Should you wish to refer any decisions contained in these minutes to Policy and Resources Committee, please submit a Decision Referral Form, signed by three Councillors, to the Head of Policy, Communications and Governance by: 23 March 2018

MAIDSTONE BOROUGH COUNCIL

STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 13 MARCH 2018

Present: **Councillor D Burton (Chairman) and Councillors Cox, English, Munford, Prendergast, Springett, de Wiggondene-Sheppard, Wilby and Willis**

Also Present: **Councillor Perry**

165. APOLOGIES FOR ABSENCE

It was noted that apologies for lateness were received from Councillor de Wiggondene-Sheppard.

166. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

167. URGENT ITEMS

The Chairman informed the Committee that he had agreed to take an updated version of Agenda Item 16 – Community Infrastructure Levy (CIL) Administration and Engagement which amended formatting errors to avoid any confusion.

168. NOTIFICATION OF VISITING MEMBERS

It was noted that Councillor Perry was present as a Visiting Member and wished to observe.

Note: Councillor de Wiggondene-Sheppard arrived at 18:46.

169. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

170. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

171. EXEMPT ITEMS

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

172. PRESENTATION OF PETITIONS (IF ANY)

There were no petitions.

173. MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2018

RESOLVED: That the minutes of the meeting held on 6 February 2018 be approved as a correct record and signed, subject to the amendment of Paragraph 3 of Item 158, Page 2 of the minutes to read:

The Committee advised that the Council needed to be careful not to segregate members of the Gypsy, Roma and Traveller community into isolated rural locations within the Borough.

174. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

175. COMMITTEE WORK PROGRAMME

The Committee considered the Strategic Planning, Sustainability and Transportation Committee Work Programme 2017/18.

Mr Mark Egerton, the Strategic Planning Manager, informed the Committee that there would be a report detailing the proposed responses to the consultations relating to the Government's Revised National Planning Policy Framework and Supporting Housing Delivery through Developer Contributions.

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

176. OUTSIDE BODIES - VERBAL UPDATES FROM MEMBERS

There were no verbal updates from Members.

177. REFERENCE FROM THE PLANNING COMMITTEE - RESIDENTS' PARKING

The Committee considered the reference from the meeting of Planning Committee held on 19 December 2017 relating to Residents' Parking.

The Chairman informed the Committee that Mr Jeff Kitson, the Parking Services Manager, had considered the reference from Planning Committee and had made a recommendation in the Off Street Parking Places Order Variation report scheduled to be brought to this Committee in April 2018 in reference to it.

RESOLVED: That the reference be noted.

178. KEY PERFORMANCE INDICATOR UPDATE QUARTER 3 17/18

Ms Anna Collier, the Policy and Information Manager, updated the Committee on Key Performance Indicators (KPIs) for quarter three of 2017/18.

It was highlighted to the Committee that:

- Performance had declined for all four indicators compared with the same quarter of 2016/17 and with the second quarter of 2017/18.

- 90.4% of 'other' applications were processed in time during this quarter and this was above the target of 85%.

- The 85% target for processing major applications in time was slightly missed this quarter by 3.5%. The main reason for the reduction in performance was the loss of five key staff who were involved in the processing of major applications and because there had been a focus on clearing backlog applications.

- The team processed 69.7% of minor applications in time during this quarter. The target of 85% had been missed. This was also due to the focus on clearing backlog applications. The impact on minor applications was being carefully monitored and the year to date performance level was 76.8%.

- There were 43 affordable homes delivered during this quarter, which was short of the target by 7 completions. This was usual as most completions occurred towards of the end of the financial year. It was expected that the year-end target of 200 affordable completions would be achieved.

In response to a question from the Committee, Mr Rob Jarman, the Head of Planning and Development replied that affordable houses were usually completed in the last part of the year as the housebuilding sector was very traditional and had a winter break. It was also because housebuilders liked to complete houses by the end of the financial year.

The Committee raised concerns about the performance of the indicators and the work that was being prioritised. It was concluded that if the indicators continued to underperform then the KPIs would be reviewed after the fourth quarter.

RESOLVED: That the summary of performance for Quarter 3 of 2017/18 for Key Performance Indicators (KPIs) be noted.

179. 20MPH SPEED LIMITS AND ZONES

Miss Anna Houghton, Planning Officer (Strategic Planning), presented this report to the Committee. The report highlighted the investigative work which had taken place in relation to the introduction of 20 mph speed limits and zones.

It was noted that:

- Officers had sought further advice from Kent County Council and explored the possible cost of implementing 20 mph schemes in the Borough.

- The development of 20 mph schemes were primarily funded through the County's Casualty Reduction Strategy or the Combined Member Grant.

The Committee advised that it was the design of schemes which would encourage drivers to stay under 20mph. Therefore the Committee requested that as part of the Local Plan Review 20 mph limits or zones were considered for inclusion in criteria for residential development and that Officers were asked to introduce the concept of 20 mph limits or zones in discussions with current developers. It was also requested that where practical this Council looked at the possibility of introducing 20 mph zones in regeneration schemes.

RESOLVED:

1. That the report be noted.

2. That as part of the Local Plan Review 20 mph limits or zones be considered for inclusion in criteria for residential development.

3. That Officers be asked to introduce the concept of 20 mph design in current discussions with developers.

4. That where practical this Council considers the possibility of introducing 20 mph zones in regeneration schemes.

Voting: Unanimous

180. COMMUNITY INFRASTRUCTURE LEVY (CIL) ADMINISTRATION AND ENGAGEMENT

Mrs Tay Arnold, the Planning Projects Delivery Manager (Strategic Planning), presented the Community Infrastructure Levy (CIL) Administration and Engagement to the Committee.

It was noted that:

- The distribution of CIL money was 15% for areas without a made neighbourhood plan (capped at £100 per dwelling per annum) or 25% where there was a made neighbourhood plan in place and which was made before a relevant planning permission first permits development.

- A process map had identified options for Parish Councils depending on their circumstances and their ability/wish to hold CIL money.

- To assist all Parish Councils and Neighbourhood Forums in making best use of their receipts, they would be encouraged to identify the

priorities for their area and produce and publish on their website a Parish/Neighbourhood Forum CIL Infrastructure spend plan.

- A workshop was being arranged to brief both Members and Parish Councils about the CIL. The workshop would discuss the administration processes of CIL, such as the collection of CIL and the passing and spending of money to Parish Councils and Neighbourhood Forums.

- Another workshop would be arranged to discuss issues and governance surrounding the spending of the larger strategic CIL money.

In response to questions from the Committee, Mrs Arnold replied that:

- CIL was liable on development from the day planning permission first permits that chargeable development. CIL would therefore apply to all relevant applications determined from 1 October 2018.

- CIL payments to Parish Councils and Neighbourhood Forums could be paid up to twice a year.

- The first payment which would be made to Parish Councils or Neighbourhood Forums would be 28 April 2019 and so there was still plenty of time to brief them.

In response to a question from the Committee Mr Mark Egerton, the Strategic Planning Manager, replied that the Council had the ability to utilise payment in kind, subject to several conditions, in lieu of the CIL contribution.

The Committee agreed that the first recommendation be updated to enable Officers to continue to develop both the administrative and governance arrangements for the CIL and also the second recommendation be updated to reflect the inclusion of Borough Councillors in the engagement process.

RESOLVED: That Officers be instructed to:

1. Continue to develop administrative and governance arrangements for the CIL;

2. Engage with all interested parties, both internal Council departments, parishes, Borough Councillors and the public, where relevant prior to the agreed implementation date; and

3. Ensure that infrastructure providers are aware of the CIL and the impact it will have on infrastructure requests under s106.

Voting: For – 8 Against – 0 Abstentions – 1

181. DURATION OF MEETING

6.30 p.m. to 7.56 p.m.