emerging Local Plans (paragraph 2.3.2).

This approach is at odds with that followed in the rest of the country for calculating Objectively Assessed Needs which uses the ONS' SNPP as the starting point. Significantly, the SNPP will also be the central component of the new standardised methodology for calculating objectively assessed needs which the Government intends to introduce. The Government's objective is to reduce the debate around the setting of OAN figures. The promotion by the GLA of different figures for authorities both within and outside London would conflict with this clear Government objective, could cause confusion and be counterproductive to efficient plan making in the wider South East and beyond. The approach in the Draft Plan should be revised to take account of the Government's intentions to achieve a consistent and straightforward approach.

Housing requirements (targets)

The Council welcomes the statement that the Plan aims to accommodate all the projected growth within London's boundaries (paragraph 2.3.1).

The London Strategic Housing Land Availability Assessment (SHLAA) indicates that there is capacity for some 65,000¹ additional homes/year and this is reflected in the individual borough housing targets set out in Table 4.1/Policy H1 of the Plan. This is a shortfall of some 1,000 homes/year compared with the expressed annual need and the Plan does not appear to identify how this shortfall will be addressed. The Plan should rectify this. As a minimum, the targets in Policy H1 should be expressed as minimum targets.

Substantive measures will be required for the individual boroughs to be able to meet their targets. The scale of the challenge is illustrated by the fact that the 65,000 annual requirement is itself a

¹ Rounded from 64,935

substantial uplift from the target in the previous London Plan² of 42,000. The SHMA (2017) confirms that delivery reached only 34,800 in 2015/16³.

In this respect, the Council supports 'Policy GG2 – Making the best use of land' which, amongst other things, requires those involved in the development process to prioritise brownfield opportunities and explore the intensified use of land to create high density, mixed use places. Support is also given to Policy D6 – Optimising housing density which requires proposals to make the most efficient use of land and be developed at optimum density.

The draft Plan's more restrictive approach to releasing industrial land for alternative uses places significant limits on this potential source of housing supply.

According to the NPPF, Local Plans should preferably have a 15 year time horizon and identify specific housing sites and locations sufficient for at least 10 years. With finalisation of the London Plan in 2019, the individual London boroughs will have little prospect of getting their Local Plans adopted in time to secure a 10 year time horizon for housing land supply ending at 2029. The housing targets in the draft London Plan should extend to at least 2031 to take account of Local Plans' preparation time.

Green Belt policy

The Council does not support the London Plan's apparent moratorium on the de-designation of Green Belt in Policy G2. The Plan's justification for this is that the Green Belt performs multiple beneficial functions for London including combating urban heating, growing food, providing recreational space and limiting further built expansion. Only the last of these – restricting urban sprawl - matches a purpose for the Green Belt as defined in the NPPF. The NPPF is also clear that it is for Local Plans to consider and justify alterations to Green Belt boundaries. London boroughs preparing their Local Plans would be expected to determine how housing needs should best be met, including through an objective Green Belt Review to identify any parcels of land which do not meet the 5 purposes of the Green Belt sufficiently and which could be developed sustainably. The Green Belt coincides with the outer London boroughs whose housing targets are substantially increased compared with the latest iteration of the London Plan.

Authorities elsewhere in the South East have had to critically consider Green Belt release in order to meet their own objectively assessed housing needs. The Council does not agree that this option should be closed to the outer London boroughs as a matter of principle, particularly when the scale of the housing challenge is so great.

Affordable Housing Needs

The SHMA (2017) identifies that in recent years there has been a very low supply of affordable housing in the capital which has contributed to rising numbers of households who are either homeless or 'concealed' due to living as part of another household. Homelessness and rough sleeping have all increased sharply in the last five years, though there are recent signs that this growth may be levelling off.

² Further Alterations to the London Plan (2015)

³ Latest year available (SHMA (2017))

The past under-supply of affordable housing in London, coupled with increasing house prices, places inevitable upwards pressure on housing in the surrounding authorities in the South East. More specifically, some London boroughs appear to be pursuing a policy of relocating housing clients to properties in authorities outside London where rents are cheaper. This can mean that more vulnerable households are separated from their families and support networks and additional pressure is placed on local community services.

The SHMA (2017) concludes that there is a need for approximately 65% of the future annual housing supply to be affordable (47% social rent/affordable rent and 18% intermediate tenures), equating to 43,500 affordable homes/year.

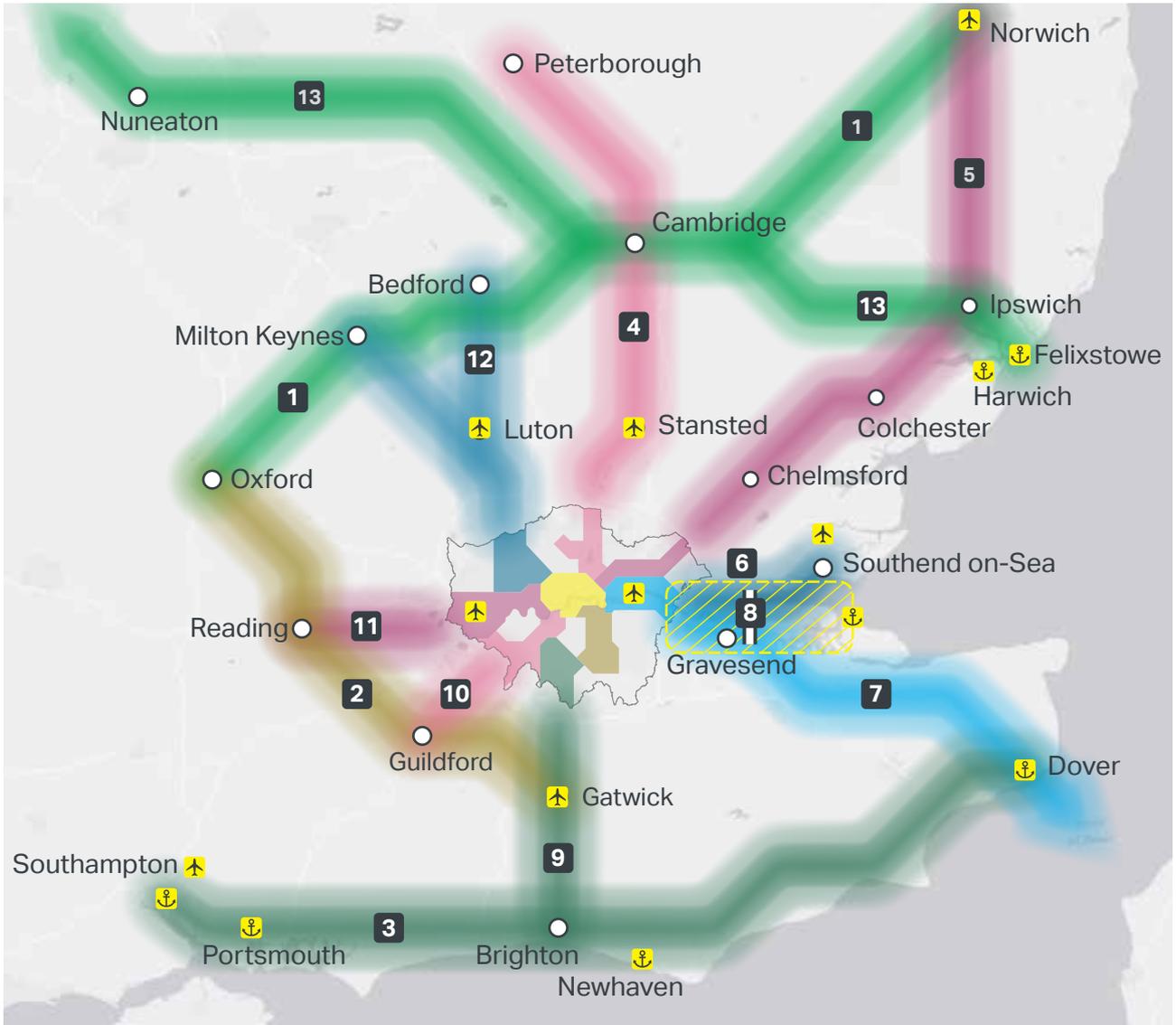
Policy H5 of the draft Plan sets a strategic target for 50% of all new homes to be delivered across London to be affordable. An omission from the Plan is how the 15% shortfall is to be bridged if affordable housing needs are to be met in full in accordance with NPPF paragraph 47. The prospect of under-provision is further compounded by the fact that the Opportunity Areas may have more relaxed housing targets. This needs to be addressed.

Gypsies and Travellers

Policy H16 of the draft Plan proposes a different definition of Gypsies & Travellers for the purposes of planning within London, more expansive than that set out in Planning for Traveller Sites (PTS) to include those who have permanently ceased to travel. This is due to concerns that the Government's definition of Gypsies and Travellers fails to recognise the needs of many ethnic Gypsies and Travellers, namely those who have ceased to travel permanently, those who live in bricks and mortar and those who are no longer travelling because of education, health or old age. The Plan states that results in Gypsies and Travellers not being counted in needs assessments.

The Council supports that Policy H16 directs that the London boroughs to plan to meet the need for permanent pitches in full but the council also notes that this different basis for assessing needs likely to be challenged if approaches are made under Duty to Co-operate to authorities outside London to accommodate unmet need.

Figure 2.15 - Wider South East – 13 Initial Strategic Infrastructure Priorities



Strategic Infrastructure Priorities

-  Airport
-  Port
-  Thames Estuary Ports
-  London Growth Areas

Source: Wider South East Partnership

Contains OS data © Crown copyright and database right (2017)

Strategic Infrastructure Priorities

1. East West Rail and new Expressway road link (Oxford - Cambridge)
2. North Down Rail Link (Gatwick - Reading) including extension to Oxford
3. A27 / M27 / A259 and rail corridor (Dover - Southampton)
4. West Anglia Mainline, Crossrail 2 North (London - Stansted - Cambridge - Peterborough) and M11
5. Great Eastern Mainline (London - Ipswich - Norwich) and A12
6. Essex Thameside, A217 and A13 corridor
7. Thames Gateway Kent : Elizabeth Line Extension and HS1 (London - North Kent - Channel Tunnel)
8. Lower Thames Crossing
9. Brighton Mainline (London - Gatwick - Brighton)
10. South West Mainline, Crossrail 2 South West (London - Surrey / Southern Rail Access to Heathrow) and A3
11. Great Western Mainline (London - Reading / Western Rail Access to Heathrow)
12. Midlands and West Coast Mainline (London - Luton - Bedford / Milton Keynes)
13. Felixstowe - Nuneaton / Midlands and A14

Agenda Item 17

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

6 FEBRUARY 2018

Planning Services Improvement Project (PSIP)

Final Decision-Maker	Strategic Planning, Sustainability & Transportation Committee
Lead Head of Service/Lead Director	William Cornall, Director of Regeneration & Place
Lead Officer and Report Author	William Cornall, Director of Regeneration & Place
Classification	Public
Wards affected	All

Executive Summary

The Planning Review was closed by this Committee on 13 November 2017. The next stage is PSIP, which is the implementation of the selected recommendations.

This report and appendix sets out the ideas generated by the Member / Officer working party that was assembled to assess and refine the IESE recommendations made in their Planning Review, relating specifically to Members and Committee.

The appendix also confirms which of the operational recommendations (i.e. those not relating to Members and Committee) are being pursued, as well simplifying the terminology used by IESE, as required.

This report makes the following recommendations to this Committee:

1. To note the 27 recommendations from IESE that do not relate to Members and Committee, specifically those that Officers are taking forward.
2. To adopt the IESE recommendations 2,3,5 (A-F as developed and proposed by the working group) and 7, all relating to Members and Committee.

Timetable

Meeting	Date
Strategic Planning, Sustainability & Transportation Committee	6 February 2018
Council (delete as appropriate)	N/A
Add more committees as appropriate, depending on where your report is going	N/A

Planning Services Improvement Project (PSIP)

1. INTRODUCTION AND BACKGROUND

1.1 The Planning Review report from IESE was reported to this committee on 13 November 2017. The IESE report contained a total of 34 recommendations grouped under the following headings;

- Demand Analysis (3 no.)
- Process Mapping and Activity Analysis (5 no.)
- Stakeholders and Customers (9 no.)
- Staff and Managers (3 no.)
- Members and Committee (7 no.)
- Measures and Finance (6 no.)
- Culture and Behaviours (1 no.)

1.2 Upon reviewing the 34 recommendations this Committee opted to form a working group to assess and refine the 7 recommendations relating to Members and Committee. This working group was formed of;

- The Chair and Vice Chair of SPS&T.
- The Chair and Vice Chair of Planning Committee.
- Cllr Munford.
- Officers: William Cornall, Director of Regeneration & Place; Rob Jarman, Head of Planning & Development and James Bailey, Development Manager.

1.3 Of these 7 recommendations relating to Members and Committee (**Appendix 1**), 3 aren't favoured to be taken forward, but 4 are (albeit to a greater or lesser degree). The working group focussed its discussion around 3 of the recommendations it was minded to take forward, relating to; Member induction and training (in relation to Planning Committee), the Parish "Call In" process, and the operation of the Planning Committee.

1.4 In respect of the recommendation around the operation of Planning Committee (recommendation 5), the working group developed 6 (A-F) suggested improvements for consideration by SPS&T to accept, amend or reject.

1.5 The discussion at the working group also focussed on the fact that the Planning Committee tended to be overly long and the need for adjourned meetings was frequent (8), as demonstrated by the table below;

No.	Date of Meeting	Meeting Type	Length of Meeting
1	12/01/2017	Planning	4 hours 50
2	02/02/2017	Planning	4 hours 42
3	23/02/2017	Planning	1 hour 10
4	16/03/2017	Planning	4 hours 55
5	06/04/2017	Planning	1 hour

6	27/04/2017	Planning	3 hours 10
7	25/05/2017	Planning	4 hours 55
8	15/06/2017	Planning	1 hour 57
9	06/07/2017	Planning	4 hours 45
10	27/07/2017	Planning	2 hours 40
11	17/08/2017	Planning	3 hours 25
12	07/09/2017	Planning	4 hours 36
13	28/09/2017	Planning	3 hours 26
14	19/10/2017	Planning	3 hours 45
15	09/11/2017	Planning	4 hours 50
16	30/11/2017	Planning	4 hours 40
17	19/12/2017	Planning	4 hours 35
1	09/02/2017	Adjourned	2 hours 20
2	01/06/2017	Adjourned	2 hours
3	13/07/2017	Adjourned	1 hour 40
4	24/08/2017	Adjourned	4 hours 50
5	14/09/2017	Adjourned	3 hours 35
6	05/10/2017	Adjourned	4 hours 10
7	16/11/2017	Adjourned	4 hours 47
8	07/12/2017	Adjourned	1 hour 30

Average length of planning committee meeting	3 hours 41
Average length of adjourned committee meeting	2 hours 50

1.6 In respect of the 27 remaining recommendations (**Appendix 2**) that did not relate to Members and Committee, Officers have (or intend) to implement 23 of them, and have rejected just 1, and consider 3 to be not applicable. This is all captured in the appendix to include some commentary to simplify the terminology used by IESE. These 27 recommendations are merely for noting by SPS&T, not decision, as they are operational.

2. AVAILABLE OPTIONS

- 2.1 To note the 27 recommendations from IESE that do not relate to Members and Committee, specifically those that Officers are taking forward.
- 2.2 To adopt the IESE recommendations 2,3,5 (A-F as developed and proposed by the working group) and 7, all relating to Members and Committee.
- 2.3 To reject the IESE recommendations inclusive of 5A-G as developed and proposed by the working group.
- 2.4 A combination of 2.2 and 2.3.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 The preferred options are 2.1 and 2.2.

4. RISK

4.1 The work undertaken by IESE identified opportunity areas in respect of Members and Committee, most of which would release additional officer capacity within the Planning Service that could subsequently be redeployed to service priorities. Therefore, there is a compelling argument for change. Furthermore, given the changes proposed, they could all be implemented on a trial basis, in that they could all be easily reversed at no cost were they not successful.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 This report and the activities undertaken by the working group have all been at the request of this Committee, on 13 November 2017.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 To make the required changes to the Council constitution, and where recommendations cannot be adequately captured within this, provide further written guidance to all Members of the Planning Committee, but specifically the Chair and Vice Chair at the commencement of each municipal year.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The optimum running of the Planning Committee is instrumental to achieving one of the Council's top three priorities, a Home for Everyone.	[Head of Service or Manager]
Risk Management	Already covered in risk section.	[Head of Service or Manager]
Financial	Any additional costs incurred from the implementation of this review will be funded from existing budgets.	Paul Holland, Senior Finance Manager (Client)
Staffing	Planning staff have been actively involved in shaping the recommendations.	[Head of Service]
Legal	Some of the recommendations within the scope of this report	Cheryl Parks, Lawyer

	will require changes to the Council's constitution. Operational changes not covered by this report also impact the MKLS team and discussion in regard to these would be welcomed.	(Planning) Mid Kent Legal Services
Privacy and Data Protection	N/A	Cheryl Parks, Lawyer (Planning) Mid Kent Legal Services
Equalities	It is pertinent that the equalities impact is given due consideration for a number of review recommendations. An EqIA should be carried out as part of the implementation of any resulting change to policy proposed.	Equalities and Corporate Policy Officer
Crime and Disorder	N/A	[Head of Service or Manager]
Procurement	N/A	[Head of Service & Section 151 Officer]

8. REPORT APPENDICES

- Appendix 1: Recommendations relating to Members and Committee
- Appendix 2: MBC acceptance or rejection of IESE Planning Review Recommendations – Nov 2017

9. BACKGROUND PAPERS

None.

APPENDIX 1

MBC acceptance or rejection of IESE Planning Review Recommendations – Nov 2017				
Line of Enquiry	MBC interpretation and commentary	Implement Yes / No	Timescale	Comment
Members and Committee				
1) Develop and establish a Member Development Programme to include Peer to Peer support	Given the desired approach set out in 2, this was not felt to be necessary.	No	N/A	The working group was not minded to pursue this recommendation
2) Review the Member induction programme and Member training for Planning Committee to ensure that key elements and responsibilities are covered and embedded	Yes, but this to be redesigned and commissioned by the Head of Planning to a specialist training provider such as the Planning Advisory Service or the Local Government Association, with the cost to come from the Members development budget. It is envisaged that in time this could be facilitated and or supplemented by modern learning methods / greater use of IT. I.e. Officers should no longer provide this training service. This programme should cover all planning training, to include introduction, refresher and specialist topics.	Yes	June 18	The working group was minded to pursue this recommendation, at least in part.
3) Review the Parish Call in process with the view to removing the automatic right of call in and replacing with the need to provide material planning reasons and consider whether all Parish call-ins should come via the Ward Member	The call can only be made on a material planning consideration, and so this revised process would need to be facilitated by a menu based online form that would need to be completed for consideration by the Head of Planning	Yes	June 18	The working group was minded to pursue this recommendation.

APPENDIX 1

	and Development. This process should apply for Members too, however, the Parish call in need not be via the Ward Member.			
4) Review Officer attendance at Committee to ensure appropriate use of officer time, including the requirement for Legal representation		No	N/A	The working group was not minded to pursue this recommendation other than by reducing the length of Officers' opening presentations and also improvements to be brought about in recommendation 5.
5) Review the operation of the Planning Committee and the way the agenda is drawn up with a view to minimising the length of the Committee, the movement of items around the agenda and deferrals	<p>The suggestions are based upon discussions at the working group;</p> <p>A) <u>Speaking Arrangements</u></p> <p>The principles of (a) limiting the number of speakers and (b) imposing time limits are essential if the recommendation about limiting length of Committee meetings is to be implemented. However, in practice the Chairman can of course waive these rules.</p>			5A to 5F to be considered by SPS&T.

There should be a maximum of four speakers allowed, to be as follows;

- One agent / applicant
- One objector
- One Parish or resident's association
- One Ward Member

*If the Parish wish to speak, they take this speaking slot at the expense of the residents association.

Each speaker must register their intention to speak 48 hours before the start of the meeting.

Each speaker is allowed three minutes.

B) Officer Opening Presentations

These will be no longer than five minutes.

C) Committee Member Debate

Committee Members will speak for no longer than three minutes per application and this will be managed by the Chair, and some flexibility would be required here at the summing up stage, in terms of formulating grounds for refusal.

	<p>D) <u>Late representations</u></p> <p>Any relevant new information received up to 24 hours before the Committee will be reported in writing via a written urgent update.</p> <p>Late representations received less than 24 hours before the Committee meeting will only be reported verbally to the Committee.</p> <p>E) <u>Reduce the size of the Planning Committee</u></p> <p>To consider reducing the number of Members from 13 to 11.</p> <p>F) <u>Hold the Planning Committee in the afternoon rather than the evening</u></p> <p>With an expectation that the meeting is concluded by 6.30pm. There was not consensus upon this proposal from the working group however.</p>			
<p>6) Implement constitutional change to ensure that Planning Committee can only refuse Outline Planning Permission on an allocated site where it is not compliant with policy</p>	<p>Or alternatively, allocated sites could instead be considered by SPS&T at outline application stage.</p>			<p>The working group was not minded to pursue this recommendation.</p>

<p>7) Streamline Committee reports to a maximum of 10 pages – Develop a template to be used by all Officers with brief summary and recommendations at start, body of report to contain relevant information only with links as necessary to other documents. Reports should detail fees attracted i.e. pre-app, PPA, planning fees and projected New Homes Bonus and Council Tax/Business Rates receipts to provide a full picture of the financial implications of the development</p>	<p>This concept is already in place, in terms of more concise report writing, but will not be rigidly applied (in terms of adhering to a maximum length of report in all cases). The team have now undertaken specialist training on this matter.</p>			
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MBC acceptance or rejection of IESE Planning Review Recommendations – Nov 2017				
Line of Enquiry	MBC interpretation and commentary	Implement Yes / No	Timescale	Comment
Demand Analysis				
Review and revise the current method of internal demand collation to capture the “whole conversation” to provide a more comprehensive understanding of value and failure.	Gain a shared understanding of where there are waste activities in the planning system, in terms of activities that span both Mid Ken Planning Support and MBC Planning Service.	Yes	March 18 with a subsequent review in Sep 18	
Capture the Service’s capability of response to customer requests and understand the impact on customers.		Yes	Feb 18	
Undertake demand collation on a short-term basis in response to identified issues or as part of a service/part service review rather than on-going, revisiting as necessary. Use the findings to drive improvements to customer service and deliver efficiencies.	Over 100 ideas need to be embedded as part of Planning Service Improvement Plan. Demand analysis data to be collected temporarily from Jan to review ideas to be embedded.	Yes	Ongoing	
Process Mapping and Activity Analysis				
Review and redesign processes to eliminate waste and increase capacity.	The action of reviewing is complete, but the implementation of the changes will take longer.	Yes	Ongoing	
Ensure that the website redesign meets the needs of the customer and is easily accessible and intuitive, allowing customers to find		Yes	Feb 18	

Appendix 2

information easily and perform most tasks online				
Ensure that existing and future IT systems and projects are aligned to customer and staff needs to maximise efficiencies and reduce duplication, with a focus on paperless and digitalisation as part of any improvements or redesign	Not an acceptance though of paperless Planning for Parishes. The recommendation is applicable to <u>all users</u> .	Yes	Ongoing	
Design or procure a new database for Planning Policy that meets the reporting needs of the team and is straightforward and intuitive	Make refinements to the existing database. Procurement will take at least 3-6 months, design longer. Process reviews of Planning process need to be identified before IT changes take place and then these will take at least 3 months to build and test is uniform.	Yes	Ongoing	
Review and replace the current Objective consultation system with a simpler, more cost-effective package		No	N/A	
Stakeholders and Customers				
Establish relevant engagement and communication strategy with clarity around roles and responsibilities		Yes	Complete	
Seek to outsource the drafting of S106 agreements to external solicitors		Yes	Complete	
Progress CIL to examination and adoption to alleviate S106 pressures		Yes	Ongoing	

Appendix 2

<p>Develop a more flexible approach within the Planning Support Service that does not require processes across both authorities to be aligned to take on a wider range of support and administrative tasks currently being undertaken within Planning i.e. Pre-application recording and validating</p>	<p>Tailor the MKPS service to the needs of Maidstone, rather than a one size fits all approach (suitable for both Swale & Maidstone). Identified as part of PSIP work. New technical team and discussions around MKPS taking on pre-apps, appeals etc. work. Timescales; February 18 to fully implement.</p>	<p>Yes</p>	<p>Feb 18</p>	
<p>In association with KALC co-design and implement a programme of regular Parish forums to further improve Parish understanding of the planning process and enable parishes to highlight specific issues and problems for discussion</p>	<p>This already existing in the form of the Parish Service Scheme.</p>	<p>N/A</p>	<p>N/A</p>	
<p>Review the pre-application service to ensure that it is offering a consistent service and meeting customer needs, and that relevant internal stakeholders are engaged in the process at the at the appropriate point</p>	<p>This will include re-evaluating the fees to ensure that the service is not loss making.</p>	<p>Yes</p>	<p>March 18</p>	
<p>Introduce Planning Performance Agreements (PPAs) to provide certainty of timescales and clarity around requirements for applications, improving the service to the customer and the efficiency of the planning services in dealing with pre-application and application. The Council should seek to have PPAs in place for all larger and strategically significant sites</p>		<p>Yes</p>	<p>Ongoing</p>	
<p>As part of the review of planning processes ensure that the application process considers</p>	<p>Addressing the backlog, will reduce the need to rely on EOT. However this will</p>	<p>Yes</p>	<p>Dec 17</p>	

Appendix 2

<p>the use of extensions of time and how and when these are appropriate moving away from their habitual use</p>	<p>not become apparent until backlog is fully addressed which is March 18. Monitoring site visit dates to ensure these are conducted by week 3 and stricter guidance around acceptance of amendments will also help to drive a reduction in EOTs.</p>			
<p>Ensure Developers Forums are targeted according to the audience, explore the possibility of separate Agents Forums as there are some clear differences in the way both groups interact with the Planning Services, use the forums to consult and engage on bigger strategic issues such as the Local Plan and land supply</p>		<p>Yes</p>	<p>Ongoing</p>	
<p>Staff and Managers</p>				
<p>Case allocation should take into account the full workload of the individual and the hours worked and should be undertaken by one role with a deputy to ensure consistency and fairness</p>		<p>Yes</p>	<p>March 18</p>	
<p>Specialist support should be brought in to progress the outstanding Gypsy and Traveller cases to determination in a managed approach over an agreed timescale – either through outsourcing or use of a temporary agency planner</p>	<p>It was noted that this is best done through one or two focussed interim officers, given the need for specialist local knowledge and the “read across” required between various applications. This backlog is now much reduced.</p>	<p>Yes</p>	<p>March 18</p>	
<p>The current backlog of cases from 2015 and 2016 should be reviewed and a temporary agency planner brought in to progress these to determination in a specific time period if</p>	<p>The backlog of planning applications has been reduced by more than 50% in the past six months.</p>	<p>Yes</p>	<p>Ongoing</p>	

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deemed appropriate. It is vital that the agency planner concentrates on removing the backlog and is not allocated new cases .				
Measures and Finance				
Develop and establish a set of measures that pass the test of a good measure	Introduce a simple suite of KPI's for the service, to provide more detailed information around processing speeds and backlog.	Yes	Jan 18	
Develop and establish a Business Enabling Hub to support commercial activity	As some staffing natural wastage has occurred, a new Technical team has now been established, so as to make use of Technical Officers to process some high volume application types, as well as undertaking support tasks for Planning Officers, to include the administration of Planning Performance Agreements and the discharge of some conditions. On this basis, some of the ideas around the Business Enabling Hub have been adopted. I.e. in the first instance the Planning team didn't favour this approach, but ultimately decided to adopt some of the ideas.	Yes	Feb 18	
Review the Pre-application offer and charges to ensure meets customer needs and covers all the Council's costs		Yes	March 18	
Introduce Planning Performance Agreements		Yes	Ongoing	

Appendix 2

for strategically significant sites identified in the Local Plan, ensuring that the charging structure reflects the complex nature of the advice and fully covers the Council's costs				
Undertake a fully costed options appraisal when procuring services to ensure that the most effective option can be selected to provide the desired level of service.	This is all done as a matter of course, in accordance with the MBC financial regulations / standing orders.	N/A	Ongoing	
For external service procurement ensure that a clear specification is drawn up for the work required that sets out deliverables, outcomes, outputs and timescales	This is all done as a matter of course, in accordance with the MBC financial regulations / standing orders.	N/A	Ongoing	
Culture and Behaviours				
Revalidate relevance of current behaviour framework and ensure behaviours are used to manage performance and recruitment. Explore opportunities for a Mentoring programme and a Culture & Leadership programme	Reinforce the STRIVE culture & behaviours amongst all Planning staff.	Yes	March 18	

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

6 February 2018

Parking Innovation

Final Decision-Maker	Strategic Planning, Sustainability and Transportation Committee
Lead Director	William Cornall Director of Regeneration & Place
Lead Officer and Report Author	Jeff Kitson Parking Services Manager
Classification	Public
Wards affected	All

Executive Summary

This report provides the Committee with an overview of current and developing technologies in the parking industry and outlines the planned innovation within Parking Services over the next two years.

In recent years Parking Services have seen a surge in parking technology aimed at improving the customer experience; however, until now these systems have not been integrated and often provided as standalone solutions.

With advances in smart phone Apps and digital transformation, Parking Services customers expect our services to provide good integration with current technology and nationally this expectation has influenced the market where we have identified significant improvements in technology convergence driven by the needs of our customers.

Systems can now be integrated to provide seamless and reliable services whilst contributing to improved business efficiency.

The report also provides a summary of the town centre car parking charges proposal which was a deferred decision from the Strategic Planning, Sustainability and Transportation Committee meeting on 22 January 2018.

This report makes the following recommendations to this Committee:

1. That the proposals to develop parking services and embrace innovation be noted.
2. That the pay and display tariff proposals as set out in Appendix 1 to promote migration from high demand car parks in the town centre to outer zone car parks and Park and Ride be agreed.

Timetable

Meeting	Date
Strategic Planning, Sustainability and Transportation Committee	6 February 2018

Parking Innovation

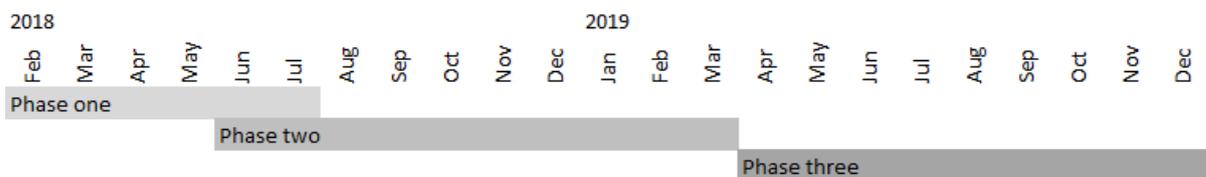
1. INTRODUCTION AND BACKGROUND

- 1.1 The United Kingdom is considered to be a Smartphone society with Ofcom reporting that 76% of adults own a Smartphone. Smartphones have overtaken laptops as the most popular device for getting online with fast 4G connections helping change the way our customers make transactions and communicate. In-car technology and connectivity have also seen unparalleled growth in recent times with industry experts predicting that over the next 5 to 10 years vehicle transport will change more than it has in the last 100 years.
- 1.2 This surge in technology has extended to the parking industry which has resulted in convergence, development and innovation.
- 1.3 Parking should not be a barrier to attracting businesses and visitors to Maidstone. Our customers expect to be able to access flexible and convenient services on-line and be able to make quick and easy parking transactions when using our parking facilities. This has been recognised at the Policy and Resources Committee, November, 2016 - Review of the Council's Commercialisation Strategy 2014/15 – 2018/19 where the recommendation was to: *'Utilise IT innovations to boost the cost effectiveness and user experience of the parking service'*
- 1.4 In Maidstone, cashless payment systems such as pay-by-phone, on-line appeals and digital applications have all been available for some time; however a number of other services have quickly become outdated as technology has improved. These include cash payments for parking, the necessity to display car park tickets, paper visitor and resident permits.
- 1.5 On-street and off-street vehicle management is an integral part of regeneration and place and so our approach to service delivery and Civil Parking Enforcement will require new thinking and a shift in parking technology and innovation to meet growing demand. Improved parking technology and investment in infrastructure will also provide an opportunity to increase efficiency, improve resilience and improve public perception of parking services.
- 1.6 With increased levels of vehicle ownership and use, greater demand will be placed on our highway network, perhaps requiring wider use of restrictions to manage driver behaviour. Parking Services have already identified an increased demand at rural locations which has directly impacted on current levels of Civil Enforcement Officer deployed hours. Therefore greater efficiency is necessary to meet this demand without proportionally increasing operational costs.
- 1.7 Innovation will improve the customer experience whilst protecting income levels particularly within our off-street parking facilities.
- 1.8 Mobile applications on Smartphones are a significant area of growth for the parking industry, with an increasing number of customers relying on apps to

receive information on a car park's precise location, opening hours, tariff and facilities. Parking payment options in Maidstone must therefore be simplified whilst embracing alternative payment solutions including Smartphone App technology.

1.9 Parking Services has reviewed the current market and is committed to transforming services by embracing new and emerging technologies within the parking industry, to meet the changing demands of our customers, to maintain service efficiency and to maximise car park income levels. This will be achieved through a phased innovation plan over the next two years.

1.10 Phased development timeline:



Phase one development

1.11 There are a number of areas within Parking Services which have already undergone significant change as part of Phase one and are still in development:

Barbour Logic / Self-Serve

1.12 This software has been integrated with our Civil Parking Enforcement database to allow consistency in the review of penalty charge notice challenges, whilst providing plain English Crystal Marked template replies to often complex legal challenges. Barbour Logic also provides a Self-Serve platform to enable online appellants to refine their appeal submission in order to reduce second stage requests for further information as part of any appeal. This innovation supports back office efficiency, improved communication and reduces delay for our customers.

Near Field Communication (NFC) trial

1.13 Innovations in Near Field Communication (NFC) payments are under trial in the Sandling Road car park shifting the trend away from cash payments and towards cashless parking using credit cards and debit cards. Since the introduction of this technology Parking Services has identified that 44.19% of all payments in this car park are made by card payment with 26.96% paying by mobile phone. Only 28.85% of our customers pay by cash, demonstrating the appetite of our customers to move away from traditional pay and display parking payment methods and adopt a simplified approach.

Check in Check out (CiCo) trial

1.14 Often drivers are unsure of how long they need to park for within our car parks and feel pressure at having to estimate their length of stay upon arrival. Drivers may also struggle to find change or become disillusioned with the possibility of overpaying for their actual time of stay.

1.15 Check in Check out is a new innovation in parking also being trialled within the Sandling Road car park where customers are able to quickly check into the car park on arrival using their credit/debit card or Apple/Android Pay using near field communication and payment is withheld until their return to the car park when they check out, again using near field communication on the pay unit. These systems support the likelihood of increased town centre dwell time as the driver is not dependant on an expiry time once they have started an open parking session.

Ticketless car park systems

1.16 Traditional methods of parking require the purchase of a pay and display ticket from a pay unit placed at various locations within a car park. Once purchased, the ticket needs to then be returned to the car and displayed to enable the Civil Parking Enforcement team to identify that payment has been made in relation to that specific vehicle and at what point the period of stay will expire.

1.17 The pay units under trial in the Sandling Road car park provide a ticketless solution where the pay unit recognises the vehicle registration number and sends the detail of the transaction in real time direct to the Civil Parking Enforcement Officer patrolling the car park.

1.18 The enforcement officer then uses a Smartphone device to identify the vehicle as having an open check in session or a paid period of parking detailing the expiry period. This operation can be further improved through the use of Automatic Number Plate recognition (ANPR) in association with their Smartphone device which is also being trialled to gain a full understanding of efficiency and accuracy of ANPR in Civil Parking Enforcement Operations.

1.19 As a result of having no requirement for displaying a pay and display ticket, the customer need not return to the vehicle, which allows a reduced number of pay units to be placed at the pedestrian entry/exit point which is far more efficient and cost effective than placing a number of pay units throughout the car park.

1.20 Check in Check out, Near Field Communication in association with ticketless systems being trailed in Phase one, provide a flexible pre and post parking payment solution for our customers and therefore the success of this trial is being closely monitored and feeds into the pay unit proposals within Phase two.

Cashless parking payments

1.21 Cashless parking payments are making life more convenient for our customers by increasing the potential for town centre dwell time as the duration of stay can be extended without a need for the motorist to return to the vehicle.

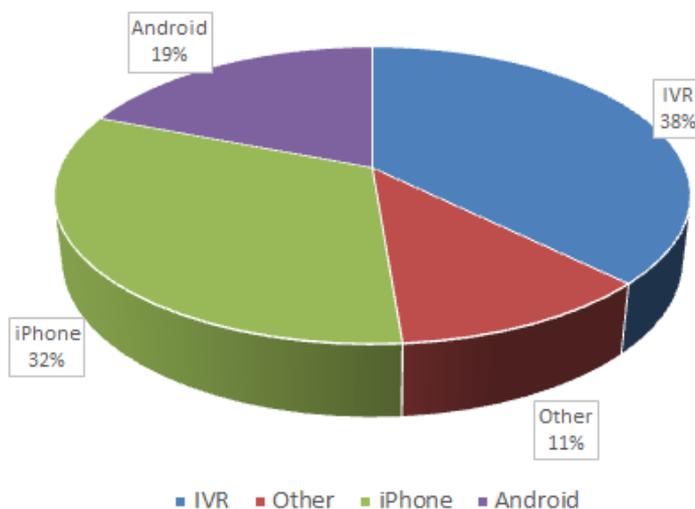
1.22 As part of the Phase one preparations, Parking Services has completed a tender for new cashless parking payments and have entered into a three

year contract with RingGo. This service has been introduced in all off-street car parks and on-street pay bay locations. RingGo is a phone-based payment service based in the UK who process over 2 million phone parking transactions each month and over 6 million individual UK motorists have used the service. Offered in public car parks and on-street locations across the United Kingdom it is deployed in over 100 local authorities. With the introduction of RingGo at both Maidstone and Swale, RingGo are the primary supplier of cashless parking throughout Kent.

1.23 Drivers are able to complete a parking transaction using their Smartphone via App, text or voice which provides a flexible, convenient and secure service. The parking transaction is relayed real time direct to the Civil Parking Enforcement Officer patrolling the car park. The enforcement officer then uses a Smartphone device to identify the vehicle as having a paid period of parking detailing the expiry period. Drivers will normally expect to pay a convenience charge for the cashless service (typically around 20p per transaction). However Parking Services have been able to secure a contract with RingGo where no convenience charge is applied to either the customer or the Council making the service a viable alternative to cash payments.

1.24 Drivers are also able to extend their parking period without returning to the car park or order a reminder text 10 minutes before expiry of paid time. These optional additional services are charged at 20p per transaction and have been well received by our customers.

1.25 Cashless parking transactions via mobile phone currently represent 17.24% of all pay to park parking transactions. This is a growing customer base with 51% of customers using the App to make their transactions (Android 19% / iPhone 32%) with 38% electing to use the Interactive Voice Response (IVR). 11% use alternatives such as text, web, Windows phone or Blackberry.



1.26 Customers who currently prefer to use cash for parking transactions will continue to be able to do so. However as trends change and demand for cashless payments increase, Parking Service will keep pace with the payment options offered within the Councils parking facilities.

Civil Parking Enforcement (CPE) contract

- 1.27 Phase one has also included the re-tender of Civil Parking Enforcement (CPE) contract. Significant emphasis was placed on innovation and technology within the contract specification and this has allowed Parking Services to introduce new technology as a foundation in Phase one in preparation for innovation in both Phase two and Phase three.
- 1.28 This has included revised hand held devices which enable both automatic number plate recognition (ANPR) and real time connectivity to the Parking Services Civil Parking Enforcement database. During Phase two this will allow full integration with the database and enable penalty charge notice cases to be uploaded as they are issued to allow customers to immediately review the evidence, pay or appeal online. During Phase three this will also allow direct look up from the Parking Services database to facilitate developments such as virtual resident parking permits.
- 1.29 Following a successful tender process, preparations are now underway to enter into contract with APCOA Ltd in June 2018 for a seven year term. In addition to increased efficiency from the introduction of Geo-mapping Civil to allow real-time monitoring and deployment of Civil Parking Enforcement Officers and the continuation of body worn cameras, Civil Enforcement Officers will be utilising body worn air quality monitoring devices which will feed into mapping software to identify poor air quality hot spot areas in support of the Councils Air Quality Objectives. These developments have been secured whilst making a saving of £25,217 per annum on current contract costs.

Cashless only car parks

- 1.30 During Phase one, Parking Services propose to introduce a cashless only car park trial in the centre of Maidstone in association with our partner RingGo. In the UK 76% of adults own a Smartphone (Ofcom), 96% of the population use a debit card and 60% of the population use a credit card (The UK cards Association) and it is anticipated that this offer will attract a wide customer base looking for uncomplicated and reliable parking transactions.
- 1.31 The proposal is to remove cash payment options and to promote the RingGo App as the primary payment method. This will be supported by a pay unit with a near field communication card reader for those customers who elect to use a card payment.
- 1.32 This provides customers with all the benefits of the cashless service such as text reminders and parking period extensions and reduces operational costs and risk as there will be no requirement for a pay unit or cash collections.
- 1.33 Due to the central location and alternative payment arrangements nearby in Lockmeadow, it is proposed to introduce this trial in the Barker Road car park in June 2018 for a period of one year to establish cashless parking within the town centre and provide significant levels of data in which to consider extending cashless only car parks in Phase three.

- 1.34 It is anticipated that the introduction of cashless only car parks will significantly increase take up levels of the cashless parking App and raise the profile of council car parks within a competitive local market.

Real time occupancy trial / active parking availability

- 1.35 The cashless only car park trial will also allow development and testing of an important service that may transform the way in which drivers plan their journey and pay for parking in the future. As each transaction will be recorded on a single database, our partner will be able to accurately record the number of live transactions against the known level at full occupancy. This algorithm can then present the number of available spaces via the RingGo App to our customers negating the need to drive from location to location trying to find a parking space particularly at peak times.
- 1.36 Following further development and testing of the algorithm Parking Services propose to introduce this innovation in tandem with the opening of the cashless only car park in June 2018 to underpin the growth of an established cashless customer base at the Barker Road.
- 1.37 Such systems form the basis of smart vehicle technology where end to end route planning, parking and payment are presented to the driver. Therefore the introduction of cashless only facilities will enable Maidstone to keep pace with demand whilst allowing a full review of driver behaviour to enable this parking model to be rolled out to a wider market during phase three.
- 1.38 Transport analysts have estimated that 'hunting' for town centre spaces can contribute up to 30% to town centre congestion during peak times. With an end-to-end solution, motorists would not have to search for parking bays and would be directed to a car park with available parking, which will ultimately support reductions in town centre congestion.

Phase two development

- 1.39 Innovations implemented during phase one form a foundation to which further areas of development can be accomplished to improve integration, efficiency and customer service.

New pay units

- 1.40 Parking Services manages over 1,600 off-street parking spaces within the Councils 18 car parks, in addition to 10 on-street pay and display locations.
- 1.41 A majority of car parks have Metric Accent pay units which were installed in 2005. As these units have a life expectancy of 10 years our unit supplier Metric have confirmed that the Accent pay units used in Maidstone are no longer manufactured and therefore support for these units is being phased out as replacement parts become increasingly difficult to source from the market.
- 1.42 Close management of pay unit downtime is critical in maximising car park income and so any extended loss of operation significantly increases the risk to income levels. Of the 61 pay units in operation only 3 have the latest

payment technology in terms of Near Field Communication, card payments and ticketless systems. 13 units are less than 3 years old, however a significant majority of pay units (45) in both on-street and off-street locations are over 13 years old. The pay unit pedestals on these units housing the cashbox are approximately 30 years old. Therefore these units are considered to be out of date in terms of connectivity and ease of use.

Pay unit supplier	Units	
Cale	3	Up to date technology
Parkeon	13	Cash only / No card payment facility
Metric	45	Cash only / No card payment facility
Total	61	

- 1.43 Although the market is constantly developing, Parking Services will identify the technical specification for the replacement of outdated units over a 24 month replacement programme. The results of our monitoring of Check in Check out, ticketless systems and Near Field Communication card payments being trialled in Sandling Road will feed directly into these considerations in addition to the latest technological developments.
- 1.44 These developments include compatibility with our cashless supplier enabling the expansion of real time occupancy and active parking availability across a much wider area of Maidstone town centre. This algorithm integrates with the pay unit data and feeds directly into the RingGo App to provide real time car park occupancy to improve customer services and aid town centre traffic management.
- 1.45 During 2018/19 it is proposed to invest in 22 new pay units located in central short stay car park locations using the Eastern Shires Purchasing Organisation (ESPO) framework agreement 509. This framework agreement is the most efficient method of procurement and provides a compliant route to purchasing parking solutions. The aim is to embrace technology and provide a quick and simple solution to parking payments for our customers whilst not placing our market share or income levels at risk
- 1.46 Through new pay units we will be able to use of a mixture of card and cashless payments whilst recognising that at many locations cash payment provision may no longer be required. Development in the pay unit market will continue to be monitored with the remaining 23 pay units replaced during 2019/20 however the number will be dependent on the success of cashless only car park trial which may reduce reliance on pay units going forward.
- 1.47 This investment will be necessary within a competitive local market to protect income levels and to meet customer expectations. The pay unit replacement programme is estimated to cost £180,000 over two years and is fully funded through the Civil Parking Enforcement Fund as identified under sections 1.67 to 1.71.

Civil Parking Enforcement (CPE) Database

- 1.48 The improved functionality of hand held devices achieved through the new Civil Parking Enforcement contract will allow Parking Services to enhance

other services areas delivered through the Civil Parking Enforcement database. The current database provides a platform to record penalty charge notice evidence, progress cases within the legal process and detail challenges, representations and appeals. This is in addition to providing a platform to administer residents parking permits.

- 1.49 The Imperial database has been in operation for over 8 years and although the system has received regular updates, the database has significant limitations in terms of compatibility with real time data transfer and the ability to move to more efficient processes such as virtual permit solutions. As the current database is no longer being developed by Imperial Civil Enforcement Solutions there may also be implications in delivering the requirements of GDPR (General Data Protection Regulation), however we are working closely with our supplier to consider interim arrangements.
- 1.50 It is therefore recommended to replace the CPE database to coincide with the start of the new Civil Parking Enforcement contract to enable innovations such as real time data transfer, automatic number plate recognition to be simultaneously introduced in June 2018. This will allow continued development an innovation in Phase three enabling the introduction of virtual resident and visitor parking permits.

Electric Vehicle (EV) charging points

- 1.51 At present there are no EV charging facilities in any of the council's off-street car parks. Some analysts predict 10% of all cars on road will be EVs by 2020. Manufacturers including, Daimler, Ford, General Motors, Nissan have now shifted their focus to EV and autonomous vehicle technology development and production. Combustion engines will no longer be manufactured from 2040 in the UK.
- 1.52 Due to the extremely fast-paced growth of this sector over the last 12 months and the huge wealth of resources committed to it by all industry leaders, it is anticipated that a significant increase in demand will be experienced across the parking industry in the next few years.
- 1.53 It is therefore essential that we meet the needs of this developing market to support green transport and improved air quality within the town centre Whilst maintaining a quality parking infrastructure.
- 1.54 It is proposed to introduce 8 EV points within off-street car parks at prime locations such as King Street, Medway Street, Barker Road and Lockmeadow whilst also introducing a further 6 EV points at Union Street East, Mote Road, Wheeler Street to provide a source of EV charging for residents during the off peak period to improve the levels of ownership of electric vehicles by Maidstone Residents.
- 1.55 EV charging point purchase options will be reviewed, though a lease option or partnership for a period of 3-5 years as this seems favourable due to the continually evolving technology. This allows us to monitor user activity and take-up as well as update technologies to meet the needs of the public.

- 1.56 There are a number of different charging models designed to facilitate EV market growth. The introduction of Smartphone applications to access EV charging points has allowed flexible intelligent tariffs to be adopted. These systems can identify the location automatically and vehicle type by vehicle registration number and have the ability to apply a discounted payment for EV vehicles.
- 1.57 Levels of usage and charging structures will be closely monitored to enable expansion as necessary as EV charging demand increases over time.
- 1.58 The background document accompanying this report explores the development of the electric vehicle market and provides an update on EV growth, trends, changing legislation and technology within the EV market.

Phase three development

ParkNow

- 1.59 Our cashless systems supplier RingGo have recently been bought by BMW who have developed ParkNow, an integrated in-car system which provides information on local parking facilities and real time occupancy. ParkNow also enables on-board parking transactions via an on-board wallet directly linked to the owner's bank account. This end-to-end journey planning is live and has already been released in Germany.
- 1.60 RingGo have confirmed that the ParkNow system will be incorporated into all new BMWs in 2018 in the UK incorporating all council car parks. This innovation links directly into Phase one proposals and is a typical example of the direction of the immediate market in terms of integrated innovation.

Virtual Permits / self-serve

- 1.61 During Phase three Parking Services will consider a number of delivery models for virtual resident parking permits and virtual visitor permits. This will move away from the current paper based systems and will allow greater flexibility in the use of self-serve web based processes. Virtual permits will be more efficient by making the transaction and approval in real-time being fed directly to the Civil Parking Enforcement officers hand held device. This system negates the need for paper permits, posting and delay and although will require some refinement to match current permit allocation rules a virtual permit process will meet the requirements of the councils digital transformation aspirations and improve customer experience.

Extend cashless only car parks

- 1.62 Following the evaluation of the Phase two trial in Barker Road car park, it is anticipated that we will build a solid customer base on which to offer cashless only facilities at other strategic car park locations. This will likely include pay units to incorporate Near Field Communication devices and card readers in addition to the cashless App provided by our partner RingGo.

Considerations beyond Phase three

Intelligent tariffs / Carbon metered parking

- 1.63 The parking infrastructure available following the developments proposed in each phase will allow options to be considered to promote the use of environmentally friendly vehicles and to discourage the use of vehicles that contribute to poor air quality in the town centre.
- 1.64 Intelligent tariffs provided through our cashless systems can identify vehicle type by vehicle registration number and apply the appropriate tariff calculated on chosen location and air-quality pollutant emissions. The use of EV vehicles for example may attract a discount whereas less environmentally friendly vehicles using high polluting petrol and diesel engines may be levied a carbon surcharge.
- 1.65 Intelligent tariffs can also be extended to include processes applied to resident parking permit applications in areas of poor air quality. Parking Services will be working closely with database suppliers during Phase three virtual permit proposals to establish the viability of this proposal within current permit allocation rules.

Financial estimates / Funding

- 1.66 The developments outlined in Phase one have already been funded from within the Parking Services budget:
- Barbour Logic / Self-Serve
 - Near Filed Communication trial
 - Check in Check out trial
 - Ticketless systems trial
 - Cashless parking App
 - Civil Parking Enforcement contract
 - Cashless only car park trial
 - Real-time occupancy trial
- 1.67 Financial estimates in relation to developments during Phase two for one off costs for purchase and installation are:
- | | |
|------------------------------|----------|
| Updated pay units (22 units) | £88,000 |
| Updated CPE database | £17,040 |
| Total | £105,040 |
- 1.68 Financial estimates in relation to developments during Phase three for purchase and installation are:
- | | |
|------------------------------|--------------|
| Updated pay units (23 units) | £92,000 |
| ParkNow system | Cost neutral |
| Virtual permit application | £10,000 |
| Total | £102,000 |
- 1.69 Financial estimates in relation to ongoing costs per annum for these developments are:
- | | |
|-------------------------------|-----------------|
| EV charging points (14 units) | £6,720 (leased) |
| CPE database licence fees | £11,340 |
| Total | £18,060 |

The CPE database licence fees are comparable with those of the current Imperial database and so therefore funded from the existing budget.

- 1.70 Financial provisions in relation to Civil Parking Enforcement are defined within Section 55 of the Road Traffic Regulation Act 1984. This Act strictly controls how any surplus Fund through Civil Parking Enforcement (CPE) can be used once any deficit in the Fund over the last four years has been balanced and that all financial commitments are considered in the provision of CPE services. Section 55 (4) b allows the council to use any surplus to meet all or any part of the cost of the provision and maintenance of off street parking accommodation. The proposals within this report therefore meet the legal requirements in terms of appropriate use of surplus Funds associated to Civil Parking Enforcement services. The CPE Fund may appropriately be used for other purposes, including supporting Park and Ride.
- 1.71 The CPE Fund is currently maintained at £478,000 and so full funding for the Phase two and three developments can be achieved to enable Parking Services to continue to drive innovation and improved services.

Town Centre Car Parking Charges Proposal

(Deferred decision from the Strategic Planning, Sustainability and Transportation Committee meeting on 22 January 2018).

- 1.72 Currently, the Pay and Display tariff structure is broadly consistent across all car parks and does not consider a variable tariff structure based on location and demand, other than a few exceptions such as King Street and Palace Avenue. As a result, availability within central car parks close to town centre amenities is limited which leads to drivers hunting between car parks for spaces particularly at peak times. Although future technology will help reduce this, the current tariff banding places stress on the parking spaces available at central locations when there is parking capacity within in outer car parks.
- 1.73 Town centre Pay and Display parking is also considered to be low-priced particularly for longer stays, as the current tariff structure reduces the hourly rate for a longer the period of stay.
- 1.74 The Integrated Transport Strategy recognised this difficulty and identified under 8.23 of the report that we should look to review the pricing structure for car-parks in Maidstone town centre through the introduction of dynamic car-park charging. This was in addition to the recommendation to optimise long stay parking charges to extract maximum value, whilst controlling demand through a 50% increase in long-stay charges by 2031.
- 1.75 The strategy also identified under 8.27 that a review should establish what measures might be introduced to encourage parking into the larger edge of centre car parks.
- 1.76 This review formed part of the Tri-Study investigations carried out by WSP who confirmed that significant demand was placed on town centre car parks

and those to the north east when compared to car parks situated further from town centre locations.

- 1.77 Our consultants WSP also highlighted the need to replace car park infrastructure with more modern systems to allow card payments, pay on exit (currently being trialled in Sandling Road car park) and active monitoring of capacity /dynamic management of parking supply which are covered within this report.
- 1.78 In order to meet the existing commitments in the Integrated Transport Strategy, the Local Plan and the Low Emissions Strategy, it is recommended that tariffs are revised to moderate demand through pricing, based on location and are set at a level to achieve occupancy levels of approximately 85%, which is the industry standard to provide good levels of bay turnover and parking availability.
- 1.79 Parking Services have considered the survey data and identified four zones facilities (Appendix 1) based on parking demand and location to town centre.
- 1.80 The current Pay and Display tariff has also been reviewed and proposals within Appendix 1 this report provide a consistent hourly rate within the existing time bands specific to each zone.
- 1.81 The hourly tariff has been applied consistently throughout each time band providing a reasonable level of parking charges whilst promoting migration from high demand car parks to outer zone car parks and Park and Ride where reduced demand has been identified.
- 1.82 The proposed tariff changes should also promote the use of alternative transport methods. This will lower strain on the worst affected car parks and reduce congestion caused by vehicles unable to find spaces, especially during peak hours.
- 1.83 Customer migration to outer zone car parks and to Park and Ride for longer stays is likely. The following table gives an indication of the range of likely outcomes. The projections below show the impact on income ranging from 0% migration to 20% to alternative methods of travel into the town centre:

	Increased Income	Increased Income excluding VAT	VAT
0%	407,064.90	339,220.75	67,844.15
-10%	238,007.55	198,339.63	39,667.93
-15%	151,259.53	126,049.61	25,209.92
-20%	64,511.50	53,759.58	10,751.92

- 1.84 The tariff proposals support budgeted income expectations 2018/19 and identify that a -10% variation in pay and display customers will still result in additional income of £198,340 due to variation in hourly tariff bands for each zone.

- 1.85 The number of pay and display season tickets is low with only 252 currently active despite being relatively low priced when compared to daily long stay parking charges. Parking Services will make contact with all season ticket holders to promote and encourage the use of Park and Ride as a cost effective alternative for long stay visits to the town centre.
- 1.86 Following the Park and Ride trial performance reporting in October 2018, members may wish consider the current pay and display season ticket arrangements and pricing, particularly if Park and Ride performance is encouraging, supporting a modal shift away from private car use for long stay town centre visits to more sustainable modes of transport reinforcing the objectives of the Integrated Transport Strategy.

Resident Parking Zone Limited Waiting Times

- 1.87 In order to ensure that these proposals have no detrimental effect on resident parking close to the town centre, Parking Services will undertake a review of the limited waiting times for non-permit holders within each resident zone during 2018 to ensure that priority parking is retained for residents. Any identified variation to the Kent County Council, Waiting Restrictions and Street Parking Places Order will be carried out under the legal process which will include public consultation on any proposals before being implemented. Any variations will also be considered as part of the development of virtual permits as detailed under 1.61.

2. AVAILABLE OPTIONS

Innovation and Development

- 2.1 The parking industry has embraced a significant change in technology in recent years and this has been recognised and anticipated by our customers. Parking Services development through innovation as recognised within this report over three phases is therefore vital in the provision of quality services and to protect the Council's car park income within a competitive market.
- 2.2 To maintain current levels of technology without investing in development may not be viable in the longer term as pay units, replacement parts and systems are becoming obsolete. Over time, services may become unstable and place vital income streams at risk. This may also place our off-street services at risk as they will quickly become outdated in comparison to competitor facilities and our customers' expectations.

Town Centre Car Parking Charges

- 2.3 To maintain the current level of pay and display tariffs will not recognise the Integrated Transport Strategy recommendations or the recent findings from our consultant WSP. Town centre car parks within high demand locations will continue to operate at full capacity increasing the likelihood of increased congestion from drivers hunting for parking spaces particularly at peak times.

- 2.4 The proposed tariff has been considered carefully to moderate demand through pricing and to maintain a consistent approach to hourly rates. If tariffs were varied but continue to offer discounted parking for longer stays, the likelihood of modal shift to alternative modes of town centre transport is reduced.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

Innovation and Development

- 3.1 This report provides the committee with an overview of current and developing technologies in the parking industry and outlines the planned innovation within Parking Services over the next two years.
- 3.2 Systems can now be integrated to provide seamless and reliable services whilst contributing to improved business efficiency.

3.3 Innovation timeline:

Phase one: February 2018 to July 2018
Barbour Logic / Self-Serve
Near Field Communication (NFC) trial
Check in Check (CiCo) out trial
Ticketless car park trial
Cashless parking payments
Civil Parking Enforcement (CPE) Contract
Cashless only car park trial
Real-time occupancy / Active parking availability trial

Phase two: June 2018 to March 2019
New pay units
Civil Parking Enforcement (CPE) database
Electric Vehicle charging (EV) points

Phase three: April 2019 to December 2019
ParkNow (real-time occupancy all council car parks)
Virtual permits / Self-Serve
Extend cashless-only car parks

- 3.4 It is therefore recommended that the proposals to develop parking services and embrace innovation are noted.

Town Centre Car Parking Charges

- 3.5 The preferred option is to revise the pay and display tariff as set out in Appendix 1 of this report to promote migration from high demand car parks in the town centre to outer zone car parks and Park and Ride.
- 3.6 The proposal meets the existing commitments in the Integrated Transport Strategy and the Low Emissions Strategy by minimising unnecessary car journeys into the centre of Maidstone.
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4. RISK

- 4.1 We present this report for information only so it has no direct risk management implications.
 - 4.2 However, while this report is not seeking a decision, it is important to note that innovation will bring with it a degree of uncertainty and risk. We will therefore seek to ensure that when decisions are being made, that we have a full awareness of the risks and associated consequences, and that we manage them in accordance with the Council's agreed risk management framework.
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5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 Following a review of Near Field Communication (NFC), Check in Check out (CiCO) and ticketless car park systems during phase one, Parking Services will identify the most efficient pay units whilst incorporating the latest technology using the Eastern Shires Purchasing Organisation (ESPO) framework agreement 509.
- 5.2 Parking Services will work with the communications team and suppliers to trial a cashless only car park during Phase one, and test real-time occupancy and parking availability algorithm systems.
- 5.3 During Phase two Parking Services will replace the current Civil Parking Enforcement database to coincide with the start of the new Civil Parking Enforcement contract to enable innovations such as real time data transfer and automatic number plate recognition to be simultaneously introduced in June 2018.
- 5.4 During Phase two, 8 EV points will be installed within off-street car parks at prime locations whilst also introducing a further 6 EV points at strategic off-street locations to provide a source of EV charging for residents during the off peak period.
- 5.5 Parking Services will work closely with suppliers to introduce ParkNow across all council car parks before December 2019 and develop virtual parking permit solutions incorporating self-serve functionality for Maidstone residents within the resident parking scheme in 2020.
- 5.6 Parking Services will also work closely with internal departments to fulfil Council-wide strategic goals, pool internal knowledge and generate efficiencies.
- 5.7 Changes in pay and display tariffs will be advertised and formal public consultation carried out in March 2018 in accordance with legislation including the recent introduction of the Parking Places (Variation of Charges) Act 2017. Objections will be reported back to the Strategic Planning, Sustainability and Transportation Committee meeting on 10 April 2018.

5.8 Performance will be closely monitored with the number of pay and display ticket transactions under the revised arrangements being compared to the current tariff. This will provide an indication of the level of vehicle migration to the outer zone car parks and financial projections.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	Keeping Maidstone Borough an attractive place for all – by seeking to improve the quality of parking services through innovation and development.	Jeff Kitson Parking Services Manager
Risk Management	This report is presented for information only so it has no direct risk management implications.	Jeff Kitson Parking Services Manager
Financial	The Civil Parking Enforcement Fund is currently maintained at £478,000 providing full funding for the innovations identified in this report to enable Parking Services to continue to improve services. The proposed changes to Pay and Display Tariffs have the potential to generate additional income for re-investment in the service and/or to support Park and Ride.	S 151 Officer and Finance Team
Staffing	It is anticipated that the services will be delivered within existing staffing levels.	Jeff Kitson Parking Services Manager
Legal	Financial provisions in relation to Civil Parking Enforcement are defined within Section 55 of the Road Traffic Regulation Act 1984.	Interim Deputy Head of Legal Partnership
Privacy and Data Protection	The developments identified within this report will increase levels of data held by third party suppliers. The Council will ensure that partners fully comply with the requirements of GDPR	Interim Deputy Head of Legal Partnership
Equalities	An equalities impact assessment will be undertaken as there may be an impact to consider on groups with protected characteristics.	Equalities & Corporate Policy Officer

Crime and Disorder	The developments identified within this report will have no negative impact on Crime and Disorder.	Jeff Kitson Parking Services Manager
Procurement	The Eastern Shires Purchasing Organisation (ESPO) agreement 509 provides a framework for some services identified within this report. Where required the Council will follow procurement exercises in line with financial procedure rules.	Jeff Kitson Parking Services Manager

7. REPORT APPENDICES

7.1 Appendix 1: Town Centre Car Parking Charges Proposal

8. BACKGROUND PAPERS

8.1 3 Years of Electricity – Understanding Development of the EV Market (2014-2017).

8.2 Integrated Transport Strategy:

http://www.maidstone.gov.uk/_data/assets/pdf_file/0012/10353/Integrated-Transport-Strategy-2011-31-September-2016.pdf

Appendix 1

Town Centre Car Parking Charges Proposal.

Zone 1		1		3	4	King St		
Current		£1.30	>	£3.90	£5.20			
Var		£1.50	>	£2.50	£4.00			
		-£0.20		£1.40	£1.20			
Zone 2		1		3	4	Medway Palace		
Current		£1.25	>	£3.75	£5.00			
Var		£1.50	>	£2.50	£4.00			
		-£0.25		£1.25	£1.00			
Zone 3	30 min	1		3	4	5	over 5	Brewer Wheeler Lucerne Union W Union E Brooks Sitting'ne Barker Lockm'dw
Current	£0.60	£1.10	>	£3.30	£4.40	£5.50	£7.00	
Var	£0.50	£1.00	>	£2.50	£3.50	£5.00	£6.50	
	£0.10	£0.10		£0.80	£0.90	£0.50	£0.50	
Zone 4		1		3	4	5	over 5	Mill Mote College Bruns'k Well
Current		£1.00	>	£3.00	£4.00	£5.00	£7.00	
Var		£1.00	>	£2.50	£3.50	£5.00	£6.50	
		£0.00		£0.50	£0.50	£0.00	£0.50	
On-St	30 Mins	1	1.5	2				All
Current	£0.80	£1.50	£2.25	£3.00				
Var	£0.70	£1.50	£2.00	£2.50				
	£0.10	£0.00	£0.25	£0.50				
Current Tariff								Sandling
No changes								JWW

