

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Democratic Services
committee.services@tmbc.gov.uk

6 October 2020

To: MEMBERS OF THE CABINET
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held online via Microsoft Teams on Wednesday, 14th October, 2020 commencing at 7.30 pm. Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

- | | | |
|----|--------------------------|---------|
| 1. | Apologies for absence | 7 - 8 |
| 2. | Declarations of interest | 9 - 10 |
| 3. | Minutes | 11 - 14 |

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 30 June 2020

4. Matters Referred from Advisory Boards

The notes of meetings of Advisory Boards are attached, any recommendations identified by an arrow being for determination by the Cabinet. Notices relating to any decisions already taken by Cabinet Members under the arrangements for delegated decision making have previously been circulated.

- *Communities and Housing Advisory Board*
- *Finance, Innovation and Property Advisory Board (2)*
- *Planning and Transportation Advisory Board*
- *Economic Regeneration Advisory Board*
- *Extraordinary meeting of Planning and Transportation Advisory Board*
- *Street Scene and Environment Services Advisory Board – to follow*

5. Matters Referred from Advisory Panels and Other Groups 51 - 68

The minutes of meetings of Advisory Panels and Other Groups are attached, any recommendations being identified by an arrow.

- *Parish Partnership Panel*
- *Tonbridge Forum*
- *Joint Transportation Board*

Matters for Recommendation to the Council

6. Leybourne Lakes Country Park - Facilities Improvements 69 - 76

Item FIP 20/36 referred from Finance, Innovation and Property Advisory Board of 16 September 2020

7. IT Strategy Update and Enterprise Document Management System 77 - 86

Item FIP 20/36 referred from Finance, Innovation and Property Advisory Board of 16 September 2020

8. Treasury Management Update and Mid-Year Review 87 - 110

A report detailing treasury management activity undertaken during the period April to August of the current financial year was considered by Audit Committee on 28 September. Following review by the Audit Committee, Cabinet are invited to recommend that Council endorse the action taken by officers in respect of treasury management activity to date and retain the current risk parameters.

Executive Key Decisions

9. Planning for the Future and Other Planning Reforms 111 - 146

Item PE 20/18 referred from Extraordinary meeting of Planning and Transportation Advisory Board of 29 September 2020

A draft letter to the Secretary of State setting out in more detail concerns of Members and their constituents is also attached for consideration.

10. On-Street Parking Update 147 - 198

Item JTB 20/16 referred from Joint Transportation Board of 21 September 2020

11. Climate Change Strategy 199 - 236

A report relating to the Climate Change Strategy was considered by the Street Scene and Environment Services Advisory Board on 5 October 2020.

Due to the timescale and print deadline for Cabinet, recommendations arising from this will be circulated to Members prior to Cabinet on 14 October.

12. Off Street Car Parking Charges 237 - 246

A report relating to off-street car parking charges was considered by the Street Scene and Environment Services Advisory Board on 5 October 2020.

Due to the timescale and print deadlines for Cabinet, recommendations arising from this meeting will be circulated to Members prior to the meeting of Cabinet on 14 October.

Executive Non-Key Decisions

13. Community and Business Support - Focusing on Review, Reorientation and Recovery 247 - 258

A report relating to community and business support and focusing on review, reorientation and recovery was considered by the Overview and Scrutiny Committee on 27 August 2020. The Minutes extract is attached for information.

Item OS 20/16 referred from Overview and Scrutiny Committee of 27 August 2020

14. Coronavirus Update 259 - 264

This report provides an overview of a range of aspects as the Council and our communities continue to adapt to living with coronavirus.

15. Update of the Medium Term Financial Strategy, the Savings and Transformation Strategy and Business Rates Pool 265 - 294

This report provides Members with an update to the Medium Term Financial Strategy and also the Savings and Transformation Strategy which sits alongside it. In addition, the report considers the Council's position regarding business rate pooling for 2021/22, and recommends that for 2021/22 the Council should not be part of the formal business rates pool having regard to the prevailing economic climate and budget risks.

16. Innovation Park Medway Local Development Order - Request to Re-Consult 295 - 512

This report seeks permission to re-consult on the draft Innovation Park Medway Local Development Order (LDO) following amendments made as a result of discussions with Highways England and Natural England. This document sets principles for development which will ultimately allow developers and businesses to bring forward high quality development in the high-value technology, engineering, manufacturing and knowledge-intensive sectors.

17. Review of Community Safety 513 - 520

It was agreed at the Overview and Scrutiny Committee held on 18 June 2020, that a further Final Report "Review of Community Safety and CCTV" should be referred back to the Overview and Scrutiny Committee for further consideration, at its next meeting on 3 December 2020. It has been some time since this issue was first considered (as the Council focussed on the response to the pandemic), however the chronology and current outcomes are detailed in this report.

18. Extension of the existing Allington Integrated Waste Management Facility Statutory Pre-Application Consultation until 16 October 2020 - Nationally Significant Infrastructure Project (NSIP) - Development Consent Order (DCO) 521 - 554

A report advising on the statutory pre-application public consultation for a Development Consent Order (DCO) to extend the Integrated Waste Management Incinerator at Allington, which is a Nationally Significant Infrastructure Project (NSIP) was considered by the Street Scene and Environment Services Advisory Board on 5 October 2020.

Due to the timescales and print deadline for Cabinet, recommendations arising from the Advisory Board will be circulated to Members prior to the meeting of Cabinet on 14 October 2020.

19. Review of Domestic Abuse Services 555 - 570

A report relating to a Review of Domestic Abuse services was considered by the Overview and Scrutiny Committee on 8 October 2020.

Due to the timescale and print deadline for Cabinet, recommendations arising from this meeting will be circulated to Members prior to Cabinet on 14 October.

20. Decisions Taken Under Emergency Provisions 571 - 572

- Decision Number: D200011EM – Granting of Pavement Licences

21. Urgent Items 573 - 574

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

Matters for consideration in Private

22. Exclusion of Press and Public 575 - 576

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

23. Urgent Items 577 - 578

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Councillor N J Heslop, (Leader) and (Economic Regeneration)
Councillor R P Betts, (Street Scene and Environment Services)
Councillor M A Coffin, (Finance, Innovation and Property)
Councillor D Lettington, (Strategic Planning and Infrastructure)
Councillor P J Montague, (Housing)
Councillor M R Rhodes, (Community Services)

Members of the Council who are not members of the executive may attend meetings of the Cabinet. With the agreement of the Leader, any such Member may address the Cabinet on any item on the agenda but may not vote.

Apologies for absence

This page is intentionally left blank

Declarations of interest

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

Tuesday, 30th June, 2020

Present: Cllr N J Heslop (Chairman), Cllr R P Betts, Cllr M A Coffin, Cllr D Lettington, Cllr P J Montague and Cllr M R Rhodes

Councillors Mrs J A Anderson, M C Base, Mrs S Bell, M D Boughton, V M C Branson, A E Clark, R W Dalton, D A S Davis, Mrs T Dean, M A J Hood, F A Hoskins, S A Hudson, D Keers, K King, J R S Lark, Mrs A S Oakley, W E Palmer, H S Rogers, R V Roud, J L Sergison, T B Shaw, N G Stapleton, K B Tanner, Mrs M Tatton, M Taylor and Mrs C B Langridge were also present pursuant to Access to Information Rule No 23.

PART 1 - PUBLIC

CB 20/50 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

CB 20/51 MINUTES

RESOLVED: That the Minutes of the meeting of the Cabinet held on 3 June 2020 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

CB 20/52 TONBRIDGE AND MALLING LEISURE TRUST

The joint report of the Director of Street Scene, Leisure and Technical Services and the Chief Financial Services Officer outlined the need to establish a budget provision in 2020/21 to support Tonbridge and Malling Leisure Trust (TMLT) in maintaining the Council's facilities during the pandemic and preparing them for re-opening and operation in the manner required through Government direction. The report suggested that a budget of £1m be set aside against which validated claims from TMLT, made through the 'open book' process, could be paid.

Members supported the proposals as the facilities offered by the Leisure Trust provided social, health and wellbeing, mental health and community benefits to residents of Tonbridge and Malling.

RECOMMENDED: That 

- (1) the Council establish a supplementary budget of £1m in 2020/21 in respect of the Council's Leisure Management Arrangements; and
- (2) the Council, in liaison with the Leisure Trust, lobbies Government for direct financial support.

* **Referred to Council**

DECISIONS TAKEN IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION (RESPONSIBILITY FOR EXECUTIVE DECISIONS)

CB 20/53 COVID-19 AND IMPACT ON THE MEDIUM TERM FINANCIAL STRATEGY

Decision Notice D200038CAB

CB 20/54 CORPORATE PLAN - ADDENDUM

Decision Notice D200039CAB

CB 20/55 DEVELOPMENT MANAGEMENT - PROCESSES AND PROCEDURES

Decision Notice D200040CAB

MATTERS SUBMITTED FOR INFORMATION

CB 20/56 MATTERS REFERRED FROM ADVISORY PANELS AND OTHER GROUPS

The Minutes of the meetings of the following Advisory Panels and other Groups were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

- Joint Transportation Board of 8 June 2020
- Parish Partnership Panel of 11 June 2020

RESOLVED: That the report be received and noted.

CB 20/57 ELECTORAL REVIEW FOR TONBRIDGE AND MALLING BOROUGH COUNCIL

The joint report of the Chief Executive and the Leader of the Council advised that the Local Government Boundary Commission for England would be undertaking a boundary review of electoral wards across the Borough which would commence in September 2020.

RESOLVED: That the report be received and noted.

CB 20/58 URGENT ITEMS

The Chairman announced that he had accepted an urgent item of business. In accordance with s100B (4)(b) of the Local Government Act 1972, he advised that he considered the matter to be urgent due to the need to establish a mechanism for the determination of applications for pavement licences in accordance with the proposals set out in the Business and Planning Bill.

CB 20/59 BUSINESS AND PLANNING BILL - PAVEMENT LICENCES/OFF-SALES OF ALCOHOL

Decision Notice D200041CAB

CB 20/60 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 9.45 pm

This page is intentionally left blank

Agenda Item 4

The notes of meetings of Advisory Boards are attached, any recommendations identified by an arrow being for determination by the Cabinet. Notices relating to any decisions already taken by Cabinet Members under the arrangements for delegated decision making have previously been circulated.

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

COMMUNITIES AND HOUSING ADVISORY BOARD

Tuesday, 21st July, 2020

Present: Cllr J L Botten (Chairman), Cllr Mrs J A Anderson, Cllr Mrs S Bell, Cllr R W Dalton, Cllr N Foyle, Cllr S A Hudson, Cllr K King, Cllr Mrs R F Lettington, Cllr L J O'Toole, Cllr W E Palmer, Cllr Mrs M Tatton, Cllr Miss G E Thomas and Cllr D Thornewell

Councillors Mrs P A Bates, R P Betts, M D Boughton, V M C Branson, A E Clark, N J Heslop, M A J Hood, A Kennedy, D Lettington, P J Montague, Mrs A S Oakley, M R Rhodes, H S Rogers, J L Sergison and N G Stapleton were also present pursuant to Council Procedure Rule No 15.21.

Mr A Nicholl (Tonbridge Sports Association) was also present.

An apology for absence was received from Councillor S M Hammond (Vice-Chairman)

PART 1 - PUBLIC

CH 20/12 DECLARATIONS OF INTEREST

Councillor J Botten (Chairman) and Councillor W Palmer each declared Other Significant Interests (OSIs) in the item on the Minimum Energy Efficiency Standard Charging Policy and on The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 on the grounds of being landlords of properties within the Borough. They withdrew from the meeting during consideration of these matters.

As a consequence of the above declaration by the Chairman and in accordance with Committee Procedure Rule 14.7 (as set out in Part 4 of the Constitution) it was proposed by Councillor R Dalton, seconded by Councillor G Thomas and

RESOLVED: That, following the withdrawal of the Chairman, Councillor Mrs J Anderson chair the meeting of the Board during consideration of the items relating to the Minimum Energy Efficiency Standard Charging Policy and The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

CH 20/13 MINUTES

RESOLVED: That the notes of the meeting of the Communities and Housing Advisory Board held on 25 February 2020 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET**CH 20/14 DISCHARGE OF DUTY INTO THE PRIVATE RENTED SECTOR**

Decision Notice D200042MEM

The report of the Director of Planning, Housing and Environmental Health summarised the implications of the introduction of Homelessness Reduction Act and the new duties placed on Councils to prevent and relieve homelessness which, combined with the increase in demand on temporary accommodation and growing pressure on social housing, had necessitated a review of all housing options for those approaching the Council as homeless or threatened with homelessness. It was noted that Legislation allowed the Council to discharge its homeless duties into the private sector and that work had been progressed in respect of the Council's offer to landlords to encourage them to work with the Authority. It was anticipated that this would increase the supply of affordable and decent housing in which to place homeless households. To ensure compliance with legislation the Council was required to have in place a Discharge of Duty into the Private Rented Sector Policy. The report advised that there were no immediate financial implications of adopting the Policy. It was hoped that having more private rented homes into which the duty could be discharged together with a wider pool of housing options would increase opportunities to prevent homelessness, which would be a more cost effective approach.

RECOMMENDED: That the Discharge into the Private Rented Sector Policy be approved.

CH 20/15 MINIMUM ENERGY EFFICIENCY STANDARD CHARGING POLICY

Decision Notice D200043MEM

Consideration was given to the adoption of a policy for determining the level of financial penalty for non-compliance by landlords with the Domestic Minimum Energy Efficiency Standards (MEES) Regulations in the Tonbridge & Malling Borough Council area.

RECOMMENDED: That

- (1) the policy for determining the level of financial penalty for non-compliance with the Domestic Minimum Energy Efficiency Standards (MEES) Regulations in the Tonbridge & Malling Borough Council area set out at Annex 1 to the report be endorsed; and
- (2) authority be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Member for Housing, to increase the length of time limit above the

minimum 12 months a publication penalty is publicised on the PRS Exemptions Register if determined appropriate.

CH 20/16 THE ELECTRICAL SAFETY STANDARDS IN THE PRIVATE RENTED SECTOR (ENGLAND) REGULATIONS 2020

Decision Notice D200044MEM

Consideration was given to the level of financial penalties to be applied to private rented sector landlords for breaches of the new Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

RECOMMENDED: That the use of the Council adopted Private Sector Housing Financial Civil Penalties Policy to determine the level of fine to be imposed on private rented sector landlords for breaches of the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 be endorsed.

CH 20/17 PARKS AND LEISURE - RESPONSE TO COVID 19

Decision Notice D200045MEM

The report of the Director of Street Scene, Leisure and Technical Services provided an update on progress with the themes/activities identified within the Parks and Leisure section of the recently approved First Year Addendum to the Council's Corporate Strategy. This included updates on the reopening of the Council's Indoor and Outdoor Leisure Facilities, progress with Capital Plan Projects, potential outsourcing of Leybourne Lakes Country Park to the Leisure Trust and the 2020/21 Events Calendar.

RECOMMENDED: That

- (1) authority be delegated to the Director of Street Scene Leisure and Technical Services in liaison with the Cabinet Members for Communities and Finance, Innovation & Property to proceed with negotiations regarding the first short term adjustment to the Service Fee in advance of the next meeting of the Advisory Board;
- (2) subject to legal advice and the agreement of the Trust, the List C capital plan evaluation for Leybourne Lakes Country Park be presented to the Finance, Innovation & Property Advisory Board in September 2020 with a view to seeking approval at Full Council in October 2020.

CH 20/18 HAYSDEN COUNTRY PARK - MANAGEMENT PLAN 2020-24

Decision Notice D200046MEM

The report of the Director of Street Scene, Leisure and Technical Services brought forward comments received during the public consultation on the draft Haysden Country Park Management Plan and recommended final approval of the Plan. The report also recognised the current Covid 19 situation and the impact this may have on future management of the site.

RECOMMENDED: That the proposed amendments be made to the draft Management Plan as shown at Annex 3 to the report, and the Management Plan for Haysden Country Park 2020-2024 be approved.

CH 20/19 COMMUNITY SAFETY PARTNERSHIP PLAN 2020/21

Decision Notice D200047MEM

Consideration was given to the published Community Safety Partnership (CSP) annual plan of work which provided details of the initiatives carried out during the previous year and of the priorities for the forthcoming year.

RECOMMENDED: That the Community Safety Partnership Plan 2020/21, as set out at Annex 1 to the report, be supported and endorsed.

MATTERS SUBMITTED FOR INFORMATION**CH 20/20 HOUSING SERVICE ACTIVITY REPORT**

The report of the Director of Planning, Housing and Environmental Health provided an update on the activity of the Housing Service during the financial year 2019/20.

CH 20/21 COMMUNITY SAFETY PARTNERSHIP UPDATE

The report of the Director of Central Services and Deputy Chief Executive provided an update on recent work undertaken by the Community Safety Partnership. Particular reference was made to the impact of COVID-19, the county-wide campaign around 'cuckooing' and a Police Closure Order placed on a property in Snodland.

CH 20/22 TONBRIDGE SPORTS ASSOCIATION

The 2019/20 Annual Report of the Tonbridge Sports Association was presented to the Board by its Chairman, Mr A Nicholl. The report focussed on the history and development of the Association which was celebrating its 100th Anniversary.

MATTERS FOR CONSIDERATION IN PRIVATE

CH 20/23 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.52 pm

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

Wednesday, 22nd July, 2020

Present: Cllr M C Base (Chairman), Cllr Miss G E Thomas (Vice-Chairman), Cllr T Bishop, Cllr G C Bridge, Cllr C Brown, Cllr R I B Cannon, Cllr A E Clark, Cllr M O Davis, Cllr K King, Cllr Mrs R F Lettington, Cllr H S Rogers, Cllr K B Tanner, Cllr Mrs M Tatton and Cllr C J Williams

Councillors Mrs J A Anderson, Mrs P A Bates, Mrs S Bell, R P Betts, M D Boughton, V M C Branson, M A Coffin, N J Heslop, M A J Hood, S A Hudson, D Lettington, Mrs A S Oakley, W E Palmer, M R Rhodes and J L Sergison were also present pursuant to Council Procedure Rule No 15.21.

An apology for absence was received from Councillor J L Botten

PART 1 - PUBLIC

FIP 20/19 DECLARATIONS OF INTEREST

In the interests of transparency Councillors T Bishop and M Davis advised that they were the Council's appointees to the Tonbridge and Malling Leisure Trust to which reference was made in the report on Discretionary Rate Relief.

FIP 20/20 MINUTES

RESOLVED: That the notes of the meeting of the Finance, Innovation and Property Advisory Board held on 8 January 2020 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 20/21 APPLICATIONS FOR DISCRETIONARY RATE RELIEF

Decision Notice D200048MEM

The report of the Director of Finance and Transformation gave details of renewal applications for discretionary rate relief for the period 1 April 2020 to 31 March 2022. Details of three new applications were also set out. The Council's policy in respect of discretionary rate relief was attached at Annex 1 of the report.

RECOMMENDED: That

- (1) discretionary rate relief be awarded for the period 1 April 2020 to 31 March 2022 in respect of the re-applications for relief as set out at Annex 2 to the report;
- (2) the application for discretionary rate relief received from Tree of Hope be refused;
- (3) the application for discretionary rate relief received from Samaritan's Purse International Limited be refused; and
- (4) the application for discretionary rate relief received from Refugease be refused.

FIP 20/22 FINANCIAL PLANNING CONTROL

Decision Notice D200049MEM

The report set out information on the three key budget areas of salaries, major operational income streams and investment income. Performance of the key budget areas, together with approved variations to the revenue budget and areas identified through revenue budget monitoring, were summarised to provide an indicative overall budget position for the year.

Details of the impact of the Covid-19 pandemic on the Borough Council's finances to the end of June and projected for the year 2020/21; the scale of the potential longer term impact on the Medium Term Financial Strategy and Savings and Transformation Strategy and, in turn, savings and transformation contributions required to balance the budget, were also set out.

Finally, updates on capital expenditure and variations that had been agreed in relation to the capital plan were provided.

RECOMMENDED: That

- (1) the likelihood that the Covid-19 pandemic would have a significant adverse impact on the Council's finances and reserve balances and as a result, in turn, on the scale and timing of the savings and transformation contributions required be noted;
- (2) the decision made by Cabinet to impose an 'essential spend only' policy for 2020/21 in order to preserve resources and to set a 'savings target' of £500,000 to be delivered as a result of this policy be noted;

- (3) the decision made by Cabinet that the general revenue reserve balance should not fall below £2m at any point during the MTFS 10-year period and to retain a minimum of £3m by the end of the period be noted;
- (4) the decision made by Cabinet in light of the difficult financial landscape that lays ahead to set a savings target of £100,000 to be delivered by April 2021 followed by a further £100,000 by April 2022 be noted;
- (5) the need to not only deliver any new targets, but to also deliver on the 'outstanding' decisions made prior to the Covid-19 pandemic and factored into the MTFS be noted;
- (6) the intention to bring a draft revision of the Savings and Transformation Strategy to Cabinet in the Autumn be noted; and
- (7) the financial challenge was such that financial sustainability was at increased risk be noted.

MATTERS SUBMITTED FOR INFORMATION

FIP 20/23 DIGITAL STRATEGY UPDATE

The report of the Director of Finance and Transformation reminded Members that the 'Digital Strategy 2019-23' was developed with a customer centric focus around the residents and businesses within the Borough, aligned to the Council's Corporate Strategy and based on improving the overall quality of life for residents allowing proactive and seamless engagement through the digital platform. Following completion of the first year of the four year strategy the report provided an update on progress made to date.

FIP 20/24 BUSINESS CONTINUITY INCIDENT - IT DISASTER RECOVERY

The report provided a record of the issues arising from the power outage on 5/6 April 2020 in respect of which a compensation claim against UK Power Networks had been lodged. In addition, the report provided a short summary of the issues arising from the failure of the air conditioning in the server room on 16 June 2020.

FIP 20/25 REVENUE AND BENEFITS UPDATE

The report provided details of recent developments in respect of council tax, business rates, council tax reduction and housing benefits.

FIP 20/26 BUSINESS GRANTS SCHEME

The report provided details of the Government schemes providing assistance to businesses and charities affected by the COVID-19 lockdown measures.

FIP 20/27 PUBLICATION OF ALLOWANCES PAID TO MEMBERS FOR FINANCIAL YEAR 2019-20

The report of the Director of Finance and Transformation provided details of the Statement of Allowances paid in the financial year 2019/20 which had been published in accordance with regulation 15 (3) of the Local Authorities (Members Allowances) (England) Regulations 2003.

MATTERS FOR CONSIDERATION IN PRIVATE

FIP 20/28 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 20/29 DEBTS FOR WRITE OFF

(LGA 1972 Sch 12A Paragraph 2 – Information which is likely to reveal the identity of an individual)

Decision Notice D200050MEM

The report of the Director of Finance and Transformation sought approval for the writing-off of debts considered to be irrecoverable.

RECOMMENDED: That the 4 items shown in the schedule of amounts over £5,000, totalling £29,174.94, as set out in the report, be written off for the reason stated within the schedule.

FIP 20/30 PROPOSED NEW LEASE TO TONBRIDGE 1ST SCOUTS

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D200051MEM

The report detailed a request received from Tonbridge 1st Scouts for a new lease of their scouting building at Lamberts Yard, Tonbridge.

RECOMMENDED: That the proposed new lease to Tonbridge 1st Scouts, as detailed within the report, be agreed.

FIP 20/31 PROPOSED DISPOSAL OF CAR PARK AT EAST PECKHAM

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D200052MEM

The report detailed a request received from East Peckham Methodist Church to purchase the car park and associated land to allow for the redevelopment of a new Church and Community Hall, including public car parking.

RECOMMENDED: That, subject to clarification of the legal cost to the Borough Council, the proposed disposal to the Methodist Church, as detailed in the report, be agreed.

FIP 20/32 PROPOSED DISPOSAL OF LAND AT REAR OF NEW HYTHE LANE

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D200053MEM

The report provided details of a request by three home owners to be allowed to purchase an area of land owned by the Borough Council to create an access to their rear gardens for the sole purpose of off road parking.

RECOMMENDED: That the proposed disposal of the area of land, as set out in the report, be agreed

FIP 20/33 REQUEST FOR RENTAL REDUCTION - TWISDEN ROAD, EAST MALLING

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D200054MEM

The report set out details of a request for a rental reduction in respect of a retail unit.

RECOMMENDED: That no rent reduction be offered to the tenant.

The meeting ended at 10.07 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

PLANNING AND TRANSPORTATION ADVISORY BOARD

Tuesday, 28th July, 2020

Present: Cllr R W Dalton (Chairman), Cllr T Bishop, Cllr M D Boughton, Cllr V M C Branson, Cllr D J Cooper, Cllr D A S Davis, Cllr M O Davis, Cllr S A Hudson, Cllr D W King, Cllr Mrs C B Langridge, Cllr H S Rogers, Cllr N G Stapleton, Cllr M Taylor and Cllr D Thornewell.

Councillors Mrs T Dean, N J Heslop, M A J Hood, D Lettington, B J Luker, P J Montague, Mrs A S Oakley, W E Palmer, R V Roud, J L Sergison, T B Shaw and Mrs M Tatton were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors J L Botten (Vice-Chairman) and D Keers.

PE 20/8 DECLARATIONS OF INTEREST

Councillor M Davis declared an Other Significant Interest in the agenda item relating to the Local Plan on the grounds of his status as a partner of Warner's Solicitors. In accordance with the dispensation granted at Minute GP 19/13 ([General Purposes Committee of 19 June 2019](#)) he remained in the meeting and addressed the Advisory Board but took no further part in the discussion.

PE 20/9 MINUTES

RESOLVED: That the notes of the meeting of the Planning and Transportation Advisory Board held on 3 March 2020 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

PE 20/10 PLANNING ENFORCEMENT SECTION 215 PROTOCOL

(Decision Notice D200055MEM)

The report sought approval for the adoption of a Planning Enforcement Section 215 Protocol intended to provide a clear and transparent framework in respect of how the Service would decide whether to take action to serve formal notices, in particular how sites would be assessed to establish whether such action was appropriate and proportionate and whether any other powers held by the Council should be called upon as an alternative. It was noted that, given the high number of complaints the enforcement team received on such matters, the Protocol would

ensure that Council financial and personnel resources were properly focused.

Members welcomed the proposals for a Planning Enforcement Section 215 Protocol as a formal framework supported good governance and transparency in decision making. It also set out a clear process as to what detailed assessments would be undertaken to establish whether formal action was necessary and proportionate in light of all the prevailing circumstances of a case.

A number of issues were raised including the flexibility to enable objective decisions to be taken using the criteria set out; measures for land owners experiencing repeat fly tipping; addressing long term empty properties and overgrown sites or gardens. Members were assured that sufficient flexibility remained within the Protocol when read in conjunction with other main Planning Policies. In addition, it was reiterated that Planning Officers would liaise with Housing; Waste and Environmental Services to discuss suitable or alternative measures for addressing the other issues raised.

The request to amend paragraph 4.2 of the Protocol to emphasise liaison with Environmental Health on measures to address overgrown gardens and pest control, where appropriate, was noted.

Finally, it was reported that the Protocol would be regularly reviewed and could be amended if it became necessary to address any of the concerns raised by Members.

RECOMMENDED: That the Planning Enforcement Section 215 Protocol, as set out at Annex 1 to the report, be approved with effect from 1 September 2020.

MATTERS SUBMITTED FOR INFORMATION

PE 20/11 DEVELOPMENT MANAGEMENT - PROCESSES AND PROCEDURES

The report of the Director of Planning, Housing and Environmental Health provided an update on Development Management since the proposals were first presented to the Advisory Board in March 2020. The proposals would result in some savings to support the Borough Council's Medium Term Financial Strategy and create service efficiencies.

Particular reference was made to the concerns raised by parish councils and a number of consultations had been undertaken to understand the issues around the proposals. The initial outcomes of this engagement exercise were reported verbally to Members and included concerns around the functionality of Public Access and My Account; re-

consultation on applications amended online and the 21 day notification period for consultation responses. It was noted that some parishes had reiterated concerns about the lack of initial consultation on these proposals and the perceived changing relationship between the Borough and Parish Councils.

Planning Officers were working extensively with IT Services on testing the functionality of the Public Access and My Account platforms to better understand the issues raised by parish councils. It was hoped that the next round of consultation would involve training sessions and user guidance on these online systems.

Finally, the Director of Planning, Housing and Environmental Health emphasised that these proposals were intended to improve the application process for all parties and parish councils continued to have an important role in consultation.

PE 20/12 SECTION 106 PROTOCOL AND MONITORING REPORT

The report provided an overview of planning obligations for the period 2018-20 and updated on upcoming changes to how future monitoring of obligations would take place. Approval was also sought for the adoption of a Planning Obligations Protocol which was intended to provide a clear and transparent framework in respect of how planning obligations would be negotiated and secured under section 106 of the Town and Country Planning Act 1990, in order to mitigate the impacts of development taking place across the Borough. Successful negotiation of planning obligations required effective management and monitoring to ensure timely and appropriate use of collected obligations.

Careful consideration was given to Section 106 funding and Members were reminded that Local Planning Authorities were only able to secure contributions to mitigate impacts of a development and these were not able to address historic issues. There was also concern expressed about how s106 monies were allocated and which tier of authority exercised powers over contributions. The latter point was subject to a potential pilot scheme being considered by Kent County Council.

Members welcomed the intention to report back to this Advisory Board in November with the finalised Planning Obligations Protocol and associated monitoring fee charging schedule. A further update on progress on changes to the recording and monitoring of new agreements in accordance with Government requirements would also be provided.

PE 20/13 LOCAL PLAN UPDATE

Members were updated on the progress of preparing the Local Plan, including new provisional dates for the first phase of Examination

Hearings that were postponed due to the coronavirus restrictions in March.

It was reported that the rearranged phase one Examination Hearing sessions were provisionally scheduled for 6 – 8 October; 3 – 5 November and 10 – 11 November 2020, which differed from those set out in paragraph 1.1.10 of the report. Currently, the arrangements were that a final decision on the format of the hearings would be taken nearer the opening session taking into consideration the latest guidance on social distancing and the response of those confirming that they wished to participate, which would be the subject of a questionnaire from the Programme Officer later this month.

In the meantime progress had been made in preparing the Borough Council's statements for the first phase of the examination and responding to the 70 questions that would form the basis of the discussion at the hearing sessions. These were still being finalised and would be submitted by the new deadlines.

PE 20/14 PLANNING FOR THE FUTURE WHITE PAPER

The report of the Director of Planning, Housing and Environmental Health summarised the main topics set out in the recently published White Paper 'Planning for the Future' and highlighted those matters which potentially had significant implications for the operation of the Development Management function.

Particular reference was made to the creation of new permitted development rights for building upwards on existing buildings, extending residential blocks by up to two storeys and to delivering new and bigger homes. There was also the potential for a permitted development right to allow vacant commercial buildings, industrial buildings and residential blocks to be demolished and replaced with well-designed new residential units. Members expressed concern about the quality of accommodation that would be created under these new permitted development rights but acknowledged that there was a national housing crisis.

In addition, Members welcomed the support for first time buyers and 'more homes for local people'.

It was recognised that the White Paper was published against a very different national backdrop to that now being faced and inevitably there would be implications for the timescales in addressing the measures set out. However, it was also recognised that the planning system would be identified as a key priority in ensuring economic revival and the importance of home building and fast decision making would continue to be important.

PE 20/15 TRANSPORTATION UPDATE

The report reviewed the outcomes of the Tonbridge and Malling Borough Council Cycling Strategy; considered options for an updated strategy framework for cycling and walking and provided an update on the South Eastern rail franchise and Lower Thames Crossing.

Members noted the progress of the principles and proposals to improve cycle routes across the Borough (as set out in paragraph 1.2.1 of the report), expressed concern that regional route 12 (Tonbridge to Penshurst) could be downgraded and recognised that improvements were necessary to the cycling network in Tonbridge and Malling, subject to securing funding to provide quality infrastructure. The importance of well-maintained walking routes was also recognised.

Reference was made to the Lower Thames Crossing consultation and it was indicated that the Borough Council had raised concerns with Highways England regarding the impacts on the A228, A229, M2 and M20 (junctions 4 – 6).

MATTERS FOR CONSIDERATION IN PRIVATE

PE 20/16 EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 10.25 pm

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

ECONOMIC REGENERATION ADVISORY BOARD

Wednesday, 2nd September, 2020

Present: Cllr B J Luker (Chairman), Cllr F G Tombolis (Vice-Chairman), Cllr G C Bridge, Cllr R I B Cannon, Cllr N Foyle, Cllr M A J Hood, Cllr F A Hoskins, Cllr D W King, Cllr J R S Lark, Cllr L J O'Toole, Cllr W E Palmer, Cllr J L Sergison and Cllr K B Tanner

Councillors Mrs J A Anderson, M C Base, Mrs S Bell, R P Betts, M D Boughton, V M C Branson, A E Clark, M A Coffin, D Lettington, N J Heslop, P J Montague, Mrs A S Oakley, M R Rhodes, H S Rogers and N G Stapleton were also present pursuant to Council Procedure Rule No 15.21.

ERG 20/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct. However, in the interest of transparency, Councillors R Betts and M Coffin both advised that their businesses had received grants under the West Kent LEADER Programme (Minute ERG 20/8 refers).

ERG 20/2 MINUTES

RESOLVED: That the notes of the meeting of the Economic Regeneration Advisory Board held on 5 November 2019 be approved as a correct record and signed by the Chairman.

ERG 20/3 ECONOMIC IMPACT OF COVID-19

To assist the Board's consideration of the matters presented to the meeting the Economic Regeneration Manager provided an overview of the impact the Coronavirus Pandemic had had on the economy of the Borough.

MATTERS FOR RECOMMENDATION TO THE CABINET

ERG 20/4 ECONOMIC REGENERATION STRATEGY

Decision Notice D200056MEM

The report of the Chief Executive outlined proposals for a revision of the Borough's current Economic Regeneration Strategy to ensure that it was fit for purpose in supporting the local economic recovery following the impact of the coronavirus pandemic. Attention was drawn to the strategic link with the Kent Economic Renewal and Resilience Plan which sets out county-wide actions to support economic revival and

identifies three key principles of 'Cleaner and Greener', 'Productive and Open' and 'Better Opportunities, Fairer Chances'.

It was anticipated that the consultation with key economic partners would be undertaken over a four week period (10 September to 8 October) and a report on the adoption of a Borough Economic Recovery Strategy submitted to the next meeting of the Advisory Board.

RECOMMENDED: That

- (1) the following be included in the consultation on the draft Borough Economic Recovery Strategy (as set out at section 1.3 of the report):
 - the economic vision, as set out in the Cabinet report of 3 June 2020 regarding the Corporate Strategy First Year Addendum, be used for the purposes of the Economic Recovery Strategy;
 - the adoption of the five channels and three key principles identified in the Kent Economic Renewal and Resilience Plan;
 - a shorter timescale (2021-2023) than that previously used for the Economic Regeneration Strategy; and
 - the measures set out in Appendix 1 relating to the Action Plan – Priority Actions.
- (2) the framework for the consultation on the draft strategy, as detailed in paragraph 1.4 of the report, be approved.

ERG 20/5 SHOPFRONT IMPROVEMENTS SCHEME

Decision Notice D200057MEM

The report of the Chief Executive provided an update on the two Shopfront Improvement Schemes operated by the Borough Council to support local businesses and improve the attractiveness of the Borough's town and local retail centres.

RECOMMENDED: That

- (1) an additional promotional exercise of the Local Centres and Parades Scheme be undertaken in October 2020 to encourage further take up of the Scheme; and
- (2) the proposal to close the Local Centres and Parades Scheme to new applications by 31 March 2021 be agreed.

ERG 20/6 BUSINESS RATES RETENTION PILOT AND POOL

Decision Notice D200058MEM

The report of the Chief Executive provided an update on the Business Rates Retention Pilot and Business Rates Pool funding and advised that, following total or committed spend to date, £560,000 remained to fund initiatives which supported growth (subject to the support and agreement of the County Council). Consideration was given to a number of potential initiatives (set out at Appendix 1 to the report) which reflected the need to strengthen the resilience of the local economy and the future of town centres in the light of the impact of Covid-19 and embraced economic and environmental opportunities arising from the green agenda.

RECOMMENDED: That

- (1) the report be noted;
- (2) the initial options to support the local economy (as set out in Appendix 1 to the report) be approved; and
- (3) a list of proposed options for endorsement be reported to a future meeting of the Advisory Board prior to being shared with Kent County Council for its agreement.

MATTERS SUBMITTED FOR INFORMATION**ERG 20/7 EAST MALLING RESEARCH STATION - RECENT DEVELOPMENTS**

The Chief Executive reported that the Growing Kent and Medway consortium led by the National Institute of Agricultural Botany East Malling Research (NIAB EMR) had been successful in securing £18m of 'Strength in Places' funding for horticultural sector initiatives within Kent, which included the development of a Green Tech Hub for Advanced Horticulture at EMR. Additionally, the report advised that NIAB EMR had successfully bid for Local Growth Fund Round 3b funding and been awarded £1.7m for the creation of new greenhouses and energy centre at East Malling Research Station.

ERG 20/8 WEST KENT LEADER PROGRAMME - UPDATE

The report provided an overview on the performance and initiatives funded through the West Kent LEADER programme over the past five years. The Chairman advised that, as the programme was scheduled to finish at the end of December 2020, he had written to the MPs within West Kent requesting that they lobby the Government for further funding of this type of programme.

ERG 20/9 WEST KENT PARTNERSHIP UPDATE

The report presented details of the key matters discussed at the meeting of the West Kent Partnership held on 10 July 2020.

MATTERS FOR CONSIDERATION IN PRIVATE

ERG 20/10 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.51 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

Wednesday, 16th September, 2020

Present: Cllr M C Base (Chairman), Cllr Miss G E Thomas (Vice-Chairman), Cllr T Bishop, Cllr J L Botten, Cllr G C Bridge, Cllr C Brown, Cllr R I B Cannon, Cllr A E Clark, Cllr M O Davis, Cllr K King, Cllr Mrs R F Lettington, Cllr H S Rogers, Cllr K B Tanner, Cllr Mrs M Tatton and Cllr F G Tombolis

Councillors Mrs P A Bates, Mrs S Bell, R P Betts, M D Boughton, M A Coffin, N J Heslop, M A J Hood, D W King, D Lettington, Mrs A S Oakley, W E Palmer and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

PART 1 - PUBLIC

FIP 20/34 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct. In the interests of transparency, Councillors T Bishop and M Davis advised that they were the Council's appointees to the Tonbridge and Malling Leisure Trust to which reference was made in the report on Leybourne Lakes Country Park – Facilities Improvements. In the interests of transparency, Councillor M Tatton advised that she was a trustee of the East Malling Centre and Councillor G Thomas advised that she volunteered at Tonbridge Baptist Church and at Crossroads Care Kent, all of these being organisations to which reference was made in the report on the Local Emergency Assistance Grant.

FIP 20/35 MINUTES

RESOLVED: That the notes of the meeting of the Finance, Innovation and Property Advisory Board held on 22 July 2020 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 20/36 LEYBOURNE LAKES COUNTRY PARK - FACILITIES IMPROVEMENTS

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Central Services and Deputy Chief Executive reminded Members of the Council's long held aspiration to provide a purpose built lakeside facility at Leybourne Lakes Country Park (LLCP) to provide year round catering and a centre for water sports. A List C Capital Plan Evaluation for Facility Improvements at LLCP was set out at Annex 1 to the report which recommended a fast

track transfer to List A to enable the commencement on the design and procurement of the project. The report outlined a proposed framework to be used for the scoping, design and construction of the project.

RECOMMENDED: That

- (1) the project to develop a lakeside purpose built facility at Leybourne Lakes Country Park be transferred from List C to List A of the Council's Capital Plan;
- (2) a report on the design, procurement and timescale of the project be reported to a future meeting of the Communities and Housing Advisory Board;
- (3) a further report be brought to the Communities and Housing Advisory Board on the potential transfer of the Management of Leybourne Lakes Country Park to the Tonbridge and Malling Leisure Trust including any new facility; and
- (4) subject to further investigation, the Denbighshire County Council UK Leisure Framework be utilised to progress the project.

***Referred to Cabinet**

**FIP 20/37 IT STRATEGY UPDATE AND ENTERPRISE DOCUMENT
MANAGEMENT SYSTEM**

The report provided details of progress towards the delivery of the IT Strategy adopted in June 2018. Members were invited to note the progress made and to identify any relevant technology training which would assist them in discharging their roles as Councillors. Consideration was given to a capital plan evaluation for an enterprise document management system and the proposal that this be transferred to List A of the Council's Capital Plan and funded from the Invest to Save Reserve.

RECOMMENDED: That

- (1) the progress in respect of the IT Strategy be noted;
- (2) any technology training which might be helpful for elected Members be identified; and
- (3) the List C project "Enterprise Document Management Solution" be transferred to List A of the Council's Capital Plan and funded from the Invest to Save Reserve.

***Referred to Cabinet**

FIP 20/38 FINANCIAL PLANNING AND CONTROL

Decision Notice D200059MEM

The report of the Director of Finance and Transformation provided information on the performance of the three key budget areas of salaries, major operational income streams and investment income, together with details of approved variations to the revenue budget and areas identified through revenue budget monitoring and summarised an indicative overall budget position for the year. Details of the impact the Covid-19 pandemic had had on the Council's finances, the scale of the potential longer term impact on the Medium Term Financial Strategy and, in turn, the savings and transformation contributions required to balance the budget, were provided. Additionally, the report provided an update on capital expenditure and variations agreed in relation to the capital plan.

RECOMMENDED: That

- (1) it be noted that the financial impact of the Covid-19 pandemic is such that unless there are further significant tranches of funding provided by the Government some significant decisions will need to be made if the integrity of the MTFS is to be maintained and financial sustainability is not to be placed at risk;
- (2) the progress made in meeting both the one-off savings target of £500,000 and ongoing savings target of £100,000 be noted; and
- (3) the intention to bring a draft revision of the Savings and Transformation Strategy to Cabinet in the Autumn be noted.

FIP 20/39 CAPITAL PROGRAMME: POST IMPLEMENTATION REVIEWS MONITORING REPORT

Decision Notice D200060MEM

The report of the Director of Finance and Transformation identified the post implementation reviews carried out since the meeting of the Advisory Board held on 17 July 2019 and provided details of the capital plan schemes due for review. Consideration was given to the post implementation review in respect of the Replacement Revenue and Benefits Document Management System.

RECOMMENDED: That the Post Implementation Review in respect of the Replacement Revenue and Benefits Document Management System, as set out at Annex 2 to the report, be approved.

FIP 20/40 LOCAL EMERGENCY ASSISTANCE GRANT

Decision Notice D200061MEM

The joint report of the Chief Executive and the Director of Finance and Transformation provided details of £47,355.61 made available through the Local Emergency Assistance Grant to provide local support during the pandemic to assist vulnerable households. Details of the bids received from groups working within the community to sustain or supplement their services were set out at Annex 1 to the report.

RECOMMENDED: That

- (4) awards of the Council's Local Emergency Assistance Grant be made in accordance with the approved bids listed at Annex 1 to the report; and
- (5) the balance of £3,748.61 be held on reserve for use as necessary within the parameters of the scheme under direction of the Chief Executive or Director of Finance and Transformation.

FIP 20/41 RURAL RATE RELIEF - RURAL SETTLEMENT LIST

Decision Notice D200062MEM

The report of the Director of Finance and Transformation referred to the requirement to review the Council's rural settlement list and recommended that the current list should be retained unaltered for the financial year 2021/22.

RECOMMENDED: That the current rural settlement list remain in force for the year 2021/22.

MATTERS SUBMITTED FOR INFORMATION

FIP 20/42 REVENUE AND BENEFITS UPDATE

The report provided details of recent developments in respect of council tax, business rates, council tax reduction and housing benefits.

MATTERS FOR CONSIDERATION IN PRIVATE

FIP 20/43 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 20/44 DEBTS FOR WRITE OFF

(LGA 1972 Sch 12A Paragraph 2 – Information which is likely to reveal the identity of an individual)

Decision Notice D200063MEM

The report of the Director of Finance and Transformation sought approval to the writing-off debts considered to be irrecoverable.

RECOMMENDED: That the 1 item shown in the schedule of amounts over £5,000, totalling £8,524.41 be written off for the reason stated within the schedule.

The meeting ended at 8.25 pm

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

(EXTRAORDINARY) PLANNING AND TRANSPORTATION ADVISORY BOARD

Tuesday, 29th September, 2020

Present: Cllr R W Dalton (Chairman), Cllr J L Botten (Vice-Chairman), Cllr T Bishop, Cllr M D Boughton, Cllr V M C Branson, Cllr D J Cooper, Cllr D A S Davis, Cllr M O Davis, Cllr S A Hudson, Cllr D Keers, Cllr D W King, Cllr Mrs C B Langridge, Cllr H S Rogers, Cllr N G Stapleton, Cllr M Taylor and Cllr D Thornewell

Councillors F A Hoskins, A Kennedy, Mrs J A Anderson, Mrs S Bell, R P Betts, G C Bridge, C Brown, P M Hickmott, P J Montague, Mrs A S Oakley, T B Shaw, Mrs M Tatton, Mrs P A Bates, R I B Cannon, A E Clark, M A Coffin, Mrs T Dean, N J Heslop, M A J Hood, A P J Keeley, K King, D Lettington, B J Luker, W E Palmer, M R Rhodes, R V Roud, J L Sergison and K B Tanner were also present pursuant to Council Procedure Rule No 15.21.

PE 20/17 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

MATTERS FOR RECOMMENDATION TO THE CABINET

PE 20/18 PLANNING FOR THE FUTURE AND OTHER PLANNING REFORMS

The report of the Director of Planning, Housing and Environmental Health summarised the Government's current proposals for reforming the planning system.

In addition, the Borough Council's proposed responses to the Government's consultations 'Changes to the Current Planning System (set out in Annex 1) and 'Planning for the Future' (set out in Annex 2) were presented for consideration. The deadline for submission was 1 and 29 October respectively.

Careful consideration was given to the proposed changes to the current planning system (set out in paragraph 1.2 of the report). Members expressed significant concern about the revision to the standard methodology for assessing housing need and the potential requirement for Tonbridge and Malling to generate 1,440 units annually. It was noted that if this figure was confirmed as the new housing need allocation for the Borough it represented a doubling of the figure currently in the submitted Local Plan.

A number of other concerns were also raised including the fragility of the current infrastructure network to support any increase in local development; whether the proposed increased housing figures could realistically be delivered; the loss of decision making by residents and elected members; the lack of affordable housing for local people, particularly first time buyers, and the lack of suitable mix of accommodation types and the proposals around 'permission in principle'.

It was also commented that the performance of the Borough Council in delivering new houses was well above average nationally and disappointment was expressed that Tonbridge and Malling appeared to have been penalised for performing so well in the past.

However, Members recognised the importance of retaining employment land in the Borough and providing suitable accommodation for all.

A technical response on the issues raised was provided by the Director of Planning, Housing and Environment Health, the Head of Planning Policy and the Development Control Manager.

Careful consideration was then given to the Planning for the Future White Paper and Members expressed significant concern regarding affordability in the South East; the proposal to identify land types and how conflicts regarding growth areas, renewal areas and protected areas would be resolved and the missed opportunities regarding climate change and providing accommodation for older persons.

With regard to establishing a standard method for housing requirements (Proposal 4) it was suggested that the response to question 8(a) be revised to include 'no' or 'not sure'. This was noted by the Head of Planning Policy who would consider the response further before final submission.

The Cabinet Member for Strategic Planning and Infrastructure reminded Members that there would be further discussion on the Planning White Paper at Cabinet on 14 October and encouraged all to submit comments in advance of this meeting.

A technical response on the issues raised was provided by the Head of Planning Policy and the Development Control Manager. The Director of Planning, Housing and Environmental Health also offered to detail the points and concerns raised that could not be included in the Borough Councils consultation response in a covering letter to Government.

Finally, Members welcomed the joint letter sent by Kent Members of Parliament and the letter of the Leader of Kent County Council to the Secretary of State requesting a meeting to discuss the proposals further.

In addition, the Leader of the Borough Council intended to write to the Secretary of State setting out the concerns raised by Members.

In conclusion, Members expressed significant concern on a number of the proposals and felt that the proposed response of the Borough Council (set out in Annexes 1 and 2) was well balanced, highlighted the main areas of concern and offered potential solutions.

RECOMMENDED: That

- (1) the content of the report be noted;
- (2) subject to the concerns raised by Members and summarised above, the proposed response to the consultation on 'Changes to the Current Planning System' (set out in Annex 1 of the report) form the basis of the Borough Council's formal response to the Government;
- (3) the Director of Planning, Housing and Environmental Health, in consultation with the Leader and Cabinet Member for Strategic Planning and Infrastructure, finalise and submit the Borough Councils response to the 'Changes to the Current Planning System' consultation by the deadline of 1 October 2020;
- (4) subject to the concerns raised by Members and summarised above, the proposed response to the Planning White Paper – Planning for the Future (set out in Annex 2 of the report) form the basis of the Borough Council's formal response to Government, pending the views of Cabinet on 14 October; and
- (5) the Director of Planning, Housing and Environmental Health, in consultation with the Leader and Cabinet Member for Strategic Planning and Infrastructure, finalise and submit the Borough Council's response to the Planning White Paper – Planning for the Future consultation by the deadline of 29 October 2020.

***Referred to Cabinet**

MATTERS FOR CONSIDERATION IN PRIVATE

PE 20/19 EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 10.15 pm

This page is intentionally left blank

Minutes of Street Scene and Environment Services Advisory of 5 October – to follow

This page is intentionally left blank

Agenda Item 5

The minutes of meetings of Advisory Panels and Other Groups are attached, any recommendations being identified by an arrow.

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

Thursday, 3rd September, 2020

Present: Cllr N J Heslop (Chairman), Cllr Mrs J A Anderson, Cllr R P Betts, Cllr R W Dalton, Cllr F A Hoskins, Cllr S A Hudson, Cllr Mrs C B Langridge, Cllr D Lettington, Cllr B J Luker, Cllr M R Rhodes and Cllr M Taylor.

Together with representatives of Addington, Aylesford, Borough Green, Burham, Ditton, East Malling and Larkfield, East Peckham, Hadlow, Hildenborough, Ightham, Kings Hill, Offham, Platt, Plaxtol, Ryarsh, Shipbourne Parish Councils and County Councillors Mrs T Dean, Mr M Balfour, Mrs S Hohler and Mr H Rayner.

Councillors M C Base, A P J Keeley, R V Roud, J L Sergison, Mrs M Tatton and D J Cooper were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors M A Coffin and Leybourne Parish Council.

PART 1 - PUBLIC

PPP 20/16 MINUTES

RESOLVED: That the Minutes of the meeting held on 11 June 2020 be approved as a correct record and signed by the Chairman.

PPP 20/17 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

There were no actions identified that were not covered elsewhere on the agenda.

However, the Chairman invited the County Member for Malling West (Councillor Harry Rayner) to comment on the recent flooding in Borough Green, Ightham and Stansted. As this was a recurring issue related to drainage, surface water and the maintenance programme it was suggested that Southern Water were invited to a future meeting of the Parish Partnership Panel to address these significant concerns. The Chairman supported this proposal and would extend an invitation to Southern Water.

PPP 20/18 PLANNING SERVICES UPDATE

Updates were provided on the following issues:

(a) Planning For the Future and consultation timescales

The Cabinet Member for Strategic Planning and Infrastructure (Councillor David Lettington) presented an overview of the Government proposals to reform the planning system in England. These proposals were currently out for consultation and responses had to be submitted by the end of September/early October.

The Borough Council would consider its response at an extraordinary meeting of the Planning and Transportation Advisory Board scheduled for 29 September and parish councils were encouraged to submit comments direct or via local Ward Councillors or the Kent Association of Local Councils.

The main proposals set out in the White Paper 'Planning for the Future' and those matters which potentially had significant implications for the operation of the Borough Council, in its role as Local Planning Authority, had been considered by the Planning and Transportation Advisory Board held on [28 July](#).

Finally reference was made to the progress of the Borough Council's Local Plan and it was confirmed that virtual Hearings were programmed for October.

(b) S106 Procedures

The Director of Planning, Housing and Environmental Health advised that a report to the Planning and Transportation Advisory Board of [28 July](#) had provided an overview of planning obligations for the period 2018-2020. An update on upcoming changes to how future monitoring of obligations would take place had also been provided.

Members had approved the adoption of a Planning Obligations Protocol which was intended to provide a clear and transparent framework in respect of how the Service would negotiate and secure planning obligations under section 106 of the Town and Country Planning Act 1990 in order to mitigate the impacts of development taking place across the Borough. Successful negotiation of planning obligations required effective management and monitoring to ensure timely and appropriate use of collected obligations.

(c) Planning Enforcement – Revised Policy

The Panel was advised that the Planning and Transportation Advisory Board held on [28 July](#) had approved the adoption of a Planning Enforcement Section 215 Protocol. This was intended to provide a clear and transparent framework on how the authority decided to take action to serve formal notices, in particular how sites would be assessed to establish whether such action was appropriate and proportionate and whether any other powers held by the Borough Council should be called

upon as an alternative. It was noted that, given the high number of complaints the enforcement team received on such matters, the Protocol would ensure that financial and personnel resources were properly focused.

(d) Development Management processes and consultation/guidance

Further to Minute Number PPP 20/12, it was reported that Cabinet of 30 June 2020 had approved the proposed changes to development management processes, as set out in [Decision Notice D200040CAB](#) and the report of the Director of Planning, Housing and Environmental Health to the Planning and Transportation Advisory Board of 3 March 2020.

The Borough Council had committed to a programme of engagement with stakeholders and there had generally been positive feedback from parish councils and applicants. A user guide providing clear instructions was being developed and would be available on the website in due course. Parish Councils were also encouraged to volunteer to test the new development management and notification process to aid understanding of any potential problems.

Following discussion a number of potential improvement actions were identified (summarised below) and noted by the Director of Planning, Housing and Environmental Health for further investigation:

- Rescheduling of training webinars
- Training sessions and guidance with parish clerks on using the Public Access search function
- List B to be amended to advise when the 21 day consultation period expired
- List B to be amended to advise whether a technical response was required from a parish council
- Applicants to be encouraged to submit all documents in a screen readable format
- Recognised that hard copies of documents might be necessary on an exception only basis for complex planning applications

Finally, the Director of Planning, Housing and Environmental Health emphasised that these proposals were intended to improve the application process for all parties and parish councils continued to have an important role in consultation.

PPP 20/19 STREET SCENE SERVICES UPDATE

Updates were provided on the following:

(a) Waste Services Contract

The Waste Contract Manager provided an update on the recent performance of the waste service contract and referred to the significant challenges presented by the coronavirus pandemic. These challenges were also exacerbated by issues at the waste disposal sites, increased volumes of waste due to residents being at home for longer periods; the recent heatwave and vehicle breakdowns due to poor maintenance.

However, the Borough Council had managed to continue its waste service operation during the lockdown measures and only garden waste collection had been suspended for a short period. As a result, subscriptions to the service were extended for 2 months.

It was also reported that Tonbridge and Malling residents had successfully recycled 58% of waste which was significantly higher than the target set.

A number of measures had been identified to improve the performance of the contractor and these would be reviewed by the Street Scene and Environment Services Advisory Board on 5 October.

Finally, it was reported that a number of local authorities continued to experience significant disruption and Tonbridge and Malling compared favourably nationally.

In response to a question regarding the number of 'bring' sites in the Borough and whether there had been a significant reduction in their use it was suggested that this was discussed at the Street Scene and Environment Services Advisory Board in October.

(b) Provision of Household Waste Recycling Centre (HWRC) in Tonbridge and Malling

The County Councillor for Malling North (Councillor Sarah Hohler) advised that Kent County Council's Planning Committee had unanimously approved the proposal by FCC Environment (UK) Limited to establish a HWRC in Allington. Further detail was set out in the County Services Update report under Minute Number PPP 20/21.

(c) Fly Tipping Enforcement – Days of Action

Further to Minute Number PPP 20/3 (c), and as part of the 'days of action' campaign, the Borough Council remained committed to educating households to check the credentials of those collecting waste. These initiatives had been delayed due to the coronavirus pandemic and it was hoped that these could be rescheduled in the near future. Details would be shared with parish/town councils when these were finalised.

It was reported that a number (10) of fly tipping hotspots would be assessed for potential covert CCTV monitoring. This was subject to further discussion with the Kent Intelligence Unit but it was hoped that this proactive action would improve problem areas.

(d) Parking Enforcement and funding of Traffic Wardens by parishes

The Kent Association of Local Councils (Tonbridge and Malling branch) referred to a proposal from Shipbourne Parish Council regarding the potential for parish councils to contribute funding for traffic wardens to undertake parking enforcement in their parishes. The Head of Technical Services provided an overview of the current staffing arrangements and enforcement operations in the Borough.

The parish councils referred to significant parking issues outside of the working hours of operation of the Parking Enforcement Team and queried whether the enforcement role could be 'sub-let' to other organisations. It was explained that only first (county) and second (borough) tier authorities were allowed to take enforcement action and that Kent Police had powers to deal with parking issues out of hours.

However, the Head of Technical Services offered to explore all options with parish councils and it was suggested that a virtual webinar be held to discuss concerns and funding.

Finally, the Panel was reminded that problems could be reported to parking.services@tmbc.gov.uk

PPP 20/20 KENT POLICE SERVICES UPDATE

The Chairman, in his role as Leader of the Council, welcomed Inspector Elizabeth Jones to her new position at the Tonbridge and Malling Community Safety Unit.

Acting Inspector Jones provided a verbal update on the achievements made in performance and the neighbourhood policing agenda. The headline messages were that there had been a significant number of complaints related to lack of social distancing and mass gatherings; burglary from dwellings had reduced during lockdown and Police Community Support Officers (PCSO) continued to engage actively with the community.

Currently, the Community Policing Team were targeting human trafficking, drug crime and community initiatives.

Recent crime trends and activity included:

- Addressing anti-social behaviour around Blue Bell Hill following feedback from residents;
- Addressing dangerous driving on bikes and motorbikes via Op Impala;
- Dealing with traveller incursions in Tonbridge and Malling and serving Section 61 notices;
- Preparing for Op Autumn which included higher visibility patrols in hot spot areas; and
- Reviewing the circumstances of a licensed event in Wrotham which breached Covid-19 safety measures.

Particular reference was made to the traffic issues on the A20, particularly from Wrotham to West Malling, and the Panel welcomed the inclusion of this as a 'red route', which meant that it was an area of particular interest to police.

Finally, Inspector Jones committed to exploring options to provide a more personalised or parish specific summary to parish councils.

Further information on any of the items raised in the Kent Police Services Update report was available by contacting Kent Police direct. Alternatively, any specific community issues could be passed to the Democratic Services Officer (allison.parris@tmhc.gov.uk) to forward to Kent Police.

PPP 20/21 KENT COUNTY COUNCIL SERVICES UPDATE

The County Member for Malling North (Councillor Sarah Hohler) reported that, despite extra funding provided by Government to cover additional costs and loss of income related to Covid-19, the County Council faced a budget shortfall currently estimated at £40-50M for this financial year.

In addition, there had been a significant number of unaccompanied asylum seekers in recent months, 589 of which were under 18. Kent had reached capacity on 14 August and other local authorities were now offering assistance.

Further detail was provided on the Household Waste Recycling Centre and there would be improvements made to the entrance and exits. The aim was to open the facility in 2021.

The replacement of Addington footbridge meant the overnight closure of the M20 early in October. However, there had been agreement that further improvement works on the M20 would be dealt with by partial lane closures and keeping the motorway open.

Finally, the Chairman of Kent County Council would be supporting Porchlight as his annual charity this year and would be walking from Stansted to West Malling to raise money.

In conclusion, the Chairman commended Kent County Council on the recently launched Economic Recovery Dashboard which provided useful economic indicators to support the post Covid-19 recovery.

PPP 20/22 TONBRIDGE AND MALLING BOROUGH COUNCIL SERVICES UPDATE

The Chairman, in his role as Leader of the Borough Council, provided a brief update on key points of relevance to Tonbridge and Malling. The headline messages included:

(a) Local Retail Centres and Shopfront Grants Scheme

The Panel was reminded that over the past 18 months, the Borough Council had been running various Shopfront Improvement Schemes to support local businesses and help improve the look and feel of town and local retail centres. An update on these Schemes had been provided at the Economic Regeneration Advisory Board on [2 September](#).

Members had approved the promotion of the Local Retail Centres and Shopfront Grants Scheme to encourage further applications and parish councils were asked to make local businesses aware of the potential funding opportunities. The Scheme would be closed to new applications from 31 March 2021.

(b) Response, Recovery and Reorientation

The Chairman advised that this was an evolving process and work continued on recovery and reorientation opportunities.

(c) Climate Change Strategy

The Cabinet Member for Street Scene and Environment Services (Councillor Robin Betts) advised that the consultation on the draft Strategy had ended on 30 June and thanked everyone for the submissions received. There would be a more detailed update provided at the Street Scene and Environment Services Advisory Board on 5 October, where it was anticipated that an Action Plan would be presented for discussion.

The meeting ended at 10.10 pm

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

TONBRIDGE FORUM

Monday, 7th September, 2020

Present: Cllr N J Heslop (Chairman), Cllr J R S Lark (Vice-Chairman), Cllr Mrs J A Anderson, Cllr Mrs P A Bates, Cllr M D Boughton, Cllr V M C Branson, Cllr G C Bridge, Cllr A E Clark, Cllr D W King, Cllr K King, Cllr M R Rhodes, Cllr Miss G E Thomas, Cllr F G Tombolis.

Together with County Councillors Mr R Long and Mr M Payne and representatives of:

- Kent Police (Tonbridge),
- Tonbridge Civic Society,
- Tonbridge District Scout Council,
- Tonbridge Historical Society,
- Tonbridge Sports Association,
- Tonbridge Town Team and
- University of the Third Age

Councillors M A J Hood, D Lettington, H S Rogers and J L Sergison were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from The Bridge Trust, Society of Friends and Tonbridge and Malling Seniors

TF 20/8 MINUTES

RESOLVED: That the Minutes of the meeting held on 24 February 2020 be approved as a correct record and signed by the Chairman.

TF 20/9 UPDATE ON ANY ACTION IDENTIFIED IN THE LAST MINUTES

There were no items identified that were not covered elsewhere on the agenda.

TF 20/10 BOROUGH COUNCIL'S RESPONSE TO COVID-19 AND REVIEW, RECOVERY AND RE-ORIENTATION

The Chairman welcomed members to the first virtual meeting of Tonbridge Forum and invited the Chief Executive to provide an overview of the Borough Council's response to the pandemic and outline the proposed way forward. The Chief Executive drew attention to the report of the Management Team considered at an extraordinary meeting of Cabinet on 19 May which had provided a strategic overview of the Borough Council's response to the national emergency, the impacts on service delivery, the introduction of priority initiatives and financial

impacts. The development of a future recovery plan had been considered at Cabinet of 3 June which had approved a one-year addendum to the Borough Council's Corporate Strategy. This would provide a framework within which to consider a wide range of issues in response to the Covid-19 pandemic. Reports to the Cabinet of 30 June had assessed the impacts, both immediate and longer term, on the Council's finances, the Medium Term Financial Strategy and Savings and Transformation Strategy and allowed the Cabinet to review progress with the Corporate Plan – Addendum at a strategic level. She explained that the Addendum contained three strategic themes – Review, Re-orientate and Recovery (i.e. what has been learnt, what changes are required and what will be different) and it was noted that these were evolving processes.

The Chief Executive was pleased to report that the Borough Council had been well prepared for remote working, with 95% of staff working from home where possible. In addition, a number of staff had been redeployed to support the work of the Community Support Hub which had been established to support vulnerable residents by providing essential food supplies and telephone befriending services. The Borough Council had worked with community groups and voluntary organisations to identify and signpost to long term support networks.

Reference was made to the financial support distributed to local businesses via rate relief and the delivery of Small Business Grants and Retail, Hospitality and Leisure Grants. It was reported that £20.4M had been distributed to 1,670 businesses across the borough.

TF 20/11 KENT POLICE UPDATE

Sergeant Turtle provided a verbal update on the achievements made in the performance and neighbourhood policing agenda. Particular reference was made to an increase in calls relating to anti-social behaviour and initiatives undertaken with the CSU in the area of Town Lock and with Clarion on the Summerhill Estate.

TF 20/12 KENT COUNTY COUNCIL SERVICES UPDATE

The County Councillors for Tonbridge (Michael Payne and Richard Long) provided an update on County initiatives and consultations with particular reference to the trial schemes funded through Tranche 1 of the Government's Emergency Active Travel schemes. County Councillor Payne advised that, following the expression of concern about the layout on the works at Quarry Hill, he had asked that officers demonstrate that the proposed layout of the cycle lane was safe. He further advised that if this was not the case the trial layout would be removed by 30 September 2020. County Councillor Payne responded to a number of questions and comments on the scope of the town-wide 20mph zone and encouraged the submission of comments/concerns to Kent Highways during the 6 month trial period.

TF 20/13 TONBRIDGE AND MALLING SERVICES UPDATE

The Chairman (in his role as Leader of the Council) provided an update, by way of a PowerPoint presentation, on key issues relevant to Tonbridge. Particular reference was made to the level of interest from independent retailers in the Shopfront Improvement Scheme, the Economic Recovery Strategy (as part of the Kent and Medway Economic Renewal and Resilience Plan) and the Borough Council's Climate Change Strategy. It was noted that a report on the Climate Change Strategy would be submitted to the meeting of Street Scene and Environment Services Advisory Board on 5 October 2020.

In addition, the Cabinet Member for Strategic Planning and Infrastructure (Councillor David Lettington) presented an overview of the Government proposals to reform the planning system in England contained in the 'Planning for the Future' White Paper. The Borough Council would consider its response at an extraordinary meeting of the Planning and Transportation Advisory Board scheduled for 29 September 2020 and residents were encouraged to submit comments via Ward Councillors.

The meeting ended at 9.36 pm

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

JOINT TRANSPORTATION BOARD

Monday, 21st September, 2020

Present: Mr M Balfour (Chairman), Cllr D Lettington (Vice-Chairman), Cllr R P Betts, Cllr V M C Branson, Cllr D A S Davis, Cllr N G Stapleton, Cllr M Taylor, Mrs T Dean, Mrs S Hohler, Mr R Long, Mr M Payne and Mr H Rayner

Councillors Mrs J A Anderson, M D Boughton, G C Bridge, C Brown, A E Clark, M A Coffin, N J Heslop, P M Hickmott, M A J Hood, F A Hoskins, S A Hudson, K King, P J Montague, Mrs A S Oakley, M R Rhodes, R V Roud, J L Sergison, T B Shaw and Mrs M Tatton were also present pursuant to Council Procedure Rule No 15.21. Mrs W Palmer was also present on behalf of the Kent Association of Local Councils (KALC)

PART 1 - PUBLIC

JTB 20/14 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

JTB 20/15 MINUTES

RESOLVED: That the Minutes of the meeting of the Joint Transportation Board held on 8 June 2020 be approved as a correct record and signed by the Chairman.

JTB 20/16 ON-STREET PARKING UPDATE

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation provided an update on the proposed timescale for the implementation of the changes to on-street parking charges. Attention was drawn to the impact of the Covid-19 pandemic on user patterns in relation to parking and to temporary amendments to Traffic Regulation Orders to address Covid-19 restrictions. Updates on Phases 11 and 12 of the Parking Action Plan and the larger parking reviews, including those at Kings Hill, Hadlow and Hildenborough, were also provided.

RESOLVED: That

- (1) the consultation for the proposed on-street parking fees and charges be progressed as outlined in the report and the outcome be reported to the meeting of the Joint Transportation Board to be held on 8 March 2021;

- (2) the outcome of the Phase 12 Parking Action Plan informal consultation be reported to the next meeting of the Joint Transportation Board; and
- (3) subject to the informal consultation responses (Annex 2) with minor alterations to proposals on Queen Street, Discovery Drive and Regent Way, the Kings Hill Parking Review be progressed to formal consultation.

JTB 20/17 QUARRY RISE, TONBRIDGE - INFORMAL ONE WAY CONSULTATION

The report of KCC Highways, Transportation and Waste summarised the outcome of a recent informal consultation undertaken with residents of Quarry Rise, Tonbridge who had raised concerns that the road was being used as a 'rat run' to avoid Quarry Hill Road. The informal consultation related to a proposal to make Quarry Rise one way running from north to south, away from the town centre. The Board noted the level and type of responses to the informal consultation and

RESOLVED: That a further letter be sent to those households who had not responded to the informal consultation and a report on a proposal to make Quarry Rise one way running be submitted to the next meeting of the Joint Transportation Board.

MATTERS SUBMITTED FOR INFORMATION

JTB 20/18 TONBRIDGE TOWN WIDE 20MPH ZONE

The report of the Head of Transportation, KCC provided an update of the trial town-wide 20mph limit scheme which had been implemented under the first tranche of the Government's Emergency Active Travel Fund. The Board was reminded that the aim of an Active Travel scheme was to make roadspace safer and more accommodating for pedestrians and cyclists as the UK emerges from lockdown. The scheme was being introduced under an Experimental Traffic Order which allowed changes to the highway to be implemented quickly and for the public to be consulted throughout the trial period (31 July 2020 to 1 February 2021). The Programme Manager, Schemes Planning and Delivery Team, advised that following completion of the trial period any decision on whether to make the trial permanent would be informed by feedback on the consultation as well as monitoring changes in behaviour, pedestrian and cycle counts and comparisons with pre/post average speeds. KCC Cabinet Member M Payne encouraged residents to make their views known via the consultation www.kent.gov.uk/tonbridge20mph and/or their local Councillors. The Chairman recorded his thanks to the KCC Highways officer team for progressing this so quickly.

RESOLVED: That the report be received and noted.

JTB 20/19 HIGHWAY FORWARD WORKS PROGRAMME - 2020/21 ONWARDS

The report of KCC Highways, Transportation and Waste summarised schemes programmed for delivery in 2020/21 and provided an update on the Road, Footway and Cycleway Renewal and Preservation Schemes (Appendix A), Drainage Repairs and Improvements (Appendix B), Street Lighting (Appendix C), Transportation and Safety Schemes (Appendix D), Developer Funded Works (Appendix E), Bridge Works (Appendix F), Traffic Systems (Appendix G) and the Combined Member Grant programme (Appendix H). It was noted that the programme was subject to regular review.

With regard to the Active Travel Funded Scheme at A26/Quarry Hill Road relating to the addition of a cycle facility from the boundary with Tonbridge Wells to Pembury Road junction with Quarry Hill Road (Appendix E), the KCC Cabinet Member advised that, following two road traffic incidents involving cyclists, he had issued instructions that the trial be stopped on safety grounds with immediate effect.

The Highway Manager Mid Kent offered to respond direct to Members on a number of matters identified at the meeting. In response to an issue raised regarding Parish Council Highway Improvement Plans, the Schemes Programme Manager offered to submit a report on the process to the next meeting of the Joint Transportation Board.

RESOLVED: That the report be received and noted.

MATTERS FOR CONSIDERATION IN PRIVATE**JTB 20/20 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 8.43 pm

This page is intentionally left blank

Leybourne Lakes Country Park - Facilities Improvements

Item FIP 20/36 referred from Finance, Innovation and Property Advisory Board of 16 September 2020

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Central Services and Deputy Chief Executive reminded Members of the Council's long held aspiration to provide a purpose built lakeside facility at Leybourne Lakes Country Park (LLCP) to provide year round catering and a centre for water sports. A List C Capital Plan Evaluation for Facility Improvements at LLCP was set out at Annex 1 to the report which recommended a fast track transfer to List A to enable the commencement on the design and procurement of the project. The report outlined a proposed framework to be used for the scoping, design and construction of the project.

RECOMMENDED: That

- (1) the project to develop a lakeside purpose built facility at Leybourne Lakes Country Park be transferred from List C to List A of the Council's Capital Plan;
- (2) a report on the design, procurement and timescale of the project be reported to a future meeting of the Communities and Housing Advisory Board;
- (3) a further report be brought to the Communities and Housing Advisory Board on the potential transfer of the Management of Leybourne Lakes Country Park to the Tonbridge and Malling Leisure Trust including any new facility; and
- (4) subject to further investigation, the Denbighshire County Council UK Leisure Framework be utilised to progress the project.

***Referred to Cabinet**

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL
FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

16 September 2020

**Joint Report of the Director of Street Scene, Leisure & Technical Services and the
Director of Central Services and Deputy Chief Executive**

Part 1- Public

Matters for Recommendation to Cabinet - Council Decision

1 LEYBOURNE LAKES COUNTRY PARK – FACILITY IMPROVEMENTS

Summary

A report seeking fast track approval to Cabinet and subsequently Full Council to include a project to build a purpose built lakeside facility at Leybourne Lakes Country Park in List A of the Council's Capital Plan.

1.1 Leybourne Lakes Country Park

1.1.1 The Council owns and manages Leybourne Lakes Country Park (LLCP) to provide outdoor formal and informal leisure activities to residents in the north of the Borough, and visitors to the area.

1.1.2 It has been a long held aspiration of the Council to provide a purpose built lakeside facility at the site to provide year round catering and a centre for water sports. This is in response to identified customer needs and to generate additional income from the Park.

1.1.3 In the 1st Year Addendum to the Council's Corporate Strategy it was agreed to "Ensure the financial sustainability of the Leisure Trust" and "Give consideration to the potential transfer of the management of Leybourne Lakes Country Park to the Leisure Trust".

1.1.4 A report will be presented to the next meeting of the Communities & Housing Advisory Board on the potential transfer of the management of LLCP to the Leisure Trust, which it is hoped to be achieved by 1st April 2021. A key part of the future financial viability of the management transfer will be the development of a lakeside facility to be operated by the Trust. It is therefore essential to progress the capital project as soon as possible to start to generate an income stream from the new facility.

1.2 Lakeside Facility

1.2.1 Attached at **Annex 1** to this report is a Fast Track List C Capital Plan Evaluation for Facility Improvements at LLCP. The evaluation provides a description of the

project and considers issues such as design, risks, consultation and capital/revenue funding implications.

- 1.2.2 The evaluation recommends a fast track transfer from List C to List A of the Capital Plan to enable work to commence on the design and procurement of the project. The project will be subject to regular reports to Members of the Communities & Housing Advisory Board.

1.3 Procurement

- 1.3.1 Denbighshire County Council has procured a Framework under EU Regulations which is open to all UK local authorities for the UK Leisure market. It covers scoping, design and construction of Leisure projects. The approach allows potential projects to be explored with progress only made should affordability be acceptable.

- 1.3.2 It is intended to use this Framework subject to further investigation.

1.4 Legal Implications

- 1.4.1 The procurement of the project will be undertaken in full compliance with the Council's Contracts Procedural Rules and Financial Regulations.

1.5 Financial and Value for Money Considerations

- 1.5.1 As detailed in **Annex 1** to the report the construction of the new facility will be funded in full from developer contributions. No additional external funding will be available and the budget will therefore be a key factor in the scale and design of the new building. Revenue costs and income generation will be included within future reports to this Board, based on the final design, the operating model and liaison with the Leisure Trust.

1.6 Risk Assessment

- 1.6.1 As detailed in **Annex 1** to the report. The project will need to be delivered within the budget available which may limit the extent of the facility provided. The design may need to allow for future phases to be added if further external funding becomes available.

1.7 Equality Impact Assessment

- 1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Policy Considerations

- 1.8.1 Asset Management

- 1.8.2 Business Continuity/Resilience

1.8.3 Climate Change

1.8.4 Community

1.8.5 Healthy Lifestyles

1.8.6 Procurement

1.9 Recommendations

1.9.1 It is **RECOMMENDED** to Cabinet and Council that:-

- i) the project to develop a lakeside purpose built facility at Leybourne Lakes Country Park be transferred from List C to List A of the Council's Capital Plan;
- ii) a report on the design , procurement and timescale of the project be reported to a future meeting of the Communities & Housing Advisory Board;
- iii) a further report be brought to the Communities and Housing Advisory Board on the potential transfer of the Management of Leybourne Lakes County Park to the Leisure Trust including any new facility; and
- iv) The Denbighshire County Council UK Leisure Framework be utilised to progress the Project subject to further investigation.

Background papers:

contact: Darren Lanes

Nil

Robert Styles

Director of Street Scene, Leisure & Technical Services

Adrian Stansfield

Director of Central Services and Deputy Chief Executive

This page is intentionally left blank

CAPITAL PLAN LIST C – EVALUATIONS

Project		Street Scene, Leisure & Technical Services: Leybourne Lakes Country Park – Facility Improvements	
1	Specification:		
	(i)	Purpose of the scheme	To build a purpose built lakeside facility to provide year round catering, educational/flexible space and a centre for watersports. The facility would meet an identified customer need and would be income generating. The project will help support the long term sustainability of the Leisure Trust.
	(ii)	Relevance to National / Council's Objectives	(a) National: None (b) Council: Savings and Transformation Income Generation Asset Management
	(iii)	Targets for judging success	(a) Saving in cost of facility (b) Improvement to existing service (c) User feedback (d) Project delivered within budget
2	Description of Project / Design Issues: At the present time the site offers a limited mobile catering service in the summer months and the watersports are operated out of old shipping containers. Toilet provision is located in the car park away from the areas of most public use. The project would provide a purpose built facility to provide the quality of facility to meet customer expectations and to offer a year round service. Usage of the site continues to grow year on year and the opportunity exists to meet customer demand and generate additional income. The project will be designed in liaison with external architects and will need to be sympathetic to the location, meet requirements for planning and be in accordance with the Council's Climate change strategy. The operation of the new facility will be managed by the Leisure Trust which will be fully involved in the design to ensure future operational considerations are taken into account. The management of the project will involve a cross service project management group with draft design proposals reported to Members of the Communities and Housing Advisory Board.		
3	Milestones / Risks: A detailed project plan will outline key milestones relating to issues such as design, planning approval, procurement, construction and timescales. Each stage of the project plan represents its own risks together with the need to complete the construction within budget and the agreed timescale.		
4	Consultation: Early discussions will take place with Planning Services and Building Control. The provision of the facility was identified as the most requested improvement to the site in the last customer survey, and is supported by the customer panel. Local Members and Parish Councils have expressed their support for such a project in the past and will be consulted further over the design. Cabinet has recognized the project in the first year Addendum to the Council's Corporate Strategy. The Council's Management Team are supportive of the project.		

CAPITAL PLAN LIST C – EVALUATIONS

5	Capital Cost: <ul style="list-style-type: none"> The capital cost of the project will need to be within the developer contributions currently held by the Council specifically for on site improvements at the Country Park which is £741,000. 					
6	Profiling of Expenditure					
	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)	2024/25 (£'000)
			741			
7	Capital Renewals Impact: Capital renewals will reflect the nature of the financial agreement reached with the Leisure Trust.					
8	Revenue Impact: The developer contributions that will be allocated to the project generate investment income (£6,550 in the 2020/21 estimates) that is used to contribute towards day to day maintenance costs associated with the Country Park. This and other revenue impacts will be reflected in the financial agreement reached with the Leisure Trust and aims to deliver a saving to the Council.					
9	Partnership Funding: None.					
10	Project Monitoring / Post Implementation Review: Project will be monitored by project management group and will be subject to a post implementation review 12 months after completion.					
11	Screening for equality impacts:					
	Question			Answer	Explanation of impacts	
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?			n/a		
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?			n/a		
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?			n/a			
12	Recommendation: Transfer from List C to List A.					

IT Strategy Update and Enterprise Document Management System

Item FIP 20/37 referred from Finance, Innovation and Property Advisory Board of 16 September 2020

The report provided details of progress towards the delivery of the IT Strategy adopted in June 2018. Members were invited to note the progress made and to identify any relevant technology training which would assist them in discharging their roles as Councillors. Consideration was given to a capital plan evaluation for an enterprise document management system and the proposal that this be transferred to List A of the Council's Capital Plan and funded from the Invest to Save Reserve.

RECOMMENDED: That



- (1) the progress in respect of the IT Strategy be noted;
- (2) any technology training which might be helpful for elected Members be identified; and
- (3) the List C project "Enterprise Document Management Solution" be transferred to List A of the Council's Capital Plan and funded from the Invest to Save Reserve.

***Referred to Cabinet**

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL
FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

16 September 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Council Decision

1 IT STRATEGY UPDATE AND ENTERPRISE DOCUMENT MANAGEMENT SYSTEM

An update on progress towards delivering the IT Strategy which was adopted in June 2018. Members are requested to note the progress made, and are asked to identify/suggest any relevant technology training that would assist Members in discharging their roles. In addition, Members are asked to consider a capital plan evaluation for an enterprise document management system and recommend to Full Council that this be transferred to List A and funded from the Invest to Save Reserve.

1.1 Introduction

1.1.1 At the last meeting of this Advisory Board in July, I updated Members with regard to a number of digital project and initiatives that are underway. The work on digital projects continues and I will update Members again in January with regard to progress.

1.1.2 For this meeting, I want to update on some aspects set out in our overarching IT Strategy which was approved in June 2018.

1.1.3 As a reminder, the strategic objective areas were agreed as:

- **Customers** – improved use of the website by customers. Greater use of “end-to-end” digital services in order to deliver efficiencies in back office processes.
- **Staff** – ensure officers are provided with up to date and efficient tools and systems for the tasks they are performing. Officers will also be involved in all areas of the projects delivered under the strategy and provided with any support and training that is necessary.
- **Members** – provide regular technology training sessions for members so they are fully briefed on the latest developments.

- **Partners** – continue to participate on shared projects with other organisations where there is mutual benefit.
- **IT Infrastructure** – challenge our current use of legacy business systems and evaluate cloud hosted alternatives.
- **Information Security** – ensure that risks around information security are managed effectively and is understood at both Member and Management Team level.
- **Business Continuity and Disaster Recovery** – make sure that changes which arise from projects in the strategy are fully reflected in our Business Continuity and Disaster Recovery plans.

1.2 Progress

- 1.2.1 In terms of **Customers**, I have reported on progress in respect of the replacement website. At the time of writing, the implementation work has commenced and the completion of the technical cloud infrastructure is expected to be ready for software installation by Northgate and JADU on the 10th September 2020. One of the key priorities we have is to ensure the new website facilitates the digital end to end processes which provides not only a better experience for customers but also delivers efficiencies. Members may be aware from earlier reports that the new website provider is Northgate, in partnership with JADU. Northgate is also the provider of our current Revenue & Benefits system and the Citizen Access online customer interface. The new website, through its fully integrated JADU CMS platform, will enable our residents to access the relevant services through ‘Single Sign-On’, starting with Council Tax and Housing benefits services. Further updates will be provided as work progresses.
- 1.2.2 Aligned to this we have also been trialling the concept of a centralised call centre. Initially the call centre has dealt primarily with revenues and benefits, housing and community hub queries. During the pandemic, this concept proved to be invaluable in supporting our Services and customers, through the economy of scale in terms resources consisting of multi-skilled call centre agents, who were able assist customers with queries relating to our varying disciplines of services. Management Team are in the process of considering whether this should be widened based on the positive experience to date.
- 1.2.3 Regarding **Staff**, Members are already aware through the COVID “experience”, that staff have been provided with efficient tools to undertake their roles. Naturally, keeping the equipment and systems up to date will be a challenge as technological changes occur, but this is managed carefully.
- 1.2.4 Although at an early stage, Management Team has agreed that a feasibility study should be commenced in terms of the potential to create a centralised “*Digital Post-room*”. This would cover the issues of opening, scanning and indexing incoming mail and dealing with external correspondence. Whilst the feasibility

needs to be properly explored, the expectation is that this would help to achieve efficiencies across the Council. This concept will be considered by the in-house digital group at its next meeting in October. This will also help sustain the COVID19 health & safety requirements in terms of our staff travelling to and from the offices to collect and deal with posts.

- 1.2.5 Alongside this is a long held aspiration to adopt an Enterprise Document Management System for the whole Council. Members are referred to paragraph 1.3 for recommendations in this respect.
- 1.2.6 **Members** have received regular updates on progress with our digital strategy, and have been invited to undertake cyber security training. Generally, I think it is fair to say that the majority of Members have adapted well and embraced the virtual environment that has been thrust upon us via the COVID pandemic. I do appreciate that there are still challenges that we need to address. If Members have suggestions of technological training sessions that would be helpful, I will be happy to consider these.
- 1.2.7 The Council continues to work with other **Partners** in developing and obtaining best value for technological solutions. Kent Connects based at Kent County Council is as key partner, and we also subscribe to Smarter Digital Services based within Tunbridge Wells Borough Council. Members are aware that we are working with all Kent councils and public sector partners on the Smart Kent & Medway project leading on the 'Smart city' agenda for Kent.
- 1.2.8 We continue to challenge our current use of legacy business systems and evaluate and implement cloud hosted alternatives within our **IT Infrastructure**. Given our Digital Strategy and the business demand for online services, making our IT infrastructure highly available (i.e. 24/7) has become a fundamental requirement. Hence, we are currently in the process of reviewing our line of business systems for 'Cloud' readiness. We have already migrated our Parking permit system and our Backup and Disaster Recovery systems to Cloud.
- 1.2.9 **Information Security** is clearly a fundamental priority. We have a duty to ensure that all IT systems, software and services are appropriately configured to reduce the level of inherent vulnerability. The Council commissions health checks on a regular basis to test compliance. Members will understand that this is an ever changing situation. New vulnerabilities arise every day given the fast pace of change in IT. One of the key tasks of the Technical Support team is to keep on top of vulnerabilities, mitigating them wherever possible. Member should however be aware that there will never be the perfect situation whereby there are no vulnerabilities in existence and we can never be complacent. Thus far along with KPSN, we have been proactive in our infrastructure and data.
- 1.2.10 A health check by Surecloud took place in early August and I am pleased to report that the feedback was generally good. *"Overall the security posture of the Tonbridge and Malling Borough Council's external network was found to be good*

with most of the issues raised in previous tests having been resolved. There was one high severity issue discovered which exposed a couple of sensitive ports to the public internet, however, most other finds were medium to low in severity..... Generally, the network was found to be very well configured, and factors such as the strong password policy and patch management made exploiting the network very hard"

- 1.2.11 Members may be aware that any organisation taking receipts digitally must comply with the Payment Card Industry Data Security Standard (PCI DSS), which sets out a series of requirements to protect both customers and the organisation when taking payments. IT services are currently in the process of resolving the last vulnerability identified within the IT health check impacting the PCI-DSS compliance. We are hoping to have PCI-DSS certification test completed by October 2020.
- 1.2.12 Members will be aware that our **Business Continuity and Disaster Recovery** plans have been tested since COVID due to unplanned power outages and also breakdowns in air conditioning units. Members are referred to a report to the July meeting of this Advisory Board. Due to the business continuity impact of these events, Management Team has asked Internal Audit staff to review the incidents to allow a better understanding of our resilience and to provide a level of assurance.

1.3 Enterprise Document Management System

- 1.3.1 The Council presently has 80 licences for the document management solution (DMS) Information@work used by primarily Revenues & Benefits, Customer Services and some teams in Housing.
- 1.3.2 Some Members may recall that it has been a long held aspiration to adopt an Enterprise DMS solution for the whole Council. To date, for a variety of reasons this has not moved forward but following discussion with Management Team and the supplier, it has been agreed that adoption of the existing DMS will achieve the holistic solution we have aspired to.
- 1.3.3 The advantage of this approach is that the infrastructure and knowledge is already in place and therefore the additional costs relate only to the purchase of additional licences. The provision of a Council-wide DMS will open opportunities for efficiencies in management of digital records and in the reduction in paper records, as well as enable the Council to comply with GDPR guidelines on electronic document storage, access and retention periods. In turn this initiative will improve the online service experience for our residents and businesses.
- 1.3.4 A corporate DMS will be the critical foundation for many digital initiatives and will facilitate the delivery of efficiency savings through associated projects. The cost of an additional 120 licences is £17,000 (capital cost) and there will be annual support and maintenance costs of £6,000 per annum. The capital cost can be met from the Invest to Save Reserve.

- 1.3.5 A List C capital Plan evaluation is attached at **[Annex 1]** for Members' consideration and recommendation to Council via Cabinet. This is a cost effective solution which will be the foundation for future digital projects and will enable the Council to meet its GDPR responsibilities. The sooner this can be put in place, the sooner other projects can be escalated to achieve efficiencies.
- 1.3.6 Members are asked to recommend to Council via Cabinet that the project be transferred to List A to be funded from the Invest to Save Reserve.

1.4 Legal Implications

- 1.4.1 Procurement policy should be followed for all projects arising from the IT Strategy.
- 1.4.2 The IT Strategy takes into account the requirements of the General Data Protection Regulation implemented on 25/05/2018.

1.5 Financial and Value for Money Considerations

- 1.5.1 A revenue budget and capital renewals programme for IT is approved annually by Members. Funding for new capital projects is a decision for Members and requests are brought forward as appropriate.

1.6 Risk Assessment

- 1.6.1 Corporate strategies, goals and priorities need to align and support each other. The IT Strategy will support the activities and goals set by the Council. Without a clearly defined strategy we may not be able to prioritise our resources correctly, leading to missed opportunities to improve service delivery and reduce costs.
- 1.6.2 Reliance on digital services can also bring risks. If services are down for prolonged periods, productivity of staff is compromised as are services to the public. Disaster Recovery measures are therefore imperative.
- 1.6.3 As the reliance on IT systems becomes even greater, opportunities are being explored to mitigate risks further – for example by assessing greater use of cloud services in line with the IT and Digital Strategy. Consideration will also be given to the resource base within IT Services to ensure that there is adequate resilience and if appropriate proposals will be brought to the General Purposes Committee.

1.7 Equality Impact Assessment

- 1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Policy Considerations

- 1.8.1 Business Continuity/Resilience
- 1.8.2 Customer Contact

1.8.3 Communications

1.8.4 Community

1.8.5 Procurement

1.9 Recommendations

1.9.1 The Advisory Board is **REQUESTED** to:

- 1) **NOTE** the progress in respect of the IT strategy; and
- 2) **IDENTIFY** any technology training that might be helpful for elected Members;

and in addition, the Advisory Board is **REQUESTED** to:

- 3) **RECOMMEND** to Full Council that the List C project “Enterprise Document Management Solution” be transferred to List A to be funded from the Invest to Save Reserve.

Background papers:

contact: Sharon Shelton
Ganesh Thangarajah

Sharon Shelton
Director of Finance & Transformation

CAPITAL PLAN LIST C – EVALUATIONS

		Project Enterprise Document Management Solution	
1	Specification:		
	(i)	Purpose of the scheme	The Council presently has 80 licences for the document management solution Information@work used primarily by Revenues & Benefits, Customer Services and some teams in Housing. Purpose of the project is to purchase 120 additional licences to adopt this as the enterprise solution for the whole Council. The provision of a Council-wide DMS will open opportunities for efficiencies in management of digital records and in the reduction in paper records, as well as enabling the Council to comply with GDPR guidelines on electronic document storage, access and retention periods.
	(ii)	Relevance to National / Council's Objectives	(a) National: GDPR (b) Council: Delivery of Digital strategy and Climate Change objectives through reduced use of paper records. Reduction in physical storage needs freeing up office accommodation for more efficient usage. Improvement in operational efficiency and customer experience of online services
	(iii)	Targets for judging success	(a) Facilitation of further digital projects reducing reliance on paper records (b) Facilitation of physical storage capacity
2	<p>Description of Project / Design Issues:</p> <p>The Council already operates Information@work within some areas of the Council's Services as set out above. The 'infrastructure' and knowledge is therefore already in place and to expand it to the enterprise solution simply requires the purchase of additional licences. The DMS provides a comprehensive repository that can be used to manage scanned images, electronic documents, emails and other content.</p> <p>Having a corporate DMS is the foundation for many digital initiatives and will facilitate the delivery of efficiency savings through associated projects.</p> <p>Purchase of the additional licences to make this an 'enterprise' solution also brings additional benefits (for no additional cost). Workflow automation through the 'Generic Import Module' which imports documents submitted/produced by third party applications/customers into I@W will produce operational efficiencies, removing the need for manual intervention.</p> <p>Staff in Services not already using I@W will need to be trained appropriately.</p>		
3	<p>Milestones / Risks</p> <p>To be completed by end of 2020/21</p>		
4	<p>Consultation:</p> <p>MT have considered this proposal and support the purchase. The in-house digital group will be considering how this is taken forward at its next meeting.</p>		
5	<p>Capital Cost:</p> <p>£17,000 for cost of 120 additional licences. This can be funded from the Invest to Save Reserve</p>		

CAPITAL PLAN LIST C – EVALUATIONS

6	Profiling of Expenditure					
	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)	2024/25 (£'000)	2025/26 (£'000)
	17					
7	Capital Renewals Impact: N/A					
8	Revenue Impact: £6k pa support and maintenance					
9	Partnership Funding: N/A					
10	Project Monitoring / Post Implementation Review: Head of IT/Director of Finance & Transformation in liaison with internal digital group					
11	Screening for equality impacts:					
	Question			Answer	Explanation of impacts	
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?			N/A		
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?			N/A		
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?			N/A			
12	Recommendation: Transfer from List C to List A and fund from Invest to Save Reserve					

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

14 October 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Council

1 TREASURY MANAGEMENT UPDATE AND MID-YEAR REVIEW

A report detailing treasury management activity undertaken during the period April to August of the current financial year was considered by Audit Committee on 28 September. Following review by the Audit Committee, Cabinet are invited to recommend that Council endorse the action taken by officers in respect of treasury management activity to date and retain the current risk parameters.

1.1 Introduction

1.1.1 At its meeting on 28 September 2020, the Audit Committee considered a report on treasury management activity from April to August 2020 and reviewed the risk parameters contained in the Council's 2020/21 Treasury Management and Annual Investment Strategy.

1.1.2 The report to the Audit Committee can be found at **[Appendix 1]**.

1.1.3 After full consideration of the report, Audit Committee endorsed the action taken by officers in respect of treasury management activity for April to August 2020 and recommended that the existing parameters intended to limit the Council's exposure to investment risks contained in the 2020/21 Strategy should be retained.

1.2 Legal Implications

1.2.1 Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority including securing effective arrangements for treasury management. In addition, Link are employed to provide independent advice on legislative and professional changes that impact on the treasury management function.

1.3 Financial and Value for Money Considerations

1.3.1 As set out in the report to Audit Committee.

- 1.3.2 To support businesses and consumers respond to the Covid-19 pandemic, the Bank of England cut Bank Rate from 0.75% to 0.10% in March 2020. The adverse impact across the Council's investments is expected to see income in 2020/21 fall from £525,000 to £288,000.
- 1.3.3 Investment income is also expected to be lower than anticipated over the next few years. Limited action is available in the short term to address the shortfall in 2020/21. However, alternative investment options are being considered to negate some of the impact over the medium term and these options will be presented to Audit Committee for review in January 2021. Investment will be subject to an acceptance of the risks and the availability of sufficient cash balances to undertake such an investment.

1.4 Risk Assessment

- 1.4.1 The application of best practice, including the regular reporting and scrutiny of treasury management activity, as identified by the CIPFA Code is considered to be an effective way of mitigating the risks associated with treasury management.

1.5 Equality Impact Assessment

- 1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act

1.6 Recommendations

- 1.6.1 Cabinet is invited to **RECOMMEND** that Council:
- 1) Endorse the action taken by officers in respect of treasury management activity for the period April to August 2020.
 - 2) Retain the existing parameters intended to limit the Council's exposure to investment risks.

Background papers:

contact: Michael Withey

[Link interest rate forecast \(August 2020\)](#)

[Link Benchmarking data \(June 2020\)](#)

Sharon Shelton
Director of Finance & Transformation

TONBRIDGE & MALLING BOROUGH COUNCIL

AUDIT COMMITTEE

28 September 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet – Council Decision

1 TREASURY MANAGEMENT UPDATE AND MID-YEAR REVIEW

The report provides an update on treasury management activity undertaken during April to August of the current financial year. A mid-year review of the Treasury Management and Annual Investment Strategy for 2020/21 is also included in this report.

1.1 Introduction

1.1.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management was revised December 2017 and adopted by Council on 30 October 2018.

1.1.2 The primary requirements of the Code are as follows:

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the full Council of an Annual Treasury Management Strategy Statement, including the Annual Investment Strategy, for the year ahead; a mid-year Review Report (this report) and an Annual Report (stewardship report) covering activities during the previous year.
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is the Audit Committee.

1.1.3 This mid-year report has been prepared in compliance with the Code and covers the following:

- An economic update and interest rate forecast.

- Investment performance for April to August of the 2020/21 financial year including recent benchmarking data.
- Compliance with Treasury and Prudential Limits for 2020/21.
- A review of the risk parameters contained in the 2020/21 Treasury Management and Annual Investment Strategy.

1.2 Economic Background

1.2.1 As expected, the Bank of England's Monetary Policy Committee (MPC) kept Bank Rate unchanged at their meeting on 6 August at 0.1%. The MPC also maintained the level of quantitative easing (QE) at £745bn. The Bank's forecasts were adjusted in three key areas:

- The fall in GDP in the first half of 2020 was revised down from 28% to 23%. This is still one of the largest falls in output of any developed nation. However, it is only to be expected as the UK economy is heavily skewed towards consumer-facing services – an area which was particularly vulnerable to lockdown.
- The peak in the unemployment rate was revised down from 9% to 7.5% in the second half of 2020.
- The Bank anticipates there will be excess demand in the economy towards the end of 2022 causing CPI inflation to rise above the 2% target and remain above target in 2023.

1.2.2 The MPC also dismissed the use of negative interest rates, at least in the short term, suggesting that while negative rates can work in some circumstances it would be “less effective as a tool to stimulate the economy” at this time when banks have concerns about future loan losses. The MPC also has “other instruments available”, including QE and the use of forward guidance.

1.2.3 The MPC still expects the £300bn of QE purchases announced between its March and June meetings to continue until the “turn of the year”.

1.2.4 Whilst the economy is recovering better than previously forecast by the Bank, the MPC acknowledged that the “medium-term projections were a less informative guide than usual” and the minutes had multiple references to downside risks, which were judged to persist both in the short and medium term including the potential for a second wave of the virus. However, rather than a national lockdown, as in March, any spikes in virus infections are now expected to be addressed through localised measures which should limit economic impacts. In addition, Brexit uncertainties ahead of the year-end deadline are likely to be a drag on recovery. The wind down in the furlough scheme through to the end of October is another development that could cause the Bank to review the need for additional support later in the year. Recovery is also expected to be more prolonged than the rapid V shape initially anticipated and longer term adjustment in areas like office space and travel which may take a number of years to recover

to their pre lockdown levels. There is also likely to be a reversal of globalisation as the pandemic has shown how vulnerable long-distance supply chains are. Digital services, however, is one area that has seen significant growth.

- 1.2.5 One key addition to forward guidance was a new phrase in the policy statement, namely that the Bank “does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% inflation target sustainably”. Given the expectations for inflation, some economist conclude that the current ultra-low Bank Rate will remain in place for a number years.

1.3 Interest Rate Forecast

- 1.3.1 Following the financial crisis in 2008, Bank Rate was cut to an emergency level of 0.5% where it remained for over seven years. The outcome of the 2016 EU referendum prompted Bank Rate to be cut to 0.25% in August 2016. Since then Bank Rate has risen in 0.25% steps, peaking at 0.75% from August 2018. Link’s forecast used in the 2020/21 Investment Strategy assumed economic conditions would continue to improve requiring a gradual rise in Bank Rate over the next three years.

Link - Nov 2019	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
	%	%	%	%	%	%	%	%	%	%	%
Bank Rate	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.25	1.25	1.25	1.25
3 mth LIBID	0.80	0.90	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.30	1.30
6 mth LIBID	0.90	1.00	1.10	1.10	1.20	1.30	1.40	1.50	1.50	1.50	1.50
12 mth LIBID	1.10	1.20	1.30	1.30	1.40	1.50	1.60	1.70	1.70	1.70	1.70
25yr PWLB	3.40	3.50	3.60	3.60	3.60	3.70	3.80	3.90	3.90	4.00	4.00

- 1.3.2 The world has changed since the 2020/21 Strategy was published last February. Interest rate forecasting is now much more problematic and tentative than it is in normal circumstances. The scale of both Government and Central Bank intervention in recent months is historic in magnitude. Most governments have implemented lockdowns to limit the spread of Covid-19. Whilst lockdown measures are now being relaxed, the full extent of the economic impacts is still uncertain.

- 1.3.3 Link updated their forecast in August 2020 as follows:

Rate	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-23	Mar-23
	%	%	%	%	%	%	%	%	%	%	%
Bank Rate	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 mth LIBID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	-	-
6 mth LIBID	0.10	0.10	0.10	0.10	0.10	0.10	0.10	-	-	-	-
12 mth LIBID	0.20	0.20	0.20	0.20	0.20	0.20	0.20	-	-	-	-
25yr PWLB	2.50	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70	2.70	2.00

1.3.4 The forecast is based on the assumption that Covid-19 will be defeated in the UK over the next six to twelve months through localised lockdowns and or the use of a vaccine. In addition:

- On-going market volatility may necessitate further Government and Central Bank intervention.
- MPC will aim for very loose monetary policy, primarily through the use of quantitative easing, in order to maintain low yields and funding costs to help support businesses and to maintain appropriate levels of liquidity.
- The result is expected to be a very flat yield curve for at least a year and only marginal increases over the following year.
- Bank Rate will stay at 0.1% for the next two years.
- Inflation is likely to be below 2% throughout 2020 and wage increases will be limited in the face of economic uncertainty coupled with a steady rise in unemployment.
- The economy is likely to take a considerable time to recover lost momentum.
- There will be a recession in world growth in 2020; growth is unlikely to recover quickly.

1.4 Investment Performance

1.4.1 In accordance with the CIPFA Code the Council's priorities, in order of importance, are: to ensure security of capital; liquidity; and having satisfied both, to obtain an appropriate level of return which is consistent with the Council's risk appetite.

1.4.2 The Council's investments are derived from cash flow surpluses, core cash balances and other long term cash balances.

1.4.3 Cash flow surpluses are available on a temporary basis and the amount mainly dependent on the timing of council tax and business rates collected and their payment to precept authorities and government. Less significant cash flows relate to receipt of grants, payments to housing benefit recipients, suppliers and staff. Cash flow surpluses build up during the course of a financial year and are spent by financial year end. Thus far in 2020/21 cash flow surpluses have averaged £29m.

1.4.4 The Authority also has £18m of core cash balances. These funds are for the most part available to invest for more than one year, albeit a proportion is usually transferred to cash flow towards the end of the financial year to top-up daily cash balances. Core cash includes the Council's capital and revenue reserves which are being consumed over time to meet capital expenditure and 'buy time' to enable the authority to deliver its revenue savings targets.

- 1.4.5 Cash flow and core cash balances also include some £10m to meet business rate appeals of which £3m are expected to be resolved in 2020/21 and the remainder in future years.
- 1.4.6 Long term investment at the end of August 2020 comprised £5m in property fund investments.
- 1.4.7 A full list of investments held on 31 August 2020 is provided at **[Annex 1]** and a copy of our lending list of 1 September 2020 at **[Annex 2]**. The table below provides a summary of funds invested and interest / dividends earned at the end of August.

	Funds invested on 31 August 2020	Average duration to maturity	Weighted average rate of return	Interest / dividends earned 1 April to 31 August 2020	Gross annualised return	LIBID benchmark (average 1 April to 31 August 2020)
	£m	Days	%	£	%	
Cash flow	22.2	8	0.11	28,000	0.23	-0.05(7 Day)
Core cash	18.0	186	0.47	44,600	0.66	0.14 (3 Mth)
Sub-total	40.2	88	0.27	72,600	0.38	0.02 (Ave)
Long term	5.0			35,400	2.83	
Total	45.2			108,000	0.65	

Property funds pay dividends quarterly. The return quoted above is based on dividends received for the quarter April to June 2020.

- 1.4.8 **Cash flow and Core cash Investments.** Whilst the authority outperformed the LIBID benchmark by 36 basis points, Interest earned of £72,600 to the end of August is £59,000 below the original estimate for the same period. The fall in income is due to the impact the emergency cuts in Bank Rate in March 2020 have had on investment opportunities. During March 2020 Bank Rate fell from 0.75% to 0.1%.
- 1.4.9 If bank offers remain at their current ultra-low levels throughout 2020/21, cash flow and core cash investment is likely to underperform against budget for the year as a whole by some £182,000. The potential to mitigate some of that impact is considered in Section 1.6 below.
- 1.4.10 Members will be aware from the media in general and committee reports (Cabinet, FIPAB amongst others) of the pressures that the pandemic has and is having on the Council's finances. To ensure sufficient liquidity to meet payment obligations all core fund maturities arising in February, March and April were transferred to

cash flow balances rather than being reinvested in new fixed term deposits. Following that action no payment issues arose and none are expected to arise during the remainder the 2020 calendar year. There remains a question mark over the proportion of council tax and business rates which will be collected in 2020/21. The lion's share of that collection is being paid to government and precept authorities spread over twelve monthly instalments. The current payment schedule for council tax predates Covid-19.

- 1.4.11 The recession is born out of a health crisis not a financial crisis. Whilst the UK sovereign credit rating has been downgraded from AA to AA- by Fitch, individual UK bank long-term and short-term credit ratings, for those banks on the Council's lending list, have not thus far been downgraded by the credit rating agencies. Whilst there have been a number of changes to rating watch and outlooks these have not resulted in a reduction in the investment duration assessment provided by Link (i.e. banks considered good for 12 month investment last January carry the same assessment today). Credit Default Swap data (a measure of risk) remains substantially below levels noted during the sovereign debt crisis of 2012.
- 1.4.12 The Council takes advantage of Link's benchmarking service which enables performance to be gauged against Link's other local authority clients. An extract from the latest benchmarking data is provided in the form of a scatter graph at **[Annex 3]**. The graph shows the return (vertical scale) vs. the credit / duration risk (horizontal scale) associated with an authority's investments. As at 30 June 2020 the Council's return at 0.34% (purple diamond) was below the local authority average of 0.49%. Based on the Council's exposure to credit / duration risk that return was in-line with Link's predicted return (between the upper and lower boundary indicated by the diagonal lines). The Council's risk exposure was consistent with the local authority average.
- 1.4.13 **Long term Investment.** The availability of cash balances over the longer term (10 years) and the suitability of different types of long term investment (equities, bonds and commercial property) was explored in the report to Audit Committee, January 2017. Of the alternatives, investment in property funds was considered best suited to meet the Council's more immediate funding need: a sustainable, stable income stream.
- 1.4.14 £3m was invested in property investment funds during 2017/18 and a further £2m invested during 2018/19. Investment was spread across three funds to ensure, as far as is possible, stability of annual income and capital growth over time. Additional property fund investments are expected in the future as resources become available from asset disposals and other windfalls.
- 1.4.15 During the period 1 April 2020 to 30 June 2020 the £5m investment in property funds generated dividends of £35,400 which represents an annualised return of 2.83% (3.48% in 2019/20). Covid-19 has resulted in a proportion of rents due to be collected in June being deferred. These deferred rents are expected to be collected at some point during the current financial year. However, income from

property funds is expected to underperform against budget by some £55,000 for the financial year as a whole primarily due to a delay in the receipt of proceeds from sale of the River Walk offices.

- 1.4.16 Property funds issue and redeem primary units at a buy and sell price with the difference between the two prices reflecting the costs associated with buying and selling property (legal and other fees, stamp duty etc.). The price spread varies from fund to fund but is typically in the region of 8% (6% on entry to a fund and 2% on exit). Where units are traded on a secondary market the impact of the spread can be reduced and delays in the purchase / redemption of units avoided.
- 1.4.17 Economic growth in the UK slowed in 2018/19 as did the rate at which fund sale values appreciated. A fall in sale values was recorded at some month ends especially during the second half of 2018/19 and throughout 2019/20. More recently, the Covid-19 impact on the economy is expected to see commercial property values continue to decline in 2020/21 before commencing a recovery.
- 1.4.18 Although each property is unique, its value is informed by the sale of similar properties. During recession property transaction volumes diminish making valuation less certain. Each of our property fund managers have attributed “uncertainty” to their most recent monthly valuations. At the same time, and by regulation, when valuation is uncertain fund managers are required to suspend the purchase and redemption of units by investors. The suspension is intended to protect the interests of purchasers, sellers and continuing investors such as ourselves and is welcomed.
- 1.4.19 Current qualified sale values vs initial purchase price are as follows:

Property fund (Primary = units in the fund purchased from the fund manager. Secondary = units purchased from another investor at a discount. Date = first month the investment attracted dividends)	Purchase price a £	Sale value at date of purchase b £	Sale value 30 June 2020 c £	30 June 20 sale value above (below) purchase price (c-a) £
LAPF (Primary, July 2017)	1,000,000	922,200	901,200	(98,800)
Lothbury (Primary, July 2017)	1,000,000	927,700	916,900	(83,100)
Hermes (Secondary, Oct 2017)	1,000,000	939,000	964,400	(35,600)
LAPF (Primary, June 2018)	1,000,000	922,200	864,050	(135,950)
Lothbury (Secondary, July 2018)	1,000,000	973,000	899,200	(100,800)
Total change in principal	5,000,000	4,684,100	4,545,750	(454,250)
			Total dividends received	448,050
			Net loss since inception	6,200

1.4.20 Since inception, the Council has received dividends from its property fund investments totalling £448,050. Taking the current £454,250 deficit on sale values into account the net loss to the Council is £6,200 (was a net gain of £173,800 to the end of December 2019). Fund values have fallen £258,300 in the six months to June 2020 due to the Covid-19 impact on the economy and commercial property values. The deficit in sales value is expected to be recouped overtime as the economy recovers.

1.4.21 Members are reminded that higher yielding investments (e.g. property, equities) have the potential to fluctuate in value, both up and down. It is this feature which makes them unsuitable for short term investment where certainty over value at maturity is a key criteria. The Council's property fund investments are not required to meet day to day spending commitments and will only be realised should a higher yielding opportunity be identified.

1.5 Compliance with the Treasury Management and Annual Investment Strategy

1.5.1 Throughout the period April to August 2020 all of the requirements contained in the 2020/21 Annual Investment Strategy intended to limit the Council's exposure to investment risks (minimum sovereign and counterparty credit ratings; duration limits; exposure limits in respect of counterparties, groups of related counterparty and sovereigns; and specified and non-specified investment limits) have been complied with. No borrowing was undertaken during April to August 2020.

1.5.2 The Council has also operated within the treasury limits and prudential indicators set out in the Annual Investment Strategy and in compliance with the Council's Treasury Management Practices. The Prudential and Treasury Indicators can be found in **[Annex 4]** to this report.

1.6 Review of Risk Parameters

1.6.1 Members will recall the detailed consideration that was given to the 2020/21 Treasury Management and Annual Investment Strategy at Audit Committee in January. For ease of reference the parameters included in the Strategy that aim to limit the Council's exposure to investment risks are summarised in **[Annex 5]**.

1.6.2 In undertaking this review **no changes to the current approved risk parameters are proposed at this time**. The Strategy ensures that the Council is investing in high credit quality counterparties and there are an adequate number of counterparties available to maintain a well-diversified portfolio. However, Officers are mindful that investment returns offered by banks and building societies that feature on the Council's lending list have dropped to a fraction of the levels experienced in recent years and that this situation may persist for some time. Having reviewed options with our Treasury Advisor there is little added return to be had from either reducing our minimum credit criteria (Fitch A-, F1) or from extending investment duration beyond current constraints (Link suggested duration plus up to six months for UK institutions). However, we will be looking to expand the Council's lending list to include any UK banks and building societies

that don't currently feature on our lending list but nevertheless meet our minimum credit criteria (potentially one UK bank and two building societies). This will ensure that we can take advantage of all available opportunities as they arise.

- 1.6.3 We will also be exploring alternative investment options including the use of bond funds and multi-asset income funds. Whilst multi-asset income funds are provided for in our current Strategy, bond funds would be a new addition. Unlike our current bank and building society investments capital values in these types of fund will fluctuate overtime. Investment in these types of product is regarded as medium term typically spanning some three to five years and is therefore dependent on cash balances being sufficient over the medium term to ensure liquidity issues don't arise. Subject to an understanding and acceptance of the risks, bond funds as an alternative type of investment, may be offered for inclusion in next year's Annual Investment Strategy. Any investment in either type of fund will of course be dependent on the level of reserves and other balances available for such an investment.

1.7 Legal Implications

- 1.7.1 Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority including securing effective arrangements for treasury management. In addition, Link are employed to provide independent advice on legislative and professional changes that impact on the treasury management function.

1.8 Financial and Value for Money Considerations

- 1.8.1 The Bank Rate having remained at a historic low of 0.5% for over seven years was cut to 0.25% in August 2016. In November 2017, the Bank of England (BoE) returned the Bank Rate to 0.5%. Bank rate was increased to 0.75% in August 2018. In response to the anticipated impact of Covid-19 on the economy, BoE cut Bank Rate to 0.1% in March 2020. Link's current forecast (August 2020) anticipates Bank Rate remaining at 0.1% for at least the next two years.
- 1.8.2 Following the March 2020 cuts in Bank Rate investment income at the end of August 2020 (month five of the financial year) from cash flow surpluses and core cash investments is £59,000 below budget for the same period. Income from property funds at the end of June is below budget by £9,600. Investment income for the year as a whole is expected to underperform against budget by some £237,000. No better and no worse than the figure reported to Audit Committee in July 2020.
- 1.8.3 Performance is monitored against a benchmark return and against other local authorities in Kent and the broader local authority pool via Link's benchmarking service.
- 1.8.4 Whilst the annual income stream from a property fund exhibits stability (circa 4% per annum net of management fees) capital values rise and fall with the cyclical

nature of economic activity. During a downturn in the economy capital values may fall significantly. The duration of a property fund investment may need to be extended to avoid crystalizing a loss and as a consequence, the investment's duration cannot be determined with certainty.

- 1.8.5 Buying and selling property involves significant costs making property unsuitable for short term investment. Buying and selling costs are reflected in the entry fees (circa 6%) and exit fees (circa 2%) a property fund will charge unit holders. These fees are expected to be recouped overtime through capital appreciation.
- 1.8.6 The money being applied to property fund investment from existing resources is expected to be available in perpetuity. Nevertheless, the Council's cash balances will continue to be monitored and due regard had to the potential for a fund to delay payment of redemption requests by up to twelve months. Funds will seek to minimise their own cash balances in favour of holding property and therefore manage redemption requests for the benefit of all fund participants. The Council is only likely to seek redemption to pursue a higher yielding income opportunity should one be identified.

1.9 Risk Assessment

- 1.9.1 The application of best practice, including the regular reporting and scrutiny of treasury management activity, as identified by the CIPFA Code is considered to be an effective way of mitigating the risks associated with treasury management.

1.10 Equality Impact Assessment

- 1.10.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act.

1.11 Recommendations

- 1.11.1 Members are invited to **RECOMMEND** that Cabinet:

- 1) Endorse the action taken by officers in respect of treasury management activity for April to August 2020.
- 2) Retain the existing parameters intended to limit the Council's exposure to investment risks.

Background papers:

contact: Mike Withey

[Link interest rate forecast \(August 2020\)](#)

[Link benchmarking data \(June 2020\)](#)

Sharon Shelton

Director of Finance and Transformation

Tonbridge and Malling Borough Council - Investment summary 31 August 2020

Counterparty / type of investment	Sovereign	Fitch long term	Fitch short term	Link suggested post CDS duration limit	Investment						Cash Flow surpluses £	Core Cash balances £	Long term investment balances £
					Start date	End date	Duration at start	Amount invested £	Return %	Proportion of total %			
Banks, Building Societies & Other Financials													
Barclays Bank :	UK	A+	F1	6 months	20/06/2019	TBD	95 Days	1,000,000	0.30	13.28%			
95 day notice account					23/07/2019	TBD	95 Days	3,000,000	0.30				1,000,000
95 day notice account					28/07/2020	11/06/2021	11 months	2,000,000	0.61				3,000,000
Certificate of deposit											2,000,000		
HSBC Bank :	UK	AA-	F1+	1 year	02/12/2019	TBD	31 Days	3,000,000	0.25	11.06%	3,000,000		
31 day notice account					03/08/2020	TBD	31 Days	2,000,000	0.25				2,000,000
31 day notice account													
Lloyds Bank :	UK	A+	F1	1 year	14/11/2019	13/11/2020	1 year	1,000,000	1.10	2.21%		1,000,000	
Fixed term deposit													
National Westminster Bank :	UK	A+	F1	1 year	06/07/2020	05/07/2021	1 year	2,000,000	0.42	4.65%		2,000,000	
Certificate of deposit					28/08/2020	01/09/2020	Overnight	100,000	0.01				100,000
Deposit account													
Santander UK Bank :	UK	A+	F1	6 months	05/06/2020	05/03/2021	9 Months	2,000,000	0.48	15.49%		2,000,000	
Fixed term deposit					22/05/2020	22/02/2021	9 Months	2,000,000	0.48				2,000,000
Fixed term deposit					23/07/2020	22/04/2021	9 Months	2,000,000	0.45				2,000,000
Fixed term deposit					07/08/2020	08/02/2021	6 Months	1,000,000	0.40				1,000,000
Fixed term deposit													
Standard Chartered :	UK	A+	F1	6 months	21/05/2020	22/02/2021	9 Months	2,000,000	0.48	4.43%		2,000,000	
Fixed term deposit													
Money Market Funds													
Blackrock MMF - shares/units held	N/A	AAA	mmf (Eq)	5 years	28/08/2020	01/09/2020	Overnight	250,000	0.02	0.55%	250,000		
BNP Paribas MMF - shares/units held	N/A	AAA	mmf (Eq)	5 years	28/08/2020	01/09/2020	Overnight	250,000	0.05	0.55%	250,000		
DWS Deutsche MMF - shares/units held	N/A	AAA	mmf	5 years	28/08/2020	01/09/2020	Overnight	897,000	0.05	1.98%	897,000		
Federated MMF - shares/units held	N/A	AAA	mmf	5 years	28/08/2020	01/09/2020	Overnight	8,000,000	0.08	17.70%	8,000,000		
Morgan Stanley MMF - shares/units held	N/A	AAA	mmf	5 years	28/08/2020	01/09/2020	Overnight	7,696,000	0.07	17.03%	7,696,000		
Property Funds													
Hermes Property Unit Trust :	N/A	N/A	N/A	N/A	29/09/2017	N/A	N/A	1,000,000	3.28	2.21%		1,000,000	
Property fund units													
Local Authorities' Property Fund :	N/A	N/A	N/A	N/A	29/06/2017	N/A	N/A	1,000,000	4.22	4.43%		1,000,000	
Property fund units					30/05/2018	N/A	N/A	1,000,000	3.96				1,000,000
Property fund units													
Lothbury Property Trust :	N/A	N/A	N/A	N/A	06/07/2017	N/A	N/A	1,000,000	3.02	4.43%		1,000,000	
Property fund units					02/07/2018	N/A	N/A	1,000,000	2.91				1,000,000
Property fund units													
Total invested								45,193,000		100.00%	22,193,000	18,000,000	5,000,000

Number of investments	23	Average investment value £		1,965,000	
Number of counter parties	14	Average counter party investment £		3,228,000	
Group exposures:		Core £	Cash £	Combined £	%
Royal Bank of Scotland + National Westminster (UK Nationalised MAX 20%)		2,000,000	100,000	2,100,000	4.65
Bank of Scotland + Lloyds (MAX 20%)		1,000,000	-	1,000,000	2.21
Property Funds Total				£	%
				5,000,000	11.06

Total non-specified investments should be less than 60% of Investment balances 11.06%

Notes:
Property fund returns are based on dividends distributed from the start of each investment. Capital appreciation / depreciation is recorded elsewhere. Last update August 2020.
End date for notice accounts to be determined (TBD)

This page is intentionally left blank

Tonbridge and Malling Borough Council Lending List

Checked against Link's "Suggested Credit List" dated 28/08/20 Minimum investment criteria is Link's green duration band (100 days). Entry point broadly equates to Fitch A-, F1 unless UK nationalised.								
Counterparty	Sovereign	Sovereign rating [1]	Fitch long term	Fitch short term	UK classification	Exposure limit	Link duration based on [2]	
							Credit ratings	Post CDS
UK Banks, Building Societies and other Financial Institutions :								
Bank of Scotland (Group limit BOS & Lloyds £7m)	UK	AA-	A+	F1	Ring-fenced	£7m	1 year	1 year
Barclays Bank (Group Limit Barclays and Barclays UK £7m)	UK	AA-	A+	F1	Non-RF	£7m	6 months	6 months
Barclays Bank UK (Group Limit Barclays and Barclays UK £7m)	UK	AA-	A+	F1	Ring-fenced	£7m	6 months	6 months
Goldman Sachs International Bank	UK	AA-	A+	F1	Exempt	£7m	6 months	6 Months
Handelsbanken Plc (Group Limit with Svenska Handelsbanken AB £7m)	UK	AA-	AA	F1+	Exempt	£7m	1 year	1 year
HSBC UK Bank	UK	AA-	AA-	F1+	Ring-fenced	£7m	1 year	1 year
Lloyds Bank (Group limit BOS & Lloyds £7m)	UK	AA-	A+	F1	Ring-fenced	£7m	1 year	1 year
Santander UK	UK	AA-	A+	F1	Ring-fenced	£7m	6 months	6 months
Standard Chartered Bank	UK	AA-	A+	F1	Exempt	£7m	6 months	6 months
Coventry Building Society	UK	AA-	A-	F1	Exempt	£7m	6 months	6 months
Nationwide Building Society	UK	AA-	A	F1	Exempt	£7m	6 months	6 months
National Westminster Bank (Group limit Nat West and RBS £7m). UK Nationalised.	UK	AA-	A+	F1	Ring-fenced	£7m	1 year	1 year
The Royal Bank of Scotland (Group limit Nat West and RBS £7m). UK Nationalised.	UK	AA-	A+	F1	Ring-fenced	£7m	1 year	1 year
UK Debt Management Office including Treasury Bills	UK	AA-	n/a	n/a	n/a	No limit	5 years	5 years
UK Treasury Sovereign Bonds (Gilts)	UK	AA-	n/a	n/a	n/a	£16m/£8m	5 years	5 years
UK Local Authority (per authority)	UK	AA-	n/a	n/a	n/a	£7m	5 years	5 years
Non-UK Banks :								
Bank of Montreal	Canada	AA+	AA-	F1+	n/a	£7m	1 year	1 year
Toronto Dominion Bank	Canada	AA+	AA-	F1+	n/a	£7m	1 year	1 year
Nordea Bank Abp	Finland	AA+	AA-	F1+	n/a	£7m	1 year	1 year
Rabobank (Cooperatieve Rabobank U.A.)	Netherlands	AAA	AA-	F1+	n/a	£7m	1 year	1 year
ING Bank	Netherlands	AAA	AA-	F1+	n/a	£7m	1 year	1 year
Svenska Handelsbanken AB (Group Limit with Handelsbanken Plc £7m)	Sweden	AAA	AA	F1+	n/a	£7m	1 year	1 year
[1] Reflects the lowest of the three rating agencies views (Fitch, Moody's and Standard and Poor's). Strategy requires sovereigns to be rated at least AA-. Non-UK sovereign limit of 20% or £7m per sovereign.								
[2] All deposits overnight unless otherwise approved in advance by the Director of Finance and Transformation AND Chief Financial Services Officer. If other than overnight duration for non-UK entities must not exceed Link's post CDS duration suggestion. For UK entities duration may be extended by up to three months based on credit ratings alone or six months if CDS is below average, subject to a maximum combined duration of 12 months.								

Money Market Funds (Minimum investment criteria AAA) :					
Fund Name	Moody	Fitch	S&P	Exposure Limit	Link credit worthiness
Blackrock Institutional Cash Series - Sterling Liquidity	AAA	-	AAA	£8m	5 years
BNP Paribas InstiCash - GBP	-	-	AAA	£8m	5 years
DWS Deutsche Global Liquidity - Deutsche Managed Sterling	AAA	AAA	AAA	£8m	5 years
Federated Cash Management - Short Term Sterling Prime	-	AAA	AAA	£8m	5 years
Insight - Sterling Liquidity (Group limit IL & ILP of £7m)	-	AAA	AAA	£8m	5 years
Morgan Stanley Liquidity - Sterling	AAA	AAA	AAA	£8m	5 years

Enhanced Cash Funds (Minimum investment criteria AAA) :					
Fund Name	Moody	Fitch	S&P	Exposure Limit	Link credit worthiness
Insight - Sterling Liquidity Plus (Group limit IL & ILP £7m)	-	AAA	AA+	£3.5m	5 years

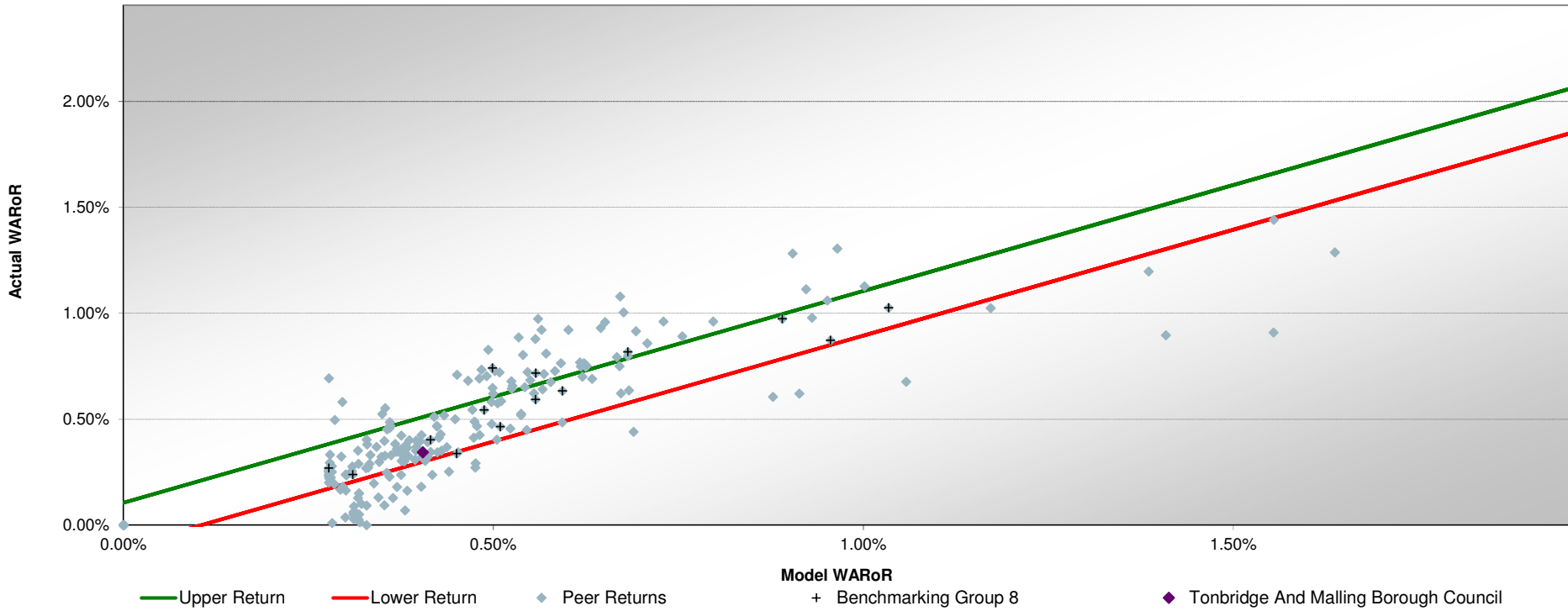
Approved by Director of Finance and Transformation	No change
01 September 2020	

This page is intentionally left blank

Tonbridge And Malling Borough Council

Population Returns against Model Returns June 2020

Page 103



	Actual WARoR	Model WARoR	Difference	Lower Bound	Upper Bound	Performance
Tonbridge And Malling Borough Council	0.34%	0.40%	-0.06%	0.30%	0.51%	Inline

This page is intentionally left blank

Prudential and Treasury Indicators

1 Prudential Indicators	2019/20 Actual £'000	2020/21 Estimate £'000	2021/22 Estimate £'000
Capital expenditure	6,407	3,876	2,416
Ratio of financing costs to net revenue stream	-4.24%	-3.56%	-6.07%
Net borrowing requirement:			
Brought forward 1 April	nil	nil	nil
Carried forward 31 March	nil	nil	nil
In year borrowing requirement	nil	nil	nil
Capital financing requirement as at 31 March	nil	nil	Nil
Annual change in capital financing requirement	nil	nil	Nil
Incremental impact of capital investment decisions:			
Increase in Council Tax (Band D) per annum	£0.25	£1.03	£2.06

2 Treasury Management Indicators	2019/20 Actual £'000	2020/21 Estimate £'000	2021/22 Estimate £'000
Authorised limit for external debt:			
Borrowing	nil	7,000	7,000
Other long term liabilities	nil	nil	nil
Total	nil	7,000	7,000
Operational boundary for external debt:			
Borrowing	nil	4,000	4,000
Other long term liabilities	nil	nil	nil
Total	nil	4,000	4,000
Actual external debt	nil	nil	nil
Upper limit for fixed rate exposure over one year at year end	nil	0 – 60%	0 – 60%
Upper limit for variable rate exposure under one year at the year end	19,610 (49.5%)	40 – 100%	40 – 100%
Upper limit for total principal sums invested for over 365 days	5,000 (12.6%)	60%	60%

3 Maturity structure of new fixed rate borrowing during 2020/21	Upper limit %	Lower limit %
Under 12 months	100	nil
Over 12 months	nil	nil

This page is intentionally left blank

2020/21 Annual Investment Strategy Risk Parameters

The strategy includes parameters that aim to limit the Council's exposure to investment risks by requiring investments to be placed with high credit rated financial institutions and that those investments are diversified across a range of counterparties. More specifically the 2020/21 Strategy requires:

- Counterparties must be regulated by a Sovereign rated AA- (UK minimum of A-) or better as recognised by each of the three main rating agencies (Fitch, Moody's and Standard & Poor's).
- Whilst 100% of funds can be invested in the UK, exposure to non-UK banks is restricted to no more than 20% of funds per Sovereign.
- Exposure to individual counterparties and groups of related counterparty must not exceed 20% of funds.
- In selecting suitable counterparties the Council has adopted Link's credit worthiness methodology. The methodology combines the output from all three credit rating agencies including credit watches / outlooks and credit default swap data to assign a durational band to a financial institution (100 days, 6 months, 1 year, 5 years, etc.). At the time of placing an investment the financial institution must be assigned a durational band of at least 100 days. This broadly equates to a minimum long term credit rating of Fitch A- (high) and a short term credit rating of Fitch F1 (strong). A minimum of Fitch BBB (good), F2 (good) applies to UK nationalised banks.
- The duration of an investment in a foreign bank must not exceed Link's recommendation. For UK financial institutions Link's duration recommendation can be enhanced by up to six months subject to the combined duration (Link recommendation plus the enhancement) not exceeding 12 months. Where duration exceeds Link's recommendation by more than three months, the institution's CDS must be below average at the time the investment is placed and exposure in the extended duration (3 to 6 months) limited to 10% of investment balances.
- Money Market funds should be rated AAA and exposure limited to no more than 20% per fund. LNAV and VNAV funds may be used as a substitute for CNAV funds.
- Enhanced Cash Funds / Government Liquidity Funds / Gilt Funds should be rated AAA and exposure limited to no more than 10% per fund and 20% to all such funds.
- Exposure to each non-rated property fund used for long term investment is subject to a maximum £3m (20% of expected long term balances) per fund and across all such funds. No limits applies to new resources made available from, or in anticipation of, the sale of existing property assets or other windfalls.

- Each non-rated diversified income (multi-asset) fund used for medium term investment is subject to a maximum £3m (20% of expected long term balances) per fund and across all such funds.

All specified and non-specified Investments will be:

Subject to the sovereign, counterparty and group exposure limits identified above.

Subject to the duration limit suggested by Link (+6 months for UK financial institutions) at the time each investment is placed.

Subject to a maximum of 60% of funds being held in non-specified investments at any one time.

Sterling denominated.

Specified Investments (maturities up to 1 year):

investment	Minimum Credit Criteria
UK Debt Management Agency Deposit Facility	UK Sovereign A-
Term deposits - UK local authorities	UK Sovereign A-
Term deposits - UK nationalised banks	UK Sovereign A- Counterparty BBB, F2 or Green excluding CDS
Term deposits – all other banks and building societies	UK Sovereign A- / Non-UK Sovereign AA- Counterparty A-, F1 or Green excluding CDS
Certificates of deposit - UK nationalised banks	UK Sovereign A- Counterparty BBB, F2 or Green excluding CDS
Certificates of deposit – all other banks and building societies	UK Sovereign A- / Non-UK Sovereign AA-. Counterparty A-, F1, or Green excluding CDS
UK Treasury Bills	UK Sovereign A-
UK Government Gilts	UK Sovereign A-
Bonds issued by multi-lateral development banks	AAA
Sovereign bond issues (other than the UK govt)	AAA
Money Market Funds (CNAV, LVNAV or VNAV)	AAA
Enhanced Cash and Government Liquidity Funds	AAA

Non-specified Investments (maturities in excess of 1 year and any maturity if not included above):

Investment	Minimum Credit Criteria	Max duration to maturity
Fixed term deposits with variable rate and variable maturities (structured deposits) - UK nationalised banks	UK Sovereign A- Counterparty BBB,F2 (Green)	2 years
Fixed term deposits with variable rate and variable maturities (structured deposits) - banks and building societies	UK sovereign A- / Non-UK Sovereign AA- Counterparty A-, F1 (Green)	2 years
Term deposits - local authorities	UK Sovereign A-	3 years
Term deposits - UK nationalised banks	UK Sovereign A- Counterparty BBB,F2 (Green)	2 years
Term deposits - banks, building societies	UK Sovereign A- / Non-UK Sovereign AA- Counterparty A-, F1 (Green)	2 years
Certificates of deposit - UK nationalised banks	UK Sovereign A- Counterparty BBB,F2 (Green)	2 years
Certificates of deposit - banks and building societies	UK Sovereign A- / Non-UK Sovereign AA- Counterparty A-, F1 (Green)	2 years
Commercial paper - UK nationalised banks	UK Sovereign A- Counterparty BBB,F2 (Green)	2 years
Commercial paper - banks and building societies	UK Sovereign A- / Non-UK Sovereign AA- Counterparty A-, F1 (Green)	2 years
Floating rate notes issued by multilateral development banks	AAA	2 years
Bonds issued by multilateral development banks	AAA	2 years
Sovereign bonds (other than the UK Government)	AAA	2 years
UK Government Gilts	UK Sovereign A-	5 years
Property Funds	N/A	N/A
Diversified Income Funds	N/A	N/A

This page is intentionally left blank

Planning for the Future and Other Planning Reforms

Item PE/20 referred from Extraordinary meeting of the Planning and Transportation Advisory Board of 29 September 2020

The report of the Director of Planning, Housing and Environmental Health summarised the Government's current proposals for reforming the planning system.

In addition, the Borough Council's proposed responses to the Governments consultations 'Changes to the Current Planning System (set out in Annex 1) and 'Planning for the Future' (set out in Annex 2) were presented for consideration. The deadline for submission was 1 and 29 October respectively.

Careful consideration was given to the proposed changes to the current planning system (set out in paragraph 1.2 of the report). Members expressed significant concern about the revision to the standard methodology for assessing housing need and the potential requirement for Tonbridge and Malling to generate 1,440 units annually. It was noted that if this figure was confirmed as the new housing need allocation for the Borough it represented a doubling of the figure currently in the submitted Local Plan.

A number of other concerns were also raised including the fragility of the current infrastructure network to support any increase in local development; whether the proposed increased housing figures could realistically be delivered; the loss of decision making by residents and elected members; the lack of affordable housing for local people, particularly first time buyers, and the lack of suitable mix of accommodation types and the proposals around 'permission in principle.

It was also commented that the performance of the Borough Council in delivering new houses was well above average nationally and disappointment was expressed that Tonbridge and Malling appeared to have been penalised for performing so well in the past.

However, Members recognised the importance of retaining employment land in the Borough and providing suitable accommodation for all.

A technical response on the issues raised was provided by the Director of Planning, Housing and Environment Health, the Head of Planning Policy and the Development Control Manager.

Careful consideration was then given to the Planning for the Future White Paper and Members expressed significant concern regarding affordability in the South East; the proposal to identify land types and how conflicts regarding growth areas, renewal areas and protected areas would be resolved and the missed opportunities regarding climate change and providing accommodation for older persons.

With regard to establishing a standard method for housing requirements (Proposal 4) it was suggested that the response to question 8(a) be revised to include 'no' or 'not sure'. This was noted by the Head of Planning Policy who would consider the response further before final submission.

The Cabinet Member for Strategic Planning and Infrastructure reminded Members that there would be further discussion on the Planning White Paper at Cabinet on 14 October and encouraged all to submit comments in advance of this meeting.

A technical response on the issues raised was provided by the Head of Planning Policy and the Development Control Manager. The Director of Planning, Housing and Environmental Health also offered to detail the points and concerns raised that could not be included in the Borough Councils consultation response in a covering letter to Government.

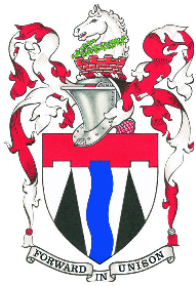
Finally, Members welcomed the joint letter sent by Kent Members of Parliament and the letter of the Leader of Kent County Council to the Secretary of State requesting a meeting to discuss the proposals further. In addition, the Leader of the Borough Council intended to write to the Secretary of State setting out the concerns raised by Members.

In conclusion, Members expressed significant concern on a number of the proposals and felt that the proposed response of the Borough Council (set out in Annexes 1 and 2) was well balanced, highlighted the main areas of concern and offered potential solutions.

RECOMMENDED: That

- (1) the content of the report be noted;
- (2) subject to the concerns raised by Members and summarised above, the proposed response to the consultation on 'Changes to the Current Planning System' (set out in Annex 1 of the report) form the basis of the Borough Council's formal response to the Government;
- (3) the Director of Planning, Housing and Environmental Health, in consultation with the Leader and Cabinet Member for Strategic Planning and Infrastructure, finalise and submit the Borough Councils response to the 'Changes to the Current Planning System' consultation by the deadline of 1 October 2020;
- (4) subject to the concerns raised by Members and summarised above, the proposed response to the Planning White Paper – Planning for the Future (set out in Annex 2 of the report) form the basis of the Borough Council's formal response to Government, pending the views of Cabinet on 14 October; and
- (5) the Director of Planning, Housing and Environmental Health, in consultation with the Leader and Cabinet Member for Strategic Planning and Infrastructure, finalise and submit the Borough Councils response to the Planning White Paper – Planning for the Future consultation by the deadline of 29 October 2020

***Referred to Cabinet**



Nicolas Heslop

**Borough Councillor for Cage
Green, Tonbridge**

Leader of The Council

**TONBRIDGE & MALLING
BOROUGH COUNCIL**

The Rt Hon Robert Jenrick MP
Secretary of State for Housing, Communities and Local
Government

By Email: [REDACTED]

5 October 2020

Dear Robert,

TMBC has submitted its response to the White Paper consultation and we look forward with great interest to seeing the responses of other interested parties and the Government's responses.

We wanted to take the opportunity on behalf of our Members and their constituents who have contacted them about this to raise in more detail our concerns about the proposals around decision making. These raise fundamental concerns for us about the potential for democratic deficit to occur when the involvement of the community and their democratically elected representatives is front loaded through the revised Local Plan process. In the proposed growth zones, once they've been designated and design codes, which we believe should absolutely be decided at a local level, are set, there will be little further involvement. This cannot be right; communities change and evolve over time and whilst having a planning framework in place is crucial to guide development, the individual scheme proposals and their potential impact on the local environment are not something that can be fully considered some years in advance.

We fully support the general principle of streamlining planning processes wherever possible and would support measures to ensure that all parties in the planning process are held to agreed timescales. However, the focus of the current proposals is solely on the role of Local Planning Authorities can play in that and does not consider the fact that there are a significant number of approved planning permissions, both in our local area and nationally, that simply have not been implemented by the applicants. Although some of these can be attributed to issues such as infrastructure provision, it is our strong assertion that unless the development industry is required not only to commence but complete schemes within certain timescales, market forces and the supply of experienced tradespeople will continue to result in a slow supply of sites delivered to maintain house prices and financial returns on schemes.

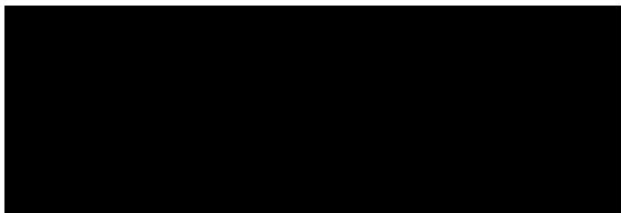
Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ
Email: nicolas.heslop@tmbc.gov.uk

We remain committed to seeing sustainable and deliverable housing and infrastructure growth to meet the needs of our communities and to support the economies of both Tonbridge & Malling and its surrounding areas. We feel however that the proposals as laid out would put that aim at risk and hope that you will take the opportunity on reading the responses to the consultation to consider amendments to the proposals with regards to the role of communities and local elected representative and how all stakeholders in the planning process, including developers and site owners, can play their part in delivery.

Yours sincerely,



Nicolas Heslop
Borough Councillor, Cage Green Ward
Leader & Cabinet Member for Economic Regeneration
Tonbridge & Malling Borough Council



David Lettington
Borough Councillor, Snodland West and Holborough Lakes Ward
Cabinet Member for Strategic Planning and Infrastructure
Tonbridge & Malling Borough Council

TONBRIDGE & MALLING BOROUGH COUNCIL
PLANNING and TRANSPORTATION ADVISORY BOARD

29 September 2020

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Recommendation to Cabinet - Key Decision

1 PLANNING FOR THE FUTURE AND OTHER PLANNING REFORMS

This report summarises the Government's current proposals for reforming the planning system and seeks approval for the draft responses annexed in order that the Council's views may be submitted for the 'Changes to the Current Planning System' and 'Planning for the Future' consultations by the deadlines of 1st and 29th October respectively.

1.1 Introduction

- 1.1.1 The Government announced earlier in the year that it would be reviewing the planning system as part of its aim to deliver at least 300,000 new homes per year to tackle the national housing crisis. Some changes, for example to permitted development rights have already come into force during September.
- 1.1.2 The two consultations that are the subject of this report were both launched on 6th August. The consultation into changes to the current planning system is for 8 weeks and closes on the 1st of October. These are seen as short term measures to improve the effectiveness of the existing system and therefore can be implemented sooner than those in the White Paper.
- 1.1.3 The Planning for the Future White Paper sets out proposals for a fundamental review of the planning system. The consultation runs for 12 weeks closing on the 29th October. Once these reforms have been agreed implementation will require new primary and secondary legislation to be passed to replace the existing system with that set out in the White Paper. This could take some time and presumably there will be some form of transitional arrangements to enable the planning function to operate in the meantime.
- 1.1.4 Both consultations seek comments on a number of set questions. These are set out in **Annexes 1 and 2** attached to this report together with some comments and suggested responses.
- 1.1.5 This report seeks approval of a response to both consultations by the deadlines to be agreed by the DPHEH in consultation with the Leader and Cabinet Member.

1.2 Changes to the Current Planning System

1.2.1 There are four proposals for changes to the current system for which views are sought:

- Revising the Standard Methodology for assessing Housing Need;
- Introducing the 'First Homes' initiative - a form of discounted market housing for first time buyers, key workers and local people;
- Extending the Government's Small Sites Policy - a temporary incentive for small to medium house builders by raising the threshold before developer contributions are required to 40 to 50 units; and
- Extending the concept of 'permission in principle' so that landowners and developers can secure the principle of development for housing on sites without having to work up detailed plans first.

Revising the Standard Methodology

1.2.2 The Government introduced a method of calculating housing need nationally when the National Planning Policy Framework was revised in 2018. It applies a formula based on household projections (revised every 2 years), past delivery rates and affordability. When originally introduced this had the effect of increasing Tonbridge and Malling's housing need by 23% or +159 dwellings per annum over and above our locally derived need.

1.2.3 As we submitted our Local Plan within the transitional window following the publication of the revised NPPF, once adopted our housing need will revert to the 696 per year in the Local Plan and with the new allocations in the Plan our 5 year housing land supply position will be restored. However, currently we are having to use the standard method for Development Management purposes. As of 31st March 2019 we have 2.6 years supply based on this calculation.

1.2.4 The consultants Lichfields have estimated what the implications would be for housing need figures for Local Authorities using the proposed revisions to the standard methodology. This generates an annual need of 1,440 units for Tonbridge and Malling. This is only an early estimation and is likely to change, for example as result of consultation responses, but if this remains the new housing need it will represent a doubling of the figure we currently have in the submitted Local Plan.

1.2.5 The reasons for this large number include the removal of the 40% cap and the greater role of affordability in the calculation. Another reason is the growth of households during the trend period for the projections. This explains why the figure for Maidstone is high (1,569) and the figure for Sevenoaks is comparatively low (820). Compared to our West Kent colleagues, we have enjoyed quite significant growth over recent years.

- 1.2.6 When the Standard Method was being consulted on in 2018 the Council raised the concern that such high numbers would not be deliverable and that this should be taken into consideration. Since 2018 the household projections upon which the method is based have been revised twice and in both cases (due to a downward trend in population growth) the overall number of dwellings being delivered in the country as a whole has dropped putting at risk the Government's aim of delivering at least 300,000 new homes a year.
- 1.2.7 The proposed revisions would restore the national target in England to over 300,000 once more, but how Local Authorities, particularly in London and the South East will be able to deliver such high numbers is less clear, especially as other proposed reforms in the Planning White Paper (removal of the Duty to Cooperate and a move to zonal planning growth/renewal/protection) seem to reduce those chances even further.
- 1.2.8 Kent's Conservative MPs, including those for Tonbridge and Malling have expressed their concerns regarding the scale of the increase in a joint letter to the Secretary of State and requested a meeting.
- 1.2.9 As noted, this is not an issue for the Local Plan because it was submitted under the transitional arrangements. Once the Plan is adopted, it is considered up-to-date for five years, by which point the review should be completed. This means that for at least five years from adoption the position in the Plan is considered to be up-to-date and the basis for judging housing land supply. However, when the Local Plan is reviewed it will have to be based on the new national planning system being introduced by these reforms. This will include planning for a level of housing need generated by the standard methodology.

First Homes

- 1.2.10 This initiative is a new affordable home ownership tool introduced by the Government effectively replacing the previous Starter Homes proposals.
- 1.2.11 The Government intends to set out in policy that a minimum of 25 per cent of all affordable housing units secured through developer contributions should be First Homes. This will be a national threshold, set out in planning policy. Initially these will be secured through section 106 planning obligations but, under proposed reforms, these would subsequently be secured through the new Infrastructure Levy. They will be made available to first time buyers, local people and key workers.
- 1.2.12 For the remaining 75% of affordable housing secured through developer contributions, there are two broad options:
- Option 1: Where a local authority has a policy on affordable housing tenure mix, that policy should be followed, but with First Homes delivering a minimum of 25% of the affordable housing products.

Option 2: A local authority and developer can negotiate the tenure mix for the remaining 75% of units.

- 1.2.13 Level of discount - The minimum discount for First Homes should be 30% from market price which will be set by an independent registered valuer. The valuation should assume the home is sold as an open market dwelling without restrictions. Local authorities will have discretion to increase the discount to 40% or 50%. This would need to be evidenced in the local plan making process.
- 1.2.14 An initial observation, as with the previous Start Homes proposal, is that this requirement will effectively reduce the ability of Local Authorities to provide truly affordable housing to those most in need as in areas like London and the south east a 30% discount of market value is still out of reach for most of those requiring affordable housing.

Small Sites Planning Policy

- 1.2.15 To encourage and support small and medium sized builders the Government proposes to introduce a temporary incentive by raising the threshold before developer contributions are required to 40 to 50 units, initially for a period of 18 months, to assist recovery from the Covid-19 restrictions.
- 1.2.16 This will undoubtedly help small and medium developers and potentially deliver more housing nationally in the short term, but it does raise a number of questions in terms of how infrastructure to accompany such developments will be funded in the absence of developer contributions, particularly in areas where a number of proposals at the upper end of the new threshold are made at the same time.

Extending Permission in Principle to major sites

- 1.2.17 The concept of Permission in Principle has been in place since 2018. It is currently restricted to minor development (up to 10 units) and usually applies to brownfield sites.
- 1.2.18 The Government proposes to remove the restriction in the current Permission in Principle regulations on major development. This will enable applications for Permission in Principle to be made for a far wider range of sites, enabling more landowners and developers to use this route to secure permission for housing development.
- 1.2.19 The existing restrictions in the Permission in Principle Regulations relating to Environmental Impact Assessment (EIA) and Habitats requirements will remain, reflecting the fact that Permission in Principle is granted on the basis of limited technical information and there is not sufficient environmental information for these requirements to be accurately assessed at the point of decision.
- 1.2.20 This means Permission in Principle by application will not in practice be a route to permission for large sites capable of delivering more than 150 dwellings or more

than 5 hectares – the EIA Regulations 2017 Schedule 2 threshold for urban development, save where a screening opinion has been obtained which concluded the proposal was not EIA development.

- 1.2.21 Similarly, Permission in Principle will not be suitable for sites in areas where, applying the Conservation of Species and Habitats Regulations 2017, there is a probability or risk that the project is likely to have a significant effect on a European site, unless the application was accompanied by an appropriate assessment demonstrating there was unlikely to be significant impact on the site.

So in effect, the proposal is to relax the current threshold meaning on suitable sites (e.g. brownfield sites) permission in principle could be extended for proposals of up to 150 dwellings or sites of up to 5 hectares. Views are sought.

1.3 Planning for the Future White Paper

- 1.3.1 The 84 page document includes Forewords by the Prime Minister and the Secretary of State, both of which are quite critical of the current planning system describing it as ‘outdated and ineffective’ and requiring ‘radical reform’.
- 1.3.2 Essentially the aim is to simplify and speed up the planning process for both plan making and development management. Some of the main proposals for achieving this can be summarised as follows:

A new approach to plan making

- Local Plans will in future focus on zoning, identifying areas for growth, renewal and protection, with growth areas having permission in principle for development (effectively outline planning permission);
- Local Plans to be accessible and web-based;
- A new single ‘Sustainable Development’ test to replace the current soundness and legal compliance tests;
- A new way to resolve cross boundary issues without the Duty to Cooperate (there are no proposals on what might replace this – views are sought);
- Housing requirements to be set nationally;
- New statutory timetable for preparing plans within 30 months;
- Views are sought as to whether Neighbourhood Plans should be retained in the new system;
- Whether there should be a stronger emphasis on the build-out of developments and if so what measures should be employed.

Development Management

- Development Management policies to be set nationally;
- Greater use of technology across the board, for engagement/consultations on plan making and planning applications;
- New settlements to be considered using the Nationally Significant Infrastructure Projects (NSIP) regime;
- Views sought on priorities for good design and sustainability for your local area;
- Proposed ‘fast track’ for ‘beautiful developments’;
- Proposal to replace CIL and S106 with a new Infrastructure Levy. Views are sought on whether levels should be set nationally or locally; whether the rates should be higher or stay the same; and should it be extended to changes of use through permitted development.

1.3.3 There are 26 set questions in all, some of which are sub-divided. The proposals only apply to England.

1.4 Summary and Conclusions

1.4.1 This report has summarised the main elements of the Government’s latest proposals for planning reform launched for consultation on 6th August.

1.4.2 A proposed response to the set questions for each of the two consultation exercises can be found in the attached Annexes for approval.

1.5 Legal Implications

1.5.1 There are no immediate legal implications arising from this national consultation exercise, but the Council should take the opportunity to raise any concerns arising from the proposed changes as potentially this could result in a completely new planning system in due course.

1.5.2 The consultations do not have any adverse implications for the Council’s emerging Local Plan. The Plan was submitted to the Secretary of State in accordance with the transitional arrangements attached to the revised NPPF in 2018 and the examination process will continue. Once the Plan is adopted it will represent an up to date plan until such time as it is reviewed.

1.6 Financial and Value for Money Considerations

1.6.1 There are no direct financial implications arising from this consultation. However, if the reforms are implemented as proposed there will be financial implications for the Council, which will need to be revisited at that time, for example, in terms of how developer contributions will function in the future.

1.7 Risk Assessment

- 1.7.1 There is a risk to the Council that its views and concerns will not be taken into account if the responses to these two consultations are not submitted by the published deadlines.

1.8 Equality Impact Assessment

- 1.8.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.9 Policy Considerations

- 1.9.1 The proposed reforms of the planning system could have significant policy considerations if and when they are finalised and implemented by Government.

1.10 Recommendations

- 1.10.1 That the content of this report be **NOTED** and that the DPHEH in consultation with the Leader of the Council and Portfolio Holder for Strategic Planning and Infrastructure **AGREE** and **SUBMIT** responses based on the attached Annexes and alterations as agreed by Members by the Government's deadlines of 1st and 29th October.

Background papers:

Nil

contact: Ian Bailey
Planning Policy Manager

Eleanor Hoyle
Director of Planning Housing and Environmental Health

This page is intentionally left blank

Annex 1: Changes to the current planning system – Consultation on changes to planning policy and regulations

Set Questions	SUGGESTED T&M RESPONSE
Revising the standard methodology for calculating housing need	
<p>Q1: Do you agree that planning practice guidance should be amended to specify that the appropriate baseline for the standard method is whichever is the higher of the level of 0.5% of housing stock in each local authority area OR the latest household projections averaged over a 10-year period?</p>	<p>No comment. The introduction of a proportion of the housing stock to the baseline figure is aimed at areas where household growth is projected to be static or low resulting in a correspondingly low baseline. This would have no impact on Tonbridge and Malling because household projections are the higher figure (579 compared to 272).</p> <p>It could be argued that if an area is expected to have low household growth, why should the housing need target be increased in this way? The Government believes that household projections alone are not an accurate measure of housing need and may not take into account other factors such as concealed households (for example, grown up children living with parents for longer because they cannot access housing of their own due to lack of supply or affordability).</p>
<p>Q2: In the stock element of the baseline, do you agree that 0.5% of existing stock for the standard method is appropriate? If not, please explain why.</p>	<p>Not necessarily. There doesn't seem to be any rationale for setting the stock element of the baseline at 0.5%. The consultation document notes that 1% of the total housing stock in England was delivered last year, but there is no explanation why this is not being applied.</p> <p>If the baseline element were to be raised to 1%, this could provide a greater proportion of the Government's target of 300,000 new homes annually and the methodology could then be adjusted to reduce pressure on those areas with undeliverable levels of need.</p>
<p>Q3: Do you agree that using the workplace-based median house price to median earnings ratio from the most recent year for which data is available to adjust the standard method's baseline is appropriate? If not, please explain why.</p>	<p>No. Using the median earnings figure does not take into account joint income families or other sources of funding (e.g. parental support). This has the effect of generating a larger gap/bigger ratio when set against median house price.</p>

<p>Q4: Do you agree that incorporating an adjustment for the change of affordability over 10 years is a positive way to look at whether affordability has improved? If not, please explain why.</p>	<p>Yes. Using 10 years has the advantage of taking into consideration economic cycles (i.e. recessions and periods of accelerated growth).</p>
<p>Q5: Do you agree that affordability is given an appropriate weighting within the standard method? If not, please explain why.</p>	<p>No. While affordability is a key issue for Tonbridge and Malling and in many parts of London and South East, the application of the proposed weighting to the standard method generates such significant uplifts in the housing need figure, that they become undeliverable. The Council's response when the Standard Methodology was first proposed in 2018 raised the concern that the higher need figures generated would be difficult to sustain year on year over a plan period.</p> <p>The proposed revisions, including the removal of the 40% cap, would have the effect of increasing the numbers even further.</p> <p>The methodology is based on the premise that increasing the supply of housing by this extent will lower the price, but in reality that will never be achieved while the vast majority of the housing that is delivered is by the private sector. Developers and their investors will not build at rates that will significantly erode their profit margins.</p> <p>Equally, the methodology does not take into account the influence of the London Housing market on house prices in the wider South East.</p>
<p>Do you agree that authorities should be planning having regard to their revised standard method need figure, from the publication date of the revised guidance, with the exception of:</p>	
<p>Q6: Authorities which are already at the second stage of the strategic plan consultation process (Regulation 19), which should be given 6 months to submit their plan to the Planning Inspectorate for examination?</p>	<p>In normal circumstances, this would seem to be a reasonable transitional period (the Tonbridge and Malling Local Plan was submitted within 6 months of the close of the Regulation 19 consultation). However, with the current restrictions in place due Covid-19 some Local Authorities will struggle to meet this deadline, failure to do so would require revising the housing need calculations, site allocations etc.</p>

	As Tonbridge and Malling is at the Examination stage of Plan Making, these changes will not apply to the current Local Plan, but will be applied at the first review.
Q7: Authorities close to publishing their second stage consultation (Regulation 19), which should be given 3 months from the publication date of the revised guidance to publish their Regulation 19 plan, and a further 6 months to submit their plan to the Planning Inspectorate?	See Answer to Q6 – under the current restrictions this might be a challenging timescale for some, leading to further delays in plan making.
If not, please explain why. Are there particular circumstances which need to be catered for?	See answer to Q6 above.
First Homes	
Q8: The Government is proposing policy compliant planning applications will deliver a minimum of 25% of onsite affordable housing as First Homes, and a minimum of 25% of offsite contributions towards First Homes where appropriate. Which do you think is the most appropriate option for the remaining 75% of affordable housing secured through developer contributions? Please provide reasons and / or evidence for your views (if possible): i) Prioritising the replacement of affordable home ownership tenures, and delivering rental tenures in the ratio set out in the local plan policy. ii) Negotiation between a local authority and developer. iii) Other (please specify)	<p>The Government is not inviting comments on its First Homes policy and requirement as this was the subject of an earlier consultation, instead the question assumes that New Homes <u>will</u> replace 25% of other affordable housing products and is only seeking a view on how to reapportion the remaining 75% of the affordable housing requirement.</p> <p>For the adopted affordable housing policy CP17 and the emerging policy LP39 in the Local Plan, this would replace the 30% intermediate housing requirement with 25% First Homes, leaving 5% for other intermediate housing products such as shared ownership.</p> <p>Option 1 broadly adjusts the remainder to reflect the proportions in the adopted policy, while Option 2 invites the Local Authority to renegotiate the tenure mix with the developer on a case by case basis. The Government prefers Option1 as Option 2 could lead to further delays in implementation.</p> <p>Since the 70% for social rented (in the case of the adopted CP17) or 70% capped at Local Housing Allowance in LP39 are the products most likely to be needed for those unable to access market housing, any</p>

	<p>renegotiation leading to a reduction of these products to facilitate more intermediate housing units would have the effect of reducing the most affordable products. Therefore, there seems little point in favouring Option 2.</p> <p>However, First Homes, while an improvement on the previous Starter Homes initiative, will not be affordable for many local residents. The median house price in Tonbridge and Malling in September 2019 was £350,000. Taking into account the Government’s default 30% market reduction for a ‘First Home’ product would reduce this to £245,000. To obtain a mortgage based on 4 times annual earnings would require a salary of £61,250. This compares to median gross workplace based earnings for T&M in Sept 2019 of £29,697.</p> <p>While First Homes would be initially reserved for local people, if the homes are not taken up within 3 months they can then be offered to any first time buyer in England.</p> <p>This could have the effect of encouraging first time buyers from London, or other parts of the south east where salaries are higher to take up these homes, while at the same time reducing the ability of the Local Authority to meet local needs for affordable housing.</p>
<p>With regards to current exemptions from delivery of affordable home ownership products:</p>	
<p>Q9: Should the existing exemptions from the requirement for affordable home ownership products (e.g. for build to rent) also apply to apply to this First Homes requirement?</p>	<p>Paragraph 64 of the NPPF states that at least 10% of dwellings on major housing sites should be for affordable home ownership, but there are some exemptions for schemes that are exclusively build to rent, specialist accommodation, self-build, in cases where the scheme is exclusively for affordable housing or exception sites.</p> <p>The question is whether these exemptions should also apply in respect of the First Homes requirement.</p>

	<p><u>Comment:</u> The approach in the NPPF should be consistently applied, unless and until the NPPF is revised or replaced by the planning reforms in the White Paper.</p>
<p>Q10: Are any existing exemptions not required? If not, please set out which exemptions and why.</p>	<p>See answer to Q9.</p>
<p>Q11: Are any other exemptions needed? If so, please provide reasons and /or evidence for your views.</p>	<p>See answer to Q9.</p>
<p>Local plans and transitional arrangements</p>	
<p>Q12: Do you agree with the proposed approach to transitional arrangements set out above?</p>	<p>See answer to Q6.</p>
<p>Level of discount</p>	
<p>Q13: Do you agree with the proposed approach to different levels of discount?</p>	<p>The First Homes minimum discount from the market value will be 30%, but there is some discretion for Local Authorities to set this higher at 40 or 50%, if this can be supported by evidence that there is a need for the higher discount and that the schemes would be viable.</p> <p><u>Comment:</u> Given the concerns expressed in response to Q8, this additional flexibility should be retained.</p>
<p>Q14: Do you agree with the approach of allowing a small proportion of market housing on First Homes exception sites, in order to ensure site viability?</p>	<p>The Government proposes to introduce a new exceptions site policy for First Homes. Sites could include other forms of affordable housing if a need is identified and also some market housing to ensure viability.</p> <p><u>Comment:</u> It is unclear why this policy is felt necessary given the concerns expressed in the response to Q8.</p>
<p>Q15: Do you agree with the removal of the site size threshold set out in the National Planning Policy Framework?</p>	<p>The size threshold of no more than 1 hectare or 5% of the existing settlement for entry level exception sites set out in the NPPF is proposed to be removed for this new policy.</p>

	<u>Comment:</u> The thresholds should be retained. Larger sites should be brought through the Local Plan process.
Q16: Do you agree that the First Homes exception sites policy should not apply in designated rural areas?	Yes.
Small Sites Planning Policy	
For each of these questions, please provide reasons and / or evidence for your views (if possible):	
Q17: Do you agree with the proposed approach to raise the small sites threshold for a time-limited period? (see question 18 for comments on level of threshold)	<p>No. While recognising that the proposed measures would undoubtedly assist small and medium scale builders recover from the impacts of the Covid restrictions, this would be contrary to the messages on affordability used to justify the revisions to the standard methodology and the introduction of the First Homes initiative.</p> <p>Although proposed to be time limited to 18 months, this could have significant implications for the delivery of affordable homes and other infrastructure.</p> <p>If as a result of this policy housing affordability declined over the 18 month period Tonbridge and Malling could be looking at an even higher housing need figure when applying the standardised methodology.</p>
Q18: What is the appropriate level of small sites threshold? i) Up to 40 homes ii) Up to 50 homes iii) Other (please specify)	See response to Q17.
Q19: Do you agree with the proposed approach to the site size threshold?	See response to Q17.
Q20: Do you agree with linking the time-limited period to economic recovery and raising the threshold for an initial period of 18 months?	See response to Q17.
Q21: Do you agree with the proposed approach to minimising threshold effects?	Yes, but only if these measures are to be introduced.

	(This would prevent the breaking up larger sites to just under the threshold to avoid the developer contributions)
Q22: Do you agree with the Government's proposed approach to setting thresholds in rural areas?	Yes. (The proposal is to keep the existing thresholds in rural area)
Q23: Are there any other ways in which the Government can support SME builders to deliver new homes during the economic recovery period?	Some form of Government sponsored, short term financial assistance would be preferable to sacrificing affordable housing and infrastructure contributions.
Extending Permission in Principle to major sites	
Q24: Do you agree that the new Permission in Principle should remove the restriction on major development?	No. The nature of major developments are such that this regime does not allow for sufficient assessment of the various issues that could arise particularly when considering the impacts connected to up to 150 units. In any event, PiP is not a planning permission and the subsequent technical details consent may not necessarily be easily achieved particularly when dealing with major developments. As such, rather than speed up meaningful decision making, these would be best thought of as buying the opportunity to put forward a site allocation to achieve some certainty and add value and allow SMEs to better seek to de-risk sites in order to obtain funding, rather than being a sleek, cost-effective two stage process
Q25: Should the new Permission in Principle for major development set any limit on the amount of commercial development (providing housing still occupies the majority of the floorspace of the overall scheme)? Please provide any comments in support of your views.	Yes, in order to take a view on land uses proposed in a holistic manner
Q26: Do you agree with our proposal that information requirements for Permission in Principle by application for major development should broadly remain unchanged? If you disagree, what changes would you suggest and why?	Yes.
Q27: Should there be an additional height parameter for Permission in Principle? Please provide comments in support of your views.	No. Whilst this would provide greater clarity to the applicant and Local Planning Authority about the scale of housing development that is acceptable for the site, it would add to the complexity of the

	determination of the application. In addition, it would start to bring design issues into the PiP process as well as result in a need to identify zones within a site with differing height parameters, effectively diluting the original aims and objectives of the PiP process itself. To do so would result in the process being far more akin to that available via the outline planning permission route.
<p>Q28: Do you agree that publicity arrangements for Permission in Principle by application should be extended for large developments? If so, should local planning authorities be:</p> <p>i) required to publish a notice in a local newspaper? ii) subject to a general requirement to publicise the application or iii) both? iv) disagree If you disagree, please state your reasons.</p>	<p>Disagree. Publication in newspapers incurs an additional financial and resource cost to Local Planning Authorities and also results in a delay to timescales which are already limited in these cases. Broader publication of such applications would unfairly raise the expectations of local communities in seeking to influence the outcomes of these decisions in a manner that would be frustrating and confusing.</p> <p>No mention is made of introducing neighbour notification, notwithstanding the very significant increase in the scale of development that can be granted in PiP</p>
<p>Q29: Do you agree with our proposal for a banded fee structure based on a flat fee per hectare, with a maximum fee cap?</p>	Yes.
<p>Q30: What level of flat fee do you consider appropriate, and why?</p>	No comment other than to highlight that whilst the Permission in Principle regime allows for a streamlined process for developers, it still places a resourcing burden upon Local Planning Authorities to administer, publicise and assess/determine these submissions. It is therefore crucial that the fee schedule suitably recognises this.
<p>Q31: Do you agree that any brownfield site that is granted Permission in Principle through the application process should be included in Part 2 of the Brownfield Land Register? If you disagree, please state why.</p>	Yes.
<p>Q32: What guidance would help support applicants and local planning authorities to make decisions about Permission in Principle? Where possible, please set out any areas of guidance you consider are currently lacking and would assist stakeholders.</p>	It is misguided to assume that the lack of uptake in obtaining Permissions in Principle is derived from a lack of knowledge or understanding of how these work. Notwithstanding this, any guidance should be focused on local communities so that they can properly understand the limitations of the process for their purposes i.e.: making representations on material planning considerations

<p>Q33: What costs and benefits do you envisage the proposed scheme would cause? Where you have identified drawbacks, how might these be overcome?</p>	<p>Drawbacks include potential resourcing implications for Local Planning Authorities, confusion amongst local communities about how they can influence development</p>
<p>Q34: To what extent do you consider landowners and developers are likely to use the proposed measure? Please provide evidence where possible.</p>	<p>Unlikely. Since the provisions were introduced, Tonbridge and Malling Borough Council have received only one such submission and that was for a scheme of up to 3 dwellings on a small portion of land in a rural location. Developers promoting larger schemes will likely want the assurance of knowing at an earlier stage in the process what limitations and conditions would be required.</p>
<p>Q35: In light of the proposals set out in this consultation, are there any direct or indirect impacts in terms of eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations on people who share characteristics protected under the Public Sector Equality Duty? If so, please specify the proposal and explain the impact. If there is an impact – are there any actions which the department could take to mitigate that impact?</p>	<p>No.</p>

This page is intentionally left blank

Annex 2: Planning White Paper – Planning for the Future

Set Questions	SUGGESTED T&M RESPONSE
<p>Q1. What three words do you associate most with the planning system in England?</p>	<p>Q1-4 are aimed at individuals rather than Local Planning Authorities.</p> <p>No Comment</p>
<p>Q2. Do you get involved with planning decisions in your local area?</p> <p>[Yes / No]</p> <p>2(a). If no, why not?</p> <p>[Don't know how to / It takes too long / It's too complicated / I don't care / Other – please specify]</p>	<p>No Comment</p>
<p>Q3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?</p> <p>[Social media / Online news / Newspaper / By post / Other – please specify]</p>	<p>No Comment</p>
<p>Q4. What are your top three priorities for planning in your local area?</p> <p>[Building homes for young people / building homes for the homeless / Protection of green spaces / The environment, biodiversity and action on climate change / Increasing the affordability of housing / The design of new homes and places / Supporting the high street / Supporting the local economy / More or better local infrastructure / Protection of existing heritage buildings or areas / Other – please specify]</p>	<p>Policy LP2 of the submitted Local Plan sets out 10 Strategic Objectives that cover all of the suggestions listed.</p>
<p>A new approach to plan-making</p>	
<p>Proposal 1: The role of land use plans should be simplified. We propose that Local Plans should identify three types of land – Growth areas</p>	

<p>suitable for substantial development, Renewal areas suitable for development, and areas that are Protected.</p>	
<p>Q5. Do you agree that Local Plans should be simplified in line with our proposals?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Not sure. While there is some merit in the Government’s aim to simplify Local Plans and accelerate the process of plan making, the proposal to zone all land in a Local Planning Authority for either growth, renewal or protection will be controversial and take time to resolve.</p> <p>The Government also wants to rethink how local communities are engaged in the process from the outset and achieve a greater degree of consensus.</p> <p>Given that growth areas will effectively have permission in principle for development it will be extremely challenging to achieve consensus of any kind in less than 30 months.</p>
<p>Proposal 2: Development management policies established at national scale and an altered role for Local Plans</p>	
<p>Q6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Not sure. This would effectively change the role of national planning policy in the form of the NPPF from a material consideration to a binding policy.</p> <p>If the nationally set policies could be designed in a way that they can be applied to all Local Planning Authorities without adjusting for local circumstances, this would save time in plan making and provide a more consistent approach to development management across England.</p> <p>However, it is difficult to understand how such a one size approach will fit all given the diversity of landscapes, development pressures and planning constraints there are across the country.</p>
<p>Proposal 3: Local Plans should be subject to a single statutory “sustainable development” test, replacing the existing tests of soundness</p>	
<p>Q7(a). Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of “sustainable development”, which would include consideration of environmental impact?</p>	<p>Q7a - Yes. The current legal tests of soundness have become disproportionate in terms of the evidence needed to demonstrate that they have been met and over complicated. Many people engaging in the preparation of a Local Plan are baffled by the level of technical detail</p>

<p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q7(b). How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?</p>	<p>required to justify that the Habitats Regulations Assessment is sound, for example.</p> <p>Some of these tests cannot be made sound retrospectively by Main Modification (e.g. the Duty to Cooperate) so there is a risk that years of plan making can be lost if these tests are not met.</p> <p>A single sustainable development test has the potential to be simpler, but there are no details as yet.</p> <p>Q7b – Clearly the Duty to Cooperate has not been fit for purpose since its introduction in 2012. This has been due to the fact that neighbouring Local Planning Authorities are rarely at the same stage of plan making at the same time and resolving the main cross boundary issue of meeting neighbour’s housing need is controversial and extremely challenging particularly in areas of constraint and with the sorts of numbers generated by the Standard method.</p> <p>Some form of regional or sub-regional approach to strategic planning should be reintroduced to tackle these wider than single borough issues.</p>
<p>Proposal 4: A standard method for establishing housing requirement figures which ensures enough land is released in the areas where affordability is worst, to stop land supply being a barrier to enough homes being built. The housing requirement would factor in land constraints and opportunities to more effectively use land, including through densification where appropriate, to ensure that the land is identified in the most appropriate areas and housing targets are met.</p>	
<p>Q8(a). Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Q8a – The introduction of a housing target set by a higher body and to be planned for locally is not new. In the past Regional Planning Bodies and County Structure Plans used to distribute these to Local Planning Authorities, but crucially, those upper tier planning bodies took into consideration where growth could best be accommodated across the wider area allowing designated areas to have a degree of protection, while other</p>

Q8(b). Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?

[Yes / No / Not sure. Please provide supporting statement.]

areas could have concentrations of growth and investment to assist regeneration.

The issue with a Standard Method, set to deliver over 300,000 new houses every year, is that the mechanism for that redistribution of growth is not being addressed and in the absence of the Duty to Cooperate, there does not seem to be any way that Local Planning Authorities in London and the South East will be able to meet their needs.

To work, either a new upper tier planning role needs to be introduced to replace the Duty to Cooperate as suggesting in response to Q7 or the way that the Standard Method is calculated has to include a reality check in the form of how deliverable these targets are. Since the Government is committed to delivering over 300,000 new homes per year, the former solution would appear to be the preferred option.

Q8b – No. Affordability is a critical issue that needs to be positively addressed through the planning system particularly in areas like Tonbridge and Malling, but increasing housing supply to the extent that will be necessary to bring house prices down is not sustainable or deliverable. It also assumes that house builders will build at rates that will erode their profit margins, which is unlikely to happen.

Affordability should be retained in the methodology, but there should be a reality check for deliverability built into the algorithm.

The ‘densification’ of existing urban areas to meet future needs seems contrary to other aims of the White Paper and is based on the assumption that existing infrastructure in urban areas has sufficient capacity to take additional growth, when the opposite is often more the case.

Properly planned new towns and villages would be an approach that is more consistent with the aims and objectives of the White Paper.

A streamlined development management process with automatic planning permission for schemes in line with plans	
Proposal 5: Areas identified as Growth areas (suitable for substantial development) would automatically be granted outline planning permission for the principle of development, while automatic approvals would also be available for pre-established development types in other areas suitable for building.	
<p>Q9(a). Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q9(b). Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q9(c). Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Q9a – Yes but there is limited detail as to how these designations would be decided and what evidence will underpin those decisions. There is also a lack of information on how elected Members and stakeholders would be involved in detailed consent processes, given the front loading of consultation activity to the plan making stage when designations would be proposed, consulted on and agreed. In general there is a lack of information on the potential roles for elected Members and other community representatives.</p> <p>Q9b – as above.</p> <p>Q9c – Yes. See response to Q8b above.</p>
Proposal 6: Decision-making should be faster and more certain, with firm deadlines, and make greater use of digital technology	
<p>Q10. Do you agree with our proposals to make decision-making faster and more certain?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Yes in principle but Local Planning Authorities need to be fully resourced in order to ensure they can meet the demands that this would place on them.</p>

A new interactive, web-based map standard for planning documents	
Proposal 7: Local Plans should be visual and map-based, standardised, based on the latest digital technology, and supported by a new template.	
Q11. Do you agree with our proposals for accessible, web-based Local Plans? [Yes / No / Not sure. Please provide supporting statement.]	Yes. More should be made of digital solutions to reach a wider (younger) audience and this has been demonstrated during the recent pandemic restrictions. However, some members of our local communities will not be comfortable or even able to access the discussion in this way, so some form of alternative means should be retained.
A streamlined, more engaging plan-making process	
Proposal 8: Local authorities and the Planning Inspectorate will be required through legislation to meet a statutory timetable for key stages of the process, and we will consider what sanctions there would be for those who fail to do so.	
Q12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans? [Yes / No / Not sure. Please provide supporting statement.]	No. There is insufficient detail to make a considered judgement, but 30 months seems too short a time period to properly engage with communities and take on board their responses for something as fundamental as adopting planning 'zones' for growth, renewal and protection across the whole Borough.
Proposal 9: Neighbourhood Plans should be retained as an important means of community input, and we will support communities to make better use of digital tools	
Q13(a). Do you agree that Neighbourhood Plans should be retained in the reformed planning system? [Yes / No / Not sure. Please provide supporting statement.]	Q13a - Not sure. There is insufficient detail in the White Paper to fully understand how neighbourhood plans would fit into a zonal planning system and what sort of timescales neighbourhood planning forums would be working to (presumably not 30 months like the proposed Local Plan timetables).
Q13(b). How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?	Q13b – The use of more digital tools might be challenging for some neighbourhood planning forums.

Speeding up the delivery of development	
Proposal 10: A stronger emphasis on build out through planning	
<p>Q14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Yes. This has been discussed at length and potential solutions proposed. For example, requiring Council Tax to be paid on dwellings with planning permission that have not been completed within a reasonable timeframe.</p>
<p>Q15. What do you think about the design of new development that has happened recently in your area?</p> <p>[Not sure or indifferent / Beautiful and/or well-designed / Ugly and/or poorly-designed / There hasn't been any / Other – please specify]</p>	<p>Other – TMBC works hard to ensure that all new developments are well designed in accordance with adopted policy and the requirements of the NPPF but it is clear that in many cases this is frustrated by developers need to “value engineer” schemes or where they take a cynical view that design only needs to be “good enough” to secure a grant of planning permission, particularly when faced with the need to apply the presumption in favour of sustainable development in the absence of a five year housing land supply. This has also been apparent in certain appeal decisions across the Borough.</p>
<p>Q16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?</p> <p>[Less reliance on cars / More green and open spaces / Energy efficiency of new buildings / More trees / Other – please specify]</p>	<p>It should be a combination of all of the options given dependant on the circumstances of the sites and nature of developments.</p>
Proposals	
Creating frameworks for quality	
Proposal 11: To make design expectations more visual and predictable, we will expect design guidance and codes to be prepared locally with community involvement, and ensure that codes are more binding on decisions about development.	
<p>Q17. Do you agree with our proposals for improving the production and use of design guides and codes?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Yes – however question is raised as to what the evidential basis for this will be and therefore resultant credibility. It will also be important to ensure that any such guides/codes recognise the importance of innovation and do not simply seek to impose rigid or unrealistic parameters upon new development.</p>

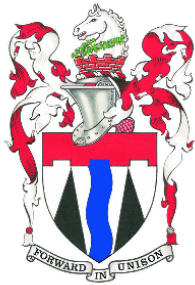
<p>Proposal 12: To support the transition to a planning system which is more visual and rooted in local preferences and character, we will set up a body to support the delivery of provably locally-popular design codes, and propose that each authority should have a chief officer for design and place-making.</p>	
<p>Q18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Yes – given the subjectivity surrounding what is “beautiful”, this is a particularly difficult area to deliver on and is likely to divide opinion. Having a new body in place and Chief Officers for design and place making will assist in bringing about levels of consensus and engendering discussions around coding and guides to ensure they are a constructive tool rather than a means by which to stifle development. However, there is a lack of information about how these would be kept current, how stakeholders including elected Members would input into them and what mechanisms would be sufficient to prove local popularity of design codes.</p>
<p>Proposal 13: To further embed national leadership on delivering better places, we will consider how Homes England’s strategic objectives can give greater emphasis to delivering beautiful places.</p>	
<p>Q19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Yes. See comments above.</p>
<p></p>	
<p>A fast-track for beauty</p>	
<p>Proposal 14: We intend to introduce a fast-track for beauty through changes to national policy and legislation, to incentivise and accelerate high quality development which reflects local character and preferences.</p>	
<p>Q20. Do you agree with our proposals for implementing a fast-track for beauty?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Not sure – high quality development must be just that in all respects, it is not diluted into a single quantifiable aspect – there may be technical issues arising that must be addressed in order to ensure high quality in all respects and this can take time particularly where statutory consultees need to input into schemes.</p>
<p></p>	

Effective stewardship and enhancement of our natural and historic environment	
Proposal 15: We intend to amend the National Planning Policy Framework to ensure that it targets those areas where a reformed planning system can most effectively play a role in mitigating and adapting to climate change and maximising environmental benefits.	We would support measures to allow climate issues to be more fully considered in the planning process. However, how these requirements are balanced against other priorities such as those laid out in Q21 below is a complex issue.
Proposal 16: We intend to design a quicker, simpler framework for assessing environmental impacts and enhancement opportunities that speeds up the process while protecting and enhancing the most valuable and important habitats and species in England.	
Proposal 17: Conserving and enhancing our historic buildings and areas in the 21st century	We assume that such buildings and areas would fall within the ‘protect’ designation in zonal planning terms and support the need to consider how these areas are best managed. However, conserving and enhancing those buildings and areas should not necessarily be as a result of no development at all but should rather be a combination of protection and high quality, complementary development where this meets with locally supported design codes.
Proposal 18: To complement our planning reforms, we will facilitate ambitious improvements in the energy efficiency standards for buildings to help deliver our world-leading commitment to net-zero by 2050.	
<p>Q21. When new development happens in your area, what is your priority for what comes with it?</p> <p>[More affordable housing / More or better infrastructure (such as transport, schools, health provision) / Design of new buildings / More shops and/or employment space / Green space / Don’t know / Other – please specify]</p>	Whilst affordable housing and Infrastructure are priorities, this should not be at the expense of design, green space or commercial provision, because the overarching aim to create and enhance places.
Proposals	
A consolidated Infrastructure Levy	
Proposal 19: The Community Infrastructure Levy should be reformed to be charged as a fixed proportion of the development value above a	

<p>threshold, with a mandatory nationally-set rate or rates and the current system of planning obligations abolished.</p>	
<p>Q22(a). Should the government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q22(b). Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?</p> <p>[Nationally at a single rate / Nationally at an area-specific rate / Locally]</p> <p>Q22(c). Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?</p> <p>[Same amount overall / More value / Less value / Not sure. Please provide supporting statement.]</p> <p>Q22(d). Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Q22a - Yes, insofar as this would simplify the securing of developer contributions.</p> <p>Q22b – Either nationally at an area specific rate, depending on the size of that area and how it takes into account similarities in LPAs within it in terms of affordability and viability, or locally to allow for these variations.</p> <p>Q22c – More. If this is not the case, the range of requirements already in place under CIL/s106 and the addition of commitments to more infrastructure and climate change mitigation will not be achievable.</p> <p>Q22d – Yes.</p>
<p>Proposal 20: The scope of the Infrastructure Levy could be extended to capture changes of use through permitted development rights</p>	
<p>Q23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Yes, as more and more development is coming through this route.</p>
<p>Proposal 21: The reformed Infrastructure Levy should deliver affordable housing provision</p>	

<p>Alternative option: We could seek to introduce further requirements around the delivery of affordable housing.</p>	
<p>Q24(a). Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q24(b). Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q24(c). If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q24(d). If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p>	<p>Q24a - Yes.</p> <p>Q24b – Not sure. This is likely to depend on how the individual authority manages its affordable housing stock and therefore a range of options need to be available. In addition to this, the 'in-kind' value of affordable housing will vary hugely between LPAs.</p> <p>Q24c – Yes. The 'in-kind value' of the affordable housing would need to be managed at the same geographic level as the Levy.</p> <p>Q24d – Yes. If a value is set for the affordable housing being delivered that can be measured within the wider Levy requirement, the 'in-kind' contribution needs to have some benchmarks in terms of space standards and quality of product.</p>
<p>Proposal 22: More freedom could be given to local authorities over how they spend the Infrastructure Levy</p>	
<p>Q25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?</p> <p>[Yes / No / Not sure. Please provide supporting statement.]</p> <p>Q25(a). If yes, should an affordable housing 'ring-fence' be developed?</p>	<p>Q25 – Yes. Whilst having an agreed process governing how projects/priorities should be considered for inclusion on the 'spending list' for a Levy, it should be within the remit of an LPA and its stakeholders, most importantly its elected Members, to decide as far as possible what is included within that list and what priority it is given.</p> <p>Q25a – Yes. In order to ensure that an appropriate supply of affordable housing can be secured in the long term.</p>

<p>[Yes / No / Not sure. Please provide supporting statement.]</p>	
<p>Proposal 23: As we develop our final proposals for this new planning system, we will develop a comprehensive resources and skills strategy for the planning sector to support the implementation of our reforms.</p>	
<p>Proposal 24: We will seek to strengthen enforcement powers and sanctions</p>	<p>More detail would be required to assess this proposal; however, if LPAs have the opportunity to carry out more enforcement and fund ongoing enforcement activity from that to ensure that the planning framework and design codes that are supported by the local community are delivered on, this would be welcomed.</p>
<p>What happens next</p>	
<p>Equalities impacts</p>	
<p>Q26. Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?</p>	<p>No.</p>



**TONBRIDGE & MALLING
BOROUGH COUNCIL**

Nicolas Heslop

**Borough Councillor for Cage
Green, Tonbridge**

Leader of The Council

The Rt Hon Robert Jenrick MP
Secretary of State for Housing, Communities and Local Government

By Email: robert.jenrick.mp@parliament.uk

18 September 2020

Dear Robert,

Following the organisation of an extraordinary meeting of our Planning & Transportation Advisory Board, which we decided to hold given the strength of feeling amongst our Members and community stakeholders, we have submitted a response to the consultation on Changes to the Current Planning System. However, the nature of the consultation questions is such that we felt it necessary to send this letter to you in addition, as there was strong feeling amongst our Members that we were not able to fully explain our concerns in that format.

TMBC has delivered extremely well against government housing targets and previous targets set by former regional planning bodies and county Structure Plans and it now seems as though our strategic approach to utilising sustainable brownfield sites and considering the spread of our developments is resulting in us being penalised with unachievable targets.

The Council's latest Housing Land Supply position as of 31st March 2019 illustrates this. The Local Development Framework Core Strategy was adopted in 2007 and sought to deliver 6,375 dwellings over a 15 year plan period or an average of 425 per year. In the first five years 2006/7 to 2010/11 3,210 homes were built, an average of 642 a year or 151% of the target. In the following five years 2011/12 to 2015/16 2,845 were built or an average of 569 per year (+134%). The reduction explained in part by the effects of the global economic recession that began in 2008. In the current five year period 2016/17 to 2020/21, we only have figures for the first three years 2016/17 to 2018/19, during which 2,451 homes were completed or an average of 817 per year. This illustrates that housing delivery has been consistently strong in Tonbridge and Malling, despite being within an area of constraint.

https://www.tmbc.gov.uk/_data/assets/pdf_file/0003/926760/Housing_Land_Supply_Position_2018-19_Final.pdf (see Table 1)

The sheer scale of the increase required for TMBC, which would see our annual figure rise from 696 (as part of the transitional arrangements under which we

Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ
Email: nicolas.heslop@tmbc.gov.uk

submitted our Local Plan, which has its hearing stages in the next few months) to around 1440, is simply unsustainable. When coupled with a potential reduction in contributions due to the small site exemption threshold being raised, our already challenged local transport, health, education and community infrastructure will not be able to sustainably meet the needs of existing and new residents.

We also recognise concerns from other local authorities who have seen their numbers reduced who would like to see more growth in their areas because there is economic gain to be had that their area is in need of. There might be potential for some regional discussions about housing numbers but there is no discussion of this in the consultation document.

This potential increase in housing delivery requirements then has a significant impact on how achievable the zonal planning approach mentioned in the White Paper, which we will be responding to separately, is going to be. An initial assessment suggests that with the constraints we have including 71% Green Belt and 2 AONBs and their settings means that our current annual OAN of 696 will only be achieved through very careful strategic planning, but a target of double that will not be possible utilising a zonal system that restricts development significantly in some areas whilst still having a meaningful approach to strategic planning. We are by no means the only local planning authority to be in this position. We would favour a full review of measures to protect the best of our countryside and biodiversity whilst allowing sustainable development to occur.

We also have concerns about the First Homes proposals, which will not provide more of the most needed types of affordable housing. The nature of areas such as Tonbridge and Malling, within easy commuting distance of London, will make the very short timescale in which the properties can be restricted for local buyers at a larger discount a sales disincentive for developers, who will potentially limit their marketing and wait for the opportunity to sell to buyers moving out of London who can meet the costs at the national standard 30% discount only.

Yours sincerely,

Nicolas Heslop
Borough Councillor, Cage Green Ward
Leader & Cabinet Member for Economic Regeneration
Tonbridge & Malling Borough Council

David Lettington
Borough Councillor, Snodland West and Holborough Lakes Ward
Cabinet Member for Strategic Planning and Infrastructure
Tonbridge & Malling Borough Council

On-Street Parking Update

Item JTB 20/16 referred from Joint Transportation Board of 21 September 2020

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Finance and Transformation provided an update on the proposed timescale for the implementation of the changes to on-street parking charges. Attention was drawn to the impact of the Covid-19 pandemic on user patterns in relation to parking and to temporary amendments to Traffic Regulation Orders to address Covid-19 restrictions. Updates on Phases 11 and 12 of the Parking Action Plan and the larger parking reviews, including those at Kings Hill, Hadlow and Hildenborough, were also provided.

RESOLVED: That

- (1) the consultation for the proposed on-street parking fees and charges be progressed as outlined in the report and the outcome be reported to the meeting of the Joint Transportation Board to be held on 8 March 2021;
- (2) the outcome of the Phase 12 Parking Action Plan informal consultation be reported to the next meeting of the Joint Transportation Board; and
- (3) subject to the informal consultation responses (Annex 2) with minor alterations to proposals on Queen Street, Discovery Drive and Regent Way, the Kings Hill Parking Review be progressed to formal consultation.

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

JOINT TRANSPORTATION BOARD

21 September 2020

**Report of the Director of Street Scene, Leisure & Technical Services
and Director of Finance & Transformation**

Part 1- Public

Matters For Decision

1 ON-STREET PARKING UPDATE

Summary

This report updates Members on the proposed timescale for the implementation of the changes to on-street parking charges, and also updates on Phases 11 and Phase 12 of the Parking Action Plan, and the larger parking reviews including Kings Hill, Hadlow and Hildenborough. The recommendations take into account the impact of the Covid-19 pandemic.

1.1 On-Street PARKING Charges

- 1.1.1 At the previous meeting of this Board on the 9th March 2020, Members considered a report and agreed recommendations to the Borough Council's Cabinet to allow the progression of formal consultation in relation to on-street parking fees and charges across the Borough.
- 1.1.2 The recommendations from this Board were due to be considered at the Cabinet meeting on the 17 March 2020. Due to the Covid-19 pandemic this meeting was cancelled and at the 3 June 2020 meeting of Cabinet the decision was taken to defer until the next annual cycle of charges review.
- 1.1.3 The timescale for this next cycle is relatively short as we would seek to align the off-street and on-street charging regime timescales as much as possible. A copy of the previously proposed on street parking charges is attached in **Annex 1**.
- 1.1.4 The next step is for the formal consultation to proceed this October/November and the outcome to be reported back to the 8 March 2021 meeting of this Board.
- 1.1.5 Recommendations would then be made to Cabinet with any changes approved being implemented in April 2021.

1.2 Parking Action Plan – Phase 11

- 1.2.1 Phase 11 of the Parking Action Plan was reported to the March 2020 meeting of this Board and has progressed to its implementation stage. Delivery of the works have been delayed due to Covid-19.

1.2.2 Phase 11 has now been passed to contractors for delivery and we anticipate this being complete by November 2020. This includes the introduction of new on street charging areas in the upper parts of Tonbridge High Street.

1.3 Parking Action Plan - Phase 12

1.3.1 The Phase 12 of the Parking Action Plan was reported to the June meeting of the Board.

1.3.2 We have now completed the initial investigation and design work. This has enabled us to enter into informal consultation with those directly affected by any proposals. The outcome of this consultation will be reported back to the 23 November 2020 meeting of the Board.

1.4 Parking Reviews

1.4.1 In addition to the Phased Parking Action Plans, the Borough Council has agreed a programme of Parking Reviews, where more complex issues or packages of measures can be addressed.

1.4.2 There are currently three Parking Reviews under way, Kings Hill, Hadlow and Hildenborough, with a future review programmed for Snodland.

1.5 Kings Hill

1.5.1 The parking issues in Kings Hill cover a number of locations across the village, with a variety of issues relating to the style of the development and the number of adopted and private roads.

1.5.2 In liaison with the local Members, the Parish Council and Liberty Property, Officers have reviewed the programme and approach to be taken for Kings Hill. Given the potential on-going phases of this review, the decision was taken to address the main distributor roads first.

1.5.3 The initial proposals for this first phase of work have been through the informal consultation process and the responses are summarised in **Annex 2**.

1.5.4 Kings Hill Parish Council did respond through our online consultation platform. The detail of their response is shown in **Annex 3** and has been considered during the analysis of responses and included in the summaries shown in **Annex 2**.

1.5.5 The responses show a mixed but broadly supportive response from residents. There was, however, a frequent comment that parking restrictions would make the parking situation worse. Whilst the comment is understandable, it may also be the case that a number of residents are currently taking advantage of parking against the Highway Code, close to junctions and where it causes problems. These residents may have to find more suitable parking elsewhere which is less convenient, or use their own off-street parking facilities.

- 1.5.6 There were a number of comments to do more and to go further into the residential areas (it is our intention to address these areas in further iterations of the parking review).
- 1.5.7 The next steps for the Kings Hill review are for the minor alterations to proposals in Queen Street, Discovery Drive and Regent Way to be considered and the plans adjusted accordingly, and then to proceed to formal consultation on the proposals.
- 1.5.8 We will look to carry out the formal consultation this autumn with a report on the outcome of the consultation coming back to this Board early next year.

1.6 Hadlow (and Golden Green)

- 1.6.1 The Council has developed proposals for parking restrictions across Hadlow (and Golden Green) and is ready for informal consultation with residents and the Parish Council.
- 1.6.2 We will look to carry out the informal consultation this autumn with a report on the outcome of the consultation coming back to this Board early next year.

1.7 Hildenborough

- 1.7.1 Initial proposals have been developed for Hildenborough and discussed in outline with the local Members. The issues are complex due to competing demands for residential, business, commuter and school parking.
- 1.7.2 The next step is to discuss the proposals with the Parish Council in an informal context prior to carrying out the first round of consultation with residents on the proposals.

1.8 Snodland

- 1.8.1 Parking in Snodland is to be looked at as part of a review, aimed at addressing concerns about the conflicting needs of residents, shoppers, workers in the town and commuters taking advantage of the high speed rail link.
- 1.8.2 This is likely to require significant survey work and assessment and we may look to place this with consultants to take this review forwards in a timely manner.
- 1.8.3 We hope to progress this early in 2021 as we will need parking habits and behaviours to return to some degree of new normality before any survey work is undertaken.

1.9 Legal Implications

- 1.9.1 The powers allowing the Borough Council to carry out parking management activity are contained in the Road Traffic Regulation Act 1984, supplemented by formal agreement with Kent County Council as the Local Highway Authority, in respect of its powers under the Traffic Management Act 2004. In particular,

section 122 of the Road Traffic Regulation 1984 Act imposes a general duty on local authorities exercising functions under the Act to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of safe and adequate parking facilities on and off the highway.

- 1.9.2 The Borough Council carries out parking enforcement under an Agency agreement with Kent County Council by way of a Traffic Regulation Order, under the terms of the Road Traffic Act 1988 (and its amendments), the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004.
- 1.9.3 Changes to parking charges are made via an Amendment Orders to the Council's on and off-street parking Traffic Regulation Orders, using the procedures set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and will reflect any temporary amendments to procedures introduced to address Covid-19 restrictions.

1.10 Financial and Value for Money Considerations

- 1.10.1 The review of the on-street car parking fees and charges was progressed within the context of a set of guiding principles, the cost of the parking service to the Council and ongoing investment in the parking management service. Details were reported to the September 2019 meeting of the Street Scene & Environment Services Advisory Board.
- 1.10.2 Clearly the Covid-19 pandemic will result in different user patterns in relation to parking. The full extent of this impact in the changing habits of users will not be known for some time as businesses and users make changes to the way they move and operate within the Borough.
- 1.10.3 Funding to implement works associated with the Parking Action Plan Phase 11 and 12 is provided within existing revenue budgets.

1.11 Risk Assessment

- 1.11.1 The comprehensive assessment and consultation process applied to Parking Action Plans provides the assurance that the Borough Council has the will and ability to adapt proposals brought forward, in the light of comment and circumstances, and to ensure that it achieves a best balance of local parking needs. A regular review of the schemes is crucial to ensure that the Council correctly and effectively manages on-street parking in these areas, as the proposals are either introduced for safety reasons or to provide a more appropriate balance of parking needs.
- 1.11.2 A major risk is that scheme proposals encounter significant lack of local support. This risk is mitigated by the considerable effort devoted to ensuring there is widespread consultation on proposals both informally and formally. There is also care given to ensuring that schemes are adjusted and adapted in the light of

comments and observations received from the local community, without compromising safety.

1.12 Equality Impact Assessment

1.12.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.12.2 Blue Badge holders can park free of charge in the Council's car parks for up to 23 hours. For Blue Badge holders living in a parking permit area, a Resident Parking Permit is not required as long as the valid Blue Badge and clock is correctly displayed. The Blue Badge scheme has recently been extended by Central Government to include people with "hidden disabilities". This includes people with learning disabilities, autism and mental health conditions.

1.13 Policy Considerations

1.13.1 Asset Management

1.13.2 Communications

1.13.3 Community

1.13.4 Customer Contact

1.14 Recommendations

1.14.1 It is **RECOMMENDED** to the Borough Council Cabinet that:

- i) consultation for the proposed on-street parking fees and charges be progressed as outlined in the report, with the outcome reported back to the 8 March 2021 meeting of this Board;
- ii) the outcome of the Phase 12 parking action plan informal consultation be reported to the next meeting of this Board; and
- iii) the Kings Hill Parking Review be progressed to formal consultation taking into account the informal consultation responses (Annex 2) with minor alterations to proposals on Queen Street, Discovery Drive and Regent Way.

Background papers:

contact: Andy Edwards

Annex 1 – Copy of proposed charges
Annex 2 - Kings Hill informal consultation summaries

Head of Technical Services

Robert Styles
Director of Street Scene, Leisure and Technical Services

Sharon Shelton
Director of Finance and Transformation.

**THE KENT COUNTY COUNCIL
(VARIOUS ROADS, TONBRIDGE AND MALLING) (WAITING
RESTRICTIONS AND ON-STREET PARKING PLACES)
(AMENDMENT 32) ORDER 2020**



Notice is hereby given that Kent County Council intends to make the above Order, under Section 1, 2, 35, 36, 45, 46, 47, 49, 53, 124 of and Part IV of Schedule 9 to the Road Traffic Regulations Act 1984, the effect of which will be the alteration of parking tariffs and charges.

The tariff items and charges to be changed are as follows (no other alterations are proposed);

In the Borough of Tonbridge & Malling

On-Street Pay & Display and 'Pay by Phone'

Tariff	Type	Time period	Current Charge	New charge
T1.1	On-street pay & display	Up to 30 minutes	70p	70p
		Up to 1 hour	£1.30	£1.40
		Up to 2 hours	£2.30	£2.50
		Up to 3 hours	£3.10	£3.40

On-street parking permits

Tariff	Type	Current Charge	New charge
T2	Resident's on-street permit	1 st permit per household £40 per year	1 st permit per household £45 per year
		2 nd permit per household £40 per year	2 nd permit per household £45 per year
		3 rd permit per household £40 per year	3 rd permit per household £90 per year
		4 th and more permit per household £40 per year	4 th and more permit per household £135 per year
T3	Business on-street permit	£160 per year	£175 per year

Dispensations

Tariff	Type	Current Charge	Proposed charge
T7.1	Discretionary dispensation permit AZT for essential carers	£50	£25
T7.3	Discretionary dispensation permit PM for property maintenance vehicles (valid in any Tonbridge residents permit bay)	£160	£175
T7.4	Discretionary dispensation permit PMY for property maintenance vehicles (valid in any Tonbridge residents permit bay and on yellow lines where loading and unloading is not prohibited in Tonbridge High Street)	£160	£175
T7.5	Discretionary dispensation permit THB for vehicles carrying out regular cash banking activities (valid on yellow lines adjacent to banking facilities where loading and unloading is not prohibited in Tonbridge High Street for a maximum of 20 minutes)	£160	£175
T7.6	Discretionary dispensation permit for commercial purposes (such as building works)	£10 per day, £30 per week	£10 per day, £40 per week

A copy of the draft Order and a statement of reasons for proposing to make the Order may be inspected during normal working hours at the offices of Tonbridge and Malling Council Offices,

Kings Hill, West Malling or Tonbridge Castle and at the Kent County Council Offices, Sessions House, County Hall, Maidstone, Kent.

The proposed Order may also be viewed on www.tmbc.gov.uk/onstreetcharges

Anyone wishing to support these proposals, or object to them, should write stating reasons, and quoting the name of the Order by *[date to be confirmed]* to;

The Parking Office, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ.

Dated *[date to be confirmed]*

Barbara Cooper
Corporate Director, Growth, Environment and
Transport
Kent County Council,
County Hall,
Maidstone, Kent ME14 1XQ

For enquires relating to these proposals please contact Tonbridge & Malling Borough Council on 01732 844522.

Joint Transportation Board - Kings Hill Review Phase A – Location Summaries

Road / Area	Gibson Drive
Plan reference:	DD/586/07

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 19 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
1 (5.3%)	1 (100%)	0 (0%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
1 (100%)	0 (0%)	0 (0%)

The Parish Council commented in favour of the proposals, but would like a Bus stop clearway outside Borough Council offices.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
3 (100%)	3 (100%)	0 (0%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Do not see any existing issues	1	Parking is starting to occur on Gibson Drive and the proposals should help maintain the free flow of traffic on to the estate and facilitate bus movements.
People should follow the rules and agreements for KH and plan ahead	1	
Would like Bus stop clearway outside Borough Council offices	1	The proposals include bus stop clearways outside the Borough Council offices

Informal consultation responses

The response rate to the informal consultation was low for this sort of proposal, reflective of the few residential properties in the immediate area.

Recommendation after informal consultation

In light of the positive responses received, and no comments against the proposals, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	Crispin Way
Plan reference:	DD/586/08

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 20 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
2 (10%)	0 (0%)	2 (100%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
1 (100%)	0 (0%)	0 (0%)

The Parish Council commented in favour of the proposals but would like to extend the double yellow lines from Discovery Drive to 45 Alexander Grove.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
4	2 (50%)	2 (50%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Nowhere for visitors to park/permit to park in Crispins	2	Crispin Way is not intended to provide parking for residents, but as an access road to the school. The car park is outside of the Borough's remit and would be for the owner to consider allowing resident parking or not.
More parking provision in Kings Hill generally	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Who will enforce parking restrictions? (if implemented)	1	The Borough Council's Parking Enforcement team would arrange patrolling by our Civil Enforcement Officers.
Far too many cars blocking view for children crossing and cars navigating between parked cars	1	The proposals are intended to improve safety, visibility and access around the school.

Issue	No. times raised	Response
In favour - but would like to extend double yellows from DD to No 45 Alexander Grove (<i>from plan 09 this appears to be proposed</i>)	1	This is part of the proposals

Informal consultation responses

The response rate to the informal consultation was low for this sort of proposal. The residents that commented against the proposals did so on the base of parking pressure in the area and lack of facilities, but the parking pressure in the area is the lead cause of the concerns about parking near the school.

The parking pressures in the area are a consequence of the private parking provision to the national planning design standards that prevailed at the time the development was constructed, which do not adequately meet the demand for parking from residents themselves, and this cannot be resolved by the Borough Council.

There seems to be a general reluctance from residents to use private parking spaces or garages that may be out of direct view from properties or located in parking areas accessed through narrow driveways. This leads to parking on the residential roads through the estate, and often to parking half-on, half-off pavements that causes significant problems for those with mobility issues.

What we can assist with is easing access to those parking areas and prevenitng obstructive parking, which may encourage more effective use of the private parking areas.

It should be noted that the proposals echo the requirements of the Highway Code, not to park on bends, junctions or where it would cause an obstruction or safety issue.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **procede** to formal consultation.

Road / Area	Alexander Grove, Discovery Drive and Alton Ave
Plan reference:	DD/586/09

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 47 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
10 (21.3%)	6 (60%)	4 (40%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
2 (40%)	3 (60%)	0 (0%)

The Parish Council commented in favour of the proposals, but made no specific comments.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
16	9 (56.3%)	7 (43.8%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Nowhere for visitors to park/permit to park in Crispins	1	Crispin Way is not intended to provide parking for residents, but as an access road to the school. The car park is outside of the Borough's remit and would be for the owner to consider allowing resident parking or not.
More parking provision in Kings Hill generally	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Changes proposed will displace parking/therefore make matters worse	5	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Proposals will address inconsiderate parking	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Proposals will protect vulnerable pedestrians	1	The aim is to provide a safe and suitable environment.

Issue	No. times raised	Response
Parking restrictions need to be enforced (if implemented)	2	The Borough Council's Parking Enforcement team would arrange patrolling by our Civil Enforcement Officers.
White Vans/Commercial vehicles in Alexander Grove	6	Whilst not desirable, there is an increase in the use of commercial vans, and provided they are legal to be on the public highway they are as entitled to use the road space as any other road user. It is likely that the vans are associated with residents that live in the area.
Taking away parking from outside our property as stated in the covenant	2	Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies.
No parking for visitors, including grandparents and friends - feeling trapped and stressed - considering moving	2	Like any other parking, visitor parking cannot be taken for granted on the public highway.
Lack of parking outside property devalues by 5%	1	Parking on the public highway is not a right, it is tolerated where it does not create a problem, cannot be taken for granted. The purpose of the public highway is to assist travel, and whilst parking directly outside a property may be seen as a benefit, this is secondary to the needs of the travelling public.
Residents Parking scheme would be welcomed	2	A residents' parking scheme is unlikely to resolve parking issues as the parking in the area is predominantly from residents themselves. Any permit parking scheme has annual permit cost and is unlikely to resolve the parking issues.
Don't criminalise parents	1	Every driver needs to be aware of the requirements of the public highway to drive and park lawfully.
Workers from shops businesses are using these roads for parking	2	The public highway is for all to use, but the majority of parking (outside of school times) seems to relate to residents.
Parents at school drop off pick up are inconsiderate	1	Every driver needs to be aware of the requirements of the public highway to drive and park lawfully.
Visitors and others are using Alexander Grove for parking	2	The public highway is for all to use, but the majority of parking (outside of school times) seems to relate to residents.
Parking not a problem until KH property and ASDA made changes to rules	2	Parking in private parking facilities cannot be taken for granted and can be controlled by the owner of that facility. However, this does not mean that safety

Issue	No. times raised	Response
		on the public highway should be compromised.
Double yellow lines will mean parking away from outside house on Alexander Grove - challenging for wife with baby and shopping especially at night	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
No allocated parking for residents	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Roads are narrow and difficult to drive down	1	The proposals are intended to reduce obstructive parking and ease access.
Parking issues with school over 1 hour a day - will affect householder 24 hours a day	3	The public highway is for all to use, but the majority of parking (outside of school times) seems to relate to residents.
Sometimes cars are left for weeks in Alexander Grove	1	The public highway is for all to use, but the majority of parking (outside of school times) seems to relate to residents. Any vehicles that are abandoned on the public highway can be reported to the Borough Council's Waste Services team on waste.services@tmbc.gov.uk
Have you considered other solutions - designated parking bays for residents, widening road, making it one way, commercial solution for vans and lorries	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Parking Manager may achieve his goals (for the free flow of traffic) but this will not help residents	1	Parking on the public highway is not a right, it is tolerated where it does not create a problem, cannot be taken for granted. The purpose of the public highway is to assist travel, and whilst parking directly outside a property may be seen as a benefit, this is secondary to the needs of the travelling public.
Considering legal action to enforce covenants or against fellow residents with camper vans/commercial vehicles	1	Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies.
Proposal to extend parking available to outside No 39 Alexander Grove	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Informal consultation responses

The response rate to the informal consultation was average for this sort of proposal, with a small majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	Discovery Drive (East of Alexander Grove)
Plan reference:	DD/586/10

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 48 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
13 (27.1%)	9 (69.2%)	3 (23.1%)	1 (7.7%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
1 (50%)	1 (50%)	0 (0%)

The Parish Council commented in favour of the proposals but would like to see the double yellow lines meet up at the entrance just past Rubin Place.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
16	11 (68.8%)	4 (25%)	1 (6.3%)

Issues raised during the consultation

Issue	No. times raised	Response
White Vans/Commercial vehicles in Alexander Grove	3	Whilst not desirable, there is an increase in the use of commercial vans, and provided they are legal to be on the public highway they are as entitled to use the road space as any other road user. It is likely that the vans are associated with residents that live in the area.
Changes proposed will displace parking/therefore make matters worse	3	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Additional Traffic Calming measures required	1	The provision of traffic calming is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Assist with rubbish/garage clearances	1	Residents are responsible for their own property, and the disposal of rubbish and large items that are not within the scope of normal household rubbish.

Issue	No. times raised	Response
		However, the Council can assist with it's Bulky Waste collection scheme, though there is a charge for this.
Thanks to TMBC for constructive action	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Additional wooden parking bollards in Milton Lane required	1	The provision of wooden bollards is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Do not consider there to be a parking problem on Discovery Drive	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Double yellow lines will encourage more people to park on the road	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Current parking restrictions need to be enforced	1	Currently there are very few enforceable parking restrictions in the area, so little enforcement takes place. This would be revised if the new restrictions are introduced.
More parking provision in Kings Hill generally	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Yellow lines affect the character of the road	1	It is not unusual to introduce yellow line road markings to the public highway and this should be an expected part of any streetscene.
Suggestion - marked parking spaces on DD (<i>Discovery Drive</i>) replacing the existing grass verge	1	It is not possible to create more parking places within the constraints of the public highway.
In favour - although action to address parking issues for parents of school children required e.g. spare land at side of community hall	1	It is not possible to create more parking places within the constraints of the public highway.
Emergency access is often obstructed by parked vehicles - and there is an increase in commercial vehicles parked overnight	1	Whilst not desirable, there is an increase in the use of commercial vans, and provided they are legal to be on the public highway they are as entitled to use the road space as any other road user. It is likely that the vans are associated with residents that live in the area.
In favour - but would like double yellows to meet up at the entrance just past Rubin Place	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible, but could be extended in line with the Parish's comments

Informal consultation responses

The response rate to the informal consultation was average for this sort of proposal, with the majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals be amended on Discovery Drive (near Rubin Place) and **procede** to formal consultation.

Road / Area	Discovery Drive and Fortune Way (southern section)
Plan reference:	DD/586/11

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 72 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
23 (31.9%)	16 (69.6%)	6 (26.1%%)	1 (4.3%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
3 (50%)	3 (50%)	0 (0%)

The Parish Council commented in favour of the proposal but would like to see continuous double yellow lines on both sides of Fortune Way.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
30	20 (66.7%)	9 (30%)	1 (3.3%)

Issues raised during the consultation

Issue	No. times raised	Response
Thanks to TMBC for constructive, very welcome action/excellent idea	4	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
More parking provision in Kings Hill generally	4	It is not possible to create more parking places within the constraints of the public highway.
Proposals will address inconsiderate parking	5	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Proposals will protect vulnerable pedestrians	3	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Broadly favourable but not for part of Fortune Way giving access to golf course	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Access down Milton Lane for residents is very difficult	1	This could be considered as part of a future phase of the Kings Hill parking review

Issue	No. times raised	Response
Free parking provision for commercial vehicles	1	Depending on size, commercial vehicles may be subject to other legislation, but are otherwise as entitled to use the public highway as any other vehicle.
Consider removal of traffic calming measures on corner of Anisa Close	1	The provision or removal of traffic calming features is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Houses with several adult drivers and only one or two allocated parking bays	3	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Fortune Way is not a bus route and doesn't need lines	1	There have been complaints about obstructive parking on Fortune Way.
Trades people will have to carry tools long distances	1	Convenience should not be at the expense of safety or maintaining traffic movements.
Parents won't be able to visit anymore	1	Like any other parking, visitor parking cannot be taken for granted on the public highway.
Parking restrictions need to be enforced (if implemented)	3	Any new restrictions would be accompanied by increased enforcement.
Proposed parking restrictions on roundabout is exactly where I park	1	Parking on roundabouts is against the Highway Code. The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Where will cars currently parking in these areas be expected to park?	3	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Will address visibility /single lane use	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Provide Additional wooden parking bollards in Milton Lane	1	The provision of wooden bollards is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Changes proposed will displace parking/therefore make matters worse	4	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Make Fortune Way a one way street	3	Introducing a "one way street" restriction is outside of the gift of the Borough Council and would be for Kent County

Issue	No. times raised	Response
		Council (as the Highway Authority) to consider.
Put parking restrictions along one side of Milton Lane - issue of emergency vehicle access	1	This could be considered as part of a future phase of the Kings Hill parking review
All Milton Lane (or the start of it at least) should have yellow lines - to allow access for emergency vehicles	1	This could be considered as part of a future phase of the Kings Hill parking review
Both Milton Lane and Queen Street to become one way	1	Introducing a “one way street” restriction is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider, though only the eastern end of Queen Street is adopted as public highway.
Had an accident in Fortune Way recently - in favour of proposal	1	The proposals echo the requirements of the Highway Code.
All bus routes should be parking free	1	The proposals echo the requirements of the Highway Code.
Residents found parking when there was temporary parking restrictions	1	Any new restrictions would be accompanied by increased enforcement
Need to park outside my house - visitors have nowhere to park	1	<p>Parking on the public highway is not a right, it is tolerated where it does not create a problem, cannot be taken for granted.</p> <p>The purpose of the public highway is to assist travel, and whilst parking directly outside a property may be seen as a benefit, this is secondary to the needs of the travelling public.</p>
Devaluing properties	1	<p>Parking on the public highway is not a right, it is tolerated where it does not create a problem, cannot be taken for granted.</p> <p>The purpose of the public highway is to assist travel, and whilst parking directly outside a property may be seen as a benefit, this is secondary to the needs of the travelling public.</p>
Yellow lines in Fortune Way (south) are excessive given volume of traffic	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Extra provision for parking required - replacing grass verges	1	It is not possible to create more parking places within the constraints of the public highway.
Overall provision for parking on KH needs to be addressed by planners and developers	3	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.

Issue	No. times raised	Response
Where will taxis be able to pick up residents?	1	Taxis have the facility to allow passengers to board or alight on yellow lines. However, pre-booked services should be arranged for pick-up from safe places.
In favour - but would like to see continuous yellow lines on both side of Fortune Way	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible, as this provides parking a capacity and useful traffic calming.
Proposal will negatively impact visitors, workmen and delivery vehicles	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Yellow lines in Fortune Way (south) will lead to extra parking in Cleeve Court	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Informal consultation responses

The response rate to the informal consultation was average for this sort of proposal, with the majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	Fortune Way
Plan reference:	DD/586/12

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 68 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
19 (27.9%)	6 (31.6%)	11 (57.9%)	2 (10.5%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
4 (80%)	1 (20%)	0 (0%)

The Parish Council commented in favour of the proposals but would like to see continuous double yellow lines on both sides of Fortune Way (covered in comments on location 11)

Overall the response was as follows

Response rate	In favour	Against	Don't Know
25	11 (44%)	12 (48%)	2 (8%)

Issues raised during the consultation

Issue	No. times raised	Response
Parking restrictions very welcome	5	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Driving on Fortune needs to be one way	4	Introducing a “one way street” restriction is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Changes proposed will displace parking/therefore make matters worse	5	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Garages are not big enough/how did such a huge RAF site become so short of space	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Make Queen Street One way too	1	Introducing a “one way street” restriction is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to

Joint Transportation Board - Kings Hill Review Phase A - Annex 2 – Location Summaries

Issue	No. times raised	Response
		consider, though only the eastern end of Queen Street is adopted as public highway.
Double yellow lines on one side only -retain some parking to slow traffic	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Double yellow lines are unsightly	1	It is not unusual to introduce yellow line road markings to the public highway and this should be an expected part of any streetscene.
More parking provision in Kings Hill generally	3	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Access to parking bays is often obstructed	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Where are visitors going to park?	1	Like any other parking, visitor parking cannot be taken for granted on the public highway.
Hard to walk far as registered disabled	1	Kent County Council operate a “blue badge” scheme for disabled drivers that allows some exemptions from parking restrictions.
Additional Traffic Calming measures	1	The provision of traffic calming features is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Parking restrictions need to be enforced (if implemented)	1	Any new restrictions would be accompanied by increased enforcement.
Make Queen Street and Milton Lane one way	2	Introducing a “one way street” restriction is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider, though only the eastern end of Queen Street is adopted as public highway.
Situation has been made worse by restrictions in supermarket/doctors - please go ahead	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Carers need to park close to apartment entrance	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Issue	No. times raised	Response
Make Fortune a residents parking zone	1	A residents' parking scheme is unlikely to resolve parking issues as the parking in the area is predominantly from residents themselves. Any permit parking scheme has annual permit cost and is unlikely to resolve the parking issues.
How would a removal van park if there were double yellow lines?	1	There are exemptions that can apply when people are moving house.
Disabled access difficult in designated parking bays	1	This would be an issue for the property owner to address
Reduce double yellow lines and mark out parking bays	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Extend restrictions into Richmond Avenue	1	This could be considered as part of a future phase of the Kings Hill parking review
Restrict parking on outside of bend around Braeburn Way crossing rather than inside of bend	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Convert Fortune Way and Alexander Grove to one way increasing safety	1	Introducing a "one way street" restriction is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
In the interest of safety and will stop damage to parked cars in limited access roads	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour - but must ensure problem isn't displaced into Milton	1	This could be considered as part of a future phase of the Kings Hill parking review.
Removing pavement and roadside parking must be replaced by key code or fob parking in central KH	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.

Informal consultation responses

The response rate to the informal consultation was average for this sort of proposal, with the responses broadly split between those in favour and those against.

However, a number of the points raised related to parking in other roads, or to issues that are outside the gift of the Borough Council.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	Queen Street
Plan reference:	DD/586/13

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 69 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
14 (20.3%)	6 (42.9%)	8 (57.1%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
2 (100%)	0 (0%)	0 (0%)

The Parish Council did not comment on the proposals but would like to see continuous double yellow lines on both sides of Fortune Way (covered in comments on location 11)

Overall the response was as follows

Response rate	In favour	Against	Don't Know
16	8 (50%)	8 (50%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Changes proposed will displace parking/therefore make matters worse	3	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
A one way approach is needed	1	Introducing a “one way street” restriction is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Make Queen St and Fortune Way one way (with double yellow lines on the right)	1	Introducing a “one way street” restriction is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider, though only the eastern end of Queen Street is adopted as public highway.
Extend the double yellow lines to include the drop kerb access between 86 Queen St and 10 Amos Way	1	This is a sensible alteration and we will adjust the proposals to accommodate this change.

Joint Transportation Board - Kings Hill Review Phase A - Annex 2 – Location Summaries

Issue	No. times raised	Response
Greedy developers did not provide enough parking in the first place	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Yellow lines affect the character of Kings Hill/devalue properties	2	It is not unusual to introduce yellow line road markings to the public highway and this should be an expected part of any streetscene. Parking on the public highway is not a right, it is tolerated where it does not create a problem, cannot be taken for granted. The purpose of the public highway is to assist travel, and whilst parking directly outside a property may be seen as a benefit, this is secondary to the needs of the travelling public.
Will improve safety - consider further traffic calming measures where Braeburn Way crosses Fortune	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Parking restrictions need to be enforced (if implemented)	1	Any new restrictions would be accompanied by increased enforcement.
Everyone signed a covenant not to park in the road	1	Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies.
Please review speeding issues as well	1	Speed management and traffic calming is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Liberty needs to address parking across KH	1	The Borough Council is looking at all the adopted roads in Kings Hill, but we are starting with the more major routes.
Parking on Fortune caused by restrictions at ASDA and Waitrose makes access and sightlines dangerous	1	Parking in private parking facilities cannot be taken for granted and can be controlled by the owner of that facility. However, this does not mean that safety on the public highway should be compromised.
As soon as possible please!	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Accident blackspot Queen St Fortune Way	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Parking around roundabout Fortune/Alton/Discovery ought to be banned and enforced	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Issue	No. times raised	Response
Removing vehicles will increase speeding and make it less safe for children	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Currently no parking or access issues in Queen St	1	There have been reports of parking problems in Queen Street
How will taxis pick up on Queen St and Fortune Way?	1	Taxis have the facility to allow passengers to board or alight on yellow lines. However, pre-booked services should be arranged for pick-up from safe places.

Informal consultation responses

The response rate to the informal consultation was split between those supporting and those against, though a number of the points against the proposals relate to issues outside of the control of the Borough Council.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals be adjusted to reflect the accesses on Queen Street and to **proceed** to formal consultation.

Road / Area	Braeburn Way, Tower View, Winston Avenue and Melrose Avenue
Plan reference:	DD/586/14

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 98 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
17 (17.3%)	11 (64.7%)	6 (35.3%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
2 (100%)	0 (0%)	0 (0%)

The Parish Council commented in favour of the proposals but made no specific comments.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
20	14 (70%)	6 (30%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Complete waste of money/there is no parking problem in Braeburn Way!	1	The proposals are aimed at addressing the current parking concerns and also addressing any future parking issues, by reflecting the requirements of the Highway Code
There should be a seating area for the elderly	1	This would be outside the remit of the parking review
In favour but should have been addressed when planning consent was given	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour as very difficult to get out onto Tower View because of parked vehicles	3	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Extend yellow lines in Winston Avenue near chicane	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Developers should provide wider roads and more parking bays	1	It is not possible to create more parking places within the constraints of the public highway. The properties have

Issue	No. times raised	Response
		been designed with a set amount of private parking provision and residents should use this wherever possible.
Changes proposed will displace parking/therefore make matters worse	4	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour but only to road crossing points in Braeburn and extend further from Tower View down Winston	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Contravention of the covenant - displacement of parking will interfere with the peaceful enjoyment and cause congestion in Monarch Terrace	1	Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies. The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour - long overdue - could be taken further where there are houses with garages and driveway parking	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour - but please can you make cyclists use the cycle lane on Tower View and not the pavement	1	It would be for the Police to manage cycling issues
In favour - parked cars on Discovery might now park on Braeburn Way	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour - Garages, driveways and parking bays not being utilised in many instances	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Parking restrictions in Melrose Avenue impact on Monarch Terrace	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Informal consultation responses

The response to the informal consultation indicated the majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	DD (Winston Ave to Melrose Ave area)
Plan reference:	DD/586/15

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 28 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
11 (39.3%)	7 (63.6%)	4 (36.4%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
1 (50%)	1 (50%)	0 (0%)

The Parish Council commented in favour of the proposals but made no specific comments.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
14	9 (64.3%)	5 (35.7%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
In favour, but cannot see reason for leaving 'gaps' as it will constrict traffic flow	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Ensure new developments have sufficient parking	3	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Act on illegal parking, ensure all cars are legal -people follow the Highway Code	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Parked cars act as a road calming measure	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Changes proposed will displace parking/therefore make matters worse	4	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour, but would want double yellow lines all along this stretch of Discovery	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Issue	No. times raised	Response
In favour, but not on both sides of road between 97 and 107 Discovery - one side is enough to deter speeding	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Yellow lines outside 95 - 105 will force them to cross the road to their houses (after parking!)	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
No places for visitors or workmen to park	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Road is not busy enough for this amount of double yellows	1	The proposals are aimed at addressing the current parking concerns and also addressing any future parking issues, by reflecting the requirements of the Highway Code
Can it be single yellows with time limits to avoid rush hours	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Lay back' bus stop slightly to be opposite no 91	1	Any alterations to the road layout are outside the remit of the Borough Council and would be for Kent County Council as the Highway Authority to consider
Garages and parking bays poorly designed so as not to be accessible and insufficient parking overall	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
In favour - but double yellows opposite bus stop between Melrose and Winston please	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour - but new restrictions will need to be enforced	1	Any new restrictions would be accompanied by increased enforcement.
In favour - but can restrictions be lifted for Easter, Christmas and bank holidays	1	Double yellow line restrictions emphasise the requirements of the Highway Code, and this means that they should apply at all times.
Double yellows will lead to speeding like on Tower Drive`	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Informal consultation responses

The response to the informal consultation showed the majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	Discovery Drive (Rougemont to Bovarde)
Plan reference:	DD/586/16

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 40 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
8 (20%)	6 (75%)	2 (25%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
3 (100%)	0 (0%)	0 (0%)

The Parish Council commented in favour of the proposals but would like to extend the double yellow lines from Braeburn up Discovery Drive to just past Rougemont.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
12	10 (83.3%)	2 (16.7%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Bus route - proposals will improve safety for all concerned	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour - would appreciate extending in front of No 4 Discovery Drive - for safety reasons	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Increase double yellow lines on section opposite Nos 115 - 123 to increase safety and improve traffic flow	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
If double yellow lines not consistent all along this section of Discovery Drive -then double yellows in adjacent roads such as Bovarde will increase congestion on Discovery Drive	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Parking restrictions need to be enforced (if implemented)	1	Any new restrictions would be accompanied by increased enforcement.

In favour, would suggest extending into Rougemont	2	Rougemont is not adopted as public highway, so any issues would need to be addressed by the landowner or manager for that area.
In favour, would welcome double yellows in Bancroft Lane up to and including mini roundabout	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour but would like double yellow lines opposite access to Rougemont	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Concerned parking restrictions will increase parking on Rougemont	1	Rougemont is not adopted as public highway, so any issues would need to be addressed by the landowner or manager for that area.
How will the scheme be policed?	1	Any new restrictions would be accompanied by increased enforcement.
Action to remove commercial vehicles as per the covenants	1	Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies.
Discovery Drive is a bus route should be free from all car parking and the current plan will involve buses weaving from side to side - dangerous to all	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Concerns over safety and security where parking zones are going to be created by the proposals	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Parking restrictions opposite 119 Discovery Drive better than outside 119 as sight lines affected by bend	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Informal consultation responses

The response to the informal consultation showed the majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Joint Transportation Board - Kings Hill Review Phase A - Annex 2 – Location Summary

Road / Area	Bovarde Avenue
Plan reference:	DD/586/17

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 43 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
9 (20.9%)	6 (66.7%)	3 (33.3%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
2 (100%)	0 (0%)	0 (0%)

The Parish Council commented in favour of the proposals but would like to see a bus stop provision between Alfriston Grove and Discovery Drive.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
12	9 (75%)	3 (25%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
In favour for safety and aesthetic reasons	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Changes proposed will displace parking/therefore make matters worse	4	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Residents should use their allocated parking spaces	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Yellow lines are unsightly	1	It is not unusual to introduce yellow line road markings to the public highway and this should be an expected part of any streetscene.
Covenant precludes parking on the roads - why is it not being enforced?	1	Any covenants relating to parking on the road cease to have effect if the

		road is adopted as public highway, and national highway legislation applies.
In favour, but further parking needed for residents and visitors needs to be created e.g. car parks either side of the cricket field, the community centre car park at the end of Amber Lane - drop kerbs for certain properties to allow more off street parking	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
In favour, but extend bus stop clearway to allow for two buses and restrict parking either side to allow buses to access easily	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour on Bovarde Ave especially when school buses are around as parking can get bad	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour, but only if you can ensure parking issue on Bovarde doesn't shift to Alfriston - or restrict parking on Bovarde between 6.00 am and 8.00 pm	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Not been a parking issue in this area for 19 years	1	The proposals are aimed at addressing the current parking concerns and also addressing any future parking issues, by reflecting the requirements of the Highway Code
The restrictions will lead to parking outside our home on the street against the covenants	1	Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies.
Tower View parking restrictions not being enforced	1	The parking restrictions are being patrolled, but some patrolling is on a reactive basis.
Better to address parking issues on Discovery Drive and Fortune Way	1	The Borough Council is looking at issues across these areas as well.
Bus stop provision between Alfriston Grove and Discovery Drive	1	The provision of new bus stops is for Kent County Council and the bus operating companies to consider.

Informal consultation responses

The response to the informal consultation showed the majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	Regent Way (Tower View to Sunrise Way)
Plan reference:	DD/586/18

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 42 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
16 (38.1%)	8 (50%)	8 (50%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
1 (33.3%)	2 (66.7%)	0 (0%)

The Parish Council commented in favour of the proposals but would like to see double yellow lines all the way from Pearl Way to Boverde Avenue.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
20	10 (50%)	10 (50%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
In favour but, make the stretch between Pearl and Regent Way postbox double yellow too.	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Changes proposed will displace parking/therefore make matters worse	7	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
No point unless it is enforced	2	Any new restrictions would be accompanied by increased enforcement.
Houses have very limited parking already and authorities should rethink provision urgently	6	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Allow access to Liberty Trust land on the Cricket ground	1	It is not possible to create more parking places within the constraints of the public highway.
Traffic calming measures would be welcomed	1	The provision of traffic calming is outside of the gift of the Borough Council and would be for Kent County

Issue	No. times raised	Response
		Council (as the Highway Authority) to consider.
Road tax entitles me to park on public roads	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour, People do not use their parking bays - and there are often 3 or more cars per house	2	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
In favour but - restrict parking opposite Kendall Ave and Ruby Walk according to Highway code	1	We can extend the double yellow lines opposite the junctions to ease turning movements.
In favour but please extend 18m between Pearl Way and Sunrise Way to give better sight lines for residents exiting Nos 4, 6 and 8	1	The proposed double yellow lines can be extended, as it also achieves the goal of preventing parking opposite the junction of Ruby Walk.
Visitors won't have anywhere to park	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Provide parking on green space between road and pavement on Regent Way	1	It is not possible to create more parking places within the constraints of the public highway.
Reduce double yellows to one side of Regent Way	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
In favour but, increase length of restriction across no 14 to improve sightlines	1	The proposed double yellow lines extend a sufficient distance to maintain sightlines and extending them further would reduce parking opportunities.
Improvements to parking around Discovery School needed	1	The Borough Council's proposals also cover this area.
Drawing is not representative of the actual build of the road	1	The base mapping for the drawings is provided from the Ordnance Survey and seems a detailed reflection of the road layout.
Allowing parking between Pearl Way and the roundabout will affect the sightlines of those exiting Pearl Way	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Repeatedly asked for vegetation to be cut back around the entrance to Pearl Way	1	Cutting back vegetation is outside the remit of the Borough Council and would be for the landowner or Kent County Council to consider
Unfortunate consequence of poor planning - better parking for residents and visitors must be considered if restrictions are applied	1	It is not possible to create more parking places within the constraints of the public highway. The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.

Issue	No. times raised	Response
Double yellow lines in Regent Way not the answer - ample space to create a parking 'indent'	1	It is not possible to create more parking places within the constraints of the public highway.
Extend double yellow lines between Pearl Way and Bovarde Ave	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible, along with any beneficial traffic calming effect.

Informal consultation responses

There was a split response rate to the informal consultation.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals on Regent Way be extended opposite Kendall Avenue and Ruby Walk, and to **proceed** to formal consultation.

Road / Area	DD (Bovarde Avenue to Quindell Place)
Plan reference:	DD/586/19

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 29 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
13 (44.8%)	5 (38.5%)	8 (61.5%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
3 (100%)	0 (0%)	0 (0%)

The Parish Council commented in favour of the proposals but the parish council would like the proposed double yellow lines to extend along Discovery Drive into the entrance of 125 – 131 Discovery Drive. The Parish Council would also like to extend the double yellow lines into the entrance of 18, 20, 22 Discovery Drive. The Parish Council would also like to take the double yellow lines into Alderwick Grove as far as number 12.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
17	9 (52.9%)	8 (47.1%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Nowhere for visitors to park	3	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Much safer	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Changes proposed will displace parking/therefore make matters worse	5	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
residents having to park further from their homes	1	Parking on the public highway is not a right, it is tolerated where it does not create a problem, cannot be taken for granted. The purpose of the public highway is to assist travel, and whilst parking directly outside a property may be seen as a

Issue	No. times raised	Response
		benefit, this is secondary to the needs of the travelling public.
Unightly double yellow lines	1	It is not unusual to introduce yellow line road markings to the public highway and this should be an expected part of any streetscene.
In favour for safety reasons	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Looking forward to more parking restrictions on KH - especially large vans	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Parking may be displaced from Discovery into Alderwick Grove - and can it only go to second drain cover!	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Led to house purchaser pulling out	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Most cars parking on Quindell have allocated spaces/driveways/garages	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Not representative to send only to specific addresses - consider additional parking, residents permits, parking at specified times	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Makes KH a less desirable place to live	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Greedy developer reduced parking provision	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Parking on Discovery Drive acts as a natural traffic calming measure - removing this may lead to speeding	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Extend double yellow lines further into the entrance of 125 - 131 Discovery Drive and 18 -22 Discovery Drive. Also extend as far as No 12 in Alderwick Grove	1	The proposed double yellow lines already cover to the back edge of the public highway, and cannot be extended further into the private areas.
Yellow lines should stop level with the footpath to 12 Alderwick Grove (and the same on the opposite side)	1	Whilst this suggestion would provide more parking, it allows parking closer to the junction than is allowed through the Highway Code, so the suggested alteration would not be taken forward.
Lack of sufficient parking allocations forces residents and	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Issue	No. times raised	Response
visitors to park on streets - this will affect them		

Informal consultation responses

The response to the informal consultation showed a split response from residents, with concerns about where visitors would park.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	DD Discovery Drive (Clearheart Lane to Tiffen Way)
Plan reference:	DD/586/20

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 42 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
7 (16.7%)	1 (14.3%)	6 (85.7%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
3 (100%)	0 (0%)	0 (0%)

The Parish Council commented in favour of the proposals but would like to see double yellow lines placed opposite McArthur Drive. The Parish Council would also like to see double yellow lines opposite Tiffen Way to ensure clear entry.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
11	5 (45.5%)	6 (54.5%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Changes proposed will displace parking/therefore make matters worse	6	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Proposal to have double yellow lines on just one side of DD	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Greed on developers part - not enough parking planned for properties	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Fully endorse but more parking needed in KH generally	1	It is not possible to create more parking places within the constraints of the public highway.
Very few issues currently	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Unightly yellow lines	1	It is not unusual to introduce yellow line road markings to the public highway and

Issue	No. times raised	Response
		this should be an expected part of any streetscene.
Stop people converting garages and force them to use the spaces they already have	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Removing vehicles from Discovery Drive may increase speeding as parked cars slow traffic	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Eden Way is a narrow cul-de sac - already has overspill from Discovery Drive residents and visitors	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Use money to implement further speed reinforcement and traffic calming measures	1	The provision of traffic calming is outside of the gift of the Borough Council and would be for Kent County Council (as the Highway Authority) to consider.
Fully support - especially if covenant relating to commercial vehicles is adhered to	1	Whilst not desirable, there is an increase in the use of commercial vans, and provided they are legal to be on the public highway they are as entitled to use the road space as any other road user. Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies.
Cars parked inconsiderately cause poor sight lines for drivers and safety issues for parents and children from school	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Extend double yellows opposite McArthur Drive access and Tiffin Way access	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible, and to retain a positive traffic calming effect

Informal consultation responses

The response to the informal consultation showed a split view amongst residents, with concerns about parking displacement, though the proposals are intended to address the parking issues as part of a cohesive package of measures.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

Road / Area	DD Discovery Drive (Tiffen Way to Holly Way)
Plan reference:	DD/586/21

Informal consultation

The Borough Council carried out informal consultation on the proposed parking restrictions, from 4th October to 17th November 2019.

As part of the informal consultation we wrote to 48 properties, asking frontagers for their views, and we received the following responses;

Response rate	In favour	Against	Don't Know
11 (22.9%)	7 (63.6%)	4 (36.4%)	0 (0%)

We also received responses from residents of other parts of the Kings Hill development who chose to comment on this proposal.

In favour	Against	Don't Know
2 (66.7%)	1 (33.3%)	0 (0%)

The Parish Council commented in favour of the proposals. The parish council would like to urge adoption of Tiffen Way and Victory Drive and see double yellow lines between the zig zags outside Discovery School.

Overall the response was as follows

Response rate	In favour	Against	Don't Know
15	10 (66.7%)	5 (33.3%)	0 (0%)

Issues raised during the consultation

Issue	No. times raised	Response
Not all allocated parking bays/garages are used - all properties have a known amount of parking space	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Safety of residents should come first	3	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Developers should have planned for more parking spaces	1	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
Changes proposed will displace parking/therefore make matters worse	4	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Arguments and tactical parking will increase	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Issue	No. times raised	Response
Parking restrictions around roundabouts are welcomed	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Will parking restrictions be 'policed'?	1	The Borough Council's Parking Enforcement team would arrange patrolling by our Civil Enforcement Officers.
In favour but, don't want parking allowed outside our flat (193 DD) on single yellow line	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Proposed single yellows outside school will not stop school drop off/pick up	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
No provision for school traffic has been made	2	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
Commercial vehicles parked here and elsewhere on KH	1	Whilst not desirable, there is an increase in the use of commercial vans, and provided they are legal to be on the public highway they are as entitled to use the road space as any other road user. Any covenants relating to parking on the road cease to have effect if the road is adopted as public highway, and national highway legislation applies.
Audience should have been wider than just frontagers	1	If the proposals are to be taken forward, the next round of consultation would be open to all to comment
Garages not big enough to fit a standard size car	2	The properties have been designed with a set amount of private parking provision and residents should use this wherever possible.
No provision made for commercial vehicles and visitors to properties affected	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.
What is the total cost of the works and ongoing enforcement?	1	The cost of any works associated with these proposals has not yet been considered.
Has the school got a Walking Bus?	1	Schools in Kent are encouraged to develop green travel plans and to explore alternatives to car use
Is the car park near the cricket ground used for school parking?	1	The car park by the cricket ground is not part of the public highway, so The Borough Council cannot comment on its availability for use – it would be an issue for the estate management company.
Will improve safety for school children	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Issue	No. times raised	Response
Adopt Tiffin Way and Victory Drive	1	The adoption of private roads to public highway is an issue for the landowner and the Highway Authority to consider
Double yellow lines between zig-zags outside Discovery School	1	The proposals echo the requirements of the Highway Code, but to retain as much safe parking as possible.

Informal consultation responses

The response to the informal consultation showed the majority of respondents in favour of the proposed changes.

Recommendation after informal consultation

In light of the comments received, it is recommended that the proposals **proceed** to formal consultation.

This page is intentionally left blank

Kings Hill Parish Council response to Parking Review

Plan	Location	Name	comment
7	Gibson Drive and "Silver Ball" roundabout	Kings Hill Parish Council	In favour but would like the bus stop clearway outside the Borough Council offices.
8	Crispin Way and Alexander Grove (near Kings Hill School)	Kings Hill Parish Council	In favour but would like to extend the double yellow lines from Discovery Drive to 45 Alexander Grove.
9	Alexander Grove, Discovery Drive and Alton Way	Kings Hill Parish Council	No comments made
10	Discovery Drive (east of Alexander Grove)	Kings Hill Parish Council	In favour but would like to see the double yellow lines meet up at the entrance just past Rubin Place.
11	Discovery Drive, Fortune Way and Milton Lane	Kings Hill Parish Council	In favour but would like to see continuous double yellow lines on both sides of Fortune Way.
12 & 13	Fortune Way, Richmond Avenue, Anisa Close, Queen Street and Milton Lane	Kings Hill Parish Council	In favour with no further comments. Please refer to earlier comment regarding Fortune Way.
14	Braeburn Way, Winston Avenue, Melrose Avenue and Tower View	Kings Hill Parish Council	No comments made
15	Discovery Drive (Winston Avenue to Melrose Avenue)	Kings Hill Parish Council	No comments made

Plan	Location	Name	comment
16	Discovery Drive (Rougemont to Boverde Avenue)	Kings Hill Parish Council	In favour but would like to extend the double yellow lines from Braeburn up Discovery Drive to just past Rougemont.
17	Bovarde Avenue and Alfriston Grove	Kings Hill Parish Council	In favour but would like to see a bus stop provision between Alfriston Grove and Discovery Drive.
18	Regent Way (Tower View to Sunrise Way)	Kings Hill Parish Council	In favour but would like to see double yellow lines all the way from Pearl Way to Boverde Avenue.
19	Discovery Drive (Bovarde Avenue to Quindell Place)	Kings Hill Parish Council	In favour but would like the proposed double yellow lines to extend along Discovery Drive into the entrance of 125 – 131 Discovery Drive. Would also like to extend the double yellow lines into the entrance of 18, 20, 22 Discovery Drive. The Parish Council would also like to take the double yellow lines into Alderwick Grove as far as number 12.
20	Discovery Drive (Clearheart Lane to Tiffen Way)	Kings Hill Parish Council	In favour but would like to see double yellow lines placed opposite McArthur Drive. Would also like to see double yellow lines opposite Tiffen Way to ensure clear entry.
21	Discovery Drive (Tiffen Way to Holly Way)	Kings Hill Parish Council	In favour and would like to urge adoption of Tiffen Way and Victory Drive and see double yellow lines between the zig zags outside Discovery School.

Agenda Item 11

Recommendations arising from the Street Scene and Environment Services Advisory Board of 5 October will be circulated to Members prior to the meeting of Cabinet.

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

STREET SCENE and ENVIRONMENT SERVICES ADVISORY BOARD

05 October 2020

Report of the Chief Executive

Part 1- Public

Matters for Recommendation to Cabinet - Key Decision

1 TO PROVIDE AN UPDATE ON THE CLIMATE CHANGE STRATEGY IN LIGHT OF THE CONSULTATION RESPONSE

1.1 Background

- 1.1.1 A Draft Climate Change Strategy and Draft Year 1 Action Plan was approved by this Committee on 11 February 2020. It was recommended that these drafts were available for public consultation from 1 March – 30 May 2020.
- 1.1.2 To publicise the consultation, a news release was undertaken along with social media posts, there was a dedicated link direct from the Council's home page in addition to targeted emails to partners and stakeholders. As everyone will be aware, from March onwards the global pandemic has dominated focus for the Council and the wider community. With this in mind, the consultation period was extended until the end of June 2020 and there were a number of residents and Parish Councils who took advantage of this extension.
- 1.1.3 Attached at Annex 1 to this report is a summary of the responses to the consultation. In total we received 46 responses. 33 responses were from individuals living in the borough and 6 were from local interested groups or organisations. Of the 34 Parish Councils in the borough, we received 7 responses.
- 1.1.4 Whilst the number of responses is low, those who did respond have taken the time to provide detailed and thorough feedback, for which we are extremely grateful. The responses have been circulated to the Council's Climate Change Officer Study Group who have responsibility for drafting the Strategy and Action Plan (the group includes representatives from across each Council department). The Officer Study Group considered all of the consultation responses and whilst it hasn't been possible to include all of the suggestions at this stage, we hope to be able to incorporate more of the suggestions in future versions of the Action Plan. The Action Plan will be updated and published every year.

1.2 Key Themes highlighted by Respondents

1.2.1 A Green House Gas (GHG) scoping exercise needs to be undertaken:

Several respondents felt that the strategy has not recognised or identified the scope of emissions which will be accounted for. In the original Draft Action Plan the following was stated: *“Appoint consultants to scope out existing carbon footprint and prioritise programme of activity to reduce carbon emissions”* In response to the comments received, this has now been clarified and includes the following: *“Evidence, prioritise and agree measures to be taken to lower carbon emissions at the Council. In line with GHG Protocol guidance, this will determine which entities and operations will be in scope and secondly determine which emissions sources will be in scope from TMBC estate and operations”*

1.2.2 Lack of ambition:

It is very clear from some that an “aspiration” is felt to be too weak and more measurable commitments are required, particularly where we do have the power to make the changes for example in the Council’s own estate and operations. There is a request for a road map of how the Council will reach the 2030 target. This is a very valid comment as this is not addressed in the existing strategy. However, we simply cannot include this detail at this early stage. This work will be undertaken by the consultants and is included as a target within the Action Plan. As soon as this work is completed, we will publish the findings.

1.2.3 Climate Change Member Champion and Climate Change Committee:

A couple of respondents wanted a Member Champion. Cabinet Member, Cllr Robin Betts is the portfolio holder for Street Scene and Environmental Services and is also the Climate Change Champion. The work relating to climate change initiatives will be reported to SSEAB enabling regular scrutiny of progress.

1.2.4 Planning /Development/Energy Standards in the Local Plan:

A good proportion of the respondents had suggestions around planning, development and Local Plan issues. In particular reference was made that the Council should require energy efficient standards above Building Regulations. Since the Government published its response to the consultation on the changes to the National Planning Policy Framework (NPPF) it launched the ‘Future Homes Standard’ (FHS) in October 2019. This sets out the Government’s commitment to significantly improve the energy performance of new buildings in terms of their carbon emissions through revisions to the Building Regulations. This commitment was reinforced in the Government’s ‘Planning for the Future’ Paper (March 2020) which makes it clear that from 2025, the FHS will require up to 80% lower carbon emissions for all new homes.

The Council is of the view that the most effective and comprehensive way of improving the energy performance of new buildings is through the national Building Regulations regime. The Council does encourage energy efficient design as highlighted in the adopted Local Development Framework and in the submitted Local Plan. The changes that will come into force in 2025, which is not far away, are significant and will make a difference in the following years. The Council is mindful that any deviation from this short-term plan would require compelling local evidence to demonstrate why new buildings in Tonbridge & Malling should be built to a more energy efficient standard than the national regime. It is not something that can be introduced as a simple desire or aspiration because it impacts on viability, and therefore deliverability, of developments. The local circumstances in respect of climate change are not unique and do not, therefore, justify Tonbridge & Malling Borough Council demanding, for a relatively short period of time, an energy performance of new buildings that exceeds the requirements of the Building Regulations.

The Council, through its planning function, will continue to encourage and be supportive of new buildings that achieve energy savings that exceed those set out at the national level.

The Council has also committed to target promotion of “Solar Together” which is a collective solar group purchasing scheme. The aim is to achieve 60-80 installations over the period of the scheme and this is included in the Year 1 Action Plan.

1.2.5 Biodiversity:

Respondents were concerned about habitat loss and the impacts of development on local biodiversity. The Green Infrastructure and Ecological Network map (Policy LP19 and Appendix C of the submitted Local Plan) identifies the key habitats and wildlife corridors in the borough. These were identified in consultation with a range of natural environment partnership organisations including the Kent Local Nature Partnership. Proposals for biodiversity and habitat improvements should aim to support these in order to increase resilience of the network to climate change and facilitate species movement.

The NPPF allows for minor development in AONBs and the Kent Downs AONB Management Plan and the High Weald AONB Management Plan support some small scale development necessary to support local communities and businesses within AONBs. Submitted Local Plan Policy LP12 seeks to protect AONBs.

Biodiversity Net Gain is the newest method from central government of securing improvements in biodiversity coming through the Environment Bill. Once enacted, this will mandate 10% net gains in biodiversity on most developments (there are proposals to exclude some small scale applications) and Local

Authorities will have 2 years to establish mechanisms to deliver this. DEFRA and Natural England are leading on this.

TMBC work with a range of partners including the Kent Downs AONB Unit and High Weald AONB Unit, the Kent Local Nature Partnership and the Medway Valley Countryside Partnership to deliver a range of projects across the borough to support habitats and biodiversity.

1.2.6 Flooding and the risks associated with increased development:

This was also highlighted by several respondents. Areas at High Risk of Flooding have been excluded from residential allocations included in the submitted Local Plan. The Local Plan (Policy LP18) also requires Sustainable Drainage Systems (SuDS) to be integrated into major development schemes to help attenuate the flow of water off buildings and help with natural infiltration, thereby reducing the risks of flash flooding, which is one of the consequences of climate change.

1.2.7 Tree planting:

Although some respondents felt we should be planting more trees, we must recognise that TMBC has limited open space and we cannot convert all open spaces to woodlands. This fact was recognised by a respondent who felt the drive to increase tree cover should not be at the expense of other important habitats. As stated in the Year 1 Action Plan, we aim to publish a tree charter for the Borough, which will give consideration to the balance required to plant more trees in addition to the measures put in place to protect and manage existing tree stock.

1.2.8 Roadside verges and cutting regimes:

Predominantly this is a KCC function and any verges that the Council does own, tend to be in residential areas. It should be noted that we already receive complaints if verges in residential areas are uncut as it is felt that they attract litter, dog fouling and fly tipping. Any cutting regime will require careful consideration and will need to vary depending on the local circumstances. The creation of more meadows was also highlighted. This has taken place where appropriate and where funding has permitted.

1.2.9 Electric vehicle charging points:

This was another theme that featured in several responses. Most people welcomed a commitment to increase charge points across the borough and we will be exploring the options for EV charge points in Council owned car parks. Any on street charging will need to be done in conjunction with KCC. A respondent would also like to see free parking for electric vehicles. Rates of parking fees will be considered once charging points are in place.

1.2.10 Air Quality:

This is of concern to some of the respondents and a request was made for a separate strategy. We do have a separate Air Quality Action Plan, but the wording in the revised Climate Change Strategy has now clarified the links and benefits of meeting air quality objectives, which in turn will benefit climate change objectives (reduced travel, improved access to public transport and promotion of cycling and walking).

1.2.11 Anti-idling and incentivising the use of low emission vehicles for taxis:

Many respondents were supportive of an anti-idling campaign. Tonbridge & Malling Licensing are working towards adding anti-idling signs at the Taxi ranks within the Borough. The sign designs have already been made and the proposal is to start with two signs and then move to four to cover the entire length of the taxi rank in Waterloo Road. KCC run the school contracts and use many of our licensed vehicles for these contracts. We would support KCC if they were to introduce anti-idling at all schools where our licensed vehicles complete contracts.

It is also Tonbridge & Malling's intention to encourage our licensed fleet towards lower emission vehicles. This will be completed over a ten year period allowing vehicle owners and companies the time to invest in their vehicles going forward. There is currently a limited number of suitable vehicles available that could be used as licensed vehicles and those that are available can be very expensive. We want to support the trade as well as encourage them towards lower emissions. Members will be aware that a huge number of taxis haven't worked throughout the pandemic. This means there is a risk the consultation may not begin until the end of this year. However we will retain this action in the Year 1 plan, as we aim to undertake this work as soon as feasibly possible. We will need to work with the taxi drivers to undertake this work when they are fully operational again.

1.2.12 Communication and Engagement:

Some respondents felt we should do more to raise awareness, with a suggestion to encourage schools, businesses and churches to appoint Environmental Champions. This is an excellent idea which is now included in the Year 1 Action Plan. The aim will be to increase the visibility of the environmental agenda and share ideas and progress against climate change targets with nominated Environmental Champions in the borough. This can be done virtually via newsletters, social media and the website. The Council will be appointing a new officer to enhance our website and online presence, which will be invaluable to raise awareness of climate change issues.

1.2.13 Active Travel:

A number of respondents felt there is not enough in the strategy to encourage cycling. This is a valid point and whilst responsibility for most cycle route infrastructure lies with KCC as highway and transport authority, there is an opportunity to support a sustainable transition out of lockdown, as more people than ever have been cycling during the pandemic. There are studies that show 20mph schemes encourage active travel, increasing walking and cycling levels by about a fifth. The borough has been fortunate in receiving DfT funding for emergency active travel schemes at Tonbridge, including a town wide 20mph zone. The Council will be actively working with KCC to progress this scheme. Further funding for active travel measures is anticipated from the DfT this autumn. Officers otherwise continue to secure funding for active travel schemes through the planning process. The Council is also committed to the preparation of a Local Cycling and Walking Infrastructure Plan, which will be progressed in 2021.

1.2.14 Waste Minimisation and Recycling:

This was an area highlighted by some of the respondents who felt that the Council needs to champion and engage with residents to increase recycling. This is something the Council will be undertaking within waste services and the Recycle for All team. An action point has now been added to the Action Plan to develop a robust communication plan in partnership with KRP and TMBC media team to further improve resident communications in relation to waste minimisation and recycling. The Recycle for All team will communicate and educate, championing reducing waste, reusing what we have and correctly recycling the valid items. The Council will also promote smaller charitable commercial recycling schemes: e.g. supermarkets, Terracycle, Deposit Return Schemes (DRS) for recyclable items which we are unable to collect through our current domestic contract.

Waste that cannot be recycled is sent to Allington and is incinerated to produce electricity for the National Grid. Consultation is currently underway to extend the existing energy from waste (EfW) generating station. This extension will include the development of an additional waste treatment line. The extended generating station has the potential to deliver direct heat and power from the electricity generating process for use by local heat users which in turn contributes to achieving net zero greenhouse gas emissions. The existing station manages 560,000 tonnes per annum of non-hazardous residual waste, generating 42 Megawatts of electricity (MWe). The proposed extension would be capable of processing approximately 350,000tpa of non-hazardous residual waste, generating approximately 30MWe.

1.2.15 Plastics:

There were several references to plastics from respondents. WRAP are leading on Deposit Return Schemes (DRS) On Pack Recycling Labelling (OPRL) and the huge issue around plastics, bioplastics and compostables. The 13 Kent councils and Medway under the Kent Resource Partnership (KRP) are working with RECOUP (Pledge for Plastics) on an education campaign throughout 2020/21 to better inform residents around various plastics.

1.3 Revised Climate Change Strategy and Action Plan

1.3.1 Where possible we have tried to cover the issues raised by respondents and have included some suggestions into the Strategy and Action Plan. It is important to remember that the Action Plan only takes us until the end of the financial year.

1.3.2 The revised Climate Change Strategy 2020-2030 and the revised Climate Change Action Plan have been included as Annex 2 and Annex 3 to this report. As mentioned in the Strategy – the Action Plan will be updated and reported to this Committee each year. The outcomes and progress from each action, will also be reported to this Committee each year.

1.3.3 We are coming to the end of Year 1 and therefore aim to bring a report back to this Committee in spring 2021. This will provide an update on progress against Year 1 targets and a Draft Action Plan setting out targets and commitments for Year 2. By this time, we should also have undertaken the work with the consultants to outline the scope; determining which entities and operations will be included and determining which emissions sources will be in scope in relation to our own estate. This will then allow us to plot a carbon descent plan for our estate and operations.

1.4 Legal Implications

1.4.1 None

1.5 Financial and Value for Money Considerations

1.5.1 An earmarked reserve has been established in the sum of £250,000 to fund in full or in part recommendations/initiatives that come out of the scoping exercise in relation to the carbon descent plan for the Council.

1.5.2 £6,000 has been spent on consultancy expertise from Laser of which 50% is to be met by KCC and the balance funded from the climate change reserve.

1.6 Risk Assessment

1.6.1 N/A

1.7 Equality Impact Assessment

- 1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Policy Considerations

- 1.8.1 Asset Management
- 1.8.2 Biodiversity & Sustainability
- 1.8.3 Business Continuity/Resilience
- 1.8.4 Climate Change
- 1.8.5 Communications
- 1.8.6 Healthy Lifestyles
- 1.8.7 Community

1.9 Recommendations

- 1.9.1 That the revised Climate Change Strategy as set out in Annex 2 of this report **BE ADOPTED**
- 1.9.2 That the Year 1 Climate Change Action Plan as set out in Annex 3 of this report **BE ADOPTED**

Background papers:

contact: Gill Fox

Nil

Julie Beilby
Chief Executive

Draft Climate Change Strategy / Draft Action Plan

Consultation Summary

Overall, the majority (72%) of respondents were pleased with the Climate Change strategy and its contribution towards the Council's aspiration of carbon neutrality by 2030. Respondents were encouraged by the seriousness with which the Council approached the issue and its willingness to work with new partners and to adopt new approaches.

Initiatives which respondents were encouraged to see included the commitment to reducing chemical usage by the Council across its estates; the creation of a wildflower meadow in Leybourne; the intention to strengthen public transport through a proposed bus partnership; the introduction of a 20 mph speed limit in Tonbridge and the creation of a dedicated climate change page on the Council's website.

The Council was pleased to receive a large number of constructive comments from respondents who put forward suggestions ranging from minor amendments to additional initiatives that the Council might adopt. Particular thanks goes to those who highlighted new material, flagged up individual cases in the Borough and offered their services to the Council to help tackle climate change.

- Biodiversity and the wider local environment is extremely important to local people and this concern was reflected across many of the responses. While people were pleased to see the specific cases that were highlighted in the strategy and action plan, a number of responses expressed interest in a number of local sites and also provided suggestions relating to initiatives such as tree planting and bio diversification across a number of sites around the Borough. Other respondents wanted to see specific details in relation to certain initiatives such as the particularities of proposed landscaping work on verges and other Council owned land.

- A few respondents wanted more details and a wider program relating to renewable energy creation (solar, wind etc.) in the Borough. This related to the designation of sites for this use, the process of securing private sector funding and the financial incentives that might make this happen.
- There was consensus across respondents that electric vehicle (EV) infrastructure across Council owned car parks will be crucial in assisting efforts at achieving carbon neutrality across the Borough.
- A few respondents queried the timeframe for the phasing out of the use of boilers in new development across the Borough. The Council committed to meeting the governments deadline of 2025, but the respondents wanted to know why it wasn't possible to phase them out now.
- There were a few concerns about the current recycling coverage in the Borough, with resident respondents asking for more items to be covered by the local collection. Furthermore, a couple of respondents offered advice relating to the reusing of recyclable material in the local area.
- One respondent was concerned that the housing developments planned in the Borough would have a negative impact on the Council's aspiration of being carbon neutral by 2030. However, a number of respondents were interested in how the Council could enforce high environmental/low-carbon standards on private developers operating in the Borough.
- Several respondents would have preferred to see a greater focus on cycling and its supporting infrastructure in the draft. Respondents put forward suggestions relating to routes, uptake initiatives and potential sites for bike racks.

- A couple of respondents asked for greater clarity and detail on how the local taxi fleet might be encouraged to move from a petrol diesel inventory to one comprised of electric vehicles. This concern also extended to the vehicles used by Council partners and contractors.
- A couple of respondents wanted to see more clarification relating to the scale of the bus partnership scheme. There were questions about how the Council would work with KCC, what the coverage and frequency of the service would be and where the funding for the scheme would originate.
- The draft outlined the Council's plan to create a dedicated climate change page on its website, an initiative that was well received by respondents. There were a couple of responses concerned that the webpage would lack the number of visitors to provide a successful source of information for local people. A couple of respondents suggested ways in which the circulation and traffic would be higher and how the page should be marketed.
- A number of responses related to a lack of full definitions for topics covered in the draft. These related to a small number of subjects including carbon neutrality, various government legislations covering the flexibility of adopting ultra-low-carbon standards in planning, and the criteria of sustainable development. The most common of these related to a criteria to measure and designate the types of carbon pollution and responses. A number of respondents wanted to see the Greenhouse Gas Protocol (GHGP) referenced and the evidence and measurement base written around it. In a couple of cases respondents wanted the Council to adhere to a strict timetable for hitting carbon reduction targets and wider issues relating to the GHGP and other international programs and standards.
- Finally, there were a number of suggestions from respondents for measures/initiatives which could be implemented immediately or in the near

future. These suggestions included: the appointment of 'Climate Change Champions' from major local businesses who would work with the Council in a private/public partnership to meet carbon neutral targets; the creation of a dedicated Council member for Climate Change who would coordinate a dedicated response and program aimed at CN2030; and a revision of the Local Plan to place the subject of climate change more centrally.

Overall, the Council was very grateful for the number, depth and constructiveness of the comments received in the consultation.



Climate Change Strategy 2020 - 2030



Foreword

It is recognised by Government and scientists internationally, that climate change is the most important environmental challenge that we face. As a local authority, Tonbridge and Malling Borough Council has an important leadership role to play in responding to the challenges posed by climate change, particularly relating to the delivery of our key services, but also more widely through working with partners and other agencies to influence mitigation and positive change. We recognise our pivotal role to act as an advocate to all sectors of our communities, in promoting sustainable policies to deliver a reduction in carbon emissions across the Borough.

A motion adopted by full Council in July 2019 sets out the “aspiration for Tonbridge and Malling to be carbon neutral by 2030” and for a strategy to be developed to support this ambition.

This strategy sets out our commitment to local action on climate change, our commitment to biodiversity protection and enhancement and our approach to partnership working.

The strategy takes us to 2030, however meeting the challenges and delivering on the aspirations within the strategy will be driven forward through a climate change action plan. This will be updated annually and actions and progress will be reported and published on our website each year. The targets within the action plan will help us move towards a low carbon future, improve our resilience to the effects of a changing climate as well as capturing the opportunities and benefits of transitioning to a low carbon future.

Climate change will directly impact how we, as a Council plan our activities in order to meet the needs of all residents in the Borough today and in the future. We recognise that climate change is a collective issue and that we all need to make changes to our lifestyles to reduce our impact on the environment. We will work with statutory partners, local businesses, local community groups and individuals to raise awareness and help to influence change. The Council has a key role in supporting and promoting local actions, we recognise that we don't solely have all the required powers and resources to do this. Only by working in partnership can we help to influence the effects of climate change now and for generations to come.

Cllr Nicolas Heslop

Leader of Tonbridge & Malling Borough Council

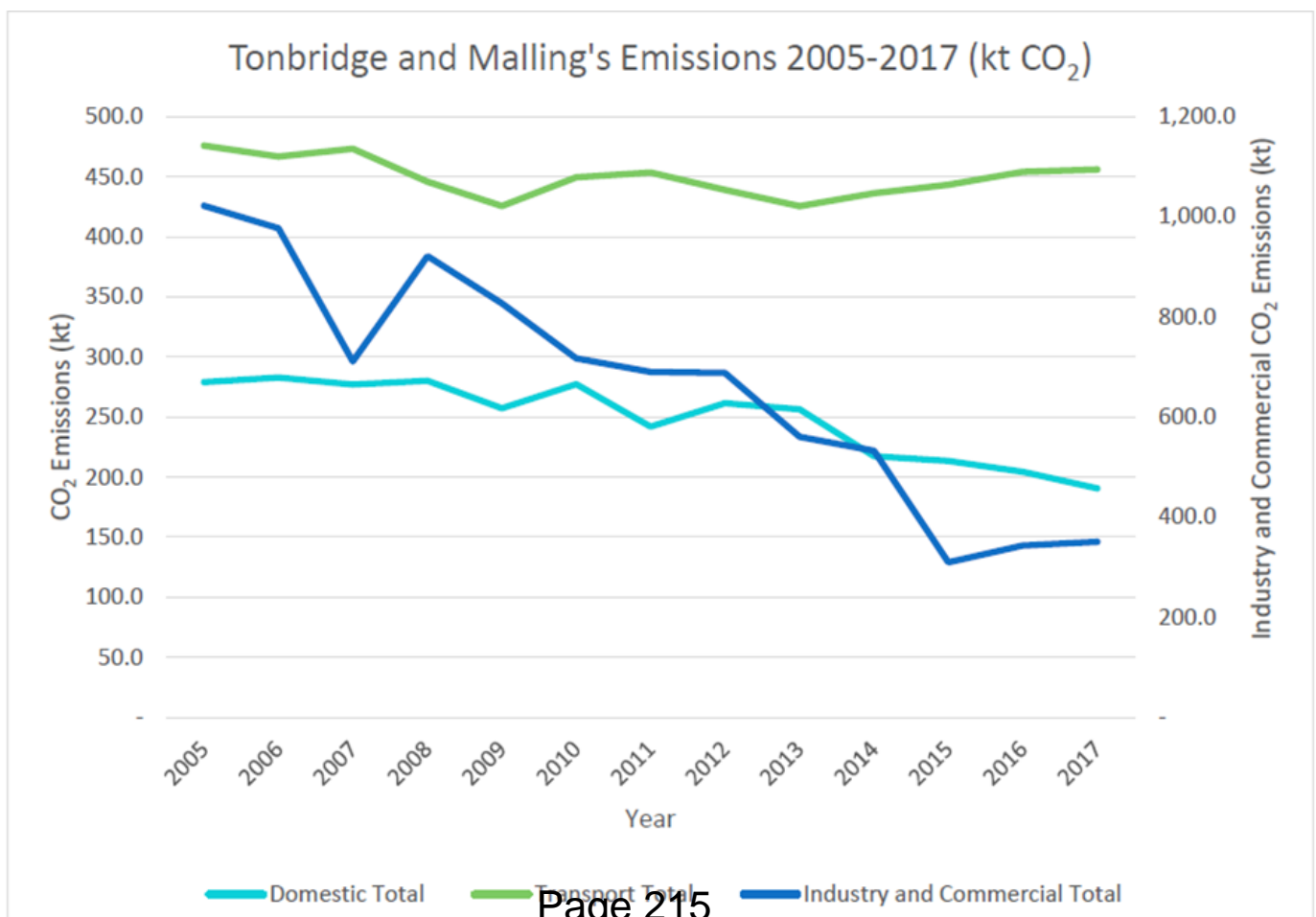
Page 214

Setting Climate Commitments for Tonbridge and Malling

The Tyndall Centre for Climate Research has carried out an analysis of the UK's carbon budget for delivering the Paris Agreement's commitment to staying "well below 2°C and pursuing 1.5°C global temperature rise". Based on their assessment, they recommend that the borough of Tonbridge and Malling stay within a maximum cumulative carbon dioxide emissions budget of 6.4 million tonnes (MtCO₂) between 2020 and 2100. Based on 2017 carbon dioxide emissions, Tonbridge and Malling would use the entire budget by 2027.

Staying within the carbon budget will only be possible if Tonbridge and Malling rapidly transition away from fossil fuel use. There will be significant challenges ahead, which we will need to confront in order to make a difference.

Figure 1 below shows the total carbon emissions by sector for Tonbridge and Malling (BEIS, 2019).



Energy Consumption by Sector in Tonbridge and Malling (2005 vs 2017)

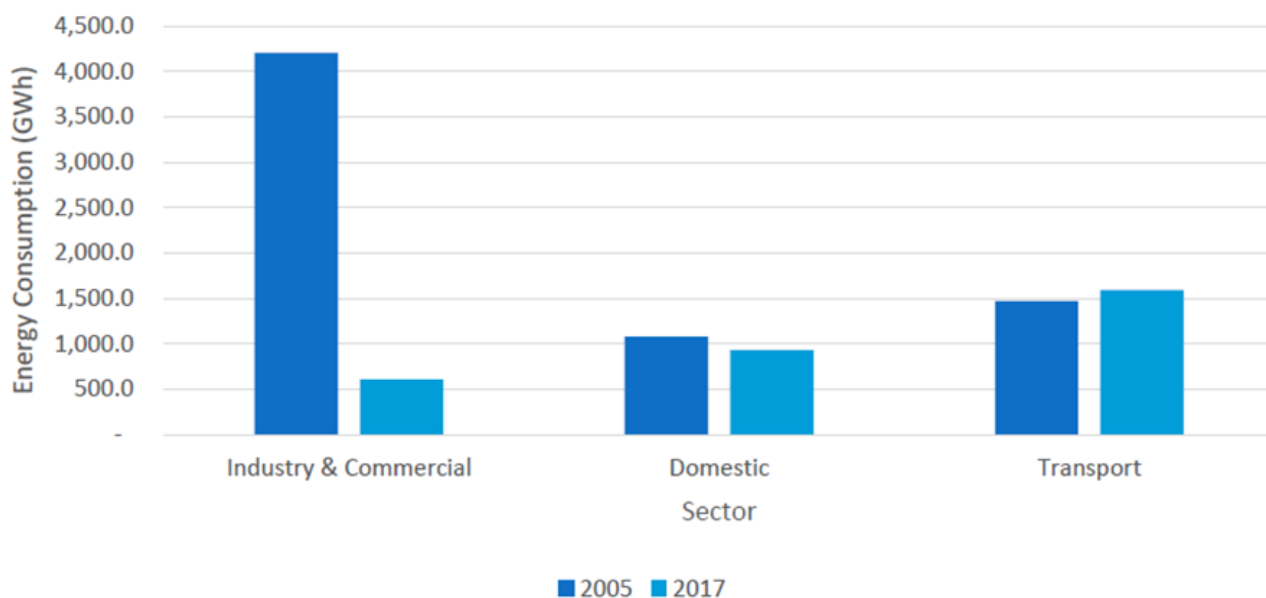


Figure 2 (above) shows energy consumption by GWh sector for Tonbridge and Malling (BEIS, 2019). Along with energy efficiency measures in the private sector, a contributing factor to the dramatic decline in energy consumption was the closure of Aylesford Newsprint in 2015.



Energy usage per household

The average domestic consumption per household in Tonbridge and Malling was 4,172kWh in 2018. From 2015 to 2018 the average domestic consumption per household fell from 4469kWh to 4172kWh. Whilst domestic consumption has been falling on a per household basis, the number of households has been increasing.

For gas, the mean consumption (domestic and non-domestic) in Tonbridge and Malling in 2018 was 18,339GWh, higher than the Kent average of 18,291GWh. This is lower than in 2015 where the mean for Tonbridge and Malling was 18,533GWh. Gas remains the main source of domestic emissions and heating. The government has proposed to ban the installation of gas fired boilers in new homes from 2025, in a bid to tackle emissions. The retrofitting of existing dwellings to remove boilers in favour of low emission alternatives, does however remain a challenge that requires government support.

Renewable electricity

In Tonbridge and Malling (end of 2018) there were 1353 installation sites producing 40,011MWh of renewable electricity. Of these installation sites, 99.3% were photovoltaic specific, however this accounted for just 29% of the total renewable electricity generated. The remaining electricity came from the conversion of land-fill gas (42%), anaerobic digestion (18%), sewage gas (9%), plant biomass (<2%) and onshore wind (<1%).

Renewable Heat Incentive (RHI) accreditation – the RHI is a government scheme that aims to encourage the uptake of renewable heat technologies amongst householders, communities and businesses through financial incentives. Between April 2014 and October 2019, 100 domestic installations have been accredited in Tonbridge and Malling - 8% of Kent and Medway's total. Further work is required to accelerate the take up of low emission heating systems.

A commitment to reduce CO2 emissions needs to be made across all sectors. At Tonbridge and Malling Borough Council we will reduce emissions from energy consumption in all Council buildings, in house fleet transport and staff travel. We are committed to fully embed carbon management within all Council policies and procedures and ensure that climate change is a recognised commitment within the Corporate Strategy. We will raise carbon management awareness to staff to reduce energy consumption. We will also incorporate the highest appropriate energy efficiency specifications into new buildings, equipment and contracts.

We are stakeholders in the Kent and Medway Energy and Low Emission Strategy and Climate Change strategy and our own plan will sit alongside these.

Adapting to climate change

It is important that Tonbridge and Malling is resilient to the effects of climate change. We are already experiencing hotter, drier summers and warmer, wetter winters. With this we have seen an increase in incidents of severe weather such as storms and flooding. The Council will work with partners through the Kent Resilience Forum to plan and prepare for these impacts and minimise the risk to communities.

We will work with Kent County Council on the Kent and Medway Climate Change Adaptation Programme and Implementation Plan, which aims to assess and prioritise risks and impacts climate change will have on key sectors. Working in collaboration with partners we will focus activity to fully understand and prepare for current and future risks such as flooding, which is recognised as a key risk for the borough. We are members of the Medway Flood Partnership at both a strategic and operational level.

We will work with communities and businesses to increase resilience to future changes in climate, such as promoting the Flood Warden Scheme, assisting businesses and residents to prepare and adapt to climate change and ensuring that spaces and habitats are well adapted to a changing climate. We will also protect and enhance native species and habitats, promoting opportunities for environmental management and enhancement.

Sustainable Development

The Council has a key role in ensuring that new housing and development in the borough is as sustainable as possible. Planning policies and controls are in place to ensure that any new growth takes into account sustainability issues, such as reducing the need to travel, minimising energy and water consumption and the ability to harness energy from renewable sources.

Planning policies and development allocations are being updated in the new Local Plan, to ensure that developments respond to sustainability considerations, these include;

- Developments which maximise opportunities to reduce energy demands through the orientation of habitable rooms to harness natural light and through landscaping to prevent over heating (draft policy LP14).
- Developments which maximise opportunities where practicable for sustainable travel, including contributions towards off site infrastructure as well as walking and cycling routes and infrastructure, reflecting the amount of movement generated and location of each site (draft policy LP23).

- Major developments will, where practicable and proportionate, provide opportunities for habitat creation (draft policy LP19), and where possible maximise opportunities for net biodiversity gains on site (draft policies LP27-31)
- New dwellings will be required to make provision for an electric vehicle charging point with each property. This is also required where practicable and proportionate for non-residential developments.
- New dwellings will be required to meet the Building regulations optional requirement for tighter water efficiency of 110 litres/person/day (draft policy LP44).



The Council is mindful that Housing Standards Review in 2014 resulted in the Coalition Government winding down the voluntary Code for Sustainable Homes, and made it clear that local plans should not be setting any additional local technical standards or requirements relating to the energy performance of new dwellings. The view taken by the Government was that the energy performance of new build homes is a matter for the national Building Regulations regime.

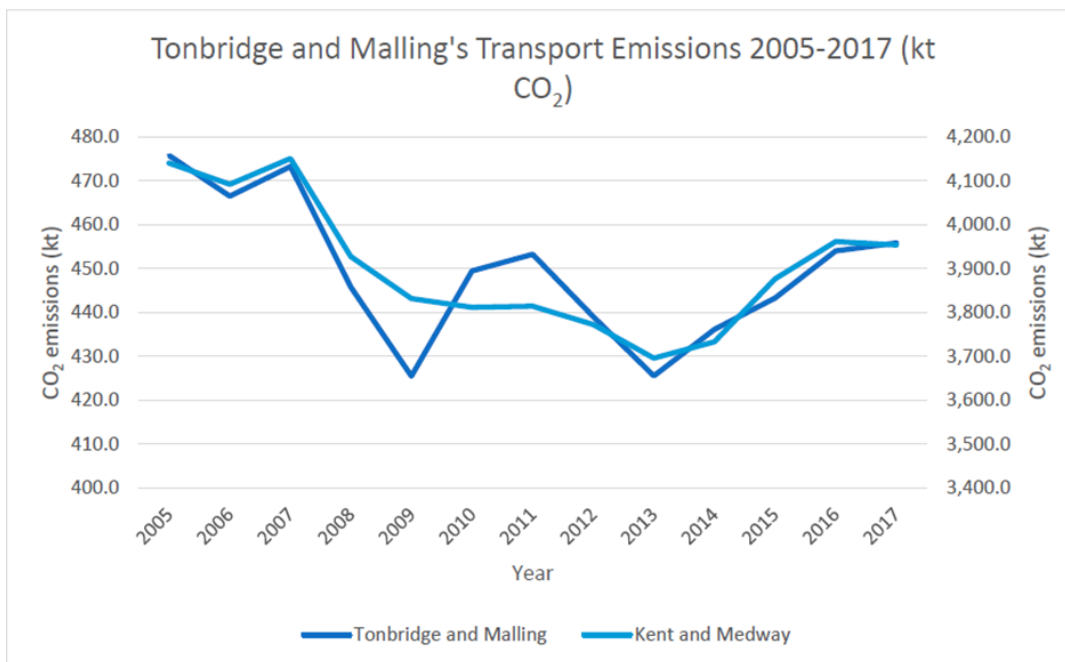
The submitted Local Plan responds well to the sections of the National Planning Policy Framework (NPPF) addressing 'Planning for climate change'. Where the Local Plan is silent on a specific issue, the NPPF and this Climate Change strategy will remain material planning considerations to be taken into account in determining future planning applications. The Plan will be subject to review once adopted and any new national policy initiatives, including for climate change, will form part of that exercise.

It is anticipated that the government will introduce the Future Homes Standard by 2025, which will set new requirements for new homes built in England via Part L and Part F of the Building Regulations. It is anticipated that this will require new build homes to be future-proofed with low carbon heating, and world-leading levels of energy efficiency, as a consequence the installation of gas boilers will cease.

Transport

In Tonbridge and Malling CO2 emissions from the transport sector have risen by 7% since 2013.

Figure 3 below shows the carbon emissions from the Transport Sector in Tonbridge and Malling (BEIS, 2019).



Reducing the need to travel using technology and smarter ways of working will help to reduce transport emissions. The Council's adopted digital strategy contains ambitions and actions that support carbon reduction. There are also opportunities to raise public awareness of sustainable travel choices. In addition to reducing vehicle mileage, we will also promote smarter driving and undertake an anti-idling campaign to eliminate emissions from idling engines.

Working with Kent County Council and transport operators to provide an integrated transport system that promotes lower carbon and healthy transport choices within Tonbridge and Malling will also be instrumental in lowering carbon emissions from this sector. The Council is seeking options to have a greater influence here through its work with the West Kent Partnership, including the establishment of a new Quality Bus Partnership.



The Borough Council also has a specific role to play as a licencing authority. By improving the environmental standards of licensed taxis operating in the borough, we intend to reduce emissions from older, more polluting vehicles. We will be running consultations detailing our plans over the next ten years, requiring all taxis to adhere to a vehicle replacement schedule, to meet higher Euro emissions standards and ultimately work towards all taxis becoming Ultra Low Emission Vehicles (ULEV).

Although the Council does not own a large fleet of vehicles, there are a small number of parking and enforcement vehicles that we will replace to become electric vehicles or ULEV. Similarly, contractors, such as our waste and recycling providers, will be encouraged to use ULEVs in order to undertake work for the Council.

A move towards ULEVs will help to reduce transport emissions. Providing the infrastructure to support electric vehicles will be instrumental in facilitating the change to greener vehicles. In order to achieve this change, Tonbridge and Malling Borough Council has made a commitment to provide electric charging points across the borough, so that it is one of the most welcoming places in the country for driving electric and hybrid vehicles.

Air Quality

The Borough Council has a statutory duty under Local Air Quality Management (LAQM) Legislation to review air quality within its area, and where concentrations exceed national objectives, put in place measures within an Air Quality Action Plan to reduce emissions.

These statutory duties are very much directed at preventing risks to health and amenity from a variety of pollutants, but those pollutants are not necessarily the same as those associated with Climate Change. However, there is a synergy between our statutory duties for the betterment of public health and the aims of this Climate Change Strategy; improvements to one will lead to improvements in the other. Our statutory work can therefore lead to a reduction in pollutants that contribute to climate change.

Ongoing assessments of air quality within the borough of Tonbridge and Malling have identified six areas where levels of Nitrogen Dioxide have at some point exceeded the annual objective limit of 40µg/m³ and have been declared Air Quality Management Areas. These are;

- M20, between New Hythe Lane and Hall Road,
- Tonbridge High Street between Vale Road and The Botany,
- A26, Wateringbury Crossroads
- A20 Aylesford
- A20 Larkfield
- A25 SevenoaksRd/Western Rd Borough Green

The Borough Council will continually monitor and update its Air Quality Action Plan for these areas, and as part of this work will review the change in levels over the years.

All monitoring sites within Tonbridge and Malling have shown a slow trend in the improvement in Nitrogen Dioxide levels. In 2018, (the last full year results available at the time of writing), Tonbridge High Street, Borough Green and M20 monitoring sites within those AQMA's all achieved levels below the 40µg/m³ annual objective for Nitrogen Dioxide. However, our AQMA in Waterringbury still recorded the second highest level of Nitrogen Dioxide in Kent.

Recognising the links between local air quality, planning, transportation, and climate change pollutants, we will continue our work with the Kent & Medway Air Quality Partnership to secure a co-ordinated approach to the monitoring and improvement of air quality in Kent. We will update as necessary our Air Quality Action Plan to continue to seek improvements in air quality within our Air Quality Management Areas and across the Borough in general, we will work with KCC and other partners to promote and encourage the use of sustainable travel options and be early adopters of strategy documents aimed at improving air quality, including the KCC Energy and Low Emission Strategy.

Habitats and Biodiversity

In addition to key outdoor leisure sites, the Council has two country parks (Haysden and Leybourne Lakes Country Park) both of which have been awarded Green Flag awards. We produce management plans for all key outdoor sites and will review them regularly, taking into account nature, biodiversity and conservation.

Where possible we will create and maintain buffer zones of mixed vegetation on edges of open spaces and against water areas to create habitats and habitat corridors. We will commit to reducing chemical use as much as reasonably practicable and ensure that our main contractor working at the sites, hold ISO140001 environmental accreditation or have other appropriate environmental safeguarding strategies in place.

Raising awareness locally will be a key objective and we will provide educational events for the public on sites across the borough that relate to nature, wildlife, biodiversity and its importance. In addition we will continue to core fund Medway Valley Countryside Partnership to assist in delivering various works and education across the borough regarding all environmental issues.

Working with partners, we will produce a Tree Charter for the Borough, with the aim of retaining a planting budget to re-plant trees where appropriate and ensure that trees in the borough are well cared for. We will work with local landowners and developers to encourage tree planting and explore suitable opportunities for planting within boundaries and hedgerows. We will also seek to maximise tree planting through the development process where possible and appropriate.

We will continue to fund and work in partnership with the Kent Downs Area of Outstanding Natural Beauty (AONB) Unit and High Weald AONB Unit in the review of the AONB Management Plans. Once adopted, these form Council policy for the management of the AONBs and for the carrying out of functions relating to it. We will continue to explore external funding opportunities through these partnerships to deliver projects within the AONBs that support the aims of the Management Plans.

We will also continue to support the Old Chalk New Downs project which aims to restore and connect remaining fragments of chalk grassland in the North Downs to facilitate the spread and survival of rare species and raise awareness of the habitat through engagement schemes.

Housing and Energy Conservation

The reduction of carbon emissions from residential homes, both new build and existing properties, is a key focus in addressing the challenge of climate change. Residential homes represent 14% of emissions (Committee on Climate Change 2019) of which the majority is from space heating.

To help reduce domestic carbon emissions we will promote retrofitting of insulation measures and efficient heating. We will also support the decarbonisation of energy supply through low carbon electricity for example photovoltaic panels and retrofitting of low carbon heating systems. For new build housing energy conservation requirements are dealt with under Building Regulations.

The Council's focus is to improve existing housing condition ensuring homes are safe and warm by encouraging and supporting the installation of both energy conservation and efficiency measures. Our private sector housing work directly links with sustainability objectives. We will adopt a whole house approach considering energy conservation, energy efficiency and renewable energy options. There are also additional benefits to residents improving their homes, including reduced energy consumption and therefore lower bills, improved thermal comfort and improved well-being.

Home energy efficiency work is delivered through a combination of advice, marketing and promotion, energy efficiency schemes, financial assistance and signposting to funded or discounted measures where available in partnership with other agencies.

Waste Minimisation and Recycling

Managing the way we deal with waste, helps to tackle climate change and reduce carbon emissions. We will encourage more people to reduce their waste and make it easier for residents to compost or recycle.

We have drastically reduced our waste to landfill over recent years with the opening of Kent Enviropower (Energy from Waste) facility in Allington, which is geographically beneficial in reducing waste miles too. Waste sent to Allington is incinerated to produce electricity for the National Grid.



Across Kent over the last 13 years we are annually recycling and composting 43% (TMBC 41.9% 2018/19). TMBC aims to increase this to over 50% in 2020/21 as well as decreasing over all tonnage collected through minimisation of packaging etc.

We are committed to increasing kerbside recycling, re-routing rounds to maximise efficiency and time spent on the road and will set tangible annual targets to reduce waste sent to landfill or incineration.

Community and Business Engagement

Individuals, households, communities and business all have a role to play in lowering carbon emissions and tackling climate change. The Council has a leadership role which can be used to inform and influence decision making, enabling changes in behaviour which will address climate change issues. We will secure debate at a range of forums including, the West Kent Partnership, the Local Strategic Partnership, our business engagement events, the Parish Partnership Panel and Tonbridge Forum.

We will work in partnership to raise awareness of climate change, providing updates and information. Assistance and advice will be available via our website and social media, to ensure that messaging about climate change is reaching everyone to enable them to reduce their carbon footprint.

We will progress the digitisation of services which will include the way we interact with our clients, such as actively encouraging residents to switch to paperless billing. We will reduce the amount of paper both internally as well as paper that is being sent out to clients.

We will work with our contractors, such as Urbaser (waste and recycling providers), the Tonbridge and Malling Leisure Trust (who manage the Leisure Centres) and our grounds maintenance contractors to bring forward their action plans to address climate change issues.

We will also encourage and promote excellence and best practice within the Borough. There are many examples within the Borough including at East Malling Research Station where NIAB EMR is leading innovation in sustainable use of water for agricultural use. Promoting such initiatives will stimulate debate and share learning across sectors.

Lower Carbon across South East – LoCASE

The Borough Council plays a key role in supporting local businesses and contributing towards sustainable growth in the economy. A number of initiatives are already underway that contribute towards carbon reduction, resource efficiency and climate change resilience.

In Tonbridge and Malling 24 SMEs have received and used grants for low carbon and energy efficiency measures. The types of businesses gaining grant money include construction and manufacturing firms, consultancy and business services, as well as property and distribution businesses. Grant money has helped these SMEs to improve their heating and lighting, research and development (IT and software, and machinery) and for the purchase of Ultra Low Emission Vehicles (KCC LoCase, 2019).

The Council will commit to delivery of the Economic Development Strategy to encourage sustainable growth in the borough and promote the take up of LoCASE and other grants to address carbon emissions and the impact of climate change.



Climate Change Action Plan – 2020/21

The Climate Change Strategy sets out the aspiration for Tonbridge & Malling to be carbon neutral by 2030. The action plan targets will help to support this ambition and will be set and published on an annual basis.

THEME	TARGET	TIMESCALE
<p>Policy and Engagement</p> <p>Recognise climate change as a corporate commitment for the Council</p>	<p>Ensure climate change is recognised as a priority within the Corporate Strategy 2020 – 2023</p> <p>Ensure climate change issues and biodiversity goals are considered in decision making, by including climate change impacts within all reports to Council Members.</p>	<p>Adopt revised strategy in 2020</p> <p>Ongoing</p>
<p>Work with partners to address climate change issues, lower carbon and adapt to the effects of climate change</p>	<p>Sign up to and adopt the principles of the Kent Environment Strategy, Kent and Medway Energy and Low Emissions Strategy and the Climate Change Adaptation and Implementation Plan. Ensure representation and input into key partnership working groups in Kent.</p>	<p>Ongoing</p>
<p>Evidence, prioritise and agree measures to be taken to lower carbon emissions at the Council. In line with GHG Protocol guidance, this will determine which entities and operations will be in scope and secondly determine which emissions sources will be in scope</p>	<p>Appoint consultants to scope out existing carbon footprint and prioritise programme of activity to reduce carbon emissions from TMBC estate and operations. Approve future targets.</p>	<p>September 2020</p>

THEME	TARGET	TIMESCALE
<p>Sustainable Development</p>	<p>Through the grant of planning permission, the Council will seek to deliver sustainable development outcomes in line with the adopted development plan and future amendments to this.</p>	<p>Ongoing</p>
<p>Transport Work with partners to support the delivery of active and sustainable transport infrastructure improvements and initiatives, to encourage the take up of these modes for everyday journeys and support active lifestyles.</p> <p>Review and implement the TMBC corporate staff travel plan and work with KCC through their STAR programme to support the wider take up of work place travel planning, and active travel promotion.</p>	<p>Through the grant of planning permission, seek to prioritise active and sustainable travel outcomes within all new developments, and where appropriate to secure s106 contributions towards off-site improvements.</p> <p>Working in partnership with KCC through the West Kent Infrastructure and Transport Sub Group as well as through the Council’s Joint Transportation Board, to secure funding for and promote the implementation of active and sustainable transport infrastructure improvements.</p> <p>Using Department for Transport’s Emergency Active Travel Fund, work with KCC to introduce a town-wide 20mph zone in Tonbridge.</p> <p>Strengthen the corporate staff travel plan, including cycle to work scheme and other sustainable travel initiatives.</p> <p>Host an active travel road show(s) in the borough, to be delivered by Active Mob (KCC funded), and to encourage business engagement.</p> <p>Bring forward a proposal to work in partnership with KCC and other stakeholders on the preparation of a draft walking and cycling strategy for the borough, to replace the outgoing strategy.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>March 2021</p> <p>March 2021</p> <p>March 2021</p> <p>March 2021</p>

THEME	TARGET	TIMESCALE
<p>Transport</p> <p>Improve the environmental standards of licensed taxis operating in the borough.</p>	<p>Undertake consultation with taxi stake holders regarding a phased vehicle replacement schedule, to meet higher Euro emission standards, working towards vehicles becoming Zero emission capable (ZEC) or Ultra Low Emission (ULEV) over the next 10 years.</p>	<p>March 2021</p>
<p>ULEV</p> <p>Provide electric charging points across the borough.</p>	<p>Research cost and practicalities of introducing electric vehicle charging points at Council owned public car parks and the Council Offices. Publish findings.</p> <p>Working in partnership with Tonbridge and Malling Leisure Trust, research cost and practicalities of introducing electric vehicle charging points at Leisure sites. Publish findings.</p> <p>Undertake a vehicle replacement schedule (transitioning to ULEV) for all parking vehicles, in line with capital renewals programme and expected lifespan.</p>	<p>March 2021</p> <p>March 2021</p> <p>Ongoing</p>
<p>Air Quality</p> <p>Review Air Quality and put measures in place to reduce emissions.</p>	<p>In partnership with KCC, prepare and launch a public awareness and travel choices campaign.</p> <p>Consider installation of green walls/increased vegetation. Publish findings.</p>	<p>March 2021</p> <p>March 2021</p>

THEME	TARGET	TIMESCALE
<p>Air Quality</p>	<p>In partnership with KCC and linking to the “Smart Cities” agenda, improve public transport information availability by developing App based systems to deliver high quality accessible information.</p> <p>Develop a borough wide Anti Idling Campaign, to eliminate emissions from idling engines.</p>	<p>March 2021</p> <p>March 2021</p>
<p>Habitats and Biodiversity</p> <p>Strengthen local protection and enhance protection of species, habitats and ecosystems</p>	<p>Working with relevant partners, produce, adopt and publish a Tree Charter for the Borough.</p> <p>Create a larger wildflower meadow at Leybourne Lakes Country Park</p> <p>Install a new sewage disposal plant at Haysden Country Park to reduce amount and frequency of waste being taken offsite.</p>	<p>March 2021</p> <p>2020</p> <p>2020</p>

THEME	TARGET	TIMESCALE
Housing and Energy Conservation	<p>Support our residents by signposting to information on energy efficiency measures and funding schemes so they can make informed decisions. In addition we will seek to assist 10 eligible low income vulnerable to cold households to access affordable warmth in the home through the Council's housing assistance, where other forms of funding are not available or top up funding may be required.</p>	<p>March 2021</p>
	<p>The council purchased four houses in March 2020 and intends to convert them to provide 12 individual units. A feasibility assessment for energy efficiency measures will be included in the project, to explore options such as low carbon heating systems, PV panels and other renewable measures.</p>	<p>March 2021</p>
	<p>Proactively target 75 private rented properties to undertake HHSRS assessment to identify significant hazards including excess cold. As part of this work we will offer energy efficiency advice to landlords and identify properties with a Category 1 Excess Cold hazard present and where necessary the appropriate enforcement action will be taken or the landlord may be eligible for housing assistance to improve the energy efficiency and help reduce carbon emissions.</p>	<p>March 2021</p>

THEME	TARGET	TIMESCALE
Housing and Energy Conservation	Assist with removing barriers for private sector households by working with Kent County Council to target promotion of 'Solar Together' a collective solar group purchasing scheme with the aim of achieving 60-80 accepted Solar Together recommendations by the end of the year. The Council will monitor the response to determine future promotion of this initiative.	March 2021
	Look at the feasibility of setting a minimum energy efficiency standard EPC rating as a licence condition for mandatory licensable Houses in Multiple Occupation (HMOs) and include in the Council adopted guidance on minimum amenity standards for all HMOs, where an Energy Performance Certificate is required.	March 2021
Waste Minimisation and Recycling		
Encourage more people to reduce their waste and make it easier for residents to recycle.	Increase our recycling rate from 43% to 50%	March 2021
	Develop a robust communication plan in partnership with KRP and TMBC media team to further improve resident communications in relation to waste minimisation and recycling.	March 2021
Community and Business Engagement		
Raise awareness of climate change, providing regular updates and information.	Create and maintain a designated climate change web page on the TMBC website.	Ongoing

THEME	TARGET	TIMESCALE
<p>Community and Business Engagement</p> <p>Support local businesses and encourage sustainable growth in the economy.</p>	<p>Promote and increase uptake of the Council grant scheme to improve local centres and parades. Publicise grants via business newsletters, social media and promotion to ensure that grants (of up to £3,500) are used to deliver energy efficiency measures.</p>	<p>March 2021</p>
	<p>Promote and increase uptake of the LOCASE grant scheme to tackle and adapt to climate change. Publicise grants via business newsletters, social media and promotion.</p>	<p>Ongoing, until end of 2020.</p>
	<p>Promote climate change messaging to local businesses using social media and by publishing a monthly business bulletin to support the climate change agenda.</p>	<p>Ongoing.</p>
	<p>Review Economic Regeneration Strategy to include measures that encourage sustainable economic development and green growth.</p>	<p>March 2021</p>

THEME	TARGET	TIMESCALE
Community and Business Engagement	<p>Working with the Media and Communications Team, develop a communications strategy to raise awareness of domestic housing energy efficiency and renewable energy schemes available.</p> <p>Encourage schools, businesses and churches to appoint Environmental Champions, to increase the visibility of the environmental agenda and share ideas and progress against climate change.</p>	<p>March 2021</p> <p>March 2021</p>
TMBC ESTATE Reduce the environmental impact of the Council's activities, increasing the sustainability of all our operations.	<p>Change energy supplier to ensure that energy provided to the Council is supplied by renewable sources.</p> <p>Evaluate the viability of installing renewable energy systems at Larkfield Leisure Centre, publish findings.</p> <p>Research cost and practicalities of replacing Council owned pay and display machines to be solar powered. Publish findings.</p>	<p>September 2020</p> <p>March 2021</p> <p>March 2021</p>

THEME	TARGET	TIMESCALE
<p>TMBC ESTATE</p> <p>Progress the digitisation of services and reduce the amount of paper both internally and being sent out to clients.</p>	<p>Amend Council Procurement Policy to include a requirement that any equipment replacements are more energy efficient with higher environmental standards.</p>	<p>March 2021</p>
	<p>Undertake an assessment of business mileage for all staff and develop a policy to support tele-conferencing and skype meetings to reduce business travel.</p>	<p>March 2021</p>
	<p>Amend the Homeworking Policy to encourage greater take up of homeworking/flexible working where possible, to reduce home to work travel.</p>	<p>March 2021</p>
	<p>Introduce 'Always on VPN' remote working solution to enable staff to work more flexibly.</p>	<p>March 2021</p>
	<p>Introduction of mobile working to improve efficiency and reduce repeat visits along with printing and mailing paper works to clients (Public Health, Housing, Electoral services)</p>	<p>March 2021</p>
	<p>Consolidation of devices and swapping desktop machines to more energy efficient laptops.</p>	<p>March 2021</p>
	<p>Migration of our Disaster Recovery services to a cloud based platform</p>	<p>March 2021</p>
	<p>Introduction of online and automated solutions for internal administrative workflows to further eliminate paper based forms</p>	<p>March 2021</p>

THEME	TARGET	TIMESCALE
TMBC ESTATE	Introduction of online services and e-Billing (Revs & Bens)	March 2021
	Back scanning of existing paper records and digitisation of future documents (Public Health, Environmental protection, Exchequer, Payroll, Planning)	March 2021
	Introduction of a unified “My Account” customer portal enabled via a new CMS and CRM systems including a new functionality and feature-rich Website	March 2021

Agenda Item 12

Recommendations arising from the Street Scene and Environment Services Advisory Board of 5 October will be circulated to Members prior to the meeting of Cabinet.

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

STREET SCENE and ENVIRONMENT SERVICES ADVISORY BOARD

05 October 2020

**Report of the Directors of Street Scene, Leisure & Technical Services and
Finance and Transformation**

Part 1- Public

Matters for Recommendation to Cabinet - Key Decision

1 OFF-STREET CAR PARKING CHARGES

Summary

This report updates Members on the current position and proposed timescale in relation to the implementation of the proposed changes to off street car parking charges, and the need to progress a survey to determine user profiles in the Aylesford and Martin Square car parks. The report considers previous reports to this Advisory Board and Cabinet, and takes in to account the impact of the Covid-19 pandemic.

1.1 Introduction

- 1.1.1 At the last meeting of this Board on the 5th March 2020, Members considered the outcome of the formal consultation on the annual review of car parking charges and proposals to amend the existing parking charges across the Borough.
- 1.1.2 The recommendations from this Board were due to be considered at the Cabinet meeting on the 17 March 2020. Due to the Covid-19 pandemic this meeting was cancelled and at the 3 June 2020 meeting of Cabinet the decision to introduce these price variations was deferred until the next annual cycle of price review.
- 1.1.3 At its meeting on 6 January 2020, Cabinet approved the proposal to introduce car parking charges to existing free-for-use car parks in Aylesford, Martin Square and Snodland. Following this decision, a consultation was undertaken on the detailed proposals for both Aylesford and Martin Square with Snodland to follow on a slightly different timescale. Unfortunately due to a drafting error in the consultation documents the outcome of this consultation exercise cannot be considered as the formal consultation process. The feedback received is however extremely useful to review prior to undertaking further consultation in the future.
- 1.1.4 The consultation responses have assisted in gaining a fuller understanding of the concerns of the users of the car parks and illustrate that there are a number of different user groups. To get a more detailed picture external consultants were engaged to carry out car park usage surveys and customer surveys to enable this information to be used to help guide the review of the charges. Unfortunately the

rise of the Covid -19 pandemic weeks before the proposed surveys has meant that these have had to be delayed.

- 1.1.5 Surveys on parking habits aim to take a snapshot of the parking arrangements under normal operating conditions, but due to Covid-19 there is significant disruption to traffic patterns and parking habits and any surveys will need to wait until there is a return to more normal traffic patterns and car park usage.

1.2 Variation of Existing Charges

- 1.2.1 Following the outbreak of the Covid 19 pandemic, the previously reported parking charge proposals were put on hold by Cabinet for review as part of the next cycle of price review. The timescale for this next cycle is relatively short as we would seek to align the off-street and on-street charging regime timescales.

- 1.2.2 The next step is to implement the charges as reported to the March 2020 meeting of this Board and these are attached in **Annex 1**. This requires the advertisement of the legal order that varies the prices in line with the detail shown in **Annex 1**.

- 1.2.3 The proposal is to introduce the new charges from 4 April 2021, a year later than originally proposed. This means that there would have been no increase in existing car parking charges for 3 years.

1.3 Aylesford and Martin Square car parks

- 1.3.1 At its meeting in January 2020 Cabinet agreed the principle of the introduction of car parking charges in Aylesford and Martin Square car parks with a wider review of the on and off street parking arrangements being proposed for Snodland.

- 1.3.2 Consultation was carried out earlier this year. Early in the consultation process it was discovered that there was a drafting error which omitted one of the price bands in the charges.

- 1.3.3 This error rendered the formal consultation process as being flawed. However this consultation process generated a number of useful responses and it is clear that the proposed charging models for each car park would benefit from being reviewed. We have also identified the need to carry out some survey work to ascertain the user profiles and duration of stay as this will also assist in the proposed charging models. It is essential that this survey work be conducted at a point in time when the usage of the car parks has returned to some level of normality following the Covid 19 pandemic. The date for this is not possible to predict at this stage and will need to be kept under review.

1.4 Legal Implications

- 1.4.1 The statutory framework governing the response to the pandemic is evolving and changing on a frequent basis, both in the restrictions placed upon individuals and

upon the responsibility of local authorities. Specific proposal or changes brought forward following a review of the services will be assessed at the appropriate time in liaison with Legal Services to ensure they are lawful.

- 1.4.2 The powers allowing the Borough Council to carry out parking management activity are contained in the Road Traffic Regulation Act 1984, supplemented by formal agreement with Kent County Council as the Local Highway Authority, in respect of its powers under the Traffic Management Act 2004. In particular, section 122 of the Road Traffic Regulation 1984 Act imposes a general duty on local authorities exercising functions under the Act to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of safe and adequate parking facilities on and off the highway.
- 1.4.3 Changes to parking charges should be made via an Amendment Orders to the Council's on and off-street parking Traffic Regulation Orders, using the procedures set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- 1.4.4 Part 2 of The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015 introduced a statutory requirement for a 10 minute "grace" period to time limited parking, whether on-street or off-street, including Pay and Display, regardless of the intended duration of stay, effectively adding the facility to park for an additional 10 minutes to all parking periods.

1.5 Financial and Value for Money Considerations

- 1.5.1 Previous reports to this Board and Cabinet have examined parking fees and charges within the context of a set of guiding principles, the cost of parking service to the Council and ongoing investment in the parking management service. It had been anticipated that the recommendations proposed in respect of off-street car parking fees and charges would have generated estimated increased income of £271,000 net of VAT and refunds in a full year. This estimate is based on the pre-Covid 19 usage and refund levels remain constant and that ticket sales remain uninfluenced in each pricing band.
- 1.5.2 Clearly the Covid 19 pandemic will result in different user patterns in our car parks. The full extent of this impact in the changing habits of users will not be known for some time as businesses and users make changes to the way they move and operate within the Borough.
- 1.5.3 Some of the proposals will incur additional ongoing revenue costs which have been factored into the relevant budgets where appropriate. Such costs will need to be taken into account to determine net income associated with one or more of the proposals.
- 1.5.4 Capital investment will be required in the Council's car parks in Snodland, Martin Square, Aylesford and Tonbridge Castle grounds if the introduction of car parking

charges is approved at a later date. A budget in the sum of £210,000 has been established for this purpose.

1.6 Risk Assessment

- 1.6.1 The departmental operational risk assessment has been updated substantially and is being revised on an ongoing basis as government guidance on Covid-19 changes.
- 1.6.2 The regularised review of parking charges is financially considered when reviewing the Council's Medium Term Financial Strategy.

1.7 Equality Impact Assessment

- 1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.
- 1.7.2 Blue Badge holders can park free of charge in the Council's car parks for up to 23 hours. For Blue Badge holders living in a parking permit area, a Resident Parking Permit is not required as long as the valid Blue Badge and clock is correctly displayed. The Blue Badge scheme has recently been extended by Central Government to include people with "hidden disabilities". This includes people with learning disabilities, autism and mental health conditions.

1.8 Policy Considerations

- 1.8.1 Asset Management
- 1.8.2 Community
- Customer Contact

1.9 Recommendations

- 1.9.1 It is **RECOMMENDED TO CABINET** that it **APPROVE** the following proposals;
 - 1) The revised off-street parking fees and charges as previously agreed by this Board [Annex 1] be progressed and come into effect in April 2021 in line with all relevant legislation.
 - 2) A survey to ascertain user profiles and duration of stay at the Martin Square and Aylesford car parks be undertaken at a point in time when it is deemed that parking has returned to some level of normality following the Covid 19 pandemic.

Background papers:

Nil

contact: Andy Edwards
Robert Styles
Sharon Shelton

This page is intentionally left blank



THE TONBRIDGE AND MALLING BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2021

Notice is hereby given that Tonbridge & Malling Borough Council intends to make the above Order under Sections 32 and 35 of the Road Traffic Regulation Act 1984, the effect of which will be as per the Council's existing Off-Street Parking Places Order, save for the following changes;

In the town of Tonbridge,

- no increase to the charge for parking for up to 30 minutes, remaining at 70 pence
- an increase of 10 pence per hour on each parking tariff (up to a maximum tariff of £6.70)
- an increase of £20 (to £290) for 12 month off peak car park season tickets
- an increase of £10 (to £120) for monthly car park season tickets
- 3 monthly car park season tickets no longer offered
- 6 monthly car park season tickets no longer offered
- an increase of £70 (to £1020) for 12 month car park season tickets

In the town of West Malling,

High Street car park

- no increase to the charge for parking for up to 30 minutes, remaining at 40 pence
- an increase of 10 pence per hour for parking up to 3 hours
- no increase to the charge for parking for up to 4 hours, remaining at £3.20

Ryarsh Lane car park

- an increase of £80 (to £255) for 12 month car park season tickets

In the town of Borough Green

- no increase to the charge for parking for up to 30 minutes, remaining at 20 pence
- an increase of 10 pence on each further parking tariff, up to a maximum tariff of £5.30

In the village of Blue Bell Hill

- an increase of 20 pence (to £2.70) for daily parking
- an increase of £2.00 (to £12) for weekly parking
- an increase of £5 (to £40) for monthly car park season tickets
- 3 monthly car park season tickets no longer offered
- 6 monthly car park season tickets no longer offered
- an increase of £120 (to £420) for 12 month car park season tickets

Leybourne Lake and Haysden Country Parks

- an increase of 20p (to £1.40) to the "up to 4 hour" tariff
- an increase of £10 (to £50) for 12 month car park season tickets

A copy of the draft Order and a statement of reasons for proposing to make the Order may be inspected during normal working hours at the offices of Tonbridge and Malling Council Offices, Kings Hill, West Malling or Tonbridge Castle and at the Kent County Council Offices, Sessions House, County Hall, Maidstone, Kent.

The proposed Order may also be viewed on www.tmbc.gov.uk/offstreetcharges

Anyone wishing to support these proposals, or object to them, should write stating reasons, and quoting the name of the Order, by no later than XXXX

ANNEX 1

If you have any questions concerning this notice, require further information or have difficulty in reading this notice, please contact, during normal office hours, the Parking Office tel: (01732) 844522, email: parking.office@tmbc.gov.uk or by post to;

The Parking Office, Tonbridge & Malling Borough Council,
Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ.

Dated XXXXXX

Julie Beilby
Chief Executive

For enquires relating to these proposals please contact Tonbridge & Malling Borough
Council on 01732 844522.

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

14 October 2020

Report of the Chief Executive

Part 1- Public

Executive Non Key Decisions

1 COMMUNITY AND BUSINESS SUPPORT, FOCUSING ON REVIEW, REORIENTATION AND RECOVERY

1.1 Background

1.1.1 A report relating to community and business support and focusing on review, reorientation and recovery was considered by the Overview and Scrutiny Committee on 27 August 2020. The Minutes extract is attached for information.

1.2 Legal Implications

1.2.1 As set out in the report to Overview and Scrutiny Committee on 27 August 2020.

1.3 Financial and Value for Money Considerations

1.3.1 As set out in the report to Overview and Scrutiny Committee on 27 August 2020.

1.4 Risk Assessment

1.4.1 As set out in the report to Overview and Scrutiny Committee on 27 August 2020.

1.5 Equality Impact Assessment

1.5.1 As set out in the report to Overview and Scrutiny Committee on 27 August 2020.

1.6 Recommendations

The Overview and Scrutiny Committee recommended that:

1.6.1 the reinstatement of all Community Hub support in the event of a second wave or regional/local lockdown be endorsed;

1.6.2 the reinstatement of business support in the event of a second wave or regional/local lockdown be endorsed;

1.6.3 the ongoing commitment to the District and Community Recovery cell to aid support to the local community be endorsed;

1.6.4 the suggested amendments (highlighted in paragraph 1.3.7 of the report) regarding revisions to the Economic Regeneration Strategy to support businesses and the local economy be endorsed.

Background papers:

Nil

contact: Gill Fox
Scrutiny and Partnerships
Manager

Julie Beilby
Chief Executive

Item OS 20/16 referred from Overview and Scrutiny Committee of 27 August 2020

The Overview and Scrutiny Committee reviewed the support provided by the Borough Council to the community and business sector during the coronavirus pandemic. Measures included the establishment of a Community Hub to assist residents in need of additional support, with a focus on those on the NHS extremely vulnerable 'shielded' list. Business support activity included the distribution of grant funding, information sharing and the establishment of a county wide Covid-19 Helpline.

Members commended the support provided to the community, local businesses and residents by the Borough Council and its staff. The valuable role of voluntary organisations and volunteers during the pandemic was also recognised.

In addition, Members took the opportunity to consider the Borough Council's ongoing response and reviewed preparations for any potential local outbreak or second wave. It was reported that the operation of the Community Hub and other support measures, including the Covid-19 helpline, could be reinstated at short notice if required.

Particular reference was made to the work undertaken by the Borough Council's One You team in offering support to those struggling with social isolation and loneliness. As part of the recovery process, the team would focus on mental health and general wellbeing and support residents with healthy lifestyle advice and facilitating discussions to aid positive mental health. However, Members expressed concern around the funding arrangements with Kent County Council, especially given the significant financial challenges faced by the Borough Council and it was hoped that this position would be revisited at a future Overview and Scrutiny Committee. In response, the Chief Executive assured Members that work was currently in hand to ensure that the costs of the One You service reflected the funding received from Kent County Council. There was also uncertainty around the position of Public Health England and there was potential for the situation to change.

The report referred to the Economic Regeneration Strategy 2019-2023 and highlighted that the plans in place to support the local economy would need to be reviewed to ensure that resources were focused on the area's most in need. Potential measures included a focus on upskilling and employment, supporting green growth and investment and the future of the High Street, as detailed in paragraph 1.3.7 of the report.

The Borough Council also participated in a District and Community 'cell', a sub-group of a Recovery Coordinating Group, which was considering wider and longer term impacts upon Kent and Medway.

Finally, the financial and value for money considerations set out at 1.5 of the report were discussed and it was noted that the Borough Council had received approximately £1.4M from Government to fund the Covid-19 response. However, it was unclear whether this would be sufficient to cover the cost of all the support measures provided or the significant loss of income. Work on financial modelling continued.

RECOMMENDED: That



- (1) the reinstatement of all Community Hub support in the event of a second wave or regional/local lockdown be endorsed;
- (2) the reinstatement of business support in the event of a second wave or regional/local lockdown be endorsed;
- (3) the ongoing commitment to the District and Community Recovery cell to aid support to the local community be endorsed;
- (4) the suggested amendments (highlighted in paragraph 1.3.7 of the report) regarding revisions to the Economic Regeneration Strategy to support businesses and the local economy be endorsed.

***Referred to Cabinet**

TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

27 August 2020

Report of the Chief Executive

Part 1- Public

Matters for Recommendation to Cabinet

1 COMMUNITY AND BUSINESS SUPPORT, FOCUSING ON REVIEW, REORIENTATION AND RECOVERY

To provide an opportunity for the Overview and Scrutiny Committee to review the support to the community and business sector, during the Covid-19 pandemic and shape our ongoing response.

1.1 Background

- 1.1.1 In order to support residents and in line with Government guidance, the Borough Council set up a Community Hub in the early stages of the Covid-19 lockdown. The focus for the support was for those on the NHS extremely vulnerable “shielded” list and also others who may be considered vulnerable and in need of additional support.
- 1.1.2 Initially a limited supply of food was provided by Government for all Hubs to assist with food parcels. It was suggested that warehouse space with 24 hour security and access for HGV delivery vehicles would be advisable. The Council was grateful to the RBLI at Aylesford, who were able to assist with this initial set up at very short notice.
- 1.1.3 It was evident that the initial supply of food provided, was inadequate to make up basic food parcels and additional food would be required. The RBLI were also able to support with the food supply issues, using their existing contacts with wholesalers. The Council commissioned the RBLI for the first 6 weeks of the lockdown to support the food parcel element of the operation. After this period, it was evident that most people in need of supplies who were on the shielded list were now in receipt of their weekly food parcel from central Government. For many other vulnerable people, the Community Hub team at the Council had successfully managed to link those in need with the many parish, church and community volunteers who were able to support residents with shopping, medication collection and other requirements. The decision was made to move the food parcel operation to the Council Office at Kings Hill, purchasing initially ready made food “care boxes” then basic food supplies direct from Tesco in West Malling. For vulnerable residents with specific dietary needs an arrangement to

shop for and deliver essential food supplies was also established as part of the Community Hub response.

- 1.1.4 In order to deliver our Community Hub support, staff from a variety of services had to quickly adapt to different job roles. Staff from within the Elections Team were primarily involved in calling all residents on the shielded list and linking vulnerable residents with local community volunteers. They were supported by the Mayors Office and Leisure Services. The delivery of food parcels has also been undertaken by a variety of teams, including Civil Enforcement Officers, Park Rangers, Environmental Health Officers, Community Safety, Print Room and Technical Service staff. Our Customer Service Team have worked hard taking Community Hub calls and signposting callers to appropriate support. The teams have adapted quickly as Government guidance has been issued, in a rapidly changing landscape.
- 1.1.5 In order to establish long term support the Community Hub team worked with the many volunteer groups, parishes and churches to link those in need with their nearest volunteer. At the outset, this was a fast moving situation and every group made their own arrangements based on the number of volunteers and the likely demand in their area. In a limited number of cases there were initial communication difficulties, particularly in relation to prescriptions and medication deliveries. Many pharmacists were not able to offer a delivery service, which caused some confusion as this was the expectation and guidance from Government. In addition the NHS Volunteer arrangements which also covered prescription collections took a while to establish itself. Hopefully lessons have been learnt from this and they will be able to rise to the challenge in future, if required. The Hub team will also undertake checks early on with all groups to help iron out difficulties in the future (should the need arise).
- 1.1.6 In addition to volunteer support, we have also been fortunate to receive generous donations from local people and local businesses. One Tonbridge and Malling resident and shareholder at COOK wished to provide 500 COOK frozen ready meals, which he specifically asked to be distributed to the most vulnerable people. These have been allocated to frail elderly residents or those with disabilities who struggle to cook meals for themselves. In addition, 500 meals were also supplied as a gift from COOK as part of their commitment to helping local communities during the pandemic, again these have been allocated to those most in need. Albion Foods donated £1,000 to go towards the costs of food parcels, we have also received 2000 Easter eggs, boxes of crisps from a local pub and punnets of strawberries and potatoes from local farms. All donations have been either sent out with food parcels or passed on to the local food banks. Cabot Financial (based at Kings Hill) continue to offer support in the form of access to their large walk in freezer. The caretaker at Cabot has been extremely helpful, allowing us to store bread and ready meals at the site and opening up the building on a daily basis, to enable the team to access the frozen goods prior to delivery.

- 1.1.7 The Community Hub team have also made contact with everyone on the NHS shielded list (to date this is over 4800 residents). Anyone who indicated that they were struggling with social isolation and loneliness has been offered regular telephone befriending support, which was provided by the Council's One You health team. A Community Hub information leaflet, providing information such as the Hub telephone support line and the help available, was sent to a targeted list of over 5500 residents (for example to those over 70, those in receipt of disability benefits, those registered for the bin pull out service).
- 1.1.8 As the lockdown measures eased and the guidance to those shielding changed, the Community Hub has been naturally winding down. Government support to the shielded ends on 30 July, but we have taken the decision to keep the Community Hub phone line going beyond this date. At the time of writing this report, it is not known if the end of the government support, could possibly increase demand for support locally, so it is prudent to maintain the offer, just in case.
- 1.1.9 In terms of business support activity undertaken or supported by the Borough Council, this effectively covered three key strands:
- a) The Establishment of a Kent-wide Covid-19 Helpline: this was set up very early on in the crisis as a response to the fact that local businesses were struggling to get through to the national helpline due to the huge level of demand for advice and support. Launching on 26 March 2020, the helpline was part-funded by the Borough Council and was run by the Kent and Medway Growth Hub. By the end of June 2020, the helpline had dealt with 659 enquiries from businesses within the borough, the fourth highest in Kent and Medway (behind Medway, Maidstone and Ashford)
 - b) Grant Support to Local Businesses: following the announcement in March 2020 of the 'Small Business Grant' and the 'Retail, Hospitality and Leisure Grant', the Borough Council set about distributing nearly £20m of grant funding to eligible local businesses with a Business Rates Liability. This work was led by the Revenue Team with support from the Economic Regeneration Team along with a number of other staff across the council that helped to track down eligible businesses. A huge amount of work was required to get hold of eligible businesses (many of whom had closed down temporarily), explain the availability of grants and to encourage them to use the Borough Council website to apply for their grants. By the end of June 2020 £18m had been distributed to 1,403 businesses. It was announced at the end of July 2020 that the scheme would be closing down on 28 August 2020, and at the time of writing this report, Council Officers are attempting to make contact with the remaining 150-200 businesses that might be eligible for the fund.

Following government guidance received on 13 May 2020, a further grant scheme – the Small Business Discretionary Grant Scheme – was launched on 26 May 2020 and focussed on supporting businesses that were ineligible for the other grant support. This scheme was led by the Economic Regeneration Team

and all funding was allocated by 26 June 2020, with just over £1m distributed to around 150 businesses in the space of six weeks. In total, only 4 businesses appealed the funding decisions made by the Borough Council, with only 1 going to a final appeal, which was ultimately turned down.

- c) Information Sharing: through the use of the Council webpages, social media activity and a regular e-newsletter, useful information on wider government support (such as the Job Retention Scheme, Bounce Back Loan Scheme and Self-Employment Income Support Scheme) and practical advice from business representative organisations, such as the Federation of Small Businesses, Kent Invicta Chamber of Commerce and Visit Kent.

1.2 Local Outbreak Planning or Second Wave preparedness

- 1.2.1 As mentioned earlier, the Community Hub phone line (along with details on our website) will remain live and available to offer support and advice to anyone who needs it. The Community Hub team have made strong connections with Parish, church groups and volunteers in the community, who have been invaluable throughout the pandemic. The Covid-19 Tonbridge Support Group (a large group of local volunteers and local Councillors) have also been instrumental in the response for Tonbridge residents. The Hub Team will be able to reinstate these connections quickly if needed in the future.
- 1.2.2 Although it is anticipated that with the easing of the lockdown measures, people can return to their usual shopping arrangements, we have retained a number of emergency food parcels at the Council Office and also have good links with the local supermarket. The Community Hub team have mostly returned to their normal duties, however the operation can be reinstated if required.
- 1.2.3 At the time of writing this report, it is a little unclear exactly what interventions would be required or could be provided by Central Government to support our local businesses should there be a local outbreak or second wave, however the following should enable a swift response should it happen:
 - a) The Covid-19 Helpline was originally going to be closed down at the end of June 2020, however this has now been extended to at least the end of September 2020, in order to deal with enquiries that are still coming in (albeit at a lower level than during the height of lockdown). This means that should there be a local outbreak or second wave soon, the helpline will still be in place to provide support. Obviously this helpline cannot continue indefinitely, but if it has been closed down and is required to set up again, this will be done quite quickly as most of the set-up costs (especially promotion and marketing) have already been dealt with.
 - b) The Borough Council has agreed with Kent County Council that we can use Business Rates Pool and Retention Pilot funding to support the local economy during the covid-19 pandemic, so with that agreement in place, we will be able to implement support more quickly.

1.3 Recovery

1.3.1 The impact of the Covid-19 pandemic on the local economy has undoubtedly been considerable. Although it will likely be some time before the full extent of this impact is understood, there are some key statistics that provide a telling insight. They include:

- Nationally, economic activity in April 2020 shrunk by 20.4%, the biggest monthly fall ever recorded. It is estimated the GDP growth for 2020 will be between -8% and -12%.
- A survey of 2,124 businesses across Kent and Medway has highlighted that 94.1% have seen a negative impact on sales, 3.5% have seen no impact and 0.8% have seen a positive impact (1.6% did not answer). In addition, 87.3% of respondents felt the impact would be negative on future sales.
- Local unemployment figures for May 2020 show that there were 3,565 claimants (4.5%). This figure has increased by 289.6% since May 2019. The number of claimants will very likely increase sharply in October 2020 when local businesses have to consider whether or not to retain staff that had been subsidised through the Job Retention Scheme.

1.3.2 In addition, the creation of a Kent & Medway Covid-19 Economic Recovery Dashboard by Kent County Council in July 2020 has also started to illustrate the impact, and will also provide a useful tool for understanding where any future economic support might be needed most. Some key statistics from the dashboard highlight:

- At the end of May 2020, there were 14,700 staff furloughed (many in the retail and tourism sectors) and 5,300 people on Self-Employment Income Support (many of them in the construction industry) in Tonbridge and Malling.
- At the end of June 2020 there were still around 35,000 people working from home in Tonbridge and Malling.
- The dashboard perceives that two key areas of vulnerability in the local economy are – the high number of self-employed people (18% compared to 10% nationally), and the high number of people working in the following sectors: motor trades; construction; and quarrying.

1.3.3 The Council's One You team will play a key role as part of the recovery process for our residents. We are all acutely aware of the impact the Covid-19 pandemic has had on mental health and general wellbeing. Moving forwards it is important that we support our residents with healthy lifestyle advice and programmes, information on wellbeing including facilitating discussions to aid positive mental health and opportunities to reduce loneliness and social isolation. The One You

team with their skills, enthusiasm, local knowledge and local established partnerships are perfectly placed to drive this agenda forward across Tonbridge & Malling. Work has already began on providing assessments and programmes virtually and the team continue to work alongside other agencies and partners including local GPs to provide expertise in the public health recovery.

- 1.3.4 The Vulnerable Persons and Community Cell was established on 23 March and Chaired by the Chief Executive of Tunbridge Wells Borough Council with representation from all Kent local authorities and other Kent Resilience Forum partners. The aim was to support organisations in identifying vulnerable people and co-ordinating support for communities throughout the Covid-19 response. The Cell initially met three times a week to identify challenges and to share best practice and proved invaluable in promoting a high and consistent public service across the Borough and County. The Cell's meeting frequency was reduced as support practices and mechanisms were refined and have now been suspended but will be re-established if required.
- 1.3.5 A Recovery Coordinating Group (RCG) has been established by the Kent Resilience Forum to identify and mitigate any wider and longer term impacts upon Kent and Medway and seek to achieve a return to a "new normality" at the earliest opportunity. The RCG is informed by seven subject specific cells, these are: Economy, Infrastructure, Children & Young People, Health & Social Care, District & Community Cell, Voluntary Sector and Finance. The recommendations from each of the cells are currently available for consultation for all resilience partners, prior to their implementation.
- 1.3.6 As the economy has started to open up again, the Borough Council has seen first-hand some of the challenges that local businesses face. During traders meetings in the build up to re-opening, it was obvious that some businesses were struggling to accommodate some of the social distancing requirements within their establishments, and had concerns about the implications of not interpreting Central Government guidance correctly. The Licensing and Environmental Health teams have been actively supporting our businesses through this process.
- 1.3.7 As we tentatively move towards recovery, it is clear that the plans in place to support the local economy that were included in the current Economic Regeneration Strategy 2019-2023 will need to be reviewed to ensure that we focus our resources in the areas most in need, and not simply revert back to how things were. Whilst this still needs to be considered in more depth, the indications at this stage are that the following could be areas of focus:
- A focus on Upskilling and Employment - especially tackling youth unemployment.
 - Supporting Green Growth and Investment – in support of the Climate Change Strategy.

- The Future of the High Street – the pandemic has pushed this issue even further up the agenda.

1.4 Legal Implications

1.4.1 None

1.5 Financial and Value for Money Considerations

1.5.1 As at mid-July 2020, total cost of Community Hub set up and food purchases are as follows (based on invoices received and paid to date):

- RBLI costs (warehouse, facilities, staff and food supply for first 6 weeks): £39,473.12
- Food costs (from week 7- mid July): £4,077.42
- Postage costs for targeted Community Hub information leaflet: £1,852.03
- Donations received: Albion Foods £1000, residents: £90.50

1.5.2 As of the end of June 2020, a total of £19,040,000 had been allocated to 1,553 local businesses through the various Covid-19 grant schemes. In addition, the Borough Council has also contributed £8,000 towards the running of the Covid-19 Helpline from March to October 2020.

1.6 Risk Assessment

1.6.1 N/A

1.7 Equality Impact Assessment

1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Policy Considerations

1.8.1 Business Continuity/Resilience

1.8.2 Community

1.8.3 Healthy Lifestyles

1.9 Recommendations

1.9.1 Members to **ENDORSE** the reinstatement of all Community Hub support in the event of a second wave or regional/local lockdown.

1.9.2 Members to **ENDORSE** the reinstatement of business support in the event of a second wave or regional/local lockdown.

- 1.9.3 Members to **ENDORSE** the ongoing commitment to the District & Community Recovery Cell, to aid support to the local community.
- 1.9.4 Members to **ENDORSE** the suggested amendments highlighted in 1.3.7 regarding revisions to the Economic Regeneration Strategy, to support businesses and the local economy.

Background papers:

Nil

contact: Gill Fox
Jeremy Whittaker
Linda Hibbs
Rob Wiles

Julie Beilby
Chief Executive

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

14 October 2020

Report of the Chief Executive and Management Team

Part 1- Public

Executive Non Key Decisions

1 CORONAVIRUS UPDATE

This report provides an overview of a range of aspects as the Council and our communities continue to adapt to living with coronavirus.

1.1 Strategic Context

1.1.1 At the time of writing, we are still in a changing environment as Covid-19 levels begin to rise across the Country. Levels in Tonbridge & Malling and across Kent remain low at this time, but all areas are the subject of close scrutiny and this position could change.

1.1.2 We continue to operate in the Emergency Structure in accordance with the Civil Contingencies Act 2004. This continues to be led by the Kent Resilience Forum (KRF), within which we are active partners. We continue to participate in the command / control structure and also in a range of themed cells, focussing on aspects including recovery, and outbreak management planning.

1.1.3 As Members would expect, we also continue to be actively involved in a wide range of conference calls with various Government departments and other partners including those in the public health sector. It is particularly important that we continue to allocate senior resource to this horizon scanning and impact assessment activity, as the national picture and guidance continues to change at a significant pace.

1.1.4 It is perhaps helpful to remind Members of the key themes used as a framework for previous reports.

- Situation Update
- Staff
- Members and Democratic Process
- TMBC Services / Financial Position
- Business Sector
- Community Issues
- Communications

- 1.1.5 It is not the intention to set out every action and activity, but it may be helpful to set out some key updates and issues under each of the themes above
- 1.1.6 We have new roles and responsibilities which have to be resourced from our existing staff. These include participation in the Countywide Recovery Strategy as referenced earlier; shared responsibilities for enforcement in relation to various hospitality venues and businesses; ongoing risk assessments relating to our own staff, and events on our land through the Safety Advisory Group.

1.2 Situation Update

- 1.2.1 To re-iterate at the time of writing, Covid-19 levels remain low across Kent, including Tonbridge and Malling. There are no local restrictions in place in the County. It is not the purpose of this report to set out the national laws and guidance as Members will be aware of these from national coverage.

1.3 Staffing

- 1.3.1 Our staff are now working in a variety of ways. A high percentage continue to work from home, with full remote access to all systems. There are now between 20-35 staff working in the offices on any given day. These include staff who cannot work from home either due to the nature of their role, or for practical/personal reasons. In addition, there are staff working from other locations including car parks and country parks, with a further cohort who are working around the borough undertaking regulatory inspections on site. This pattern of working will continue throughout the winter to ensure we keep our staff well and working productively in their roles.
- 1.3.2 Our staff continue to respond to every challenge presented to them and continue to be our biggest asset in providing services and supporting our community. Management Team are working closely with staff to ensure that there is clear communication and engagement, with opportunity for staff to give input and feedback.

1.4 Members and democratic process

- 1.4.1 All Advisory Boards, Committees, Cabinet and Council continue to be held virtually by Microsoft Teams. Where permitted, public speaking has also been facilitated. These meetings are also live streamed on YouTube. The legislation allowing this remains in place until 7 May 2021.

1.5 Community Issues

- 1.5.1 The Shielded Programme has now ended. Our Community Hub helpline continues to be in operation, albeit that the call levels are very low. Our staff continue to ensure that any residents with real difficulties are connected to the most appropriate support network.

- 1.5.2 Members will have seen the report to Finance Innovation & Property Advisory Board in which Local Emergency Assistance Grant totalling £43,607 was allocated to 11 organisations providing support to residents facing severe difficulty.
- 1.5.3 The Overview and Scrutiny Committee will shortly consider the scoping report “Recovery of the Voluntary and Community Sector”.

1.6 Business Sector

- 1.6.1 The Covid-19 Helpline, run by the Kent and Medway Growth Hub, in partnership with KCC and all Kent Districts continues to operate, and is currently scheduled to do so until the end of December 2021. The hub provides access to local advisers that are able to support businesses through any difficulties they face, answer any questions they may have, help them with funding applications and, where required, signpost them to specialist advice. Since opening at the end of March 2020, the Covid-19 Helpline has received 781 enquiries from Tonbridge & Malling businesses, covering a wide range of topics.
- 1.6.2 Although the Covid-19 Helpline has fielded a lot of calls, the Borough Council has also received a large number of calls to both the Business Rates and Economic Regeneration Teams when dealing with grants or signposting to information. Although these have slowed down, regular business enquiries are still being received, especially from businesses that are struggling to re-open or that we have assisted in the recent past.
- 1.6.3 The initial Government support schemes for the Small Business Grants and Retail, Hospitality and Leisure Grants closed on 28 August 2020 we distributed a total of £19.2 million. Our own discretionary business support scheme was fully subscribed and a further £1.006m million was distributed.

1.7 TMBC Services

- 1.7.1 This report is not intended to be an update on all services provided by the Council as relevant matters are being reported to Members via various Advisory Boards and Committees. This report will only focus on operational issues relevant to the pandemic.
- 1.7.2 Customer Services –The offices at both Kings Hill and Tonbridge are open on an appointment basis only. This is in accordance with a full risk assessment to ensure the safety of staff and visitors. Appointments are made via telephone and at that point staff will help customers to find a way to resolve their matter without the need for an appointment. Where it is necessary an appointment will be offered. On average only 2 appointments are required a week. The customer services team have taken on additional call handling services for a number of departments. This has been very successful and greatly supported capacity in back office functions including Council Tax and Benefits. In order to maximise capacity and best respond to peak demand times, it proposed to trial opening of the switchboard from 0900 as

opposed to the current 0830. This will be kept under review and reported to Members before a final recommendation is considered by Members.

- 1.7.3 Regulatory Functions – We have been given new COVID-19 roles and responsibilities which have to be resourced from our existing staff, including a number of shared new responsibilities for enforcement in relation to various hospitality venues and businesses (e.g. enforcement of the ‘Rule of 6’ in certain premises, collection of contact data); ongoing risk assessments relating to our own staff, and events on our land through the Safety Advisory Group in respect of Borough. In addition, government has recently given responsibility for managing the covid-19 self-isolation payments to district councils and we are presently gearing up to provide this service through our benefits team.
- 1.7.4 Housing – We continue to provide accommodation for homeless households. The Council has been awarded £125,000 from the national Next Steps Accommodation Programme to specifically support those at risk of Rough Sleeping or homelessness during the winter months to remain in accommodation. A further report on this funding will be submitted to the next meeting of the Communities & Housing Advisory Board. Housing demand continues to be high and with only a very limited supply chain this is a very difficult scenario.
- 1.7.5 Leisure – All outdoor facilities are now open to the public, The Leisure Centres and Poulton Wood Golf Course have also been opened by the Leisure Trust, albeit with limited services and capacity in order to comply with specific risk assessments. There have been 2 events at Tonbridge Castle, run by other agencies, and in accordance with Covid-19 regulations.
- 1.7.6 Parking – Members will have seen in the report to the Street Scene and Environment Advisory Board on 05 October 2020 revised timescales with regards to a number of parking matters.
- 1.7.7 Waste – planning for Christmas and New Year collection arrangements is underway. In light of the Covid-19 pandemic and the associated restrictions on expenditure, bin hangars will not be issued this year. Instead, our website and social media channels will be used to promote a downloadable leaflet, and hard copies will be made available on request. A similar decision was taken for the new annual recycling calendar earlier this year, with no complaints from residents received, and only a small number of requests for hard copies being received.

1.8 Next Steps

- 1.8.1 In this still changing environment it is difficult to anticipate what next steps are needed in relation to Covid-19. However, our engagement with partner agencies, and keeping abreast of national guidance means we are well placed to respond. There are some areas we can plan for, including how any local restrictions would be implemented and communicated. There is active consideration of these issues via a KRF cell in which we are participants.

1.9 Corporate Strategy – One-year Addendum

1.9.1 At its meeting on 3rd June 2020, Cabinet agreed an Addendum to the Corporate Plan, and received a further update at its meeting on 30th June 2020. As referenced in earlier sections of this report, the actions in relation to Review, Re-orientate and Recovery are now feeding into the relevant Advisory Boards and Committees. Some have already been considered including a new consultation draft of the Economic Recovery Strategy, The Climate Change Strategy, The Medium Term Financial Strategy and Savings and Transformation Strategy, support for the Leisure Trust, and the Air Quality Action Plan. A number of actions have a longer time frame and will be the subject of reports over the coming months.

1.10 Legal Implications

1.10.1 The statutory framework governing the response to the pandemic is evolving and changing on a frequent basis, both the restrictions placed on individuals and Local Authorities. It is an absolute requirement that we implement any new responsibilities and restrictions in a timely fashion.

1.10.2 The legal implications for any proposals emerging from the Corporate Plan Addendum, will be assessed at the time of individual reports to Members.

1.11 Financial and Value for Money Considerations

1.11.1 A separate report on this agenda sets out the latest update to the Medium Term Financial Strategy and the Savings and Transformation Strategy. Members will note from that report the latest “funding gap” which has increased as a result of the pandemic.

1.11.2 Cabinet previously agreed to the establishment of a Reorientation/ Post Emergency Reserve in the sum of £200,000 in response to the Covid-19 pandemic.

1.12 Risk Assessment

1.12.1 Then Council’s Strategic Risk Register has been regularly update and was last reported to Audit Committee on 28th September 2020

1.13 Equality Impact Assessment

1.13.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.14 Policy Considerations

- Community
- Business Continuity/Resilience
- Healthy Lifestyles
- Climate Change

- Asset Management
- Customer Contact
- Health and Safety
- Human Resources

1.15 Recommendations

1.15.1 That the Council's ongoing response to the evolving scenario regarding Covid-19 be **ENDORSED**

1.15.2 That progress in respect of the Corporate Plan Addendum be **NOTED**.

Background papers:

Nil

contact: Julie Beilby
Jeremy Whitaker

[Click here to enter text.](#)

[Click here to enter text.](#)

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

14 October 2020

Report of the Director of Finance and Transformation

Part 1- Public

Executive Non Key Decisions

1 UPDATE OF THE MEDIUM TERM FINANCIAL STRATEGY, SAVINGS & TRANSFORMATION STRATEGY AND BUSINESS RATES POOL

This report provides Members with an update to the Medium Term Financial Strategy and also the Savings and Transformation Strategy which sits alongside it. In addition, the report considers the Council's position regarding business rate pooling for 2021/22, and recommends that for 2021/22 the Council should not be part of the formal business rates pool having regard to the prevailing economic climate and budget risks.

1.1 Introduction

- 1.1.1 At its meeting on 30 June 2020, I reported to Members with a best 'update' of the Medium Term Financial Strategy taking into account the significant impact of the pandemic. Members will appreciate that the information provided was on a 'best guess' basis and that things could change.
- 1.1.2 I further advised that Management Team would be considering how the Savings and Transformation Strategy should be updated in response, and this would be brought back to Cabinet in the Autumn. This is addressed further in the report following discussion with Management Team colleagues.
- 1.1.3 Finally, in assessing the prevailing economic climate and budget risks as part of this overall update, I have also been evaluating, along with my Kent finance colleagues, whether or not the Council should continue to be in an official business rates pool (certainly for 2021/22). Whilst that decision is not solely in TMBC's hands as it is possible that other partners may choose not to invite TMBC to take part having regard to the wider Kent picture, I felt that Cabinet would wish to consider this 'first hand'. To assist with the evaluation, I commissioned a piece of work from an external specialist specifically in relation to TMBC, and I shall come back to that later in the report.

1.2 Medium Term Financial Strategy

- 1.2.1 The Medium Term Financial Strategy (MTFS) covers both revenue and capital budgets over a rolling ten-year period, and it is this Strategy that underpins the budget setting process each year and over the strategy period.
- 1.2.2 **Members are referred to my report of 30 June for background to this update, and to avoid the need for repetition.** However, one of the key objectives of the Strategy is to retain a minimum of £3.0m in the General Revenue Reserve by the end of the strategy period. In June, Members endorsed the view that if there has ever been a lesson to learn, it is that retaining an appropriate level of reserve balances for emergency situations is essential. With that in mind, Members agreed that the Council should not allow the General Revenue Reserve to drop below £2m in any one year.
- 1.2.3 In June, I advised that based on the information we had at that time, we anticipated that there would be a funding gap of circa £600,000 based on the ‘mid-range’ scenario. This compared to a gap of circa £320,000 when Members set the budget in February. In addition, of course, I also reported that a significant portion of the Council’s reserves would need to be utilised, starting with the Budget Stabilisation Reserve of £3.5m (which was only set up this year) together with other earmarked reserves. This remains the case, albeit the figures have moved due to, amongst other things, further announcements on funding as set out below. The projected unplanned call on reserves over the next three years reported to the Finance, Innovation & Property Advisory Board (FIPAB) on 16 September was circa £6.8m and the funding gap circa £750,000 (but recognising this would undoubtedly change many times over the coming weeks and months).
- 1.2.4 Indeed, much has moved on since the Cabinet met in June with ‘national’ lockdown easing and businesses and facilities re-opening, albeit with many restrictions in place, some of which coming into effect following the Prime Minister’s announcement on 22 September. For the purposes of this paper, I shall continue to advise Members on the basis of a ‘mid-range’ scenario as set out in my June report.
- 1.2.5 In June, I advised that TMBC had received in total grant funding of £1,356,890 for COVID; subsequently a further tranche of funding was received of £192,874 making a new grand total of £1,549,764. Local authorities have lobbied government for additional support specifically to address fees and charges losses, also in respect of support for leisure operators and council tax and business rates losses.
- 1.2.6 In respect of the first of these, government has designed a model to compensate local authorities for foregone income in relation to fees and charges (excluding commercial income). The draft guidance states that the income loss scheme would compensate for *‘irrecoverable and unavoidable losses from sales, fees and charges income generated in the delivery of services’*, in the financial year

2020/21. The scheme involves a 5% deductible rate, whereby authorities will absorb losses up to 5% of their planned 2020/21 sales, fees and charges income; with government compensating them for 75p in every pound of relevant loss thereafter. For the purposes of financial planning and as advised to Members of the FIPAB on 16 September, we have assumed a compensation sum of £1m for the year 2020/21. Members should note that we are required to submit four-monthly claims in this regard, and that figure could therefore change.

- 1.2.7 With regard to leisure operators, the local government sector has not yet been successful in achieving a specific funding package, but lobbying continues. Members are aware that a budget of £1m was established to support TMLT in 2020/21 with a broad expectation that the “breakdown” of this sum would be roughly £600,000 for the full closure period; and £400,000 as a management fee variation for the remainder of 20/21 to reflect the additional costs and reductions in income brought about by the social distancing/Covid-19 secure requirements. As mentioned previously, to preserve the integrity of the Council’s facilities and to ensure that valued services can be opened up to the public in due course, officers from the Council and TMLT continue to work together on an ‘open book’ basis ensuring that costs are being mitigated wherever possible. Further detail on this will be reported to the Communities and Housing Advisory Board in November.
- 1.2.8 The next Spending Review will agree what support councils need to help them meet the pressures of income loss from council tax and business rates.
- 1.2.9 As previously advised at paragraph 1.2.3, the ‘funding gap’ within the MTFS changes almost weekly when we take on board any new financial matters that have come to light and at the meeting of the FIPAB on 16 September, I reported that the funding gap had moved to circa £750,000.
- 1.2.10 The latest iteration to be reported to Cabinet through this agenda is that the **projected funding gap is now circa £875,000**. This takes on board recommendations made to the General Purposes Committee on 6 October which of course at the time of writing have not been deliberated. One of the key service objectives we have been moving forward with is the delivery of digitisation in line with the approved Digital Strategy. Digitisation should in itself deliver efficiencies, and therefore the need and ability to deliver efficiency savings is reflected in the “In Service Efficiencies” theme updated later in this report.
- 1.2.11 **At the meeting of Cabinet on 30 June, I set out a list of issues/assumptions that had been included within the MTFS and which still needed to be ‘delivered’ following ‘in principle’ decisions by Members. As a reminder, these include things such as sale of assets, car parking increases and introduction of new charges, scaling down of office accommodation, incremental increases in garden waste charges and transfer or closure of public conveniences. It remains the case that these initiatives**

totalling in excess of £500,000 still need to be delivered and Members are reminded that if, for whatever reason, one or more of the items on the list cannot be delivered in value or relative timing, something else would need to take its place in order to maintain the integrity of the MTFs. Adding together these commitments/decisions already made to the ‘new’ savings target of £875,000 (see paragraph 1.2.10), gives a rather daunting figure of £1.375M which has to be found and delivered within the next 4 years.

- 1.2.12 At the 30 June meeting of Cabinet, Members agreed that rather than waiting to understand what type of ‘scenario’ we were in, savings targets of £100,000 by April 2021 and April 2022 should be set to ‘start the ball rolling’ whilst we gained more ‘experience’ from the pandemic and its likely impact. The latest iteration as mentioned at paragraph 1.2.10, requires a further tranche of savings of £675,000 to be in place by April 2024. It is worth reiterating that this is predicated on a ‘mid-range’ scenario (which I defined as a slower recovery but with no major second ‘spike’ and the economic impacts that might ensue), so therefore if there is any change in direction nationally we will need to revisit the forecast yet again and update the targets.
- 1.2.13 As well as setting ‘initial’ savings targets that need to be delivered fairly quickly and become permanent reductions to our base budget, Cabinet also set an in year “essential spend only” target of £500,000 in relation to 2020/21.
- 1.2.14 This target of £500,000 is being managed by Management Team and I am pleased to say that good progress is being made. On the assumption the potential savings agreed so far with Services realise the anticipated saving a sum of circa £350,000 has been identified to date giving good reason to believe the target will be met as we move through the forthcoming budget setting process.
- 1.2.15 The potential savings agreed so far with Services to meet the ‘essential spend only’ target have been reviewed to identify those that are also ongoing and as such contribute to the savings target of £100,000 to be achieved by April 2021. A sum of circa £46,000 has been identified to date and further work will continue throughout the Estimates cycle to identify the balance.
- 1.2.16 Areas of spend identified to date in respect of both ‘essential spend only’ and ongoing savings targets are given in the table below:

Description	Essential Spend Only £	Ongoing Savings # £
CCTV Monitoring	25,000	15,000
Community Development Grants	7,500	0
Council Offices Utilities	32,000	0
Dog Warden	5,000	5,000
Election Canvassing	20,000	20,000
Kent Public Services Network	13,800	0
Kent Resilience Forum	10,125	0
Leisure Events	8,150	0
Members Allowances & Expenses	11,500	0
Parking Ticket Refunds	80,000	0
Retirement Allowances	17,000	0
Staff Travel Allowances	7,500	0
Street Scene Abatement Initiatives	10,000	0
Tourism & Promotion	15,500	0
Training	30,000	0
Waste Publicity & Promotion	10,000	0
Youth & Play Development	16,400	0
Other Items	33,125	5,950
Total	352,600	45,950

work will continue through the Estimates cycle to identify the balance required

1.2.17 Of course, the work we have done in updating the MTFs thus far is based on assumptions about future government funding streams which are presently 'in limbo'. As Cabinet is well aware, the future Spending Review, Fair Funding Review and Business Rates Reforms brings further uncertainty in addition to the adverse impact of the Covid-19 pandemic.

1.2.18 The government regularly consults local government in respect of the forthcoming Comprehensive Spending Review. The review sets Government departments' resource budgets for the years 2021/22 to 2023/24. The Council joins with others in Kent to submit feedback to government, and on this occasion has submitted a common Kent-wide document populated with some specific TMBC case studies by the deadline of 24 September. The submission, approved in liaison with the Leader and Cabinet Member for Finance, Innovation and Property, is attached at

[Annex 1] for information. In responding, the opportunity was taken to seek continued financial support for Covid-19 which will extend beyond 2020/21 and also to encourage government to rescind or at least loosen the council tax referendum principles.

1.2.19 We await further information regarding all of these matters which will in turn have an impact on our MTFS. In the meantime, all we can do is prepare to deliver savings based on information and projections we have presently.

1.3 Savings and Transformation Strategy

1.3.1 Turning now to the Savings and Transformation Strategy (STS) which, as Members are aware, is to provide structure, focus and direction in addressing the financial challenge faced by the Council. In so doing, it recognises that there is no one simple solution and as a result we will need to adopt a number of ways to deliver the required savings and transformation contributions within an agreed timescale.

1.3.2 The STS was last approved by Members in February 2020 as part of the budget setting process for 2020/21. Clearly, in the light of the impact of the pandemic on the MTFS and our funding gap, this needs to be updated.

1.3.3 Without wanting to labour the point, not only will the Council need to deliver any new targets, but it will also need to ensure it delivers on the 'outstanding' decisions already built into the previous MTFS (value of circa £500,000) and which continue in these latest versions. As mentioned earlier these include: transfer and/or sale of public conveniences; car parking increases and introduction of new charges; scaling down of office accommodation; incremental increases in garden waste charges; and timely sales of River Walk and River Lawn sites.

1.3.4 Management Team has reviewed the STS in light of the latest projections. An updated version of the STS is attached at **[Annex 2]** for Cabinet to consider and approve. Members should note this includes the need to deliver a greater level of 'In-Service Efficiencies' as a result of digital innovation (see paragraph 1.2.10).

1.3.5 These are **extremely** challenging times and it has never been more important than to now focus firmly on the delivery of the necessary savings.

1.4 Business Rates Pool

1.4.1 Cabinet is aware that the Council is a member of the Kent Business Rates Pool in 2020/21, and previously was a member of the "one-off" Business Rates Pilot.

1.4.2 The rationale behind pooling is that pool members are able to retain a greater proportion of business rates income above baseline; but on the flip side risk of business rates income reducing is borne by the pool members. The pool has

always looked holistically across Kent with a view to bringing more funding into the county as a whole.

- 1.4.3 Following the collapse of Aylesford Newsprint back in 2015, TMBC has sadly not been in a position of capitalising significantly on business rates growth. As Members well know, there has been significant business growth in our area, but this has been masked by the failure of Aylesford Newsprint.
- 1.4.4 That said, we have enjoyed some additional return from pooling (and the pilot), including the ability to agree some small scale growth fund projects with the County Council. Other councils in the pool have enjoyed greater 'gains' given that they have not suffered the collapse of such a significant ratepayer as TMBC did.
- 1.4.5 Members may recall that TMBC joined the pool from 2015/16, but due to the collapse of Aylesford Newsprint as mentioned above, fell into a safety net for 2015/16 and 2016/17 meaning that pool has to cover losses beyond the threshold. Clearly at that time there was no opportunity for 'growth fund' monies, let alone 'retention' reward.
- 1.4.6 In 2017/18, TMBC rose just above baseline and this opened up some marginal gains for the Council directly in terms of firstly 'TMBC Retention'; and also in partnership with KCC in terms of funds for economic growth:-

Business Rates Pool

	TMBC Retention £000	Growth (with KCC) £000
2017/18	61	61
2018/19	152	152
2019/20	131	131
Total	344	344

- 1.4.7 In addition during 2018/19 only, TMBC was part of a one-off pilot which saw additional gains for TMBC directly and also as part of the West Kent Cluster (see below). Sadly, although bidding was undertaken to be a pilot again in 2019/20, Kent was not re-selected.

Business Rates Pilot

	TMBC Sustainability £000	Growth (West Kent Cluster) £000
2018/19	1,000	567

- 1.4.8 As mentioned other Kent councils have seen far greater gains as they sit much higher above their respective baselines.

- 1.4.9 The pandemic and the economic upheaval it has brought puts into question whether TMBC should continue to be in the official Kent-wide pool for 2021/22. This is looking at it from the perspective of risk to TMBC, but also in terms of Kent as a whole.
- 1.4.10 Kent Finance Officers have undertaken some work to establish the best way forward for 2021/22 to maximise the opportunities for Kent as a whole. To maximise levy and tariff positions, not all councils can be in the official pool for government purposes. Presently, Sevenoaks and Dover are outside the official (government) pool, but are within what we term a 'shadow pool' within Kent so that those authorities can also derive some benefit should their growth in income be above baseline.
- 1.4.11 It will come as no surprise to Members that given our business rates position which is hovering just above baseline, it is not in the interests of Kent as a whole for TMBC to be in the official pool that is registered with government. However TMBC could be in a 'shadow pool'.
- 1.4.12 I commissioned some work from LG Futures who specialise in this area of work and the technical analysis and advice received supports my, and my officers', view that, on a risk basis, TMBC should exit the official pool at the end of 2020/21. The report is very technical and therefore is not appended, but can be made available to any Member who wishes to view it.
- 1.4.13 Given our financial position in terms of business rates income which is marginally above baseline, in these extremely uncertain times it will not take much for TMBC to fall into safety net. In an official pool, other members of the pool have to bear the financial risk that ensues, netting down any returns they receive and therefore can be spent in Kent as a whole. Whilst I suspect this is unlikely, if other pool members see such a fall in their receipts due to the economic impact of COVID that they are unable to bear that financial risk, TMBC would have to find those missing funds from its own reserves. Whilst perhaps unlikely, it is nevertheless a risk and in these extremely uncertain times is a risk I believe we should avoid.
- 1.4.14 As Members know, those authorities not in a pool have the fall back of the government bearing the brunt of that risk beyond a threshold (which in our case is circa £170,000). Therefore for the avoidance of doubt, if TMBC were not in a pool in 2021/22 and receipts fell below safety net, the government would compensate for any additional loss.
- 1.4.15 Finance colleagues in Kent suggest that those districts not admitted to the pool in 2021/22 would be part of a 'shadow pool' and every effort would be made to ensure growth is rewarded (if this is possible). I have also made it clear to my colleagues that, all other things being equal, although we only expect to be on or around baseline in 2021/22, with economic developments taking place within the borough over the next couple of years, we might expect to be in a very different position in 2022/23. Kent colleagues have agreed that we would look to review

the composition of the pool each year (assuming pooling survives in the various reviews that are forthcoming) to ensure we get the best fit and best return for Kent as a whole.

- 1.4.16 The pooling submission has to be made to government by 23 October. My colleagues are preparing the draft submission on the basis that TMBC is not part of the pool.
- 1.4.17 Taking all this into account, I recommend that TMBC does not form part of the official Kent pool in 2021/22.

1.5 Legal Implications

- 1.5.1 The Localism Act gives local communities the power to veto excessive council tax increases. The Secretary of State will determine a limit for council tax increases which has to be approved by the House of Commons. If an authority proposes to raise council tax above this limit they will have to hold a referendum to get approval for this from local voters who will be asked to approve or veto the rise.
- 1.5.2 The Local Government Finance Act 2012 and regulations that followed introduced the current Business Rates Retention scheme.
- 1.5.3 There are a number of legislative requirements to consider in setting the Budget which will be addressed as we move through the budget cycle.

1.6 Financial and Value for Money Considerations

- 1.6.1 The scale of the financial challenge irrespective of the scenario is stark and, dependent on the scenario, places financial sustainability of TMBC at increased risk. In total over the next 4 years a sum of approaching £1.4m will need to be delivered in savings or transformation contributions. Some of this sum (in excess of £500,000) has already been built into the MTFS as outlined at paragraph 1.2.11 given that it has already been considered by Members; but the remainder still needs to be identified.
- 1.6.2 The future Spending Review, Fair Funding Review and Business Rates Reforms brings further uncertainty in addition to the adverse impact of the Covid-19 pandemic. How TMBC will fair, together with the current economic conditions have the potential to place further pressure on the Council's finances.
- 1.6.3 The Council maintains a prudent level of reserves to provide a safety net for unforeseen or other circumstances. The Robustness of Estimates and Adequacy of Reserves statement that the Council's Chief Financial Officer (i.e. myself as Director of Finance & Transformation) is required to produce under the local Government Finance Act 2003 to support Members in considering the Budget Setting report, lists examples of why the Council needs to retain a minimum level of reserves. Examples include: Emergencies; Economic and world recession; Interest Rate volatility; Income volatility; Closure of major trading area, e.g. leisure

centre for uninsured works; and Government Legislation. Rather than one or even two of these examples occurring, we have the situation of all of these examples impacting at the same time.

- 1.6.4 The Council has resolved to hold a minimum level of general revenue reserve of £3 million in order to provide for a host of potential financial and operational risks. At the start of 2020/21, the general revenue reserve balance was circa £6.6m and together with the budget stabilisation reserve giving some headroom to deal with issues arising without more immediate 'draconian' measures.

1.7 Risk Assessment

- 1.7.1 The Medium Term Financial Strategy sets out the high level financial objectives the Council wishes to fulfil and underpins the budget setting process for the forthcoming year and over the Strategy period. As the Council's high level financial planning tool the Strategy needs to be reviewed and updated at least annually and in the current climate regularly reviewed by Management Team.
- 1.7.2 We will not know the extent of the adverse financial impact as a result of the Covid-19 pandemic for some time, but in all likelihood our reserve balances will be very much reduced from that assumed in February 2020; and as a result, in turn, have an adverse impact on the scale and timing of the savings and transformation contributions required. The scale of the financial challenge is such that financial sustainability at risk.
- 1.7.3 The continuing uncertainty and volatility surrounding local government finances does not aid financial planning with the increased risk of significant variations compared to projections; and the consequent implications on the level of reserves held.
- 1.7.4 Any increase in council tax above the relevant threshold, even by a fraction of a percentage point, would require a referendum to be held.
- 1.7.5 The Cabinet instigated an essential spend only policy for the financial year 2020/21 in order to contain as far as possible budget growth as a result of the pandemic. The forecasts suggest that this, together with the balance in the general revenue reserve, should enable the Council to respond to, and recover from, the impacts of the pandemic provided of course any resulting (and potentially significant) savings targets are delivered. This is nevertheless a 'tall ask' and reserve balances will be significantly depleted with little room for manoeuvre. The Strategic risks '*Financial position/budget deficit*' and '*Corporate Strategy and Savings and Transformation Strategy*' were escalated to RED risk on the Strategic Risk Register and presently remain there until we have a more settled position.
- 1.7.6 Much debate has been made of the potential and (perhaps necessity in some cases) for local authorities to issue s114 notices (under the s114 (3) of the Local Government Finance Act 1988). For Members' information this says that the

Chief Finance Officer of a relevant authority shall make a report under this section if it appears to him/her that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources available to it to meet that expenditure. As Cabinet will have gathered, due to careful and prudent husbandry of resources in the past, I do not believe that TMBC is yet in this position. **However, it is imperative that we carefully monitor and contain expenditure and continuously update our forecasts to ensure that we remain on track.** This will of course include reflecting in our forecasting the outcome of the Fair Funding Review and Business Rates Reforms which is as yet an unknown quantity.

1.8 Equality Impact Assessment

1.8.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.9 Policy Considerations

1.9.1 Business Continuity/Resilience

1.9.2 Community

1.9.3 Healthy Lifestyles

1.9.4 Health and Safety

1.10 Recommendations

1.10.1 Cabinet are **RECOMMENDED** to:

- 1) Note the latest forecast of the Medium Term Financial Strategy and the funding gap of £875,000 as set out in paragraph 1.2.10.
- 2) Note the need to deliver the savings/transformation contributions already included in the MTFS as set out in paragraph 1.2.11.
- 3) Note the progress being made towards the “Essential Spend Only” target of £500,000 in relation to 2020/21, and the first ongoing savings target of £100,000 as set out in the table at paragraph 1.2.16.
- 4) Note the submission made in relation to the Comprehensive Spending Review [**Annex 1**] in liaison with the Leader and Cabinet Member for Finance, Innovation and Property (paragraph 1.2.18).
- 5) Consider and endorse the updated version of the Savings and Transformation Strategy [**Annex 2**] prepared by Management Team.

- 6) Endorse the view that TMBC should not be part of the formal Kent Business Rates Pool in 2021/22 to be submitted to government by 23 October.

Background papers:

Report from LG Futures

contact: Sharon Shelton
Neil Lawley

Sharon Shelton
Director of Finance and Transformation

COMPREHENSIVE SPENDING REVIEW AUTUMN 2020

TONBRIDGE AND MALLING BOROUGH COUNCIL

SUBMISSION

We welcome the opportunity to submit proposals for consideration as part of the Government's Comprehensive Spending Review. Local authorities can play a vital role in meeting the CSR priorities and supporting recovery from Covid-19, but this relies on them having the spending and investment flexibility needed to take advantage of local opportunities, within a sustainable overall framework for local government funding.

Our policy proposals respond to the spending review priorities as follows.

Economic recovery

- Provide funding to enable local authorities to continue offering targeted business support
- Fund business support and locally defined programmes to meet businesses' needs and help enable the post-Covid economic recovery

Levelling up

- Provide direct funding to local authorities for affordable homes in the form of interest-free lending
- Provide pump priming funding to enable local authorities to bring empty residential and commercial properties back into use
- Support the roll-out of superfast broadband
- Enable local authorities to help local employers create apprenticeships

Public service outcomes

- Provide continued support for Covid-19 expenditure pressures
- Continue to provide 75% compensation for lost sales, fees and charges income
- Provide a similar scheme to fund lost Council Tax and Business Rates income
- Provide support for public leisure and cultural service providers who are not eligible for 75% sales, fees and charges compensation
- Avoid cliff-edge arising from ending of business rates support by tapering withdrawal of 100% relief
- Provide flexibility to manage downturn in commercial income by providing access to borrowing and by allowing capital losses to be spread

Making the UK a scientific superpower and reducing carbon emissions

- Provide a streamlined mechanism for local authorities to fund capital investment that meets the CSR priorities for investment in new technology
- Subsidise investment by local authorities in energy saving measures for their property holdings, including local authority housing

Management and delivery

- Flexibility on setting Council Tax
- Local discretion on Council Tax discounts
- Flexibility on Council Tax banding
- Recognise lower tier contribution to the social care agenda by allowing districts to raise an equivalent amount to the adult social care precept
- Reform system of business rates retention
- Ensure a meaningful review of business rates, to provide a fair and sustainable basis for funding local services
- Continued access to finance for local investment

Relevant context about the rationale for each proposal and evidence about its deliverability is set out below.

BACKGROUND - LOCAL CONTEXT

Kent and Medway has a population of around 1.8 million, with approximately 760,000 households and 80,000 businesses. Before the onset of Covid-19, unemployment was low by historical standards, at around 3.8% of the workforce and slightly below the national average. There is substantial variation across the area, with significant deprivation in some places. The local economy is generally resilient, thanks to sectoral diversity and its proximity to London and the greater South East. Although Kent and Medway contains one of the ten largest ratepayers in the country (Eurotunnel), the business base is generally dominated by small and medium enterprises.

Tonbridge and Malling has a population of just over 130,000 and around 6,400 businesses. Overall, unemployment levels in the Borough are typically well below the Kent and Medway average (at around 2% before the onset of Covid-19), however there remain small pockets of deprivation in the borough – notably in Aylesford, Snodland, East Malling and Trench (Tonbridge). The business make-up of the borough is dominated by small and micro-businesses, with 18% of the workforce being self-employed (compared to 10% in Kent).

SUPPORTING ECONOMIC RECOVERY

Direct intervention by central government in supporting businesses has mitigated some of the potential worst impacts of Covid-19. Local authorities, with their knowledge of local communities and their capacity to mobilise effectively to support central government, have been at the forefront.

Case Study: Grant Support to Local Businesses

Following the announcement in March 2020 of the 'Small Business Grant' and the 'Retail, Hospitality and Leisure Grant' the Council set about distributing £20,120,000 of grant funding to eligible local businesses. This work was led by the Revenue Team with support from the Economic Regeneration Team along with a number of other staff across the council that helped to track down eligible businesses. A huge amount of work was required to get hold of eligible businesses, explain the availability of grants and to encourage them to use the Borough Council website to apply for their grants. It was announced at the end of July that the scheme would be closing down on 28 August 2020 at which time £19,355,000 had been paid out to 1,524 businesses.

Following government guidance received on 13 May 2020, a further grant scheme – the 'Small Business Discretionary Grant Scheme' was launched on 26 May 2020 and focussed on supporting businesses that were ineligible for the other grant support. This scheme was led by the Economic Regeneration Team and all funding was allocated by 26 June 2020, with just over £1m distributed to around 150 businesses in the space of six weeks.

Businesses tell us that direct grants have often made the crucial difference as to whether they have been able to survive or not. Long term economic recovery cannot rely on this kind of support, and would in any case risk creating a dependency culture. However, studying the impact of the government's direct grant schemes would likely show what a significant difference they have made, and suggest that interventions of this kind, targeted and administered appropriately, have a role in the recovery.

Proposal: Provide funding to enable local authorities to continue offering targeted business support

Local authorities can play a vital role in promoting economic development as they are uniquely placed to understand the sectorial issues affecting their localities.

Case Study: Business Advice

At the forefront of the county's Covid-19 response has been the Kent & Medway Growth Hub and Covid-19 Business Helpline. With support from KCC and partner councils, the Growth Hub was active within days of lockdown has now taken some 10,000 calls from businesses seeking support or advice since lockdown. Our specialist advisers have provided some 4,000 one-to-one advice sessions.

In supporting businesses to adapt and “pivot” to the post-lockdown local economy, KCC is working with Districts, the Kent Invicta Chamber of Commerce and local business partners to define business need and the support required over the next 3, 6 and 12 months.

Proposal: Fund business support and locally defined programmes to meet businesses’ needs and help enable the post-Covid economic recovery.

LEVELLING UP

Whilst Kent and Medway benefits from being part of the greater South East, and overall economic outcomes compare well with UK averages, there are areas of deprivation which would benefit from 'levelling up' as much as parts of the Midlands and the North, through investment in infrastructure, innovation and people.

A key element in the deprivation that 'levelling up' seeks to address is the quality of housing. Here, local authorities are well placed to support central government priorities. Both through experience of providing housing, and more recently through the creation of new housing for the private rented sector, local authorities have developed a strong capability to commission housing and regeneration projects successfully.

Case Study: Temporary Accommodation

In recent years, the Council has funded the purchase of some in borough Temporary Accommodation via s106 affordable housing contributions. These units, managed by the Council, have a lower cost and sometimes offer an income to the Council, which is recycled into covering the costs of more expensive TA options required to meet our demand. Although the planning process makes every effort to ensure on site delivery of affordable homes, this alternative use when those options have been explored and exhausted does enable the Council to be proactive in ensuring suitable TA is available and can be financially sustainable.

There is a strong incentive for local authorities to create more affordable housing, as it helps create more sustainable communities and reduces the risk of households becoming homeless. By using its own land and by offering a mix of tenure, the council was able to provide affordable housing in the illustration given above. However, in general it is very difficult for local authorities to create affordable housing. Meanwhile, developers make S106 contributions which are intended to fund affordable housing, but in practice the funds provided are too small-scale to provide the necessary incentive for development for registered providers.

In the current low interest environment, local authorities would be well placed to take advantage of long term interest free borrowing to build more affordable homes, provided cost recovery were not threatened by the right to buy. Such an initiative would make an enormous difference to house building, affordability and tackling social exclusion.

Proposal: Interest free lending to local authorities for affordable homes

Existing vacant residential and commercial properties represent an unutilised asset that could be unlocked with public funding.

Case Study: No Use Empty

This is an innovative programme delivered by Kent County Council which has enabled previously empty or derelict residential properties to be brought back into use through the provision of interest free loans. The programme has not only contributed valuable additional housing capacity but has also generated additional council tax.

The scheme required an initial injection of seed capital funding. The repayment of loans has enabled this seed funding to be reinvested several times over through a rolling programme

The scheme has recently been extended to include loans to develop vacant sites. Over the forthcoming CSR period the County would like to develop a similar scheme for commercial premises.

Proposal: Provide pump priming funding to enable local authorities to bring empty residential and commercial properties back into use.

Rural areas continue to be held back through the lack of reliable and fast broadband connections.

Case Study: Broadband

Kent County Council has invested in order to support the roll out of superfast broadband to 95% of homes in the county. This includes an innovative voucher scheme which enables connection to broadband in hard to reach locations.

Proposal: Support the roll-out of superfast broadband

With the "claimant count" (those claiming Jobseekers' Allowance and those claiming Universal Credit and required to seek work) increasing 110% in Kent since March, and Government support programmes soon to close, rising unemployment - particularly youth unemployment - will be a major challenge. Through our Kent and Medway Employment Task Force bringing together senior councillors, business, education, DWP and local Members of Parliament, our aim is to create opportunities for local employment, linking local businesses with local people who can provide the skills they need. Apprenticeships will be critical to providing the skills local businesses need. Greater local oversight of the apprenticeship levy is essential to drive up rates in key sectors linked to local labour market supply skills needs and local economic priorities.

Proposal: Enable local authorities to help local employers create apprenticeships

PUBLIC SERVICE OUTCOMES

Local authorities in Kent and Medway have played a vital role in the response to Covid-19, as outlined in the case studies below.

Case Study: Accommodating Rough Sleepers

Prior to COVID-19, working with West Kent partners, TMBC had reduced rough sleeper numbers by 50% and had working arrangements in place to identify and assess any known or new rough sleepers. Through the use of initiative such as Housing First, we had established a range of options for move on accommodation for rough sleepers. This work put TMBC in a strong position when COVID-19 restrictions and initiatives such as MHCLG's 'Everybody In' came into place, as we had established excellent working relationships and had assessment processes in place, which enabled us to move quickly to accommodate rough sleepers appropriately.

Case Study: Community Hub

Following the government's request to provide support to the 'shielded' population, Tonbridge and Malling Borough Council set up a 'Community Hub' comprising a contact centre where people can seek support, a physical distribution hub, a befriending service and a dedicated part of the TMBC website to provide information for people needing support and a place where volunteers could offer support. Staff were quickly re-deployed from across the council to enable the hub to be set up in a matter of days. The Community Hub provided free phone and web based contact channels, the team developed processes for managing contact with residents and the provision of support, sourced and procured food and household essentials and linked in with parish councils, community services, voluntary groups, KCC, health providers and volunteers. The Hub has provided support or signposted 1781 residents who have telephoned the TMBC Community Hub support line directly, along with supporting 370 residents who have been referred to us from KCC. In the region of 4800 people from the NHS shielded list were contacted by the team, to make sure they had appropriate support in place.

Local authorities have the capacity, the skills, and the local knowledge to deliver a wide range of services. Their ability to do so successfully is supported by opinion polling showing that local authorities are amongst the most trusted of public sector organisations.

However, in the case of the support provided in the response to Covid-19, this has come at a cost. The additional expenditure incurred as a result of Covid-19 is not fully covered by government funding in Kent and Medway, and the overall position of local authorities, particularly districts, has been significantly weakened through loss of income. See table below.

	Estimated impact (£m)	Government funding (£m)
Additional expenditure pressures	157.3	142.2
Reduction in income:		
Business Rates (excl Covid-19 reliefs)	31.5	?
Council Tax	78.9	?
Housing Revenue Account	6.0	None
Sales, Fees and Charges	62.6	40.0?
Commercial Income	13.5	None
Other Income	9.3	None
Total	359.1	182.2

Note: Estimated impact per September returns to MHCLG. Government funding excludes earmarked grants other than Infection Control and Test & Trace.

It can be seen that the existing Covid-19 grant funding has only covered approximately 90% of costs. Whilst it is possible for local authorities to use reserves in the short term to cover any such shortfall, it is highly likely given the continuing impact of Covid-19 that there will be further costs in 2021/22. At this stage we do not have permanent funding for these costs, which would be an added pressure to 2021/22 budget along with the spending growth we would usually have to factor into budget for rising demand and inflation. With reduced reserves and other spending pressures, it will be more difficult for local authorities to continue playing their part in the effort to combat Covid-19. We therefore wish to see a firm commitment to cover the cost of future Covid-19 expenditure pressures.

Proposal - Provide continued support for Covid-19 expenditure pressures

The government has offered to cover 75% of lost sales, fees and charges income above a minimum threshold percentage loss. This is very welcome. However, in many areas it is unlikely that income will return to pre-Covid-19 levels by the end of the financial year. For example, the trajectory of parking income recovery suggests that it may continue to be 10% - 20% below pre-Covid-19 levels. Parking services, like many other Council services, are characterised by high fixed costs, so it is not possible to compensate for a permanently lower level of income by reducing costs; unfortunately, a continuing subsidy to the service will be required, if not from the government, then from Council Tax payers. It is therefore proposed that the '75% scheme' is maintained for a further year.

Proposal: Continue to provide 75% compensation for lost sales, fees and charges income

Although local authorities are now resuming normal revenue collection processes, most are seeing lower collection rates than in previous years. In addition, the Council Tax base has been reduced through large numbers of council tax payers applying for Council Tax support. It is understood that the government is considering making a contribution to lost CT and BR income, in addition to allowing any deficit arising to be spread over the three years 2021/22 to 2023/24. We propose that this be a very substantial contribution. Having established the principle that 75% of losses above a minimum threshold be covered in relation to sales, fees and charges, we propose that the government introduce a similar scheme for lost Council Tax and Business Rates income.

Proposal – Provide a similar scheme to fund lost Council Tax and Business Rates income

The sales, fees and charges compensation scheme does not address the cost of funding leisure and cultural service providers, many of whom are dependent on local authority support for their survival.

Provide support for public leisure and cultural service providers who are not eligible for 75% sales, fees and charges compensation

The burden of paying business rates for the retail, leisure and hospitality sectors has been removed through 100% rate relief for 2020/21. This relief is very welcome for the businesses themselves and the local authority sector, given that in many areas it constitutes 50% or more of the business rates base.

However, ending this relief in March 2021 will create a cliff-edge, from which many businesses could fall into permanent failure given the slow pace of economic recovery. Business rates is already seen as a burdensome tax, and whilst the Business Rates Review announced in the Chancellor's March 2020 budget offers an opportunity for reform, it is assumed that no major changes will be introduced as early as April 2021. We therefore propose a tapered withdrawal of the S31 business rates relief.

Proposal - Avoid cliff-edge arising from ending of business rates support by tapering withdrawal of 100% relief

The '75% scheme' does not cover commercial income, yet many authorities, particularly districts, are heavily dependent on income from this source. They have expanded commercial activities in recent years, with the encouragement of central government, in order to reduce the burden on Council Tax payers and central government grant of subsidising local government services.

It is recognised that commercial activities are subject to risk, and it is accepted that providing a direct subsidy to cover commercial income losses could give rise to a perverse incentive to increase risk levels. Instead, authorities should be given the flexibility to mitigate the risks. Risk mitigation could include further investment (providing there is a strong business case); divestment; and

portfolio rebalancing. In order to invest, it will be necessary to continue having access to low interest rates. In order to rebalance a portfolio in the long term interest of the authority, it may be necessary to spread capital losses.

Proposal - Provide flexibility to manage downturn in commercial income by providing access to borrowing and by allowing capital losses to be spread.

MAKING THE UK A SCIENTIFIC SUPERPOWER AND REDUCING CARBON EMISSIONS

Local authorities are making use of their existing freedoms and flexibility to support the innovation agenda.

Case Study: Investment in Innovation

East Malling Research Station has been the site of world-class horticultural research for over a century. In 2016, following many years of decline, East Malling Research was rescued in a takeover by the National Institute of Agricultural botany to become NIAB EMR. Since this takeover, new plans are now afoot to reinvest in the site to create an Advanced Horticultural Technology Zone. Funding has been successfully secured through the UK R&I's 'Strength in Places Fund (£18m consortium funding), along with Local Growth Funding (£1.8m) and Growing Places Funding (£600,000) via the South East LEP, and development is about to commence on site to create new research space, wine innovation centre, greenhouses and zero carbon energy centre. Along with the drive and commitment of NIAB EMR, access to public support and funding has been essential component of this recovery.

Such investment depends on continuing access to sources of funding including to borrowing and the ability to bid for the equivalent of ERDF funding.

Proposal – Provide a streamlined mechanism for local authorities to fund capital investment that meets the CSR priorities for investment in new technology

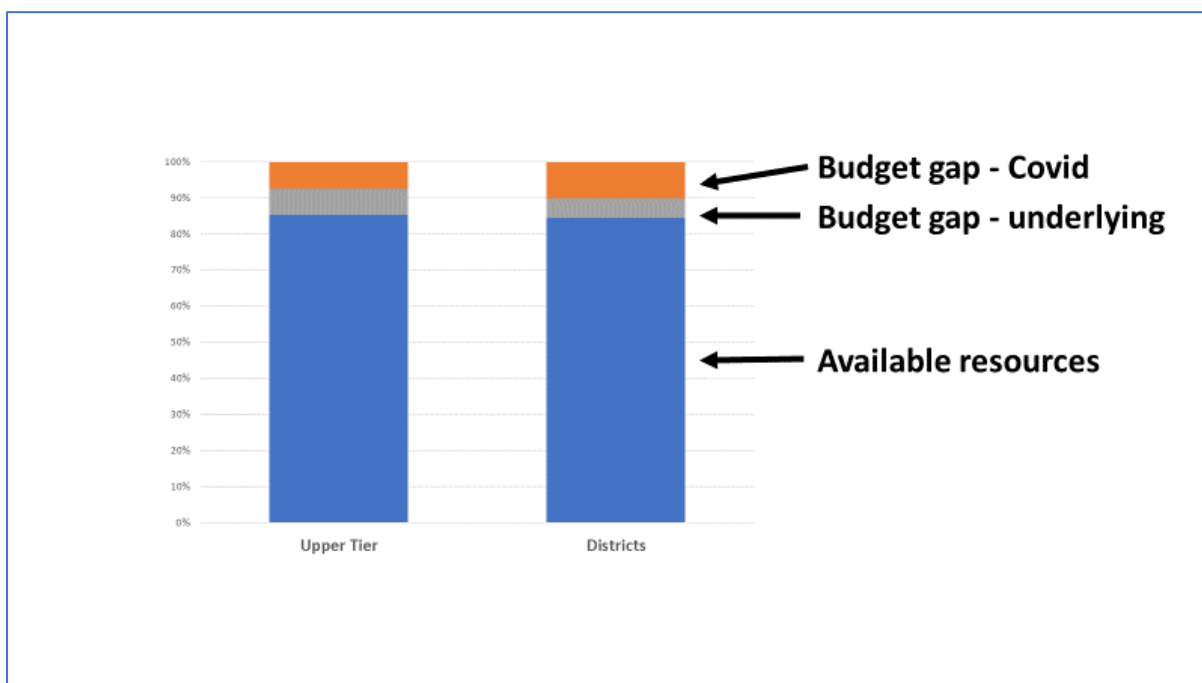
Local authorities can play a major role in reducing carbon emissions. First and foremost, as major property owners, with sufficient investment we could reduce the emissions from our own estate.

Proposal - Subsidise investment by local authorities in energy saving measures for their property holdings, including local authority housing

MANAGEMENT AND DELIVERY

We support the Government’s CSR priorities and wish to play our part in delivering them, but we need the funding to do this. Local authorities face significant uncertainty about our future financial position and we trust that this will be resolved through the CSR, given that the process of developing budgets for 2021/22 is already under way. We are obliged to set balanced budgets; if S151 officers and external auditors are not satisfied about authorities’ financial sustainability, they cannot commit the necessary level of resources to deliver existing services, let alone invest in the recovery.

The following table shows the current estimated position next year for Kent and Medway, assuming that existing funding arrangements are simply rolled forward for another year.



It can be seen that we collectively face a significant budget gap. For district councils, this arises predominantly from the effect of Covid-19. The two upper tier authorities already faced a challenging position, owing mainly to social care funding pressures. Management and delivery of the CSR priorities requires a radical fresh look at the current local government funding framework.

The existing arrangements, and the basis for the forecasts set out above, effectively limit Council Tax increases to 2%. We would like to see greater flexibility, so that decisions about spending continue to be made locally and authorities have the ability to fund services, subject to democratic accountability.

Proposal - Flexibility on setting Council Tax

We would like to see further local discretion on council tax discounts. We have welcomed the additional discretions on empty properties and local councils have exercised these powers sensibly. We believe discretion over other significant fixed discounts e.g. single person discounts and we believe councils would similarly act responsibly balancing local needs and individual household circumstances.

Proposal - Local discretion on Council Tax discounts

The devolved administrations have additional powers to vary the 8 fixed bands. We can see no logical argument why English councils should not be granted similar powers to better reflect local needs and circumstances. The relative weighting of the bands was arbitrary in the first place and have never been reviewed. We recognise a national review of the banding of individual properties is probably unrealistic and could be better addressed locally. Flexibility to vary the relativity of bands within set parameters would be a first step towards a more flexible and responsive approach to banding.

Proposal – Flexibility on Council Tax banding

Upper tier authorities in two-tier areas have been able to mitigate some of the pressures of social care spending by means of the adult social care precept. However, lower tier authorities have not been able to raise equivalent funds, even though many functions that they carry out, such as housing, support the social care agenda.

Proposal – Recognise lower tier contribution to the social care agenda by allowing districts to raise an equivalent amount to the adult social care precept

Local authorities should retain some of the financial benefit from successful economic development and promoting business rate growth, but the current business rates retention system means that most of the business rates collected in Kent and Medway are remitted to central government. This reflects the fact that spending requirements on core services move in inverse proportion to business rate movements i.e. areas facing decline in business rates often have much higher spending needs than areas of growth. The current arrangements are complex, opaque and now significantly out of date.

We understand and support why the reform of business rates retention has been paused. If business rate retention is to remain then we would like the government to reconsider its approach.

Proposal – Reform system of Business Rates Retention

We welcome the review of the relevance and appropriateness of business rates as a form of taxation to fund local services. There are a number of serious concerns with the current property basis of the tax even though such taxes are a long-established approach to funding local services. We look forward to engaging with the consultation on the future of business rates which runs concurrently with CSR.

Proposal – Ensure a meaningful review of business rates, to provide a fair and sustainable basis for funding local services

As already alluded to, access to finance for investment is an essential element in local authorities' capacity to contribute to CSR priorities. Only through long term investment can the government's objectives be achieved.

Proposal – Continued access to finance for local investment

SUMMARY OF PROPOSALS

Economic recovery

- Provide funding to enable local authorities to continue offering targeted business support
- Fund business support and locally defined programmes to meet businesses' needs and help enable the post-Covid economic recovery

Levelling up

- Provide direct funding to local authorities for affordable homes in the form of interest-free lending
- Provide pump priming funding to enable local authorities to bring empty residential and commercial properties back into use
- Support the roll-out of superfast broadband
- Enable local authorities to help local employers create apprenticeships

Public service outcomes

- Provide continued support for Covid-19 expenditure pressures
- Continue to provide 75% compensation for lost sales, fees and charges income
- Provide a similar scheme to fund lost Council Tax and Business Rates income
- Provide support for public leisure and cultural service providers who are not eligible for 75% sales, fees and charges compensation
- Avoid cliff-edge arising from ending of business rates support by tapering withdrawal of 100% relief
- Provide flexibility to manage downturn in commercial income by providing access to borrowing and by allowing capital losses to be spread

Making the UK a scientific superpower and reducing carbon emissions

- Provide a streamlined mechanism for local authorities to fund capital investment that meets the CSR priorities for investment in new technology
- Subsidise investment by local authorities in energy saving measures for their property holdings, including local authority housing

Management and delivery

- Flexibility on setting Council Tax
- Local discretion on Council Tax discounts
- Flexibility on Council Tax banding
- Recognise lower tier contribution to the social care agenda by allowing districts to raise an equivalent amount to the adult social care precept
- Reform system of business rates retention
- Ensure a meaningful review of business rates, to provide a fair and sustainable basis for funding local services
- Continued access to finance for local investment

This page is intentionally left blank

Savings & Transformation Strategy 2020/21 - 2029/30 (Updated Autumn 2020)

Savings and Transformation Contributions in Previous Years of STS £000	Theme	Indicative Years	Target £000	Savings and Transformation Contributions Identified after Setting of 2020/21 Budget £000	Balance of Target to be Achieved £000
462	Income Generation & Cost Recovery	2020 - 2024	100	0	100
327	In-Service Efficiencies	2020 - 2024	200 ##	0	200
369	Service Change & Reduction	2020 - 2024	400	31	369
785	Contracts	2020 - 2024	50	15	35
263	Organisation Structure Change	2020 - 2024	50	0	50
431	Partnership Funding	2020 - 2024	25	0	25
186	Asset Management	2020 - 2024	50	0	50
2,823	TOTAL		875	46 **	829

Note: This Strategy will be updated on at least an annual basis to reflect challenges set out in the Medium Term Financial Strategy. Previously updated February 2020.

** Savings identified in report to Cabinet 14 October 2020

Includes target for efficiencies arising from digitisation

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

14 October 2020

Report of the Chief Executive

Part 1- Public

Executive Non Key Decisions

1 INNOVATION PARK MEDWAY LOCAL DEVELOPMENT ORDER – REQUEST TO RE-CONSULT

This report seeks permission to re-consult on the draft Innovation Park Medway Local Development Order (LDO) following amendments made as a result of discussions with Highways England and Natural England. This document sets principles for development which will ultimately allow developers and businesses to bring forward high quality development in the high-value technology, engineering, manufacturing and knowledge-intensive sectors.

1.1 Background

- 1.1.1 In April 2017, the ‘North Kent Enterprise Zone’ was established - a multi-site Enterprise Zone comprising sites in three locations – Kent Medical Campus (Maidstone), Ebbsfleet Garden City and Rochester Airfield, also known as Innovation Park Medway (IPM).
- 1.1.2 Businesses that locate on an Enterprise Zone can access a number of time-limited benefits, including up to 100% business rate discount worth up to £275,000 per business over a 5-year period and a simplified local authority planning, for example, through Local Development Orders (LDO) that grant automatic planning permission for certain development (such as new industrial buildings or changing how existing buildings are used) within specified areas
- 1.1.3 The IPM site is a key priority for Medway Council, who are leading the project, and own the majority of the site. However, approximately 3.75 hectares of the site fall within Tonbridge & Malling Borough (see Appendix A), in both Burham and Wouldham ward and North Aylesford and Walderslade ward.
- 1.1.4 In March 2019, Cabinet adopted the Innovation Park Medway (IPM) masterplan for economic development and marketing purposes, subject to addressing comments by Highways England. The masterplan outlines a scheme that will deliver a high quality innovation park, with flexible plots to encourage a wide range of high-value technology, engineering, manufacturing and knowledge-intensive businesses.
- 1.1.5 Medway Council’s preferred option for taking forward development of the site has been the adoption of the masterplan as a Supplementary Planning Document along

with a Local Development Order covering the entirety of the site. The main reason for this is that it allows plots to come forward with speed and ease for developers and/or businesses. In achieving full LDO coverage for the IPM site, two separate but identical LDOs will need to be adopted – one by Medway Council and one by the Borough Council.

- 1.1.6 As Project Lead, Medway Council are very keen to ensure that the IPM site is brought forward soon in order to realise the benefits of the North Kent Enterprise Zone. The five-year window for providing incentives for businesses looking to locate onto the site runs until the end of March 2022. The LDO allows future occupants and developers to submit proposals through a self-certification form, verifying their proposals against the criteria set out in the LDO and Design Codes. The process will be limited to 28 days from validation to help provide a swift response and allow development to come forward in a short timeframe.

1.2 The Need to Re-consult

- 1.2.1 A public consultation exercise on the LDO and associated documents was undertaken in 2019, which received comments from public and statutory consultees. Liaison has since been ongoing with statutory consultees to ensure their concerns are addressed prior to adoption of the LDO. This has resulted in changes to the LDO, Environmental Statement and supporting documentation. Ongoing liaison with Highways England and Natural England in particular, has led to changes to the Design Code and transport assessment work.

- 1.2.2 Highways England has required further traffic assessment work and preliminary mitigation design to address their concerns. Ongoing liaison with Highways England has enabled the preliminary mitigation design to be produced for key junctions surrounding Innovation Park Medway and Highways England are in the process of undertaking Road Safety and Non-Motorised User Audits.

- 1.2.3 Natural England concerns focused on three specific issues:

- Landscape and visual impact on the Kent Downs Area of Outstanding Natural Beauty
- Noise and tranquillity impact
- Air quality impact on the North Downs Special Area of Conservation (SAC).

Ongoing discussions with Natural England have identified an appropriate way forward for these issues and final amendments have been made to the supporting documentation prior to public consultation.

- 1.2.4 The changes that have resulted from the discussions with both Highways England and Natural England mean that re-consultation on the amended LDO and associated documentation is a legislative requirement.

1.3.1 Draft Local Development Order

- 1.2.5 Local Development Orders (LDO's) are intended to enable local planning to be simplified under certain circumstances. LDO's aim to attract investment to an area and support existing businesses by giving certainty for developers, reducing timescales and reducing the costs associated with making a planning application. LDOs are often used as an additional tool to attract investment in Enterprise Zones and have the effect of granting planning permission across an identified site so that there becomes no need for developers to seek any further planning consent. An LDO is often described as providing a local form of permitted development. It is important to note, however, that an LDO can have conditions and limitations included to control the parameters of some matters, for example the height of buildings.
- 1.2.6 The main attraction of a Local Development Order for a site such as this is that it minimises risk in delivery for developers by providing certainty and reduces costs through:-
- a) The Councils demonstrating commitment through preparation of the LDO as it provides a positive statement of intent and gives confidence in securing future development and investment.
 - b) The provisions of an LDO give a clear steer of the Councils ambitions, which provides transparency and provides certainty
 - c) Developers would not have the burden or risk of seeking further planning permissions.
 - d) Developers will not have to handle points of challenge (transport, noise, air quality etc.), which can be costly in time and preparation of studies. Potential challenges are dealt with once through the LDO public consultation, managed by the Councils.
- 1.2.7 The Draft Local Development Order (including Statement of Reasons) and associated forms are provided in Appendix B (Parts 1-3), with the Design Codes set out in Appendix B Part 4, and has been prepared in accordance with the Town and Country Planning (Development Management Procedure) (DMP 2015).
- 1.2.8 The documentation provided in the appendices may be subject to small changes as a result of further input from Highways England, as such this report recommends that delegated authority is given to the Director of Planning, Housing and Environmental Health and the Director of Central Services to approve any necessary amendments to the draft LDO and associated documents, in consultation with the Leader and the Cabinet Member for Strategic Planning & Infrastructure ahead of public consultation.
- 1.2.9 Should it be adopted, the draft Local Development Order will set out a number of parameters through which development at the Innovation Park Medway site would

need to adhere to in order to realise the outline vision for the site as expressed in the masterplan. This is undertaken through Schedules that are reinforced by conditions and informatives.

1.3 Consultation

1.3.1 The anticipated programme for the LDO is set out as follows:

Process	Date
Medway Council Cabinet approval to consult on the LDO	04 August 2020
Tonbridge & Malling Cabinet decision to consult on the LDO	14 October 2020
Consultation (32 day period)	End of October – November 2020
Medway Council Cabinet decision to adopt the LDO	December 2020
Medway Council Full Council decision to adopt the LDO	December 2020
Tonbridge & Malling Cabinet decision to adopt the LDO	TBC
Tonbridge & Malling Full Council decision to adopt the LDO	TBC

1.3.2 There is a pressing need for consultation to take place as soon as possible once audit work by Highways England has been completed, as Medway Council need to ensure they have demonstrated sufficient progress with the project in order to access time-limited Local Growth Funding, which has a time limit of March 2021.

1.3.3 As per the LDO consultation in 2019, Medway Council is very keen to ensure that the consultation for the two LDOs runs concurrently in order to ensure that the documents across both authorities align, as consistent documentation across both authorities will help to simplify the process for future applicants.

1.3.4 In line with the council's Statement of Community Involvement, the consultation on the LDO is likely to include the following measures:

- Dedicated webpage on the TMBC site, including all the relevant background papers.
- Hard copies available on request.
- Direct emails to stakeholders and community groups.

- Use of Social Media and the TMBC Business E-Bulletin
- Local advertisement
- Site notices

1.3.5 The alternative approach to an LDO would be for Medway Council to seek an outline planning permission for the site as a whole. However, this approach has not been recommended due to the view that this would create further delays in the programme for development, reducing the benefits realised through the Enterprise Zone window.

1.4 Legal Implications

1.4.1 In order for the LDO to be adopted, the document must be publicly consulted upon for no less than 28 days, after being approved for consultation. As the site crosses the boundary between Medway and Tonbridge and Malling, a separate LDO must be adopted by both authorities.

1.5 Financial and Value for Money Considerations

1.5.1 The LDO and supporting documents have been prepared using funding from the SELEP Sector Support Fund (SSF) and Medway Council, with a small contribution from Tonbridge & Malling Borough Council. The future development of the site will be undertaken by Medway Council, with the first phase of works being funded through the Government's Local Growth Fund Round 3. According to the masterplan, plots within Tonbridge and Malling Borough will come forward in Phases 2 and 3, which will generate business rates receipts.

1.6 Risk Assessment

Risk	Description	Mitigation	Risk Rating
Not agreeing to proceed to consultation or adoption	This would mean there is a different planning process in place for the area of the site within Tonbridge and Malling and for that in Medway, creating a relatively confusing planning framework for the site as a whole.	Consultation and adoption of the LDO.	Medium
Poor quality development that does not realise the	Without a formal adopted planning document, quality will	The adoption of the LDO establishes key parameters that have to be adhered to, therefore	Medium

objectives of the masterplan.	not be assured on this site.	controlling the uses and quality of development.	
Privately owned or leased land not coming forward in line with the strategic ambitions for IPM	If privately owned sites are not developed in line with the ambitions for IPM then the site will become disjointed and lack a cohesive identity.	The land that the LDO in Tonbridge and Malling relates to is solely within the ownership of Medway Council, who are leading this project, as such the aspirations of private landowners is a matter for Medway Council.	Medium

1.7 Equality Impact Assessment

1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Recommendations

1.8.1 That the content of the report **BE NOTED**; and

1.8.2 That subject to Member's support, delegated authority **BE GRANTED** to the Director of Planning, Housing and Environmental Health and the Director of Central Services, in consultation with the Leader and the Cabinet Member for Strategic Planning & Infrastructure to finalise and approve the Environmental Statement prior to public consultation in the interest of satisfying Environmental Impact Assessment requirements, and to approve any necessary minor amendments to the draft LDO prior to the public consultation for the purposes of presentation and clarity.

The Chief Executive confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

None

contact: Emma Keefe,
Development Manager

Jeremy Whittaker, Economic
Regeneration Manager

Julie Beilby
Chief Executive

Appendix A – IPM site boundary in relation to Council boundaries



LEGEND

- | | | | |
|---|---|---|-------------------------------|
|  | Site Boundary |  | Proposed Landscape |
|  | Medway Council and Tonbridge & Malling Borough Council Boundary |  | Potential Landscape Extension |
|  | Development Parcels (Including on plot landscape) | | |

This page is intentionally left blank

APPENDIX B (PART 1)

INNOVATION PARK MEDWAY

DRAFT

STATEMENT OF REASONS AND LOCAL DEVELOPMENT ORDER



MADE BY TONBRIDGE & MALLING BOROUGH COUNCIL

October 2020

VISION STATEMENT

INNOVATION PARK MEDWAY WILL DELIVER UP TO 101,000 SQM OF HIGH VALUE TECHNOLOGY, INNOVATIVE, QUALITY COMMERCIAL SPACE IN A PRIME LOCATION BETWEEN LONDON AND THE CONTINENT. THE SITE WILL BE A MAGNET FOR HIGH VALUE TECHNOLOGY, ENGINEERING, MANUFACTURING AND KNOWLEDGE INTENSIVE BUSINESSES LOOKING TO GROW IN THE SOUTH EAST, JOINING THE 14,000 BUSINESSES WHICH HAVE ALREADY MADE MEDWAY THEIR HOME. PART OF THE NORTH KENT ENTERPRISE ZONE, THE SITE WILL OFFER ACCESS TO WORLD-CLASS RESEARCH AND DEVELOPMENT AND HIGHLY SKILLED TALENT THROUGH THE CLUSTER OF KENT AND MEDWAY BASED UNIVERSITIES.

Contents

Interpretations and Definitions	5
Foreword	6
Executive Summary	7
1 STATEMENT OF REASONS	8
Purpose of Document.....	8
Sector Focus.....	9
Spatial extent of LDO	10
The Site	10
The Surrounding Area	11
Public Consultation and Engagement	13
2 BACKGROUND TO THE LOCAL DEVELOPMENT ORDER	14
Legislative Background / What is an LDO?.....	14
Strategic Environmental Assessment (SEA).....	15
North Kent Enterprise Zone	16
The Council's Local Plan.....	16
Employment Land	17
The Medway Regeneration Agenda.....	18
The Vision	19
3 THE LDO	20
Evidence Base	20
The Masterplan	21

<i>Plot Passports</i>	21
The Order	22
<i>The LDO Schedule, Conditions and Informatives</i>	22
<i>LDO Appendices</i>	22
<i>Limitations</i>	22
<i>The Lifetime of the LDO</i>	22
<i>Prior Notification Procedure</i>	23
<i>Application of the Design Code</i>	25
<i>Monitoring</i>	25
<i>Compliance and Enforcement</i>	25
Development permitted by the LDO	25
4 LDO SCHEDULE	27
Schedule A – Building Development including the provision of Infrastructure, Facilities and Public Realm.....	27
Schedule B – Extensions or Alterations	29
Schedule C – Changes of Use	30
Schedule D – Other Operations	31
Conditions.....	33

Appendix 1: Interpretations and Definitions

Appendix 2: Self-Certification Form

Appendix 3: Intention to Start-on-Site Form

Appendix 4: Design Code

Interpretations and Definitions

Please see Appendix 1

Foreword

Cllr Nicolas Heslop (Leader and Cabinet Member for Economic Regeneration, Tonbridge & Malling Borough Council)

Tonbridge & Malling Borough Council is hugely positive about supporting its local economy. We want to help foster an environment in which local businesses can flourish, as we recognise the massive contribution they make to the economic well-being of the Borough.

In this vein, the Council is undertaking a range of actions with its partners to help create a strong, dynamic and inclusive economy that fosters sustainable growth in Tonbridge & Malling, with the delivery of Innovation Park Medway as “a key location for business growth where businesses are supported to innovate and thrive and our local population has access to quality jobs and skills development”.

Cllr Alan Jarrett (Leader of Medway Council)

'Medway is fast becoming known as the new economic powerhouse for the south-east'

This is an exciting time for Medway, with a monumental regeneration programme already underway and providing opportunities for those who live, study and work in the area. Medway is fast becoming known as the new economic powerhouse for the south-east and has a growing reputation for innovative businesses.

We are committed to creating a high quality, commercial innovation space for a wide range of high-value technology, engineering, manufacturing and knowledge-intensive businesses, and Innovation Park Medway (‘IPM’) does just that. It offers new and existing businesses the opportunity to grow and be surrounded by successful companies, some of which already do business internationally.

The site also offers attractive business rates, something we were keen to introduce to further support our business community. We recognise the importance of helping businesses grow and to build foundations now to benefit Medway’s future and the development of IPM is fundamental to achieving this.

Executive Summary

The core ambition of the Council is to strengthen the performance of the local economy, securing high value jobs in the local area, capitalising on the further and higher education offer, and realising the area's potential.

Whilst, Tonbridge and Malling ranks within the top 25% of authorities in relation to GVA per head (with this having increased from £26,471 in 2015 to £29,606 in 2019), it now ranks lower compared to other authorities in relation to economic indicators such as, job density, workplace earnings and employment rate¹. We therefore recognise the importance of IPM and the role it can play in enhancing the wider economic performance of the area.

The aim is for Innovation Park Medway ('IPM') to provide modern day commercial space that will both enable and encourage innovation and business growth across both Tonbridge & Malling Borough and Medway, complementing the existing Innovation Centre and Innovation Studios. IPM will deliver approximately 101,000 sqm metres of high value technology and high quality commercial floor space designed in such a way to encourage collaboration, the sharing of skills, ensure flexibility of workspaces to foster face-to-face communication and to allow for technology change and at the same time strengthen links with local universities which already provide highly skilled talent and world-class research and development facilities.

Through the implementation of the Local Development Order ('LDO') and the creation of a site of high value-technology, engineering, advanced manufacturing and knowledge-intensive businesses, IPM will help create many new high-skilled jobs and allow for the up-skilling of local residents and thereby, reduce the levels of out-commuting. It is the expectation that IPM will act as the key driver in continuing the growth of professional, scientific and technical industries jobs which in 2019 accounted for 21.3% (1,265/5,935) of all businesses in Tonbridge and Malling. This is still slightly higher than the South East average of 19.8% and well above the England & Wales average of 17.6%².

High-value technology, engineering, advanced manufacturing and knowledge-intensive businesses are therefore sectors which the Council are keen to encourage and see as very important for the future growth of the economy. Tonbridge and Malling is already home to a number of businesses in these sectors including MEP Ltd and Ecolution as well as learning establishments such as Mid Kent College, West Kent College and Hadlow College along with independent research institutions such as NIAB EMR at the East Malling Research Station. The presence of a range of successful universities and Further Education providers in the area presents great opportunities to raise skills levels and enable further economic development based on a knowledge economy, providing for higher value employment that could drive the success in the local area. It is the intention of IPM to build on this platform.

¹ Kent Economic Indicators 2019 (April 2019)

² UK Business Counts – Information on Businesses in Kent (KCC, October 2019)

1 STATEMENT OF REASONS

Purpose of Document

- 1.1 This section provides the justification for undertaking the type of development sought on an area of land extending to 3.7 hectares within the administrative boundary of Tonbridge & Malling Borough Council (hereafter referred to as the 'Council') through a Local Development Order ('LDO') at Innovation Park Medway ('IPM')
- 1.2 The LDO will support the objectives of both the Council and Medway Council ('Medway'), who as the administrative bodies, are seeking to create high value jobs, improve skills, retain talent and deliver on the opportunities that arise from IPM forming part of the North Kent Enterprise Zone ('NKEZ'). An LDO is a favoured route to secure this type of development and the justification for this is set out below.
- 1.3 The aim is to deliver a high tech cluster of companies sharing similar skills, infrastructure, ambition and drive. IPM comprises Use Class E (g) and Use Class B2 uses focused on high value technology industries, engineering, manufacturing and knowledge intensive industries. All businesses are committed to delivering high GVA and exploring opportunities and synergies for collaboration, innovation and skills retention with links to universities. Specifically, this LDO will deliver up to 101,000 sqm (GEA) including up to 23,700 sqm (GEA) for Use Class E (g) and up to 76,948 sqm (GEA) for Use Class B2 of buildings falling within the following Use Classes of the Town and Country Planning (Use Classes) Order 1987 (Amendment) (England) Regulations 2020:
 - Use Class E(g)(i) - Business (Office);
 - Use Class E(g)(ii) - Research and Development of products and processes
 - Use Class E(g)(iii) – Industrial processes; and
 - Use Class B2 (General Industrial).
- 1.4 Within IPM there will also be a small amount of ancillary floor space Use Classes E(a) (Display or retail sale of goods, other than hot food) and E(b) (Sale of food and drink for consumption (mostly) on the premises).
- 1.5 This LDO provides certainty as to the type, use and form of development that is permitted and in return, facilitate economic growth, enabling it to happen in a timely manner and allowing firms to react quickly to growth opportunities through a simplified planning process. Through the LDO providing certainty to developers, it will stimulate investment by reducing the potential and perceived risks and barriers associated with the formal planning process. The LDO also reduces associated costs as a full technical evidence base with all required studies have been carried out in support of the LDO.
- 1.6 Through the implementation of the LDO, the accompanying IPM Design Code ('Design Code') and Environmental Statement ('ES'), the Council will be able to strengthen the performance of the local

economy, create high skilled jobs and drive innovation in order to secure growth and prosperity in the region, and to realise the potential of the area whilst ensuring the operational longevity of Rochester Airport. This LDO will also support the Council's goals of supporting commerce and encouraging the development of high value technology, advanced manufacturing and engineering and knowledge-intensive businesses which are considered by the Council to be key target areas with the potential for significant economic growth.

1.7 Other intentions of this LDO include:

- Providing the Council, Local Highways Authority, local community and other stakeholders with certainty as to the type, use and form of development permitted at IPM;
- Deliver a key part of the NKEZ and assist the economic growth of both Tonbridge and Malling and Medway, the Thames Estuary and the wider South East by utilising and enhancing the linkages of local universities;
- Providing IPM with a source of competitive advantage compared to other areas in Kent, the South East and wider area;
- Creating high skilled jobs for local people;
- Ensuring the layout and design of IPM embraces the spirit of innovation and where possible exceeds, the prevailing sustainability standards;
- Ensuring new landscape character types enhance the sustainability, amenity and bio-diversity value at IPM; and
- Creating an environment that puts Medway on the map as a smart and sustainable city.

Sector Focus

1.8 Whilst the percentage of businesses in Tonbridge and Malling that operate in the professional, scientific and technical industries has increased in recent years to approximately 21% in 2019, the Council is keen to ensure that the local economy remains competitive and creates high quality jobs. Science and technology are therefore sectors which the Council is keen to encourage and sees as very important for the future growth of local economy.

1.9 By promoting the creation and expansion of technology, advanced manufacturing and knowledge-intensive businesses, IPM will help create new high-skilled jobs and allow for the up-skilling of local residents to help meet the needs of new business occupiers and help increase student retention and reduce the issue of out commuting. Approximately two-thirds of economically active residents currently commute out of the Borough for work (mostly travelling to work in Maidstone, Sevenoaks, Tunbridge Wells, and including further afield to London).

1.10 Investment to enhance the skills of local residents will be made through the creation of new apprenticeships, post-graduate opportunities and training facilities. This will then go on to improve the resilience of local residents in today's complex working world and allow wider access to job markets.

- 1.11 The local Universities produce many high-calibre graduates but many currently seek graduate opportunities elsewhere. IPM will create opportunities for graduates to establish themselves, grow and flourish in the local area.
- 1.12 The LDO is intended to be in place for a period of 10 years and has been made to drive economic development through the delivery of IPM which will act as a new and vibrant employment hub for high-value technology, advanced manufacturing, engineering and knowledge-intensive businesses all as part of 21st century sustainable development.

Spatial extent of LDO

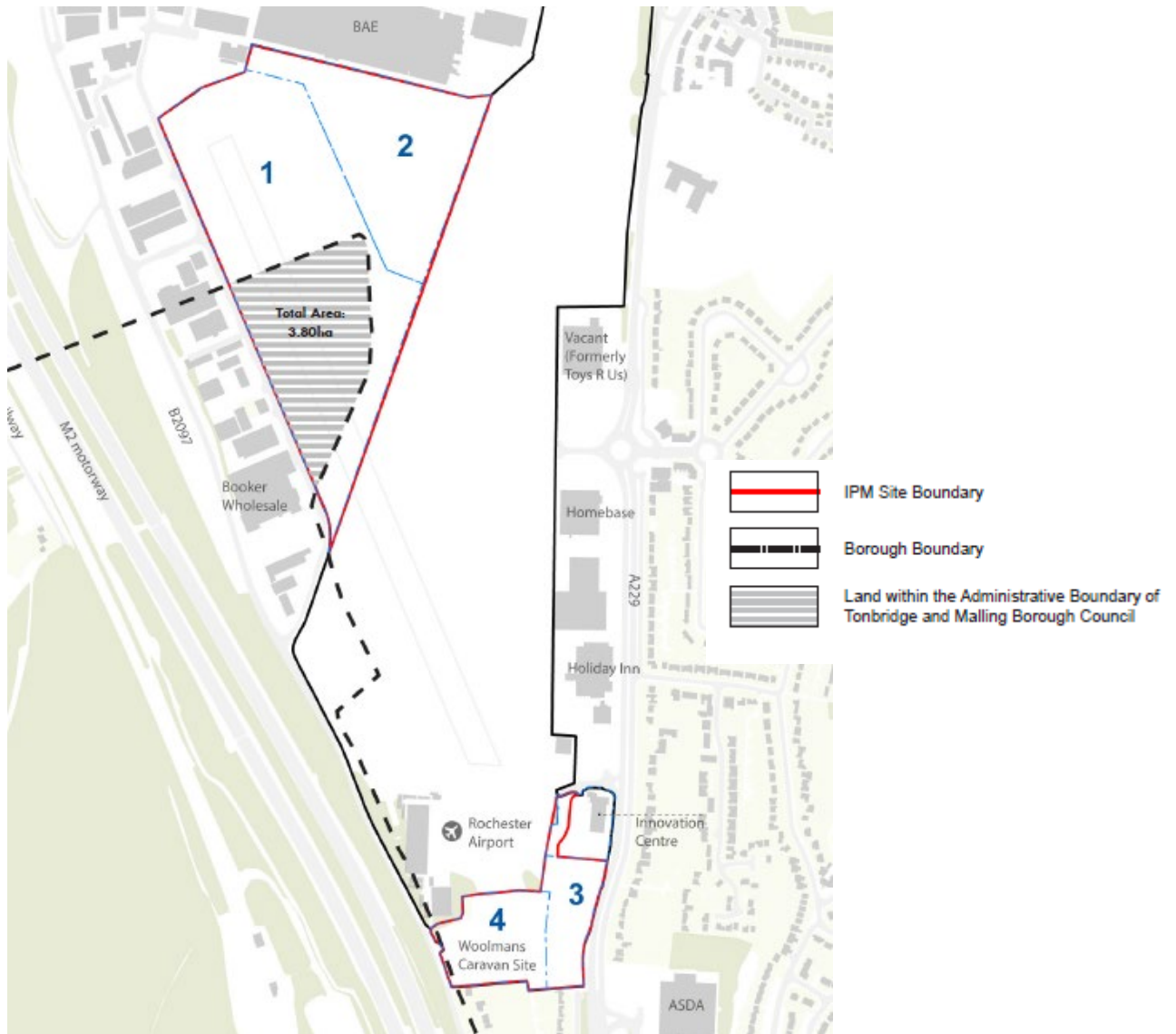
- 1.13 Due to IPM falling across two authorities, two separate LDOs have been prepared - one to guide development proposals in Tonbridge and Malling and one for Medway, and the exact coverage within each administrative boundary is shown below at Figure 1. The total floor space set out in the Description of Development of 101,000sqm is across both authority areas.
- 1.14 IPM is located on two areas of the Rochester Airport site which is a general aviation aerodrome on the southern edge of Rochester approximately 3.5 kilometres (km) to the south of Chatham and Rochester town centres and 57 km east of Central London. It is located approximately 1.4 km north of Junction 3 of the M2 motorway and 5.7 km north of Junction 6 of the M20 motorway, linking the site with London, the M25 motorway and Continental Europe thereby making IPM an attractive location for business. Javelin Trains using HS1 mean Rochester is just 37 minutes from Central London, whilst Eurostar services to Europe can be accessed from Ebbsfleet International Station.
- 1.15 The Universities at Medway and their ability to provide the skilled workforce required by creative, digital and advance manufacturing businesses have been identified as key components to the future economy. The presence of a number of well performing Universities presents great opportunities to raise skills levels and enable further economic development based on a knowledge economy, providing for higher value employment that could drive the success of the area.

The Site

- 1.16 IPM will be split into two separate areas which will comprise two distinct parcels with the overall area extending to 18.54ha across both Tonbridge and Malling and Medway, of which 3.7ha sits within the Council's administrative boundary with the remaining 14.84ha being within Medway. The Northern site consists of a main parcel (Parcel 1) which currently forms part of Runway 16/34 and is made up of laid to well-maintained grass and a second parcel (Parcel 2) currently laid to concrete slabs with a secured palisade fence since it is used by BAE Systems as a car park. The Southern site consists of an eastern parcel (Parcel 3) which comprises the remnants of previously demolished structures, a small utilities structure, associated compound and an overflow car park for the adjacent Innovation Centre Medway. The western parcel (Parcel 4) comprises an operational caravan storage park, Woolmans Wood Caravan Park, which has capacity for approximately 100-125 caravans (see Figure 1 below).

1.17 The areas within the LDO are split into a number of smaller development areas and these are the subject of general parameters and conditions as set out within the LDO and the Design Code.

Figure 1 - IPM LDO Area



The Surrounding Area

1.18 Adjacent to the Airport are a number of successful employment uses including the BAE Systems Rochester Campus and Rochester Airport Industrial Estate to the north and west and to the east the Innovation Centre Medway which opened in 2008.

1.19 Running alongside the eastern edge of the Airport is a Holiday Inn hotel and Horsted Retail Park, which is home to a number of national retailers. To the South East of the Airport is the Bridgewood Manor Hotel and an Asda superstore, which includes a pharmacy and petrol station. Immediately to the south is a small collection of residential homes whilst further east of the Airport are the residential suburbs of Walderslade.

1.20 To the west of the Airport, on the opposite side of the M2 motorway, is the Kent Downs Area of Outstanding Natural Beauty ('AONB') which stretches from the county border with Surrey down to Dover (see Figure 2 below). The AONB is a peaceful, rural landscape with significant ecological value and also provides recreational opportunities. It is afforded the highest status of protection in relation to landscape and scenic beauty. As part of the management of the AONB, Medway is a member a member of the Joint Advisory Committee ('JAC') a body of twelve authorities who have joint responsibility to prepare and manage the Management Plan.

Figure 2 - Location of IPM within the wider context



Public Consultation and Engagement

- 1.21 It is a requirement that LDOs are the subject of consultation with the procedures set out in Article 38 of DMPO 2015. The Council recognises the choice of consultation method needs to reflect the audience that it was seeking to reach and has ensured the consultation process is compliant with the requirements of not just Article 38, but also the EIA Regs 2017 and the Council's own guidance on public consultation as set out in the Statement of Community Involvement ('SCI') adopted in February 2015.
- 1.22 All necessary documentation was placed on the Council's website³ from 29 October to 29 November 2020 and was available for inspection and public consultation for the statutory period.
- 1.23 Medway also undertook a separate consultation process from 26 October to 26 November 2020.

³ <https://www.tmbc.gov.uk/ipm>

2 BACKGROUND TO THE LOCAL DEVELOPMENT ORDER

2.1 This section explains the legislative background, what an LDO is and the relevant policy/economic position.

Legislative Background / What is an LDO?

2.2 LDOs were introduced through the Planning and Compulsory Purchase Act 2004 ('2004 Act') and allow Local Planning Authorities (LPAs) to extend permitted development rights for certain specified forms of development subject to conditions. The powers were subsequently amended in the Town and Country Planning Act 2008 ('2008 Act') which removed the requirement that LDOs should implement policies set out in the Development Plan. The Growth and Infrastructure Act 2013 ('2013 Act') went further and simplified the LDO process by replacing the requirement for LPAs to submit them to the Secretary of State ('SoS') before adoption. Instead, it is now a requirement to inform the SoS as soon as practicable after adoption. The 2013 Act also removed the requirement for an LDO to be reported on as part of the Annual Monitoring Report ('AMR').

2.3 As part of these amendments, updated legislation was published and set out the requirements for LDOs under Section 61A (2) of The Town and Country Planning Act 1990 ('1990 Act') (as amended) and Article 38 of the Town and Country Planning (Development Management Procedure Order) ('DMPO 2015').

2.4 Article 38, paragraph 1, of DMPO 2015 outlines that if a Council proposes to make an LDO they must first prepare:

- a) A draft of the Order; and
- b) A statement of their reasons for making the Order.

2.5 Article 38, paragraph 2, of the DMPO 2015 states that statement of reasons must contain:

- a) A description of the development which the Order would permit; and
- b) A plan or statement identifying the land to which the Order would relate.

2.6 The LDO satisfies the requirements of Article 38(1) and (2) of the DMPO 2015.

2.7 LDOs are recognised in the National Planning Policy Framework ('NPPF') at paragraph 51 as a means of setting the planning framework for a particular area where the impacts would be acceptable and where it would promote economic, social or environmental gains.

2.8 The process governing the preparation and the implementation of LDOs is outlined in Planning Practice Guidance ('PPG'). At paragraph 077 of the section entitled 'When is permission required?'⁴ it states that an LDO cannot cross local authority boundaries. Two or more local planning authorities may wish to co-

⁴ See: <https://www.gov.uk/guidance/when-is-permission-required>

implement or co-consult on cross boundary LDOs, but each individual authority must adopt their own LDO. As the site crosses the authority boundary between Tonbridge & Malling and Medway, accordingly, both Councils have worked together to jointly prepare and consult on two separate LDOs before each adopting their own version.

- 2.9 Given the simplified process in granting permission, LDOs are gaining increasing importance as the government encourages local authorities to streamline planning to increase certainty and reduce both delay and cost in delivering sustainable development.

Strategic Environmental Assessment (SEA)

- 2.10 Directive 2001/42/EC confirms the assessment of the effects of certain plans and programmes on the environment (the SEA Directive) requires that an environmental assessment is undertaken for all plans and programmes that are prepared for town and country planning or land use and which set the framework for future development consent of projects listed in Annexes I and II to the Environmental Impact Assessment Directive (now 2014/52/EU), or in view of the likely effect on sites, have been determined to require assessment pursuant to Article 6 or 7 of the Habitats Directive (92/43/EEC).
- 2.11 The Council and Medway, as the competent authorities, have considered the requirements of the SEA Directive and the applicable domestic legislation (Environmental Assessment of Plans and Programmes Regulations 2004) in the context of the LDO being prepared to support IPM. LDOs are not included in the list of applicable plans and programmes within domestic SEA guidance and the LDO does not provide the framework for future development consents; rather it will issue development consent for full planning permission once adopted. It will set out the form and nature of development to be permitted with additional guidance to supplement this. For these reasons, the competent authorities have confirmed that the LDO is not a plan or programme and that SEA will not be required.
- 2.12 The appropriate mechanism for the environmental assessment of LDOs is the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 ('EIA Regs 2017') within which Regulation 32 paragraph 5, provides specific guidance and this forms the basis for the EIA undertaken.
- 2.13 Regulation 32, paragraph 5, EIA Regs 2017 states that a Council must not make an LDO which would grant planning permission for EIA development unless:
- An Environmental Statement has been prepared in relation to that development; and
 - The EIA has been carried out in respect of that development.
- 2.14 The LDO is accompanied by an Environmental Statement ('ES') which was prepared to carry out the EIA for the development proposed. It comprises EIA development by virtue of it exceeding the threshold criteria of 0.5 hectares for industrial estate development as set out in Schedule 2 Category 10a of the EIA Regs 2017.

North Kent Enterprise Zone

- 2.15 Officially opened for business in 2017, the North Kent Enterprise Zone ('NKEZ') is strategically located between London and the continent is one of the South East's new hubs for innovation and entrepreneurial growth. The NKEZ comprises five sites across three highly accessible locations in Medway, Maidstone and Ebbsfleet and includes IPM. Each site is intended to promote sustainable development alongside providing state-of-the-art commercial, space and a positive business environment for high value, forward-thinking companies.
- 2.16 The designation of the NKEZ was the result of successful collaboration between local authorities, the Thames Gateway Kent Partnership, Locate in Kent, the Kent & Medway Economic Partnership and the South East Local Enterprise Partnership.
- 2.17 Enterprise Zones are Government-designated areas that offer incentives to business occupiers to stimulate business growth and the creation of new jobs including simplified local authority planning such as LDOs.
- 2.18 Enterprise Zone status has already attracted an £8.1 million allocation in Government support from the Local Growth Fund to provide the infrastructure and facilities to make IPM a thriving high-value employment centre. The NKEZ has also provided a network to link private sector businesses, local universities at the Universities at Medway and other Higher and Further Education providers such as MidKent College. This network allows for discussion and collaboration between parties to share new ideas, skills and expertise. This drives forward innovation by breaking down the silos of different knowledge bases bringing together academic expertise and business know-how to create new opportunities.

The Council's Local Plan

- 2.19 The Council's Adopted Local Development Framework (LDF) comprises the Core Strategy (adopted in 2007), Development Land Allocations DPD (2008), the Tonbridge Central Area Action Plan (2008), Managing Development and the Environment DPD (2010) and the Saved Policies (2010).

Emerging Local Plan and Programme

- 2.20 The Council is now preparing a new Local Plan (covering the period up to 2031), which once adopted will replace the LDF. The Plan was submitted to the Secretary of State on 23 January 2019 and the first phase of the Examination in Public (EiP) is programmed to take place from the 6th October 2020, having been delayed by the Coronavirus restrictions. The current timetable anticipates adoption to be by the end of 2021.
- 2.21 The emerging Local Plan allocates 3.7ha of Rochester Airfield as an Employment Land Allocation (Policy LP36) for economic development uses and this accords with Medway's drive to attract high value

businesses offering skilled employment opportunities through the delivery of IPM. It is intended that the uses will include workspace for advanced manufacturing, R&D and prototyping and aims to be a focus for entrepreneurial growth to strengthen links between local academic and industrial partners.

- 2.22 Amongst the various issues identified in the emerging Local Plan and evidence base, economic regeneration is highlighted as a key priority for the Council.

The Local Economy

- 2.23 Local growth in the employment rate between 2015 and 2019 was relatively flat, with an increase of only 0.3% over the course of this period. Further analysis shows that this falls notably below the level of growth seen over the same period in the Kent County Council ('KCC') area (1.8%).
- 2.24 However, between 2015 and 2019, whilst the number of businesses in Tonbridge and Malling increased by just over 18%, the number of enterprises in the KCC area grew at a slower rate of 13.1%. This indicates that the business growth in the Borough has primarily been driven by a strong increase in the number of micro businesses, with more limited growth in the number of small and medium enterprises. This is backed up by the high level of self-employment in the Borough, which is currently at 18% of the workforce.
- 2.25 Whilst the Tonbridge and Malling economy performs well, there are certainly specific elements of the local economy that need strengthening, and this has only been exacerbated by the recent Covid-19 crisis. This includes the need for greater investment in R&D, increased support for our self-employed and micro-businesses, helping to upskill the workforce and providing greater resilience in our sector mix.
- 2.26 In addition, although Tonbridge and Malling Borough is within the top 25% of authority areas in relation to GVA per head, it now ranks lower compared to other authorities in relation to job density, workplace earnings and employment rate .
- 2.28 We therefore recognise the importance of IPM and how this can be a factor in enhancing the wider economic performance of the borough. The realisation of this initiative will lead to the creation of high-quality jobs in the local area, capitalising on the further and higher education offer, and realising the area's potential which enjoys a strong strategic location with easy access to the M2, M20 and M26 as well as nearby ports. Furthermore, IPMs location offers excellent opportunities to capitalise on regeneration and other investment, and to stimulate business growth, benefiting from connectivity through the motorway and rail networks to the wider economy.

Employment Land

- 2.29 To plan for future economic growth and to ensure that it supports the needs of the local economy, enabling it to remain competitive and create quality local jobs, the Local Plan evidence base confirms the need for

an additional 46ha of employment land which will need to be met through the allocation of new sites including IPM⁵.

- 2.30 Furthermore, the designation of the Enterprise Zone represents an opportunity for the Council to support the provision employment uses with an aspiration for accommodating high-value technology, engineering, manufacturing and knowledge-intensive businesses⁶. Thus, IPM has the ability to provide a development that is attractive to the modern day demands of higher value businesses wanting to locate into the area and which can 'develop initiatives that provide regular contact between students and employers, and run events that open up new [high skilled] employment opportunities for local residents⁷. In turn, it is the intention of the Council that this will reduce the level of out-commuting which currently accounts for two thirds of residents⁸.
- 2.31 It is therefore the intention of the Council to continue to provide the platform for GVA growth and improve levels of high quality employment opportunities and the delivery of the LDO is fundamental to this.

The Medway Regeneration Agenda

- 2.32 The Council is supportive of the work being undertaken by Medway and its partners in the public and private sectors to regenerate the wider Medway area which is set out in Medway's regeneration strategy⁹, Medway 2037.
- 2.33 The strategy aims to deliver Medway's aspiration to become a thriving Waterfront University City that connects innovation, people and place and as the South East's leading smart city. IPM sits at the apex of their aspirations and will help deliver on the six priorities of the regeneration strategy as demonstrated below.
- **Destination and Placemaking:** put Medway on the map as a smart and sustainable waterfront university city;
 - **Inward investment:** Increase high-value businesses and expand high-quality employment;
 - **Innovation:** Continue to support business creation and growth;
 - **Business Accommodation and Digital Connectivity:** Provide the right infrastructure for business success;
 - **Sector Growth:** enhance a strong mixed economy; and
 - **Improving employability:** Match business demand and skills supply.

- 2.34 With specific focus on IPM, a total of £8.1m has been awarded from Central Government's Local Growth Fund through the South East Local Enterprise Partnership (SELEP) to help bring this site forward for

⁵ TMBC – Economic Regeneration Strategy – (2019 – 2023)

⁶ Employment Land Needs Assessment (Turley, November 2017)

⁷ TMBC – Economic Regeneration Strategy – (2019 – 2023)

⁸ TMBC – Economic Regeneration Strategy – (2019 – 2023)

⁹ <https://www.medway.gov.uk/info/200177/regeneration>

development, creating a hub for knowledge-based employment and innovation. Further funding has been awarded through the Growing Places Fund and Sector Support Fund to support the development of the IPM masterplan and the LDO.

The Vision

- 2.35 Following a detailed analysis of the site including its opportunities and constraints, an illustrative Masterplan has been developed that incorporates design features based on research into the innovation environments of national and international best practice projects. The masterplan focuses on creating a place where people belong, make connections, test ideas and are inspired.
- 2.36 IPM will be a high value technology cluster of companies sharing similar skills, infrastructure, ambition and drive. IPM will comprise predominantly Use Classes E(g) and B2 focused on high value technology industries, engineering, manufacturing and knowledge intensive industries. All businesses will be committed to delivering high GVA and exploring opportunities and synergies for collaboration, innovation and skills retention and with links to universities.

3 THE LDO

3.1 The structure of this Section is detailed below:

- Details of the Evidence Base which supports the LDO;
- The Masterplanning;
- The Order; and
- Details of Development Permitted.

Evidence Base

3.2 The LDO is supported by a range of technical studies and assessments including:

- Design Code prepared by LDA Design, January 2019, updated September 2020
- Environmental Statement prepared by CampbellReith, June 2019 and includes the following technical appendices:
 - Request for an EIA Screening and Scoping Opinion prepared by CampbellReith, May 2019
 - Aviation Risk Assessment prepared by Geoff Connolly, December 2018
 - Transport Assessment prepared by CampbellReith, January 2019
 - Fore Consulting Modelling Report prepared by Fore Consulting, December 2018
 - Air Quality Assessment prepared by ACCON, January 2019
 - Land Quality Statement prepared by CampbellReith, May 2019
 - AONB Assessment prepared by LDA Design, January 2019
- ES Addendum, September 2020
- Landscape and Visual Impact Assessment prepared by LDA Design, January 2019, Addendum December 2019
- Ground Conditions Desk Study prepared by CampbellReith, September 2018
- UXO Screening Study prepared by Fellows International, January 2019
- Noise Impact Assessment prepared by ACCON, September 2018
- Ecological Impact Assessment prepared by BSG Ecology, September 2018
- Ecological Management and Enhancement Plan prepared by BSG Ecology (September 2020)
- Archaeological & Heritage Impact Assessment prepared by Headland Archaeology, August 2018
- SuDS Design prepared by CampbellReith, August 2018
- Flood Risk Assessment prepared by CampbellReith, August 2018
- Habitats Regulation Assessment Screening prepared by BSG Ecology, January 2019
- Travel Plan Framework prepared by CampbellReith, January 2019
- Illustrative Masterplan prepared by LDA Design, January 2019
- Parameter Plans including;
 - 6278_PL_001A (Site Boundary)
 - 6278_PL_0038 (Indicative Plot Plan)

- 6278_PL_0048 (Parameter Plan Access)
- 6278_PL_0058 (Parameter Plan Landscape)
- 6278_PL_0038 (Parameter Plan Building Heights)
- Innovation Environment Study prepared by Vivid Economics, June 2018

3.3 In addition to these technical studies, the Council has prepared:

- Environmental Impact Assessment (EIA) Screening Opinion; and
- Environmental Impact Assessment (EIA) Scoping Opinion.

The Masterplan

3.4 The Masterplan which has been prepared in support of IPM is based around the following 'four big design moves':

- 'The Runway Park' shown at Section 6, p.54 of the Masterplan;
- 'Iconic Buildings' shown at Section 6, p.54 of the Masterplan;
- 'Pedestrian Friendly Clusters' shown Section 6, p.54 of the Masterplan; and
- 'Landscaped Character' Areas shown at Section 6, p.54 of the Masterplan.

3.5 Further detail on land use, building heights, access & movement and landscape can be found in the masterplan document.

3.6 The Design Code (at pp. 26-31) then outlines four proposed character areas:

- **Park Edge** – This character area is centred around the proposed green spine that will serve as a significant structural element of the masterplan;
- **Runway Edge** – This character area is driven by the desire to respect site heritage. The development plots will be nestled into a unique landscape backdrop with pavilion typologies linking to the site's heritage as 'hangars' on the airport;
- **Core** – Situated at the heart of the IPM development and enclosed by other character areas. This area should comprise the larger scale buildings with a strong central street accommodating major vehicular and public transport linkages. The masterplan for this area is driven by the desire to promote a higher quality density quarter as it is further away from the airfield and industrial estate; and
- **Woodland and Landscape Edge** – This will form a natural edge complementing the existing industrial estate to the north and residential area to the south. This area will form the gateway of the site, complemented by two iconic buildings to define the quality, and identify of IPM. The woodland should prevent visual coalescence of buildings in Phase 1.

Plot Passports

3.7 Within each character area, IPM is split into plot parcels as shown below which provide a greater level of guidance to assist with the design as set out in the Design Code. The plot passports do not aim to be an

overly prescriptive manual but rather a tool to assist both Councils and the end user. Each plot belongs to a defined character area (please refer to Section 3.6 - Character Areas of the Design Code at p.26).

The Order

- 3.8 The Order sets out the relevant legal provisions under which the Council has made the LDO. It outlines the length of time for which the LDO is valid and highlights the limitations which apply to developments granted planning permission under the terms of the LDO Schedule.

The LDO Schedule, Conditions and Informatives

- 3.9 The LDO identifies the specific classes of permitted development which are granted planning permission by the Order. The range of permitted development is confirmed by the Schedule which is described in further detail in the next section.
- 3.10 Planning conditions for the various types of permitted development are listed under the respective class in the LDO Schedule. Any applicant wishing to remove or vary a condition can apply to do so through the standard procedure established in Section 73 of the 1990 Act.
- 3.11 The informatives provide additional guidance on particular issues but do not act as specific requirements of the LDO Schedule and conditions.

LDO Appendices

- 3.12 The LDO appendices should be read alongside the Order and LDO Schedule.
- 3.13 The LDO's conditions and appendices should be read in full to determine the precise details and requirements of the classes of the permitted development.

Limitations

- 3.14 There are a number of limitations to the types of permitted development which are set out in full in the Order.
- 3.15 The LDO does not allow for changes of use between use classes, including those that would otherwise be permitted under the GPDO 2015 (or any order amending, revoking and re-enacting that Order).
- 3.16 The LDO does not grant planning permission for any developments other than those expressly listed. Normal planning application requirements will apply to those developments that fall outside the scope of the LDO.

The Lifetime of the LDO

- 3.17 The LDO will be implemented for a period of 10 years from the date the LDO is made by the Council, but will be reviewed after 5 years or when the maximum of floor space has been developed (whichever is the sooner) to consider whether the terms should be amended.

- 3.18 Prior to the expiration of the 10 year period following adoption the LDO will be reviewed again to determine whether an extension to its lifespan should be considered, whether the terms should be amended, or whether it should be allowed to lapse.
- 3.19 Development permitted under the terms of the Order that has begun (as defined by Section 56 of the 1990 Act) before the LDO expires will be permitted to be completed and operated in accordance with the requirements and conditions of the LDO.
- 3.20 Uses which have been developed and implemented under the provisions of the Order will be allowed to continue to operate following the expiry of the LDO, provided these uses are carried out in accordance with the relevant conditions set out in the LDO.

Prior Notification Procedure

- 3.21 Applicants will be required to familiarise themselves with the general principles of the LDO, Masterplan and Design Code before discussing with officers at the Council.

Step 1:

Arrange a meeting with Medway Council's regeneration team prior to any pre-application discussions, whereby a suitable plot will be discussed and agreed. During these discussions, the Applicant will be made aware of the different statutory consultees/key stakeholders that would need to be consulted and any issues dealt with prior to a pre-application meeting being arranged.

Please find details via www.medway.gov.uk/ipm/

Step 2:

Consult with key stakeholders following the advice received at the meeting with Medway Council's regeneration team.

Step 3:

Arrange a pre-application meeting with officers at the Council to discuss proposal and to ensure validation.

For pre-application meeting costs and further information, please contact us on 01732 844522 or email us at planning.applications@tmbc.gov.uk to arrange the pre-application meeting.

The first pre-application meeting is mandatory and would be charged at a cost of a standard pre-application meeting. Any follow up advice (where required) will be charged at the officer's hourly rate.

Step 4:

Complete Self-Certification Form following discussions with Council.

Step 5:

Consult the Design Code and Masterplan for more detailed guidance.

Step 6:

Submit Self-Certification Form with all necessary supporting evidence including evidence of the pre-application discussion (date and note of advice given by officers from Council) and confirmation of compliance with the Design Code. This should include details to discharge conditions.

All Self-Certification applications, should be submitted via email to planning.applications@tmbc.gov.uk with the subject title '**LDO Application**' to enable the application to be processed in a timely manner.

Step 7:

Upon submission of the Self-Certification Form and accompanying documentation to the Council, officers will require 7 days to validate all of the information and for the case officer to confirm the content of the documentation is as agreed during the pre-application meeting. Upon completion of the 7 days, the case officer will either send a request for further information or provide confirmation of the application being validated.

Step 8:

Once the Council has confirmed that the application is validated, the 28 days for determination begins.

The development must not begin before the occurrence of one of the following:

- receipt of written notice from the Council of their determination that such prior approval is not required;
- where the Council give the applicant notice within 28 days following the date of validating the application of their determination that such prior approval is required, the giving of such approval; or
- the expiry of 28 days following the date on which the application was validated without the Council making any determination as to whether such approval is required or notifying the applicant of their determination.

- 3.22 Proposed development which falls outside the scope of the LDO will require the submission of a planning application or other appropriate application. For the avoidance of doubt, the LDO does not prevent applicants from applying for planning permission for developments that are not permitted by the Order. Neither does the LDO supersede the requirements for development to comply with all other relevant legislation including, but not limited to, Building Regulations, Environmental Health requirements, Hazardous Substances Consent, and licences or permits from bodies such as the Environment Agency and Natural England. Applications that are complementary to the aims and vision of IPM but not permitted under the LDO are encouraged and will be determined on a case-by-case basis. Examples of certain ancillary / supporting uses are set out in Appendix 1 which include Use Class E(a) - Display or retail sale of goods, other than hot food and Use Class E(b) - Sale of food and drink for consumption (mostly) on the premises.

Application of the Design Code

- 3.23 The Design Code is applicable within the boundary as defined as shown at Figure 1.
- 3.24 The Design Code will work alongside the Masterplan and the LDO to provide certainty as to what is considered acceptable design. The Design Code will also help ensure the high standard of place making at IPM is delivered.

Monitoring

- 3.25 The 2013 Act removed the requirement for an LDO to be reported on as part of the AMR. However, the Council consider it useful to monitor the progress of IPM in order to assess the effectiveness of the LDO. As such, through information that will be requested and collated through the Form, the Council will include the following information about IPM in its AMR¹⁰.

- Amount and type of completed employment floor space in Use Class E(g) and Use Class B2;
- Number of people employed and jobs created (both Full Time Equivalent (FTE) and part-time)¹¹;
- Gross Value Added (productivity); and
- Trip generation.

- 3.26 The information will be updated annually and reported as part of the Council's AMR for the following monitoring period.
- 3.27 The monitoring data gathered will inform the first review of the LDO which will take place prior to 5 years after its adoption. The review will assess how successful the LDO has been in delivering development at IPM. Depending on the results of this assessment, the terms of the LDO may be altered to ensure more effective delivery.

Compliance and Enforcement

- 3.28 Failure to comply with the terms of this LDO or any other statutory requirements may result in appropriate enforcement action.

Development permitted by the LDO

- 3.29 The types of permitted development are set out in four separate Schedules of the LDO which cover the following forms of development:
- Building Development including the provision of Infrastructure, Facilities and Public Realm (Schedule A);

¹⁰ An AMR provides statistical information on a range of datasets for the annual period running between 1 April and 31 March of the following year. The report is a key element in effectively monitoring the Local Plan, measuring how far the policies set out are being achieved. The gap between reports must be no longer than 12 months.

¹¹ Each business that locates to IPM will be required to provide an update to the Council on the anniversary of opening

- Extensions and Alterations (Schedule B);
- Change of Use (Schedule C); and
- Other Operations (Schedule D).

3.30 The LDO does not grant planning permission for any developments other than those expressly listed. Normal planning application requirements will apply to those developments that fall outside the scope of the LDO.

4 LDO SCHEDULE

4.1 The structure of this Section is detailed below and includes:

- The LDO Schedule, conditions and informatives; and
- Appendices 1 to 4.

Schedule A – Building Development including the provision of Infrastructure, Facilities and Public Realm

4.2 Class 1 – Erection of office, research and development, studios, laboratories, high technology industries, light industrial, general industries infrastructure, facilities, provision of ancillary uses (Use Class E(a) (Display or retail sales of goods, other than hot food) and E(b) (Sale of food and drink for consumption (mostly) on the premises) and public realm.

Development Permitted

4.3 The erection of up to the maximum 101,000 sqm (GEA) - comprising up to 23,700 sqm (GEA) for Use Class E(g) and up to 76,948 sqm (GEA) for Use Class B2 of buildings falling within the following uses of the Town and Country Planning (Use Classes) Order 1987 (Amendment) (England) Regulations 2020:

- Use Class E(g)(i) – Business (Office);
- Use Class E(g)(ii) – Research and development of products and processes;
- Use Class E(g)(iii) – Industrial processes; and
- Use Class B2 (General Industrial).

4.4 The erection of up to a maximum of 360 sqm (GEA) (within the 101,000 sqm development across IPM) of Use Classes E(a) and E(b) split across up to three units; one maximum of 150-200 sqm and two of maximum 80 sqm.

4.5 Site investigation, engineering operations, provision of site infrastructure and/or public realm required by development, public realm and ancillary uses.

Requirements

4.6 Prior approval is provided under Class 1 of Schedule A subject to the following conditions:

- Compliance conditions (CO1 to CO3)
- Highways & Movement conditions (H1 to H8)
- Drainage & Flood risk conditions (D1 to D3)
- Construction conditions (C1 to C4)
- Landscaping conditions (L1 to L3)
- Ground Investigation & Contamination conditions (G1 to G5)
- Environmental conditions (E1 to E4)

- Archaeology conditions (A1 to A5)

Development not permitted

4.7 No development is permitted under Schedule A other than that expressly stated.

Schedule B – Extensions or Alterations

- 4.8 Class 1 – Extensions or alterations of office, research and development, light industrial and industrial buildings up to the maximum 101,000 sqm (GEA) - comprising up to 23,700 sqm (GEA) for Use Class E(g) and up to 76,948 sqm (GEA) for Use Class B2 of buildings falling within the following uses of the Town and Country Planning (Use Classes) Order 1987 (Amendment) (England) Regulations 2020:

Development Permitted

- 4.9 The extension or alteration of buildings within the following uses of the Town and Country Planning (Use Classes) Order 1987 (Amendment) (England) Regulations 2020:
- Use Class E(g)(i) – Business (office);
 - Use Class E(g)(ii) – Research and development of products and processes;
 - Use Class E(g)(iii) – Industrial process
 - Use Class B2 (General Industrial).
- 4.10 Site investigation, demolition and engineering operations directly required by development permitted by Class 1 of Schedule B.
- 4.11 The provision of associated site infrastructure and facilities directly required by development permitted under Class 1 of Schedule B.

Requirements

- 4.12 Prior approval is provided under Class 1 of Schedule B subject to the following conditions:
- Extensions or alterations conditions (EA1 to EA3)
 - Compliance condition (CO1 to CO3)
 - Highways & Movement conditions (H3, H4, H5, H6, H7, H8)
 - Drainage & Flood risk conditions (D1 to D3)
 - Construction conditions (C1 to C4)
 - Landscaping condition (L1)
 - Ground Investigation / Contamination conditions (G1 to G5)
 - Environmental conditions (E1 to E4)
 - Archaeology conditions (A1 to A5)

Development Not Permitted

- 4.13 No extension or alteration permitted other than that explicitly stated in Schedule B.
- 4.14 No extension to buildings in Use Class E(a) or E(b) is permitted.

Schedule C – Changes of Use

- 4.15 This LDO permits the following change of uses subject to prior notification of the Council up to the maximum of 101,000 sqm (GEA) comprising up to 23,700 sqm (GEA) for Use Class E(g) and up to 76,948 sqm (GEA) for Use Class B2 of buildings.

Development Permitted

- From Use Class E(g) to Use Class B2 (General Industrial); and
- From Use Class B2 (General Industrial) to Use Class E(g).

Requirements

- 4.16 Prior approval is provided under Class 1 of Schedule C is subject to the following Conditions:
- Compliance condition (CO1 to CO3)
 - Extensions or alterations conditions (EA1 to EA3)
 - Highways & Movement conditions (H1, H5, H6, H7, H8)
 - Drainage & Flood risk conditions (D1 to D3)
 - Construction conditions (C1 to C4)
 - Landscaping condition (L1)
 - Ground Investigation / Contamination conditions (G1 to G5)
 - Environmental conditions (E1 to E4)
- 4.17 None of the rights contained in Schedule [2] Part [3] of the GPDO 2015 (or any order amending, revoking and re-enacting that Order) shall apply to the development authorised by this LDO.

Development Not Permitted

- 4.18 No change of use permitted other than that explicitly stated in Schedule C.

Schedule D – Other Operations

4.19 This LDO permits Other Operations provided such operations are within the parameters of the LDO area and comply with both the conditions and Design Code.

Development Permitted

- Class 1 – The installation, alteration or replacement of external cladding, shutters, windows or doors
- Class 2 – The installation, alteration or replacement of external lighting
- Class 3 – The erection, construction, maintenance, improvement or alteration of a fence, gate, wall or other means of enclosure
- Class 4 – The installation, alteration or replacement of fixed plant and equipment
- Class 5 – The installation, alteration or replacement of site required infrastructure and utilities
- Class 6 – The installation of a single storey structure for ancillary storage purposes
- Class 7 – The formation, layout or construction of a hard surface to form a service road or yard and the maintenance or improvement of such a surface

Requirements

4.20 Prior approval is provided under Class 1 of Schedule D is subject to the following Conditions:

Class 1 – The installation, alteration or replacement of external cladding, shutters, windows or doors

- Compliance conditions (CO1, CO2)
- Extensions or alterations condition (EA1)

Class 2 – The installation, alteration or replacement of external lighting

- Compliance conditions (CO1, CO2)
- Environmental condition (E3)

Class 3 - The erection, construction, maintenance, improvement or alteration of a fence, gate, wall or other means of enclosure

- Compliance conditions (CO1, CO2)
- Highways & Movement condition (H2)
- Landscaping conditions (L1 to L3)

Class 4 - The installation, alteration or replacement of fixed plant and equipment

- Compliance conditions (CO1, CO2)

- Environmental Conditions (E1, E2)
- Construction condition (C1)

Class 5 - The installation, alteration or replacement of site required infrastructure and utilities

- Compliance conditions (CO1, CO2)
- Highways & Movement Conditions (H1, H2, H3, H5, H6, H7, H8)
- Drainage & Flood risk conditions (D1, D2)
- Construction conditions (C1 to C3)
- Landscaping conditions (L1 to L3)

Class 6 - The installation of a single storey structure for ancillary storage purposes

- Compliance conditions (CO1, CO2)
- Extensions or alterations condition (EA1)
- Construction conditions (C1 to C3)
- Ground Investigation / Contamination conditions (G1 to G5)

Class 7 - The formation, layout or construction of a hard surface to form a service road or yard and the maintenance or improvement of such a surface

- Compliance conditions (CO1, CO2)
- Highways & Movement (H1, H2, H3, H5, H6, H7, H8)
- Drainage & Flood risk (D1 to D3)
- Construction conditions (C2, C3)
- Landscaping conditions (L1 to L3)
- Ground Investigation / Contamination conditions (G1 to G5)
- Archaeology conditions (A1 to A5)

Development Not Permitted

4.21 No other operations are permitted other than that explicitly stated in Schedule D.

Conditions

COMPLIANCE

Condition CO1: Confirmation of Compliance

No development permitted by this LDO shall be begun until:

Full details of the development have been submitted to the Council by way of the completion of their Self-Certification Form together with all other supporting documents as required by the LDO Checklist contained as part of that Form.

Upon submission of the Self-Certification Form and any accompanying documentation to the Council, officers will have 7 days to confirm validation of the application.

The Council will issue written confirmation of compliance (or non-compliance) within 28 days of the date at which they confirm that the application has been validated. The Council will be deemed to have accepted the proposal if they fail to respond in writing (which may include a request for further information) within 28 days from the date of validation.

For the purposes of calculating the 28-day LDO Compliance Assessment Period, any Bank Holiday and any day between and inclusive of Christmas Eve and New Year's Day each year shall not be taken into account.

The subsequent development should be carried out strictly in accordance with the LDO Self Certification Form and the Design Code.

***Reason:** To ensure development conforms with the LDO and Design Code and to ensure that LDO development can be monitored over the lifetime of the LDO.*

Condition CO2: Expiry of Prior Approval

Development shall be commenced within 12 months of the date of the Council's confirmation that it is in conformity with the LDO.

***Reason:** To ensure construction is realised and realistic employment generating proposals proceed.*

Condition CO3: Deliveries

No commercial goods shall be loaded, unloaded, stored or otherwise handled and no vehicles shall arrive or depart, within the application site outside the hours 07:00 to 19:00 Monday to Friday, 08:00 to 18:00 Saturday or at any time on Sunday or Bank Holidays.

***Reason:** In the interests of neighbouring uses.*

HIGHWAYS & MOVEMENT

Condition H1: Highways

Before the development of plot(s) / parcels within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a scheme for all highways works to be undertaken on land within or serving that plot (including layout, geometry, dimensions, levels, gradients, surfacing, visibility splays, means of surface water drainage and street lighting) shall be submitted to and approved in writing by the Council.

All highways works shall then be constructed in accordance with the approved details and no permanent development, whether or not permitted by the provisions of the GPDO 2015 (or any order amending, revoking and re-enacting that Order) shall be carried out at any time on the land so shown or in such a position as to prejudice those approved details.

Reason: *To ensure roads/footways are constructed to an appropriate standard in the interests of highway safety.*

Condition H2: Vehicular Visibility Splays

The premises within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 shall not be occupied, until any road or vehicle junction access / egress on land within that area has been provided with visibility splays in accordance with the Design Code. The vehicular visibility splays shall be provided before the road junction or vehicle access point is first used by vehicular traffic and shall be retained free of any obstruction at all times thereafter, No permanent development, whether or not permitted by the provisions of this Order or the GPDO 2015 (or any order amending, revoking and re-enacting those Orders) shall be carried out at any time on the land so shown or in such a position as to prejudices those visibility splays.

Reason: *To provide inter-visibility between vehicles using the road junction / access and those in the existing public highway in the interest of highway safety.*

Condition H3: Movement / Parking

Before the development of plot(s) / parcels within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, an assessment of vehicular trip generation and a scheme for vehicle parking provision to serve the uses within that area including the total number of bays, layout and dimensions along with provision of accessible spaces / cycle spaces shall be submitted and approved in writing by the Council. Vehicular movements associated with development plot(s) / parcels within any area and future use of car parking areas including multi-storey, at grade or temporary will accord with the principles of the Design Code and shall be submitted and approved in writing by the Council.

Reason: *to ensure the cumulative highways impact of the development does not exceed the assessed level undertaken as part of the Transport Assessment by CampbellReith.*

Condition H4: Travel Plan

The premises within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 shall not be occupied, until a Travel Plan in connection with the uses taking place within in that area has been submitted to and approved in writing by the Council. The Travel Plan shall be prepared in accordance with the IPM Travel Plan and must include:

- Measures to encourage sustainable travel patterns (may include cycle schemes, car sharing, car clubs, as appropriate);
- A scheme for the management and implementation of the Travel Plan;
- Targets for modal shift;
- Implementation timescales;
- Marketing and incentives; and
- Arrangements for monitoring and review.
- Details of on-site facilities (changing rooms / showers)

Individual Travel Plans shall implement the overarching targets outlined in the Travel Plan.

Reason: *In the interests of promoting sustainable development and the use of sustainable modes of transport.*

Condition H5: Servicing

The premises within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 shall not commence, until details of servicing arrangement, including the proposed arrangement of access points to each parcel within that area have been submitted to and approved in writing by the Council: such details shall be in accordance with the broad principles set out in the Design Code. The approved details must be fully implemented prior to commencement of the use to which the servicing arrangement relate and retained at all times.

Reason: *In the interests of highway safety.*

Condition H6: Vehicle Turning and Circulation Areas

Before the development of plot(s) within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a scheme for vehicle turning, circulating and manoeuvring within that sector demonstrating that vehicles can enter and exit the sector within a forward gear shall be submitted and approved in writing by the Council.

Reason: *To ensure that vehicles can enter and leave the highway in a forward gear in the interest of highway safety and to ensure that all servicing and turning of vehicles takes place within a site and not on the highway.*

Condition H7: Refuse Storage and Collection Facilities

Before the development of plot(s) / parcels within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a scheme for the storage and screening of refuse and facilities and arrangements for the collection of refuse within that sector shall be submitted and approved in writing by the Council. The facilities shall be provided on site, prior to the occupation of the associated buildings within the relevant sector and in accordance with the approved details. Thereafter the identified facilities shall be kept available for such use and no permanent development, whether or not permitted by the provisions of this Order or the GPDO 2015 (or any order amending, revoking and re-enacting those Orders) shall be carried out on the land so shown or in such a position as to preclude the provision of these facilities.

Reason: To ensure refuse arising from the development is appropriately managed.

Condition H8: Highways Works associated with Extensions, Alterations and Change of Use

Where any development undertaken through Schedule B, Schedule C or Schedule D of the LDO would require any work to a public highway or any road or footway to which the public will have right of access to, that development shall not be begun until details of the those highways works (including layout, geometry, dimensions, levels, gradients, surfacing, visibility splays and means of surface water drainage) have been submitted to and approved in writing by the Council. Development undertaken through Schedule B, Schedule C or Schedule D of the LDO shall not be occupied until the approved highways works have been completed in accordance with the approved details.

Reason: To ensure all highways works are constructed to an appropriate standard in the interests of highway safety.

DRAINAGE & FLOOD RISK

Condition D1: Drainage

Before the development of plot(s) / parcels within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a scheme for the disposal of surface water, based on sustainable drainage principles set out in the Design Code, including details of the design, phasing (where appropriate) implementation, maintenance and management of the surface water drainage scheme on land within that sector shall be submitted to and approved in writing by the Council.

Those details shall include (if applicable):

- a timetable for its implementation, and
- a management and maintenance plan for the lifetime of the development within the relevant sector which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime.

The approved scheme shall be implemented in full in accordance with the specified timetable and retained, managed and maintained at all times thereafter and no development whether or not permitted by this Order or the GPDO 2015 (or any order amending, revoking and re-enacting those Orders) shall be carried out on the land so shown or in such a position as to prejudice the scheme as approved.

Reason: To manage surface water during and post construction and for the lifetime of the development.

Condition D2: Verification Report for SuDS

The premises within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 shall not be occupied, until a signed verification report carried out by a qualified drainage engineer (or equivalent) relevant to the land within that sector has been submitted to and approved by the Council to confirm that the Sustainable Drainage System has been constructed in accordance with the approved scheme and associated plans.

Reason: This condition is sought in accordance with paragraph 163 of the NPPF to ensure that suitable surface water drainage scheme is designed and fully implemented so as to not increase flood risk onsite or elsewhere.

Condition D3: Foul Water

No phase or sub-phase of the development hereby permitted under Condition CO1 shall commence until details of the means of control and disposal of foul and surface water during the construction and operational phases of that phase or sub phase of the development have been submitted to and approved in writing by the Council. The submitted scheme for the phase or sub-phase of the development under consideration shall include the provision of petrol/oil interceptors as appropriate. The approved scheme of details for that phase or sub-phase shall be implemented to accommodate foul and surface water during both construction and the operational phases of the development and shall be retained thereafter.

Reason: In the interests of prevention of pollution and to ensuring provision of both surface and foul water disposal.

CONSTRUCTION

Condition C1: Crime Prevention

Before the development of plot(s) within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences details of the measures, according to the principles and physical security requirements of Crime Prevention through Environmental Design (CPTED) have been submitted to and approved in writing by the Council as per Policy BNE8. The approved measures shall be implemented before the development is occupied and thereafter retained.

Reason: In the interest of security, crime prevention and community safety.

Condition C2: Construction Environmental Management Plan

Before the development of plot(s) within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a Construction Environmental Management Plan (CEMP) shall be submitted to and approved in writing by the Council. The CEMP shall specify:

- an appropriate construction access;
- turning and off loading facilities for delivery / construction vehicles within the limits of the construction site;
- parking areas clear of the highway for those employed in developing the site;
- wheel cleaning facilities;
- details of any hoarding to be erected during the construction works;
- the construction traffic routes;
- the hours of construction work / operation including timings of deliveries;
- the protection of public rights of way;
- provisions for a before and after road condition survey; and
- details of noise abatement procedures and means of reducing emissions to air from plant details of means of compliance with requirements for construction stated in the ecology, arboricultural, archaeological and ground conditions reports, and the ES;

The construction works shall thereafter be carried out at all times in accordance with the approved Construction Environmental Management Plan, unless any variations are otherwise first submitted to and approved in writing by the Council.

Reason: *To ensure that an approved programme for construction work is carried out during specified hours in the interests of the amenity of the area and to ensure that debris or construction material is not deposited on the highway.*

Condition C3: Details of Piling

If Piling is proposed, a Piling Risk Assessment must be submitted, written in accordance with Environment Agency guidance document "Piling and Penetrative Ground Improvement Methods on Land Affected by Contamination: Guidance on Pollution Prevention. National Groundwater & Contaminated Land Centre report NC/99/73". Hereafter, no building(s) shall be erected in each phase or sub-phase of the development until the method for piling foundations has been submitted to and approved in writing by the Council. No piling works shall take place at any time on a Sunday or public holiday or outside the hours of 0900hrs to 1700hrs Mondays to Fridays and 0800 to 1300 on Saturdays unless any variation is specifically approved in writing by the Council. The piling shall only be undertaken in accordance with the approved details, unless any variation is otherwise first approved in writing by the Council.

Reason: *The site is located on potentially contaminated land. Uncontrolled piling could result in potential contamination of groundwater in the vicinity of IPM.*

Condition C4: Demolition Method Statement

Before the demolition of any buildings within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a Demolition Method Statement relevant to the buildings or other structures within the relevant area shall be submitted to and has been agreed in writing by the Council. The Statement shall specify:

- an appropriate access and egress arrangement for vehicles engaged in the demolition of buildings;
- turning and loading facilities for delivery /construction vehicles within the limits of the application site;
- a parking area clear of the highway for those employed in demolishing buildings within the site;
- wheel cleaning facilities;
- a strategy for the recycling and / or reuse of materials;
- traffic routes to be used by vehicles engaged in demolition works;
- hours of demolition work;
- details of dust suppression;
- the protection of any public rights of way; and
- arrangements for a before and after road condition survey;
- Details of areas designated for the storage of all demolition waste material and a programme for its disposal which ensures removal of waste material within 3 months of the relevant demolition having taken place.

Thereafter, all demolition shall be undertaken in accordance with approved details.

Reason: To ensure that demolition works cause the minimum of disturbance to adjoining parcels and businesses.

LANDSCAPING

Condition L1: Detailed Landscaping Scheme

Before the development of plot(s) within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a scheme for, a detailed landscape scheme shall be submitted to and approved in writing by the Council in accordance with the Design Code. The scheme will include proposed measures for a scheme of hard and soft landscaping and boundary treatments for all land within that sector including specification of all landscaping and surfacing materials will be supplied within a detailed method statement which will include site preparation, planting techniques, aftercare and a programme of maintenance for a period of 5 years following completion of the scheme and a scheme for the future management of any communal open spaces relating to the land within that sector. The approved scheme of landscaping shall be implemented during the first planting season following occupation of the buildings or the completion of the development relevant to the specified sector, whichever is the earlier. Any boundary fences or walls or similar structures as may be approved shall be erected before first occupation of the building to which they relate. The approved scheme shall be retained and maintained at

all times thereafter and no development whether or not permitted by this Order or GPDO 2015 (or any order amending, revoking and re-enacting those Orders) shall be carried out on the land so shown or in such a position as to prejudice the scheme as approved.

***Reason:** To comply with the duties indicated in Section 197 of the 1990 Act and to ensure satisfactory landscape treatment of the Site in the interests of visual amenity and to screen and enhance the development in the interests of visual amenity.*

Condition L2: Tree Re-Planting

If within a period of five years from the date of planting of any tree, that tree, or any tree planted in replacement for it, is removed, uprooted or destroyed or dies, or becomes seriously damaged or defective, another tree of the same species and size as that originally planted shall be planted at the same place.

***Reason:** In the interest of the appearance of the proposed development and to ensure any damaged or destroyed trees are replaced.*

Condition L3: Hedges adjacent to a public highway

Any hedge must be maintained (pruned) so that they do not encroach upon the highway.

***Reason:** To preserve the integrity of the public highway and in the interests of highway safety.*

GROUND INVESTIGATION / CONTAMINATION

Condition G1: UXO Risk Assessment

All future intrusive work should be accompanied by a UXO risk assessment at a level suitable for, and in proportion to, the nature of the works. This work is to be agreed with the Council prior to the commencement of physical works.

***Reason:** To ensure the necessary area is assessed and any required mitigation is secured*

Condition G2: Land Contamination

No development approved by this planning permission shall commence until a strategy to deal with the potential risks associated with any contamination of the site has been submitted to, and approved in writing by, the Council. This strategy will include the following components:

1. A preliminary risk assessment which has identified:

- all previous uses;
- potential contaminants associated with those uses;
- a conceptual model of the site indicating sources, pathways and receptors; and
- potentially unacceptable risks arising from contamination at the site.

2. A site investigation scheme, based on (1) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site.

3. The results of the site investigation and the detailed risk assessment referred to in (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.

4. A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in (3) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action. Any changes to these components require the written consent of the local planning authority. The scheme shall be implemented as approved.

Reason: *to ensure that the development does not contribute to, or is not put at unacceptable risk from, or adversely affected by, unacceptable levels of water pollution in line with paragraph 170 of the National Planning Policy Framework.*

Condition G3: Contaminated Land Remediation Scheme

If a contaminated land investigation and risk assessment scheme indicates the presence of contamination, development on that plot / parcel of development as defined by Condition CO1, shall not be begun until a scheme to bring that area into a condition suitable for the intended use by removing unacceptable risks to human health, property, adjoining land, groundwater and surface waters, natural habitats and ecological systems and archaeological sites and ancient monuments has been submitted to and approved in writing by the Council. The scheme must:

- outline all remediation works to be undertaken;
- include proposed remediation objectives and remediation criteria;
- include a timetable of works;
- specify site management procedures; and
- ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 (as amended) in relation to the intended use of the land after remediation.

No development within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 other than the approved scheme for remediation shall take place within the relevant area until such time as a relevant verification report that scientifically and technically demonstrates the effectiveness and completion of the remediation scheme at above and below ground has been submitted for the information of the Council. Where it is identified that further remediation works are necessary, details and a timetable of those works shall be submitted to the Council for written approval and shall be fully implemented as approved. Thereafter, no development whether or not permitted by this Order or the GPDO 2015 (or any order amending, revoking and re-enacting those Orders) shall be carried out on the land so shown or in such a position as to as to prejudice the effectiveness of the approved scheme of remediation.

Reason: To ensure that an appropriate scheme for the remediation of any areas of contaminated land identified under Condition G1 is submitted and approved.

Condition G4: Verification Report for Land Contamination

Prior to occupation of any development as approved under Condition CO1, a signed verification report carried out by a qualified contamination officer (or equivalent) must be submitted to and approved by the Council to confirm that the Contaminated Land Remediation Works as agreed as part of Condition G2 have been carried out as per the agreed scheme and plans. The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan to demonstrate that the site remediation criteria have been met. Any longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action must be prepared, which is subject to the approval in writing of the Council.

Reason: This condition is sought to ensure that the remediation measures approved under Condition G3 have been implemented to best practice guidance and to ensure that the site does not pose any further risk to human health or the water environment by demonstrating that the requirements of the approved verification plan have been met and that remediation of the site is complete. This is in line with paragraph 170 of the NPPF.

Condition G5: Contaminated Land

In the event that any further contamination is found on any part of a site at any time when carrying out the approved development, it must be reported in writing immediately to the Council and the following measures taken:

- an investigation and risk assessment must be undertaken in accordance with the requirements of Condition G1;
- where remediation is necessary, a remediation scheme must be prepared in accordance with the requirements of Condition G2 and shall be subject to the approval in writing of the Council; and
- the approved scheme must be implemented before the development is occupied or first used.

No further work shall be carried out until a remediation strategy detailing how this contamination will be dealt with has been submitted to and approved in writing by the Council. The remediation strategy shall be implemented as approved.

Reason: To ensure that any further areas of contaminated land which are found following the implementation of LDO conditions G1 to G5 are mitigated and remediated in an appropriate manner and to ensure that the development does not contribute to, or is not put at unacceptable risk from, or adversely affected by, unacceptable levels of water pollution from previously unidentified contamination sources at the development site in line with paragraph 170 of the NPPF.

ENVIRONMENTAL

Condition E1: Noise

Prior to the occupation of any phase, sub-phase including the change of use of the development hereby permitted, a scheme to minimise the transmission of noise from the use of the premises, shall be submitted and approved in writing by the Council. Noise from the premises should be controlled, such that the noise rating level (LA_r,Tr) emitted from the development shall at least 10dB below the background noise level (LA₉₀,T) at the nearest residential facade. All measurements shall be defined and derived in accordance with BS4142: 2014. All works which, form part of the approved scheme shall be completed before any part of the development is occupied and shall thereafter be maintained in accordance with the approved details.

***Reason:** In the interests of neighbouring uses.*

Condition E2: Air Quality

No development, including any phase, sub-phase or change of use hereby permitted shall take place until an Air Quality Emissions Mitigation Assessment and Statement has been submitted to and approved in writing by the Local Planning Authority. The statement shall be prepared in accordance with the Medway Air Quality Planning Guidance, and shall specify the measures that will be implemented as part of the development to mitigate the air quality impacts identified in the approved Air Quality Assessment, prepared by ACCOM dated January 2019. The total monetary value of the mitigation to be provided shall be demonstrated to be equivalent to, or greater than, the total damage cost values calculated as part of the Air Quality Emissions Mitigation Assessment and Statement and as listed in the Unilateral Undertaking table at INF8 below. The development shall be implemented, and thereafter maintained, entirely in accordance with measures set out in the approved Mitigation Statement.

***Reason:** To protect air quality and people's health by ensuring that the production of air pollutants, such as nitrogen dioxide and particulate matter, are kept to a minimum during the course of building works and during the lifetime of the development. To contribute towards the maintenance or to prevent further exceedances of National Air Quality Objectives.*

Condition E3: External Lighting Scheme

Before the development of plot(s) within any area as defined by the Design Code and identified on plans approved in accordance with Condition CO1 commences, a comprehensive external lighting scheme serving that sector of development shall be submitted to and approved in writing by the Council. The approved lighting scheme shall be installed, subsequently operated and thereafter retained in strict accordance with the approved details before the development within that sector is first occupied in order to ensure continued compliance

***Reason:** In the interests of minimising light pollution, intrusion and spillage to adjoining residential areas and in the interests of highways safety, to ensure that the lighting does not give rise to glare creating a hazardous distraction to drivers of vehicles on the adjacent highway.*

Condition E4: Sustainability

All development shall be constructed to achieve a minimum rating of BREEAM 'very good'.

Reason: To ensure development is sustainable and that necessary measures are taken with respect to mitigating environmental impacts with respect to climate change.

ARCHAEOLOGY

Condition A1: Written Scheme of Investigation / Method Statement for Archaeological Evaluation

On any land with archaeological potential, no development shall be begun until a Written Scheme of Investigation has been submitted as part of the Prior approval Process and approved in writing by the Council as part of the prior approval process.

The Written Scheme of Investigation shall include a Method Statement which shall outline a programme of archaeological work including the proposed fieldwork techniques (including trial trenching and/or geophysical prospection) to identify archaeological deposits within IPM.

The Written Scheme of Investigation shall take account of the IPM Archaeological and Heritage Impact Assessment.

Reason: The Site is of likely archaeological interest, as confirmed by the Historic Environmental Assessment.

Condition A2: Submission of Written Archaeological Report

On any land with archaeological potential no development, other than that required to carry out archaeological work, shall be begun until a written report outlining the findings of archaeological fieldwork has been submitted to and approved in writing by the Council. The report must include:

- a description of the survey methods used;
- the location and size of trial trenches;
- a detailed summary of all archaeological deposits and evidence gathered;
- an assessment of the significance of all archaeological deposits and evidence gathered;
- a strategy for the preservation in situ of archaeological remains and/or further archaeological investigation and recording;
- Archaeological Post-Excavation Assessment Report and Updated Project Design; and
- All future work must be carried out in accordance with the submitted report.

Reason: To ensure all archaeological evidence is recorded and assessed and an appropriate strategy is in place for the preservation of archaeological deposits at IPM.

Condition A3: Preservation in Situ

Linked to Condition A2, instances where safeguarding (preservation in situ) or further investigation and recording of archaeological remains is required, both the following is required:

- (a) Agreement of a written scheme of investigation / method statement for the preservation in situ of important archaeological remains and or further archaeological investigation and recording; and
- (b) The requirement to submit a Post-Excavation Assessment Report and Updated Project Design detailing the results of any safeguarding or investigation and recording works.

Reason: To ensure all archaeological evidence is recorded and assessed and an appropriate strategy is in place for the preservation of archaeological deposits at IPM.

Condition A4: Publication and Archiving

Provision must be made for the publication and dissemination of the results of the site investigation and archive deposition of the records and finds.

Reason: To ensure all archaeological evidence is recorded to inform future phases of development.

Condition A5: Archaeology (Code of Conduct)

All archaeological works shall be carried out in accordance with the Code of Conduct and relevant Standard and Guidance of the Chartered Institute for Archaeologists (CiFA) and in line with the Written Scheme of Investigation, Archaeological Report and updated Project Design as agreed with the Council.

Reason: To ensure archaeological survey work is undertaken in accordance with appropriate professional standards and required to deliver works as submitted and approved by the Council.

EXTENSION OR ALTERATION

EA1: Building Materials on Extensions

Any extension or alteration shall be constructed using materials which have a similar external appearance to those used for the original building being extended or altered and accord with the principles as set out in the Design Code.

Reason: In the interests of the character and appearance of IPM.

EA2: Massing of Extended or Altered Buildings

The height of any extended or altered building shall be in accordance with building height standards set out in the Design Code.

Reason: To ensure extensions or alterations are undertaken in accordance with the Innovation Park Medway Design Code.

EA3: Highways Works associated with Extensions, Alterations and Change of Use

Where any development undertaken through Schedule B or Schedule C of the LDO would require any work to a public highway or any road or footway to which the public will have right of access to, that development shall not be begun until details of the those highways works (including layout, geometry, dimensions, levels, gradients, surfacing, visibility splays and means of surface water drainage) have been be submitted to and approved in writing by the Council.

Development undertaken through Schedule B or Schedule C of the LDO shall not be occupied until the approved highways works have been completed in accordance with the approved details.

Reason: To ensure all highways works are constructed to an appropriate standard in the interests of highway safety.

Informatives

INF1: Surface Water and Wheel Cleaning

It is contrary to Section 163 of the Highways Act 1980 for surface water from private development to drain onto the highway or discharge into the highway drainage system. All development should therefore be designed and constructed so that surface water, including that from wheel cleaning, does not drain into the public highway or the highway drainage system.

INF2: Use of Excavated Materials

The CL:AIRE Definition of Waste: Development Industry Code of Practice (version 2) provides operators with a framework for determining whether or not excavated material arising from site during remediation and/or land development works are waste or have ceased to be waste. Under the Code of Practice excavated materials that are recovered via a treatment operation can be re-used on-site providing they are treated to a standard such that they fit for purpose and unlikely to cause pollution treated materials can be transferred between sites as part of a hub and cluster project formally agreed with us some naturally occurring clean material can be transferred directly between sites. Developers should ensure that all contaminated materials are adequately characterised both chemically and physically, and that the permitting status of any proposed on site operations are clear. If in doubt, the Environment Agency should be contacted for advice at an early stage to avoid any delays.

Developers should refer to the Position statement on the Definition of Waste: Development Industry Code of Practice (DoWCoP) and the environmental regulations page on GOV.UK. Any re-use of excavated materials not undertaken formally using the CL:AIRE DoWCoP would require an environmental permit for deposit, unless materials are solely aggregates from virgin sources, or from a fully compliant Quality Protocol aggregates supplier. Any deposit of materials outside of these scenarios could be subject to enforcement actions and/or landfill tax liabilities.

The use of DoWCoP precludes the charging of any gate fees for any imported soils materials. This restriction is paramount and any import of materials where a gate fee is charged must be covered by a relevant environmental permit for recovery or disposal.

INF3: Trade Effluent

The Water Industry Act 1991 states that any liquid produced wholly or in part from any trade or business activity carried out on your trade premises qualifies as trade effluent and therefore requires consent from United Utilities. Trade effluent control applies only to those discharges made to the foul sewer. No discharge of trade effluent should be made to the surface water sewer; this includes vehicle washes.

INF4: Flood Risk and Drainage

When addressing flood risk and drainage, consideration should be given to opportunities to reduce the overall level of flood risk in the area and beyond through the layout and form of the development and the application of sustainable drainage systems (SuDS). New development should be sustainable and where

appropriate contribute to the creation of infrastructure and communities that are safe from flooding for their intended lifetime through the use of SuDS.

Prior to any development involving the creation of hardstanding or impermeable surface, including the erection of ancillary structures or the extension of any existing building, it is advised that you discuss the management of surface water with the Environment Agency, the Lead Local Flood Authority and relevant Sewerage Undertaker. Applicants may be asked to provide information to allow for an assessment to be made of the appropriateness of the type of surface water drainage system for a proposed site, along with details of its extent/position, function and future management arrangements. SuDS should be properly designed and ensure that the maintenance and operation costs are proportionate and sustainable for the lifetime of the development.

INF5: Applications to Remove or Vary a Condition under Section 73

Applications to remove or vary any condition imposed by the LDO may be made under Section 73 of the Act 1990 (as amended).

INF6: Planning Applications

A normal planning application may be submitted under the Act 1990 (as amended) for development proposals within the LDO area which are outside the scope of the classes of permitted development set out in the LDO.

INF7: Consultation with Kent Fire / Kent Police (and other consultees as advised through pre-application process) prior to submission of Self-Certification Form

Prior to the submission of the Self-Certification Form (Appendix 2), applicants must have received written confirmation from both Kent Fire and Kent Police that their proposals accord with any necessary design related documentation. This approach will then ensure the 28-day LDO determination period is met.

INF8: Unilateral Undertaking contributions

Unilateral Undertaking contributions will be secured if mitigation (in relation to Air Quality, Transport/Travel Plan, Biodiversity) cannot be provided by the developer to mitigate the effects and will be calculated in accordance with the table below:

Area:		Total Amount:	Amount Required per sqm (Total GEA 100,648 sqm):	Advisory Note:
Air Quality	Damage Cost figure	£1,544,660 (As set out within the Air Quality Assessment)	£15.34	The overall damage cost figure is based on trip generation across the entire site. Whilst this provides a broad figure of £15 per square metre this will be dependent on the nature of developments and the end user (i.e. how many vehicular movements the end user generates and the measures the mitigation in place). It is therefore difficult to apportion a figure on a £ per square metre basis.
Transport/Travel Plan	Highways Mitigation	£1,650,000 - £2,650,000 (Approximate figure subject to further design work)	£16.39 - £26.32	The mitigation work required as part of IPM is subject to further engineering/design works so is only an indicative figure at this stage. <ul style="list-style-type: none"> • Taddington: £200,000 - £250,000 • Bridgewood: £300,000 - £350,000 • Lord Lees: £750,000 - £1,000,000 <p>These figures do not include costs for land ownership which may need to be incorporated into the total contribution amount required.</p>
Biodiversity	Off-Site Net Gain Payment	£805,440*	£8.00*	This is based on the DEFRA biodiversity estimate being £10,000 to £12,000 per credit. The total requirement is dependent on which site Medway Council identify for off-site mitigation although it is understood that the preferred choice is Horsted Park.

No development shall be commenced until details demonstrating how the impacts in relation to Air Quality, Transport /Travel Plan and Biodiversity of the development will be mitigated has been submitted to and approved in writing by the Council in accordance with the table above.

Approximate figure is subject to confirmation following further assessment work.

APPENDIX 1: INTERPRETATIONS AND DEFINITIONS

The LDO's appendices should be read in full to determine the precise details and requirements of the classes of permitted development.

Ancillary Uses include

Maximum of 360 sqm (floor space) (GEA) (Use Class E(a) (Display or retail sales of goods, other than hot food) and E(b) (Sale of food and drink for consumption (mostly) on the premises)

Archaeological & Heritage Impact Assessment is referred to as the 'AHIA' prepared by Headland Archaeology, dated August 2018

Provides an assessment of the historic or archaeological significance of a building or landscape within the wider setting of the Development

Associated Site Infrastructure and Facilities are defined as:

- *The provision of a junction access onto the highway*
- *The provision of main access and utility services throughout IPM including electricity substations and associated electric lines, broadband connection, electric vehicle recharging points, gas and water*
- *The provision of hard standing areas required for disabled parking bays, designated loading and services bays, vehicle turning and circulation area*
- *The provision of multi-storey car parking facilities, surface car parking and temporary car parking (in accordance with the detail as set out in the Design Code)*
- *The erection of a gate, fence, wall or other means of enclosure;*
- *Street furniture as set out in the Design Code*
- *Soft landscaping as set out in the Design Code including Sustainable Drainage System (SuDS)*
- *Trees, hedges, vegetation and other areas of soft landscaping / public realm (in accordance with the detail as set out in the Design Code)*

Authority Monitoring Report is referred to as the 'AMR' and confirms:

Whether targets set in the Local Development Framework / the Local Plan have been achieved and confirms whether objectives behind policies / policy documents are still relevant.

Construction Environmental Management Plan is referred to as the 'CEMP'

A CEMP outlines how a construction project will avoid, minimise or mitigate effects on the environment and surrounding area

Consultation Statement is referred to as the 'Statement'

This Statement sets out why and how both Councils have engaged with the local community and key stakeholders. It explores how feedback from the consultation influenced the Masterplan

Design Statement means the Statement submitted in support of the Development and in accordance with the Self-Certification Form

Development has the same meaning as defined in Section 55 of the Town and Country Planning Act 1990 (as amended)

Ecological Management and Enhancement Plan is referred to as the 'EMEP' prepared by BSG Ecology, dated September 2020

Environmental Statement is referred to as the 'ES' prepared by CampbellReith, dated June 2019 and includes the following technical appendices:

- Request for an EIA Screening and Scoping Opinion prepared by CampbellReith, May 2019
- Aviation Risk Assessment prepared by Geoff Connolly, December 2018
- Transport Assessment prepared by CampbellReith, January 2019
- Fore Consulting Modelling Report prepared by Fore Consulting, December 2018
- Air Quality Assessment prepared by ACCON, January 2019
- Land Quality Statement prepared by CampbellReith, May 2019
- AONB Assessment prepared by LDA Design, January 2019

The ES tests the Development against the likely environmental effects

ES Addendum dated September 2020

Examination in Public is referred to as 'EiP'

Environment Impact Assessment is referred to as EIA

Funding means:

A total of £8.1m has been awarded from central government's Local Growth Fund through the South East Local Enterprise Partnership (SELEP) to help bring this site forward for development, creating a hub for knowledge-based employment and innovation. Further funding has been awarded through the Growing Places Fund and Sector Support Fund to support the development of the Innovation Park Medway masterplan, Local Development Order and development proposals.

General Permitted Development Order is referred to as 'GPDO 2015' (or any order amending, revoking and re-enacting that Order)

Gross External Area is referred to as 'GEA'

GEA is defined as the total covered floor area inside a building envelope, including the external walls of a building as measured in accordance with the Royal Institution of Chartered Surveyors' Code of Measuring Practice, Sixth Edition published in May 2015;

Gross Value Added is referred to as 'GVA' and means

The measure of the value of goods and services produced in area, industry or sector of an economy.

Highways England are referred to as 'HE'

Innovation Park Medway – is referred to as 'IPM'

IPM Design Code is referred to as the 'Design Code' prepared by LDA Design, January 2019, updated September 2020

Provides a manual for the design of the development within IPM and comprise both written and diagrammatic guidance. The Design Code will be used as a development facilitation tool and serve as a reference point for ongoing design processes. This document will focus on the characteristics desired for each area of the regeneration site and stipulate design guidance for all features considered critical to achieving them.

Landscape and Visual Impact Assessment is referred to as 'LVIA' prepared by LDA Design, January 2019, Addendum December 2019

Is the assessment of evaluating the effect of IPM upon the surrounding landscape

Kent County Council is referred to as 'KCC'

Local Development Order – is referred to as the 'LDO'

LDO Compliance Assessment Period means:

Upon submission of the Self-Certification Form and accompanying documentation, the Council will confirm validation within 7 days of receipt of the application.

Once the Council has confirmed that the application is validated, the 28 days for determination begins.

The development must not begin before the occurrence of one of the following:

- receipt of written notice from the Council of their determination that such prior approval is not required;
- where the Council give the applicant notice within 28 days following the date of validating the application of their determination that such prior approval is required, the giving of such approval; or
- the expiry of 28 days following the date on which the application was validated without the Council making any determination as to whether such approval is required or notifying the applicant of their determination.

For the purposes of calculating the 28-day LDO Compliance Assessment Period, any Bank Holiday and any day between and inclusive of Christmas Eve and New Year's Day each year shall not be taken into account.

Masterplan Proposals are referred to as the 'Masterplan' prepared by LDA design, dated January 2019

Medway Council is referred to as 'Medway'

Tonbridge & Malling Borough Council is referred to as 'the Council'

The Town and Country Planning Act 1990 is referred to as the '1990 Act'

The Planning and Compulsory Purchase Act 2004 is referred to as the '2004 Act'

The Town and Country Planning Act 2008 is referred to as the '2008 Act'

The Growth and Infrastructure Act 2013 is referred to as the '2013 Act'

The Town and Country Planning (Development Management Procedure) (England) Order 2015 is referred to as the 'DMPO 2015'

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 is referred to as 'EIA Regs 2017'

The "IPM LDO area" is defined as the area comprised within the red line boundary (Northern and Southern sites)

The time when development has '**begun**' has the same meaning as defined in Section 56 of the 1990 Act (as amended)

North Kent Enterprise Zone is referred to as 'NKEZ'

North Kent Enterprise Zone offers tax breaks and government support, making them ideal places for new and expanding organisations to do business.

National Planning Policy Framework is referred to as the 'NPPF'

The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied

Ownership means *Parcels 1, 2 and 3 are owned by Medway Council. Currently, Parcel 1 is leased to Rochester Airport Ltd. Parcel 2 is leased by BAE Systems, with a small area of this parcel within the ownership of BAE Systems. Although owned by Medway Council, part of Parcel 1 lies within the neighbouring Borough of Tonbridge & Malling. Parcel 4 is privately owned. (See Figure 1).*

Planning Practice Guidance is referred to as 'PPG'

The PPG replaces and consolidates 7,000 pages of planning guidance on topics including transport and design and it should be read in conjunction with the NPPF

Pre-application is referred to as 'pre-app'

This is the process of the submission of the necessary information to the Council ahead of a meeting taking place to discuss the proposal. This process is outlined at Section 3 (Prior notification Procedure)

Proposed Land Uses include

Use Class E(g)(i) – Business (office);

Use Class E(g)(ii) – Research and development of products and processes

Use Class E(g)(iii) – Industrial processes; and

Use Class B2 (General Industrial).

*Together with the ancillary uses set out above.

Proposal means

Innovation Park Medway: is a high-tech cluster of companies sharing similar skills, infrastructure, ambition and drive. IPM comprises predominantly Use Class E (g) and Use Class B2 uses focused on high value technology industries, engineering, manufacturing and knowledge intensive industries. All businesses are committed to delivering high GVA and exploring opportunities and synergies for collaboration, innovation and skills retention and with links to universities

South East Local Enterprise Partnership is referred to as the 'SELEP' *The SELEP is one of 38 LEPs which are established to provide clear vision and strategic leadership to drive sustainable private sector-led growth and job creation*

Site Location means the area defined by the red line on plan (Parameter Plan – Site Boundary) and described as:

IPM is located on two areas of Rochester Airport which is a general aviation aerodrome on the southern edge of Rochester. It lies approximately 3.5 kilometres (km) to the south of Chatham and Rochester town centres and 57 km east of Central London. It is located approximately 1.4 km north of Junction 3 of the M2 motorway and 5.7 km north of Junction 6 of the M20 motorway, linking the site with London, the M25 motorway and Continental Europe thereby making the site an attractive location for business. Javelin Trains using of HS1 mean Rochester is just 37 minutes from Central London, whilst Eurostar services to Europe can be accessed from Ebbsfleet International Station.

IPM will be split into two separate areas each of which will comprise two distinct parcels with the overall area extending to 18.54ha. The Northern Area consists of a main parcel (Parcel 1) which currently forms part of Runway 16/34 and is made up of laid to well-maintained grass and a second parcel (Parcel 2) currently laid to concrete slabs with a secured palisade fence since it is used by BAE Systems as a car park area. The Southern Area consists of an eastern parcel (Parcel 3) which comprises the remnants of previously demolished structures, a small utilities structure and associated compound and an overflow car park for the adjacent Innovation Centre Medway. The western parcel (Parcel 4) comprises an operational caravan park, Woolmans Wood Caravan Park, which has capacity for approximately 100-125 caravans.

Parcels 1, 2 and 3 are owned by Medway Council. Currently, Parcel 1 is leased to Rochester Airport Ltd and Parcel 2 is to be leased by BAE Systems. Although owned by Medway Council part of Parcel 1 lies within the neighbouring Borough of Tonbridge & Malling. Parcel 4 is privately owned (See Figure 1).

The LDO is intended to be in place for a period of 10 years and has been made to drive economic development through the delivery of IPM which will act as a new and vibrant employment hub for high-value technology, advanced manufacturing, engineering and knowledge-intensive businesses all as part of 21st century sustainable development.

Science Park trip rates (the justification for the use of)

The trip rates for Science Park uses are less than those from typical business developments. This is due to the specialist nature of the end use found on Science Parks. The TRICS trip database confirms this in a survey at Cambridge Science Park. Technical Note T1 presents a review of the trip rates and associated trip generation.

Secretary of State is referred to as 'SoS'

Self-Certification Form is referred to as 'the Form'

Request to for confirmation that a development is compliant with the LDO

Standard Industrial Classification is referred to as the 'SIC'

The Standard Industrial Classification is a system for classifying industries by a four-digit code used by government agencies to classify industry areas

Statement of Community Involvement is referred to as the 'SCI'

Statement of Reasons is referred to as the 'SoR'

Transport Assessment is referred to as the 'TA' prepared by CampbellReith, January 2019

The TA assesses the transport issues relating to the Development following discussions and agreement with Kent County Council and Highways England. The TA identifies the measures that will be incorporated to mitigate the impacts of the Development.

Travel Plan Framework is referred to as the 'TP' prepared by CampbellReith, January 2019

Identifies the package of actions / works designed to encourage safe, healthy and sustainable travel options to IPM

The Masterplan forms part of the evidence base to the LDO

APPENDIX 2: SELF-CERTIFICATION FORM

APPENDIX 3: INTENTION TO START ON-SITE FORM

APPENDIX 4: DESIGN CODE

Appendix B – Part 2

SELF CERTIFICATION FORM FOR INNOVATION PARK MEDWAY LOCAL DEVELOPMENT ORDER

(Request for confirmation that a development is compliant with the Local Development Order)

This document should be read in conjunction with the Innovation Park Medway Local Development Order (IPM LDO). For interpretations and definitions, please see **Appendix 1** of the LDO.

1. When to Use this Form			
<p>This form enables you to apply for Prior Approval confirmation that your scheme complies with the IPM LDO. If your application satisfies the Council’s standards, this will be confirmed by the issuing of a “Lawful Development Certificate” by the Council.</p> <p>As set out in more detail within Appendix 1 of this form, the following steps must be undertaken prior to completing this form:</p> <p>Step 1: Arrange a meeting with Medway Council’s regeneration team to discuss and agree a suitable plot. Please visit www.medway.gov.uk/ipm for contact details.</p> <p>Step 2: Consult with key stakeholders following the advice received at the meeting with Medway Council’s regeneration team.</p> <p>Step 3: Arrange a pre-application meeting with Tonbridge & Malling Borough Council’s planning team to discuss the proposal and ensure validation.</p> <p>For pre-application meeting costs and further information, please contact us on 01732 844522 or email us at planning.applications@tmbc.gov.uk to arrange the pre-application meeting. The first pre-application meeting is mandatory and would be charged at a cost of a standard pre-application meeting. Any follow up advice (where required) will be charged at the officer’s hourly rate.</p> <p>These are mandatory procedures which are required prior to submitting this form in order to ensure validation.</p> <p>All Self-Certification forms should be submitted via email to planning.applications@tmbc.gov.uk with the subject title ‘LDO Application’ to enable the application to be processed in a timely manner.</p>			
2. Pre-application reference number and date of meeting			
3. Applicant’s Details (and Agent’s details if applicable)			
Applicant’s Name and Address Company name		Agent’s Name and Address	
Applicant’s Telephone Number		Agent’s Telephone Number	

Applicant's Email		Agent's Email	
Parcel Plot / Zone See Figure 5.1 of Design Code (p.90)			
Site Area			
4. Details of Proposed Development			
<p>Please indicate which of the following Schedules the development falls under and provide a description of the proposed development below:</p> <p><i>Schedule A – Building Development including the provision of Infrastructure, Facilities and Public Realm (p.27 of LDO)</i></p> <p><i>Schedule B – Extensions or Alterations (p.29 of LDO)</i></p> <p><i>Schedule C – Change of Use (p.30 of LDO)</i></p> <p><i>Schedule D – Other Operations (p.31 of LDO)</i></p>			
*Existing Floor space schedule (if applicable)	Amount (GEA sqm)	Please state the hours of operation	
Class E(g)(i) – Business (Office)			
Class E(g)(ii) – Research and Development of products and processes			
Class E(g)(iii) – Industrial processes			
B2 - General Industrial			
Total (GEA sqm)			

*Proposed Floor space schedule	Amount (GEA sqm)	Please state the hours of operation
Class E(g)(i) – Business (Office)		
Class E(g)(ii) – Research and Development of products and processes		
Class E(g)(iii) – Industrial processes		
B2 - General Industrial		
Total (GEA sqm)		
<p>*Please note that the Use Classes referred to above take into account the amendments to the Use Class Order 1987 set out in The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which take effect from 1st September 2020. For the purpose of the former Use Class Order the following Use Classes would apply; B1a Business (Office), B1b Business (Research and Development, studios, laboratories, high-technology industries, and B1c (Light Industrial).</p>		

5. Encouraging the Principles of Sustainable Travel

Please state how the development accords with the measures set out in the Framework Travel Plan and explain how any air quality mitigation measures will be secured?

What incentives do you propose to encourage sustainable modes of travel? For instance, bike to work schemes, car sharing programmes and/or financial incentives through the provision of season passes to use local train / buses. Please also include details of the showers / washroom facilities, cycle parking etc. that will be provided as part of the development.

Please explain how your strategy of sustainable travel is/will be monitored and reviewed to comply with the IPM and national policy changes? (*Please note the Council may require details of the monitoring to be submitted to ensure accordance with the Travel Plan).

6. Vehicle Parking

Please provide the proposed number of parking spaces

Type of Vehicle	Total Spaces required / number of deliveries	On-plot	Off-plot parking*	Street parking
Car				
Disabled car parking spaces				
Vans / light good vehicles				
Heavy Good Vehicles				
Cycle				
Motorcycles				

*Off-plot parking includes temporary/desk parking. Please note that provision of off-plot parking will be subject to capacity. This will not be provided until a threshold is met to justify demand.

7. Traffic Generation

What times do you anticipate the most traffic movements to occur in relation to your business?

AM peak movements:

PM peak movements:

For these peak times, please indicate the likely numbers of different types of traffic

AM (enter time):

PM (enter time):

Cars		
Vans / light good vehicles		
Heavy Good Vehicles		
Cycle		
Motorcycles		

How have you arrived at these numbers (e.g. formal transport assessment, estimates based upon current business, knowledge of similar businesses)?

8. Relevant Supporting Information and Plans – Checklist		
<i>All of the following supporting information and plans must be submitted with this application form at the required scale and must include a scale bar</i>	Included	Document Reference
Completed LDO Self Certification Form		
Submission of BREEAM Pre-Assessment Form		
A location plan (1:1250 or 1:2500 scale) showing direction of north, based upon an up-to-date map which identifies the site / plot edged red		
Site Plan (1:500 or 1:200 scale)		
Block plan of the site / plot (1:100 or 1:200 scale)		
Proposed elevations (1:50 or 1:100 scale) and details of materiality		
Proposed floor plans (1:50 or 1:100 scale)		
Proposed sections and finished floor and site levels (1:50 or 1:100 scale), eaves and ridge heights		
Design Statement (see Appendix 1 for guidance)		
Details / Confirmation of level of mitigation in accordance with the Unilateral Undertaking provided in the Informatives		
Pre-application reference number/receipt		

9. Monitoring Data	
Existing (if applicable)	
How many jobs – both full time equivalent (FTE) and part-time	FTE: Part-time:
What type of jobs Please state number / type (Administrative / Professional etc.)	
Internal floor space (in sqm)	
Do you have established links with Educational Institutions (universities, colleges, schools or other),	

<p>Medical Institutions, specialised businesses and/or any other organisations?</p> <p>If yes, please state which and explain how links are forged / created, i.e., do you offer work experience routes / paid internships / do you seek graduates directly from the Universities</p>	
<p>Level of Gross Value Added (GVA)</p> <p>*For consistency across all prior approval applications please use the method below to calculate the GVA.</p>	£
Proposed	
<p>How many jobs will be created – both full time equivalent (FTE) and part-time</p>	<p>FTE:</p> <p>Part-time:</p>
<p>What type of jobs will be created?</p> <p>Please state number / type (Administrative / Professional etc.)</p>	
<p>Amount of internal floor space (in sqm)</p>	
<p>Do you propose to enhance / create links with Educational Institutions (universities, colleges, schools or other), Medical Institutions, specialised businesses and/or any other organisations?</p> <p>If Yes, which?</p> <p>If NO, why?</p>	
<p>Anticipated level of Gross Value Added (GVA)</p> <p>*For consistency across all prior approval applications please use the method below to calculate the GVA.</p>	£
<p>Please tick to confirm the following monitoring data will be provided annually:</p> <ul style="list-style-type: none"> - Floorspace delivery - Job creation - Trip generation (including staff mode of travel/traffic counts) - GVA 	

***GVA calculation method:** GVA is calculated from the companies last set of accounts by adding salary & wage costs, pre-tax profit and depreciation. This is then divided by the number of FT employees to give GVA per employee.

10. Notice to Landowner (owner) / Leaseholder		
Notice must be served on the Landowner prior to the submission of this form. Please provide the necessary details as shown at Appendix 3		
Name of Owner	Address	Date notice served
Signed (Applicant / Agent)	Date	

** An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.*

11. Declaration	
I/we hereby apply for confirmation of compliance with the IPM LDO as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. I/we confirm that a copy of this application form and accompanying plans/drawings and additional information has been submitted to the Council.	
Signed	xxx
Date	(xx/xx/xxxx)

Please return to either:

planning.applications@tmbc.gov.uk

or

Tonbridge & Malling Borough Council
 Kings Hill (Head Office)
 Gibson Building
 Gibson Drive
 Kings Hill
 West Malling
 Kent
 ME18 4LZ

Please clearly mark all correspondence "IPM LDO Application".

Appendix 1
Guidance notes for IPM LDO
Self-Certification Form

Seeking Prior Approval:

Step 1:

Arrange a meeting with Medway Council's regeneration/marketing team prior to any pre-application discussions whereby a suitable plot will be discussed and agreed. During these discussions, the Applicant will be made aware of the different statutory consultees/key stakeholders that would need to be consulted and any issues dealt with prior to a pre-application meeting being arranged.

Please visit www.medway.gov.uk/ipm for contact details.

Step 2:

Consult with key stakeholders following the advice received at the meeting with Medway Council's regeneration team.

Step 3:

Arrange a pre-application meeting with officers at Tonbridge & Malling Borough Council to discuss proposal and to ensure validation.

For pre-application meeting costs and further information, please contact us on 01732 844522 or email us at planning.applications@tmbc.gov.uk to arrange the pre-application meeting.

The first pre-application meeting is mandatory and would be charged at a cost of a standard pre-application meeting. Any follow up advice (where required) will be charged at the officer's hourly rate.

Step 4:

Complete Self-Certification Form following discussions with Council.

Step 5:

Consult the Design Code and Masterplan for more detailed guidance.

Step 6:

Submit Self-Certification Form with all necessary supporting evidence including evidence of the pre-application discussion (date and note of advice given by officers from Council) and confirmation of compliance with the Design Code.

This should include details to discharge conditions.

All Self-Certification applications, should be submitted via email to planning.applications@tmbc.gov.uk with the subject title '**LDO Application**' to enable the application to be processed in a timely manner.

Step 7:

Upon submission of the Self-Certification Form and accompanying documentation to the Council, officers will require 7 days to validate all of the information and for the case officer to confirm the content of the documentation is as agreed during the pre-application meeting. Upon completion of the 7 days, the case officer will either send a request for further information or provide confirmation of the application being validated.

Step 8:

Once the Council has confirmed that the application is validated, the 28 days for determination begins.

The development must not begin before the occurrence of one of the following:

- receipt of written notice from the Council of their determination that such prior approval is not required;

- where the Council give the applicant notice within 28 days following the date of validating the application of their determination that such prior approval is required, the giving of such approval; or
- the expiry of 28 days following the date on which the application was validated without the Council making any determination as to whether such approval is required or notifying the applicant of their determination.

Document	Additional Notes
A completed LDO Self Certification Form (This form)	This ensures all relevant and necessary questions are answered, appropriate information is provided and declarations are signed
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site / plot edged red - (all plans must include a scale bar)	Plans should show at least two named roads and surrounding buildings / plots named or numbered. The red line should include all land necessary to carry out the development subject of this application. This includes any land required for access to the site from a public highway, visibility splays and landscaping
Site Plan or Block Plan drawn at a scale of 1:500 or 1:200 - (all plans must include a scale bar)	This should accurately show: a) the direction of north; b) the proposed development of the plot in relation to the plot boundaries and the wider development of Innovation Park Medway c) all buildings, roads and footpaths adjoining the plot including access arrangements to the plot
Other plans and drawings or information necessary to describe the subject of this application - (all plans must include a scale bar)	Site survey plan (at the same scale as site or block plan) should show: plot boundaries; the type and height of boundary treatment; the position of any building(s) or structure(s) surrounding the plot
Proposed Elevations (1:50 or 1:100 scale) including a scale bar - (all plans must include a scale bar)	All elevations must be shown with written dimensions of height, width and depth and these should also indicate where possible the proposed building materials in accordance with the submitted design code. Where a proposed elevation adjoins another building or is in close proximity, the drawing should clearly show the relationship between them and detail the positions of openings on each property
Proposed floor plans (1:50 or 1:100 scale) including a scale bar - (all plans must include a scale bar)	These should explain the proposal in detail
Proposed sections and finished floor and site levels (1:50 or 1:100 scale) - (all plans must include a scale bar)	Cross sections through the building should be shown. Full information should be submitted to demonstrate how the new building(s) relate to neighbouring development including floor levels, eaves and ridge heights.
Design Statement	Details the approach, justification, detail of the design of the plot, public realm or infrastructure, and describes the standards of accessibility that would be designed into the development (where necessary) together with outlining how the proposed development accords with the overarching aims and ambitions of IPM as outlined below: Business Innovation: How do you consider your business to be innovative? Growth / Jobs: What are your future growth plans including workforce and skills requirements?

	<p>Quality of Design/Purpose of development: The quality of each plot / provision of infrastructure is a significant factor in supporting firstly the vision and secondly, the types of quality businesses that will locate at IPM. How will your business accord with the vision of IPM set by the Four Big Moves? <i>For more information see Section 2 (p.10) of the Design Code.</i></p> <p>Wider Contribution / Social Value: What contribution can the business make? How will your business contribute to the local community and the wider Medway area?</p>
Design Code Compliance Checklist (This Form)	Completion of the relevant IPM design code compliance checklist
BREEAM Pre-Assessment Form	Confirms how the development will achieve its BREEAM rating

Appendix 2
Design Code Compliance

Design Code Compliance						
Code	Applicable Plots	Summary of Objectives	Complied With	Not Complied with	Council to confirm	Document Reference / Comments <i>Provide references to appropriate plans, documents or page numbers to support your response. Please also provide any additional detail explaining why (if applicable) your proposals do not comply and justification.</i>
1. Parameter Plans (See Section 3 of Design Code)						
Landscape (See Figure 3.1, p.14 of Design Code)	All	<ul style="list-style-type: none"> Proposals must work within the development envelope and respect the landscape framework set out in the approved parameter plan for IPM. 				
Access and Movement (see Figure 3.2, p.15)	All	<ul style="list-style-type: none"> Proposals must connect into the proposed access and movement hierarchy as set out in the approved parameter plan for IPM. 				
Building Heights (See Figure 3.3, p.15)	All	<ul style="list-style-type: none"> Proposals must comply with the development envelope and height parameters set out within the approved parameter plan for IPM; and be in accordance with the operational requirements of the airport. 				
2. Site Wide Guidelines (See Section 3 of Design Code)						

<p>CA_01 Character area Guidance - Park Edge (See p. 28)</p>	<p>All</p>	<ul style="list-style-type: none"> • Part of the character area will be delivered in the initial phase, proposals should set the standard for later phases to tie in to ensure continuity of design and delivery of the wider development area. • Proposals should provide high quality employment spaces of exemplary design quality. • Proposals should capitalise on proximity to the Runway Park to attract investors with demand for innovative employment spaces. 				
<p>CA_02 Character area Guidance - Runway Edge (See p.29)</p>	<p>All</p>	<ul style="list-style-type: none"> • Proposals should respect site heritage and the unique landscape backdrop. • Proposals are encouraged to provide pavilion typologies to accommodate start up organisations and SMEs, promoting a supportive network of like-minded businesses embracing the ethos of enterprise. 				
<p>CA_03 Character area Guidance – Core (See p.30)</p>	<p>All</p>	<ul style="list-style-type: none"> • Proposals should capitalise on direct access to the gateway street and the opportunity to create a higher density quarter for larger scale buildings. 				
<p>CA_04 Character area Guidance – Woodland (See p.31)</p>	<p>All</p>	<ul style="list-style-type: none"> • Proposals should be in keeping with the woodland setting and promote the use of simple and refined palette of materials with a single main material utilised to create simple building forms, providing a strong and clear identity (e.g.: timber cladding). • Proposals should encourage high quality design of frontages that will 				

		act as the front door to the southern plots and promote an appropriate sense of arrival.				
3. Public Realm Codes (see Section 4 of Design Code)						
P1_TS Palette – Tree Selection (See p.52)	All	<ul style="list-style-type: none"> Proposals should select from a palette of different tree categories set out as an index by designers and those involved in the delivery of public realm at IPM to respond to the specific conditions of character areas and the public realm typologies proposed. New landscape character types should enhance the sustainability, amenity and bio-diversity value of the site. 				
P2_SL Palette – Soft Landscape (See p.53)	All	<ul style="list-style-type: none"> Proposals should select from a palette of different soft landscape categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. Planting of trees and vegetation in the public realm should provide shade, wind shelter and evaporative transpiration. 				
P3_HL Palette – Hard Landscape (See p.54)	All	<ul style="list-style-type: none"> Proposals should select from a palette of different hard landscape categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of 				

		character areas and the public realm typologies proposed.				
P4_SF Palette – Street Furniture (See p.55)	All	<ul style="list-style-type: none"> Proposals should select from a palette of different street furniture categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. 				
ST_01 Design Code – Gateway Streets (See pp.34–35 and 48–59)	All	<ul style="list-style-type: none"> Proposals for the Primary Streets should accentuate key arrival points and aid legibility through paving materiality, lighting and way-finding signage. They should be designed to aid movement, but also provide meeting or resting spots. 				
ST_02 Design Code – The Boulevard (See pp.36–37 and 60–61)	All	<ul style="list-style-type: none"> Proposals for The Boulevard should provide a formal avenue of trees that runs along its entire length, articulating a leafy and intimate environment with dappled light that differentiates it from all other types of streets cross the site. Proposals for The Boulevard should provide ‘softer’ boundaries to plots which will start to loosen-up the overall street-scene. 				
ST_03 Design Code – Minor Access Streets (See pp.38–39 and 62–63)	All	<ul style="list-style-type: none"> Proposals for the Minor Access Streets should be defined from their primary and secondary counterparts by reduced road widths, less restrictions on boundary treatments which, together with the woodland setting, will result in a more relaxed and intimate environment. The design of the streets should promote 				

		a more people-oriented environment to encourage collaboration and innovation.				
LA_01 Design Code – The Woodland Typology (See pp.40–41 and 64–65)	All	<ul style="list-style-type: none"> Proposals for this typology should incorporate a naturalistic woodland planting character and brings a touch of nature into the scheme. The untouched and naturalistic appearance of the existing woodlands is to be both protected & enhanced through the adoption of a ‘low intervention’ approach throughout, with reliance upon natural processes. 				
LA_02 Design Code – The Parkland Typology (See pp.42-43 and 66-69)	All	<ul style="list-style-type: none"> Proposals should create a high-quality green spine as the fundamental landscape structuring element which will create a clear identity and provide the high-quality open space that investors demand from innovative employment sites to attract and retain skilled staff. 				
LA_03 Design Code – The Runway Edge Typology (See pp.44-45 and 70-71)	All	<ul style="list-style-type: none"> Proposals should create a landscape buffer between the operational airport and the IPM site, articulating a unique landscape backdrop punctuated by trees of distinction providing a seasonal set piece that puts people in touch with nature. 				
LA_04 Design Code – The Plaza Typology (See pp.46-47 and 72-73)	All	<ul style="list-style-type: none"> The Plazas should be designed to serve as an integral piece of public realm where different landscape typologies converge. 				

20
 38
 1

<p>LA_05 Design Code – The Gateway Typology (See pp.48-49 and 74-75)</p>	<p>All</p>	<ul style="list-style-type: none"> Gateways should present a high-quality public realm and sense of enclosure that celebrates a sense of arrival and sets the tone for a place of distinction. 				
<p>4. Plot Passports (See Section 5 of Design Code)</p>						
<p>BA_01 Building Aesthetics Guidance (See pp.78-81)</p>	<p>All</p>	<ul style="list-style-type: none"> Use material complementary to the context and the unified colour palette to achieve visual consistency and brand identity 				
<p>SG_01 Sustainability Guidance (See pp.82-83)</p>	<p>All</p>	<ul style="list-style-type: none"> Embrace the spirit of innovation by meeting, and where possible exceeding, the prevailing sustainability standards of their time. Energy demand should be minimised through increased building fabric efficiency. 				
<p>BT_01 Boundary Treatment Guidance (See pp.84-85)</p>	<p>All</p>	<ul style="list-style-type: none"> Balance the need for plot tenants to create secure businesses premises with the need to create an attractive and high quality environment for businesses and pedestrians. 				
<p>PG_01 Parking Guidance (See pp.86-88)</p>	<p>All</p>	<ul style="list-style-type: none"> Ensure parking standards (such as parking space dimensions and maximum percentage of on plot parking) are adhered to. Encourage future proofed parking solutions that could unlock opportunities for intensification, particularly if a modal shift is achieved through successful delivery 				

Page 82

		of more sustainable movement patterns.				
PT_01 Plot Type - Gateway Plots (See pp.94-97)	N1.1/N1.4/ N2.6/N3.7/ N4.1/N5.7	<ul style="list-style-type: none"> • Create a sense of arrival and support site brand and identity through using active building frontages to address views into the site gateways; • Ensure the layout and physically and visual permeability of buildings encourage collaboration to 'spill out' of buildings into shared open spaces; • Enhance wayfinding and the rhythm of the street by positioning entrances along the primary frontage; • Encourage boundary treatment continuity, especially to areas that interact with active development edges (i.e. Laker Road, Maidstone Road and the airfield perimeter). 				
PT_02 Plot Type – Park Edge Plots (See pp.98-101)	N2.3/N2.4/ N3.2/N3.3/ N3.5/N3.6/ N4.3/N4.6	<ul style="list-style-type: none"> • Design spill-out areas as multifunctional space fronting the park to accommodate a wide range of uses, events and activities that promote social interaction and collaboration; • Celebrate horticultural seasonality by providing a continuous changing palette of texture and colour; • Encourage ground floor uses that maximise opportunities to spill out into the public realm, the Runway Park should become an extension of the buildings; • Provide 'eyes on the street' with active uses/spaces overlooking the Runway Park. 				

D
a
e
3
3

<p>PT_03 Plot Type - General Plots (See pp.102-105)</p>	<p>N2.7/N4.2/ N4.4/N4.7/ N5.3/N6.1/ N6.2/N7.2/ S2.2/S2.3</p>	<ul style="list-style-type: none"> • Achieve continuity of building line for primary frontages whilst retaining a degree of flexibility; • Avoid over development on plot and allow for sufficient spatial separation between buildings; • Establish a consistent level of material quality and detail; • Animate the street frontages on both primary and secondary routes to create lively streets; • Encourage open boundaries to maximise the benefits of natural surveillance and overlooking. 				
<p>PT_04 Plot Type – Parking Deck Plots (See pp.106-109)</p>	<p>N1.3/N2.5/ N3.4/N4.5/ N6.3/N7.3</p>	<ul style="list-style-type: none"> • Adopt facade treatments to contribute to the rhythm of the street; • Sensitive design response to massing to ensure it is designed to sit sensitively within clusters of developments and avoid visual impact (particularly in the woodland area); • Create planting and soft landscape buffers at side and rear of parking deck plots that are permeable; • Encourage planted privacy strips along building frontages to maintain security and privacy for the adjacent buildings. 				
<p>PT_05 Plot Type – Runway Edge Plots (See pp.110-113)</p>	<p>N5.1/N5.2/ N5.4/N5.5/ N5.6/N7.2/ N7.4/N7.5</p>	<ul style="list-style-type: none"> • Use and maintain trees of character planting at an acceptable height to form a secured boundary to the airfield; • Provide 'pavilion' typology buildings that can accommodate both business incubators and start-ups of a range of sizes; 				

Page 584

		<ul style="list-style-type: none"> • Provide generous public realm and shared spaces to encourage incubator and start-up tenants collaboration and new ideas can be freely exchanged. 				
PT_06 Plot Type - Woodland Plots (See pp.114-117)	N2.1/N2.2/ N6.4/S1.2/ S1.3/S2.1	<ul style="list-style-type: none"> • Ensure minimise tree loss through plot access; • Ensure car movements and parking are contained within the designated areas and provide car free cores to encourage collaboration; • Promote the use of simple and refined palette of materials with a single main material utilised to promote simple building form and provide a strong and clear identity. 				
PT_07 Plot Type – Iconic Building Plots (See pp.118-121)	N1.2/S1.1	<ul style="list-style-type: none"> • Ensure material selection and building articulation on iconic building plots is be subject to the highest level of consideration to respond to the landmark location and importance of these plots. • Encourage iconic building frontages to be designed to feature office and/or reception areas overlooking key view corridors. • Encourage bold accent colours for iconic buildings along gateway frontages. • Encourage continuity and consistent quality that promotes the appropriate sense of arrival for a high-quality employment area. 				

Appendix 3

Notice to Landowner / Leaseholder template

Name

Street
Town
County
Postcode

(Insert Date xx/xx/xxxx)

Dear Sir / Madam

**NOTICE UNDER ARTICLES 13 AND 36 OF THE TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015**

NOTIFICATION OF SUBMISSION OF PRIOR APPROVAL APPLICATION AT IPM

We give notice that xxx is applying to Tonbridge & Malling Borough Council for:

(Please set out the description of development as agreed with the Council as part of the pre-application discussions)

Any owner* of the land or a tenant** who wishes to make representations should by (i.e. 21 days from the date of this notice) write to:

Tonbridge & Malling Borough Council
Kings Hill (Head Office)
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME18 4LZ

If you decide to make representations you should make it clear that you are an owner of the application site or tenant of an agricultural holding on the site and you should give the site address.

*"owner" means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years, or in the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).

**"tenant" means a tenant of an agricultural holding any part of which is comprised in the land.

Statement of owners' rights

The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or in a lease.

Statement of agricultural tenants' rights

The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.

This page is intentionally left blank

APPENDIX B (PART 3)

INTENTION TO START ON-SITE FORM

NOTICE OF COMMENCEMENT OF DEVELOPMENT TO TONBRIDGE & MALLING BOROUGH COUNCIL WITHIN INNOVATION PARK MEDWAY

This form should be submitted to the Council 28 days prior to commencement of development

ADDRESS OF DEVELOPMENT PLOT / ZONE			
DETAILS OF PROPOSED DEVELOPMENT (including pre-application reference number)			
COMMENCEMENT OF DEVELOPMENT ON: (XX/XX/XX)			
FOR AND ON BEHALF OF (Name and address of business / proposed occupier)			
CONTACT NAME (Of developer)		CONTACT NUMBER (Of developer)	
SIGNED (Of developer)		DATE (XX/XX/XX)	
SIGNED (By business / proposed occupier)		DATE (XX/XX/XX)	

Please return to either:

planning.applications@tmbc.gov.uk

or

Tonbridge & Malling Borough Council
Kings Hill (Head Office)
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME18 4LZ

Please clearly mark all correspondence as “Notice of Commencement of Development”

Innovation Park Medway Design Code

Page 391

LD&DESIGN

1.1 6278_R002F

Contents

1.0 Introduction	
1.1 Project summary	6
1.2 Purpose of the document	6
1.3 Structure of the document	6
1.4 How to use this design code	6
2.0 Vision	
2.1 Vision	10
2.2 Big Moves	10
3.0 Site Wide Guidelines	
3.1 Landscape Parameters	14
3.2 Access and Movement Parameters	14
3.3 Building Height Parameters	14
3.4 Site Wide Guidelines	16
3.5 Designing with the Kent Downs AONB in mind	18
3.6 Character Areas	26
CA_01 Park Edge	28
CA_02 Runway Edge	29
CA_03 Core	30
CA_04 Woodland	31
3.7 Open Space Guidelines	32
3.8 Street Design Guidelines	33

ST_01 Primary Streets	34
ST_02 The Boulevard	36
ST_03 Minor Access Streets	38
LA_01 The Woodland Typology	40
LA_02 The Parkland Typology	42
LA_03 The Park Edge Typology	44
LA_04 The Plaza Typology	46
LA_05 The Gateway Typology	48
4.0 Public Realm Design Codes	
4.1 Introduction	52
4.2 P1_TS Tree Selection Palette	52
4.3 P2_SL Soft Landscape Palette	53
4.4 P3_HL Hard Landscape Palette	54
4.5 P4_SF Street Furniture	55
4.6 Brand Identity - Public Realm	56
4.7 ST_01 Primary Streets	58
4.8 ST_02 The Boulevard	60
4.9 ST_03 Minor Access Streets	62
4.10 LA_01 The Woodland Typology	64
4.11 LA_02 The Parkland Typology	66
4.12 LA_03 The Runway Edge Typology	70
4.13 LA_04 The Plaza Typology	72

4.14 LA_05 The Gateway Typology	74
5.0 Plot Passports	
5.1 BA_01 Building Aesthetics Guidance	78
5.2 SG_01 Sustainability Guidance	82
5.3 BT_01 Boundary Treatment Guidance	84
5.4 PG_01 Parking Guidance	86
5.5 What is a Plot Passport	90
5.6 Character Areas & Plot Categories	90
5.7 Plot Table	92
5.8 PT_01 Gateway Plots	94
5.9 PT_02 Park Edge Plots	98
5.10 PT_03 General Plots	102
5.11 PT_04 Parking Deck Plots	106
5.12 PT_05 Runway Edge Plots	110
5.13 PT_06 Woodland Plots	114
5.14 PT_07 Iconic Building Plots	118

Version: 6
Version date: 24/09/2020
Comment: Draft for Consultation

This document has been prepared and checked in accordance with ISO 9001:2000.

1.0

INTRODUCTION

1. Introduction

1.1 Project summary

1.1.1 Innovation Park Medway (IPM) at Rochester Airport is an important redevelopment opportunity to shape the economic future of the region and has been on Medway Council’s regeneration agenda for a significant period of time.

1.1.2 Through social interaction and exchange of knowledge ‘Innovation Park Medway’ will offer up to 100,000 sqm of high quality, innovative commercial space in a prime location between London and the continent. Innovation Park Medway will be a magnet for high value technology, engineering, manufacturing and knowledge intensive businesses looking to grow in the south east, joining the 14,000 businesses which have already made Medway their home.

1.1.3 As an integral part of the North Kent Enterprise Zone, the site will offer access to world-class research and development and highly skilled talent through the cluster of Kent and Medway based universities.

1.1.4 The IPM masterplan outlines a robust plan for the key structuring elements that define the fundamental infrastructure corridors and spaces that will not only facilitate the marketing of serviced plots but also, crucially, provide a signpost of the quality of place that will emerge.

1.2 Purpose of the Document

1.2.1 This Design Code, prepared by LDA Design on behalf of Medway Council and Tonbridge & Malling Borough Council, will be used as a development facilitation tool and serve as a reference point for ongoing design processes. This document will focus on the characteristics desired for each area of the regeneration site and stipulate design rules for all features considered critical to achieving them. It will also facilitate the quick resolution of future prior approvals that will be taken forward.

1.2.2 This Design Code provide a manual for the design of future development proposals within the IPM masterplan area and comprise both written and diagrammatic instructions. The instructions build on the Parameter Plans and provide the next layer of guidance, and fix tighter parameters that detailed development proposals should adhere to.

1.2.3 This Design Code should be read alongside the masterplan containing the parameter plans.

1.2.4 Future development proposals permitted through the LDO will need to conform to, where appropriate, planning conditions and the Design Code which accompany the LDO.

1.2.5 The primary purpose of the Design Code is to:

- * Provide robust and tested guidance to inform future development proposals;
- * Ensure each character area to be distinctive and recognisable whilst achieving coherent overall identity across the site as a whole;
- * Ensure high quality design for streets, open spaces, plots and buildings;
- * Create connection to landscape corridors to enhance wider connectivity between IPM and neighbouring developments;
- * Positively influence future development in Rochester Airport Industrial Estate and Laker Road Industrial Estate.

1.3 Structure of the Document

1.3.1 The document is structured as follows:

*** Section 1.0 – Introduction**

Building on a brief summary of project background and policy context, Section 1.0 will present the manual to use this document.

*** Section 2.0 – Vision**

This section will provide an overarching summary of the design and placemaking objectives for the regeneration site, and of individual character areas outlined in the masterplan.

*** Section 3.0 – Sitewide Guidelines**

The masterplan for IPM has been defined by a series of key structuring guidelines, including planning parameters and the urban design framework. The guidelines are applicable to the whole development area and are not character area specific, to ensure sitewide consistency. These are set out in Section 3.0 of this document.

*** Section 4.0 – Public Realm Design Codes**

For the vision and sitewide guidelines to be achieved, a series of design codes, relating to streets and open spaces, should be adhered to. These are set out in Section 4.0 of this document.

*** Section 5.0 – Plot Passports**

The last section will introduce Plot Passports as simple and succinct summaries of the design parameters for different types of plots to better facilitate future development proposals.

1.4 How to use this Design Code

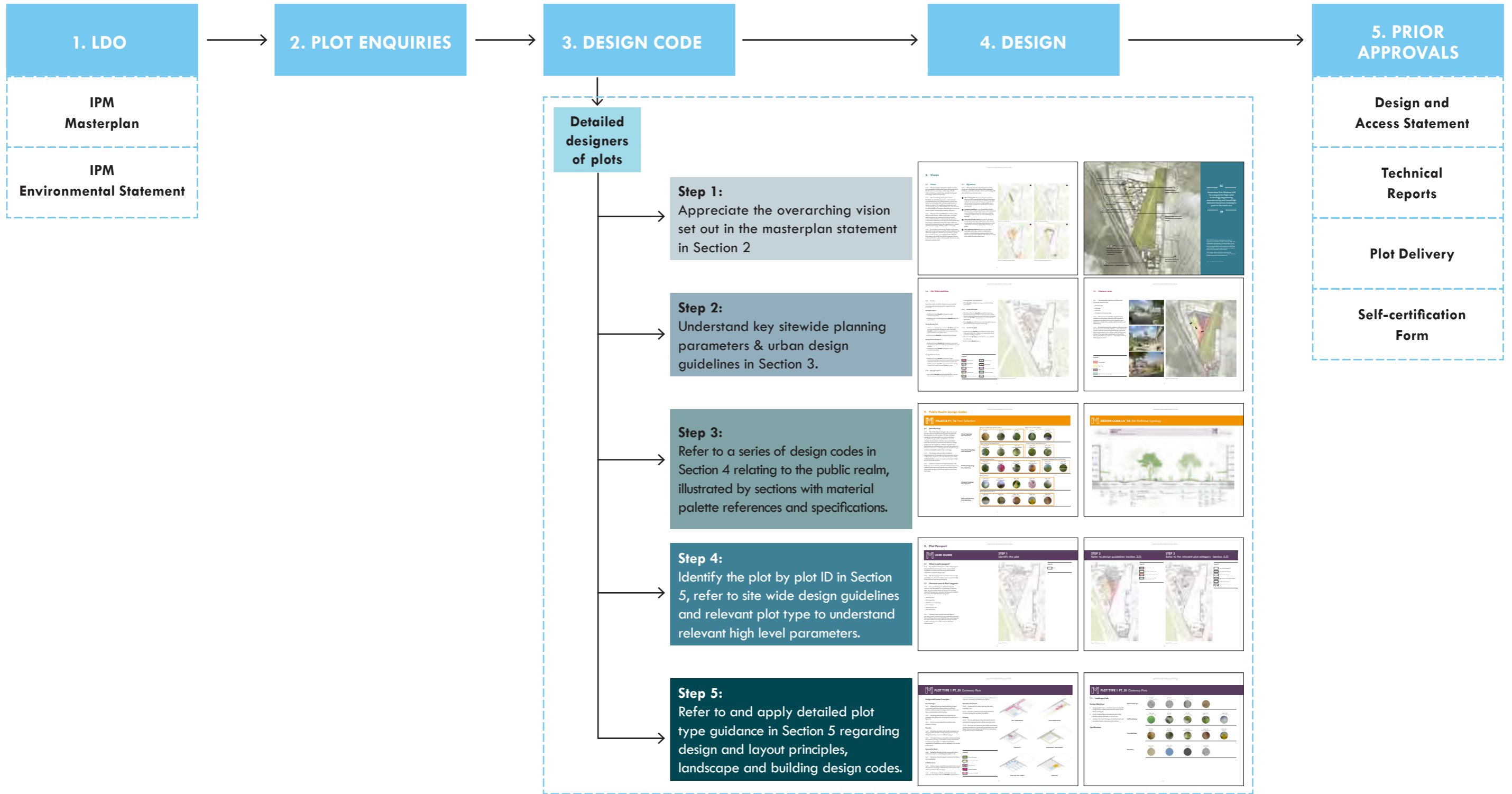
1.4.1 The Design Code covers the IPM masterplan area.

1.4.2 Coding relates to urban design principles only; it is ‘style neutral’ in architectural terms and future prior approvals for development proposals should justify detailed design responses.

1.4.3 The interpretation of each code will be influenced by site specific design and viability considerations that apply to each development parcel.

- * It is recommended that formal pre-application discussions are conducted between designers and planning officers in advance of applicants submitting the requisite design material to satisfy planning validation requirements.

1.5 Roadmap



2.0 VISION

2. Vision

2.1 Vision

2.1.1 All users of this Design Code document should be aware of the overarching vision for the site as summarised below. Further information on design intent and site wide guidance is provided in section 3.0

2.1.2 The IPM masterplan outlines a vision that will deliver a high quality innovation park, and flexible plots to attract a wide range of high-value technology, engineering, manufacturing and knowledge-intensive businesses.

2.1.3 The overarching masterplan framework retains flexibility for detailed development proposals to come forward for individual plots in a phased manner, which will help to accommodate the evolving requirements of future occupants. The first phase will set the standard and later phases must tie in to ensure continuity of materials and quality of design and delivery of IPM.

2.1.4 The IPM masterplan is underpinned by a set of parameters and these, along with the accompanying Design Code, will become a mechanism to control development proposals so that they accord with the vision and the intended placemaking objectives.

2.1.5 The core vision for IPM is to create a place where people and businesses belong, make connections, test ideas and be inspired. The enhanced entrepreneurial connectivity will also be underpinned by physical connectivity, ultimately fostering an environment that encourages collaboration and innovation and promotes health and wellbeing. This new network of innovators will have the opportunity to upskill and share knowledge with the wider community.

2.1.6 By creating a welcoming, flexible and durable space that fosters entrepreneurial activity, Medway will attract the right mix of businesses and secure quality jobs to retain local people and their skills. IPM can help change the public perception of Medway from a commuter belt to a place where people, businesses and ideas grow and flourish.

2.2 Big moves

2.2.1 The project has four big design moves that define the masterplan: the runway park, iconic buildings, pedestrian friendly clusters and intelligently placed landscape character areas.

1 The runway park: the proposed green spine is aligned to the existing runway that is planned for closure, serving as a significant structural element of the masterplan which seeks to function as a high quality piece of open space as well as an instrument to attract investment.





2 Iconic buildings: a perceptual link is made between two iconic tower buildings to the north and south of the site, creating a 'dialogue' between the two.

3 Pedestrian friendly clusters: in order to promote social interaction and collaboration, the clusters are designed as free flowing pedestrian areas with vehicular movements captured by strategic car parks.

4 Four landscape character areas are identified including; park edge, outdoor collaboration 'rooms', trees of character and woodland. These distinct areas in turn influence the identity of each zone within the Innovation Park.

NOTE: Indicative locations are provided for 'outdoor collaboration rooms' that indicate a site wide aspiration to create space for innovation in open spaces that connect buildings.

Legend

	Park Edge plots		Outdoor collaboration rooms
	Woodland clusters		
	Runway Edge cluster with trees of character maintained to acceptable height		

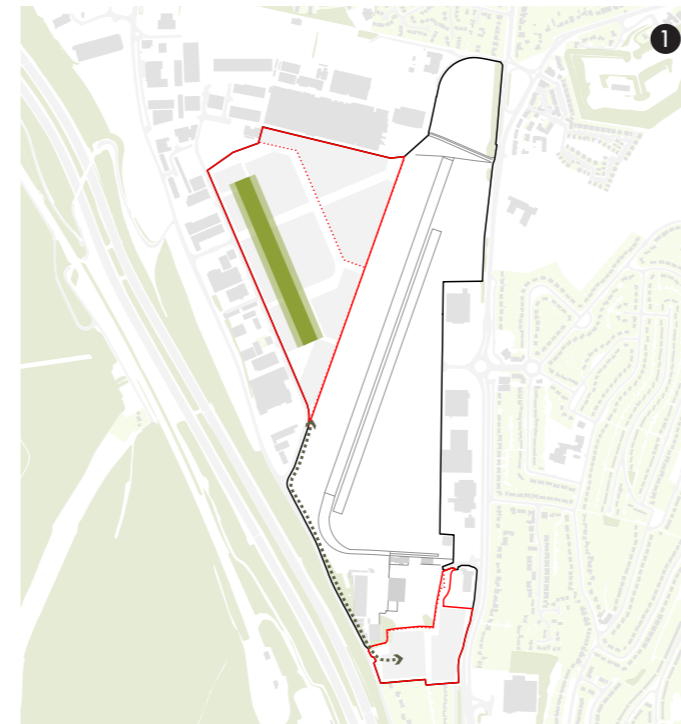


Figure 2.1. A Runway Park

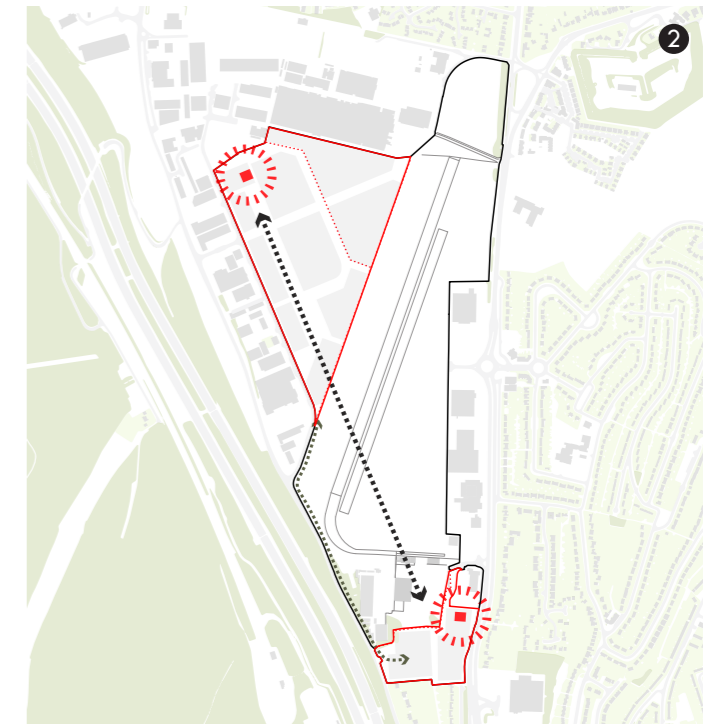


Figure 2.2. Iconic Buildings

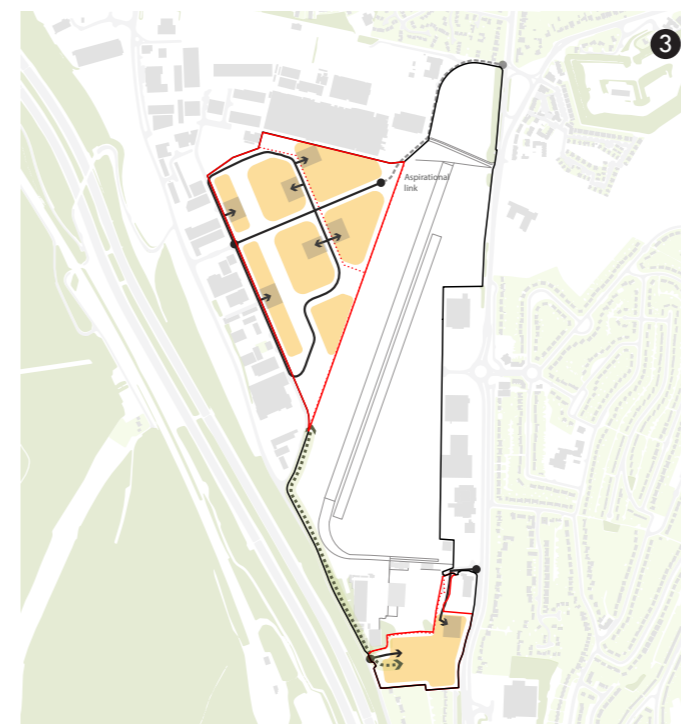


Figure 2.3. Pedestrian Friendly Clusters

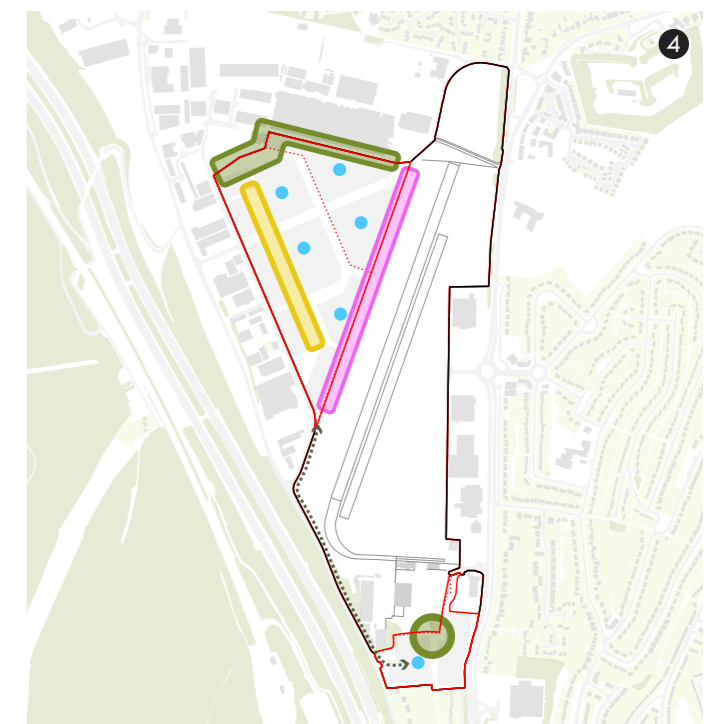


Figure 2.4. Landscape Character Areas



Potential iconic building in a new woodland setting that enhances boundary



Outdoor rooms / collaboration spaces



Runway Park



Plaza

Outdoor rooms / collaboration spaces



Landscaped Runway Edge with trees maintained to acceptable height



Potential link within site boundary for pedestrian connectivity to shared amenities



Innovation cluster in Woodland setting



Outdoor rooms / collaboration spaces



“

Innovation Park Medway will be a magnet for high value technology, engineering, manufacturing and knowledge intensive businesses looking to grow in the south east

”

The IPM illustrative masterplan provides a spatial representation of the vision for IPM. The masterplan incorporates the key design moves which are underpinned by an understanding of the site opportunities and constraints whilst also exploring the creative opportunities to create a place of authenticity and distinction.

The Design Code will provide parameters that detailed development proposals should adhere to.

All future development proposals should be discussed with the necessary stakeholders and pre-application discussions regarding design approach are recommended in advance of submitting the requisite design materials to satisfy planning validation requirements.

Figure 1.2. IPM Illustrative Masterplan



3.0

SITE WIDE GUIDELINES

3. Site Wide Guidelines

The following set of parameter plans set out the key layers that underpin the masterplan and are intended to guide future. The parameters include:

- * The site boundary
- * Landscape parameters
- * Access parameters
- * Building height parameters

3.1 Landscape Parameters

3.1.1 ‘The Runway Park’ green spine at the heart of the northern parcel is inspired by the idea that a place can emerge around this fundamental placemaking framework over many years and many phases of development ... a place built around and underpinned by a strong landscape feature.

3.1.2 The vision for IPM features the concept of a wider ‘legacy landscape’, a landscape framework that sets out a very robust mechanism which will assist the phased delivery of plots over many years. The landscape framework, thus, will act as a long term generator of place, value and a tool that guides phased delivery of plots. Development plots also respect the existing landscape features such as the southern woodland area with associated root protection areas.

3.1.3 The landscape framework becomes the key piece of infrastructure, allowing efficient sequencing of delivery that ensures each subsequent phase ‘plugs into’ an overarching landscape framework to effectively bring together each parcel and each phase as a cohesive place. This approach delivers maximum flexibility as a framework that guides phasing, assists the delivery of key infrastructure and utilities and delivers a high quality place.

3.2 Access and Movement Parameters

3.2.1 A number of points of access are proposed to connect the site to existing highways infrastructure. For the northern site, the central of the three points of access from Laker Road is proposed as a bus priority access point with cars using the northern/southern

access points to penetrate the site. This reduces conflicting movements at the crossroads.

3.2.2 Within each cluster space is allocated for a multi-storey decked parking solution which will allow the clusters to capture vehicles from the primary circulation loop and retain the Runway Park as a pedestrian friendly environment.

3.2.3 The quantum of parking to be provided ensures compliance with the current Medway parking standards. It is noted that these standards are a maximum, therefore reducing parking numbers will maintain compliancy. Minimum requirements will be met for accessible spaces, cycle parking and delivery space off the public highway. This can be managed on independent plots or through the shared use of decked parking structures and servicing areas. Based on expected accumulation of parking bay demand using Science Park trip rates, there may be potential to decrease the number of parking spaces required in the future.

3.3 Building Height Parameters

3.3.1 The IPM illustrative masterplan generates a number of plots which can come forward for development in a flexible manner. Building heights proposed within these plots, as illustratively proposed on the building heights plan, work within the parameters set by the requirements of the adjacent continued use of the airport as an operational airport.

3.3.2 Airport safeguarding restricts building heights and a height contour is applied with the acceptable height of development increasing with distance from the runway. This is reflected in the heights parameter plan (figure 3.3).

3.3.3 Whilst the illustrative masterplan is flexible, any future development proposals for plots will need to consider and respect the maximum height of buildings and structures that may be accommodated within the safeguarded zones and with due consideration of the AONB and its setting.



Figure 3.1. Landscape Parameters Plan



Legend











-  Site boundary
-  Medway Council and Tonbridge & Malling Borough Council boundary
-  Development parcels
-  Potential pedestrian link between sites within secured site boundary
-  Primary access points
-  Secondary access points
-  Potential long term access points
-  Bus priority access
-  Indicative primary access route
-  Secure pedestrian link within site boundary to connect north and south sites

Figure 3.2. Access and Movement Parameters Plan



Legend










-  Site boundary
-  Medway Council and Tonbridge & Malling Borough Council boundary
-  Rochester Airport Height Restriction 5m Contour
-  Potential pedestrian link between sites within secured site boundary
-  Up to 6 storeys
-  Up to 5 storeys
-  Up to 4 storeys
-  Up to 3 storeys
-  Up to 2 storeys

Figure 3.3. Building Height Parameters Plan

3.4 Site Wide Guidelines

3.4.1 All future prior approvals should make a clear justification for the architectural response and the design rationale discussed with planning officers.

3.4.2 A number of site wide design principles are suggested by the IPM Masterplan. These general principles explain the design intent behind the illustrative masterplan which, when considered together, explain how a place of quality can emerge over time to achieve the objectives of IPM.

Appropriate response to key facades:

- * Generally, all facades **should** be designed to a good quality with the following locations identified as key facades that **should** respond to the indicative material palette suggested in this document.

Facing key spaces:

- * Building frontage **should** be designed to high architectural quality.
- * Building lines and on plot design features **should** define the road corridor with continuity.

Facing the runway Park:

- * Active frontages and uses that encourage collaboration **should** be provided on all elevations overlooking the Runway park. These uses **should** be visible from the Park to encourage vibrancy to spill out into the public realm.
- * Service access **should** be avoided at these frontages.
- * Building frontage **should** be designed to high architectural quality with design rationale fully justified

Facing gateway entrances:

- * Building frontage **should** address primary access road and gateways positively. Buildings **should** define the road corridor.
- * Building frontage **should** be designed to high architectural quality with design rationale fully justified.

Facing Maidstone Road:

- * Building frontage **should** be designed to a high architectural material quality as judged and agreed by planning officers, design rationale **should** reference

material selection and rhythm of Maidstone Road elevations to enhance a sense of arrival where appropriate.

- * Building heights **should** be appropriate to the existing context and comply with the parameter plan.

Key open spaces

- * Open spaces **should** be located strategically to capture the movements of pedestrian users and provide a space for enjoyment and social interaction.
- * Plots **should** be designed in a way to cater for the key open spaces.

Fronts and backs

- * The front of the plot **should** generally be where the plot meets the access corridor or key open space. In the instance that plot backs onto a key open space, the design of the plot **should** be appropriate to accommodate the open space.
- * Plots **should** generally back onto the least public area e.g the retained runway along the eastern edge.













Iconic building plots

- * Iconic building plots **should** appear different in style to the other general plots by using statement facade treatments, building layout and height **should** also emphasise the iconic character.
- * The plot frontage **should** face the most publicly viewable aspect.

Fire & Rescue

- * Applicants should refer to design guidance produced by Kent Fire & Rescue Service for providing adequate access for fire appliances.

Legend

 Site boundary	 Key frontage
 Front of plot	 Runway park frontage
 Back of plot	 Gateway frontage
 Gateway plot	 Maidstone Road frontage
 Iconic Landscape	 Potential pedestrian link between sites within secured site boundary
 Key open space	 Iconic building plot

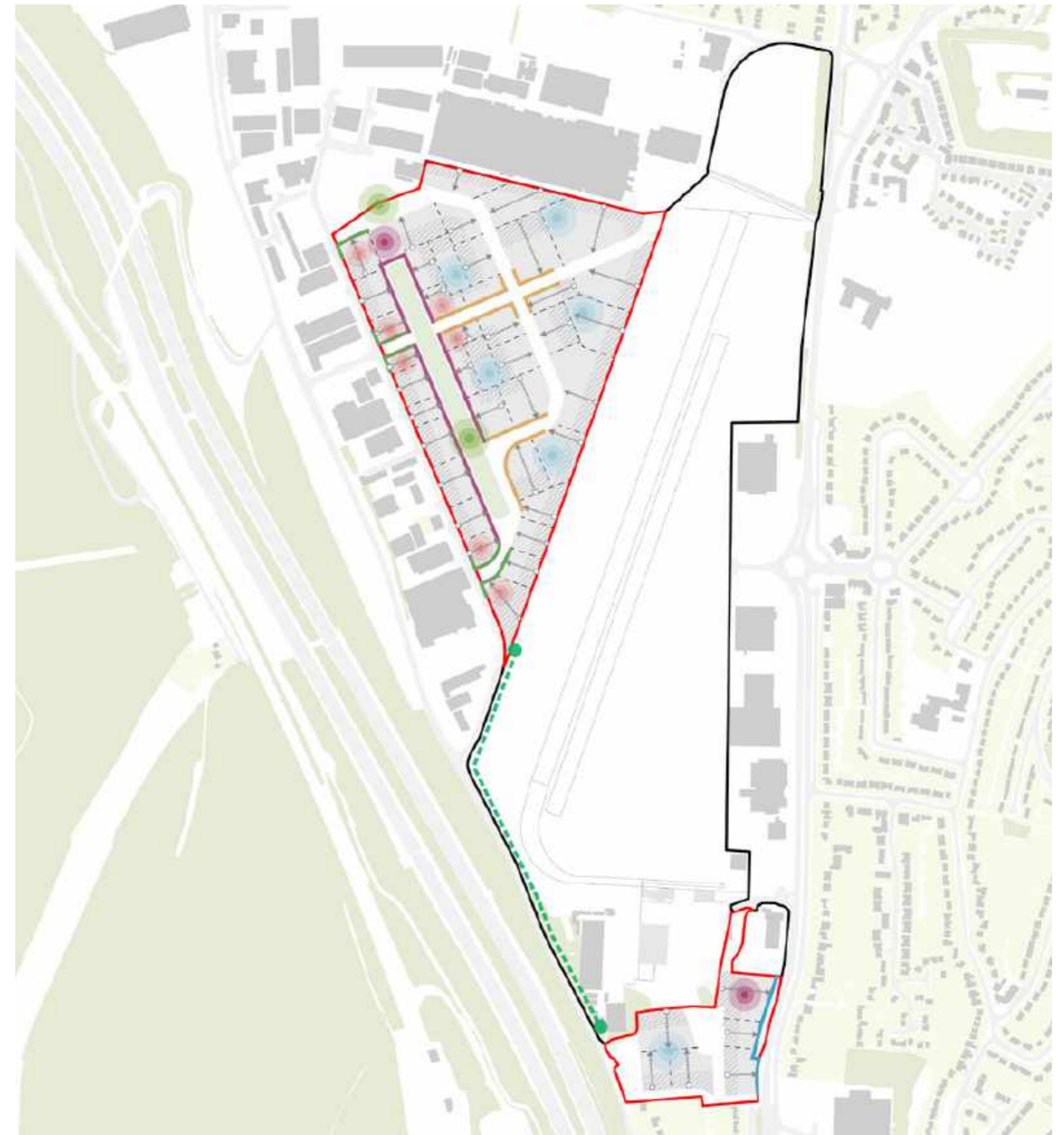


Figure 3.4. Urban Design Framework Plan

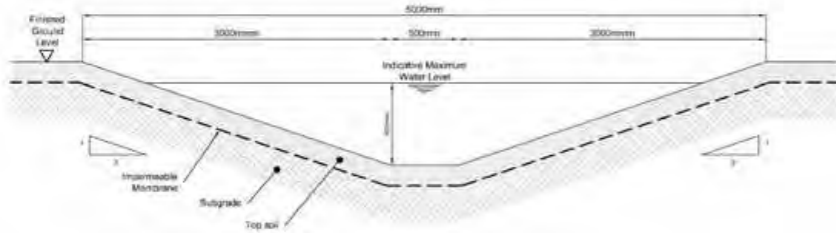
Key open spaces

- * Strategic surface water drainage solution should be prepared for plots based upon a range of infiltration techniques that can be employed across the development.
- * Surface water flood routing across the development should also route flood water in the extreme events away from building footprints into areas of containment, such as swales along the streets and landscaped green corridors, and open storage structures for parking plots and other hard surfaces.

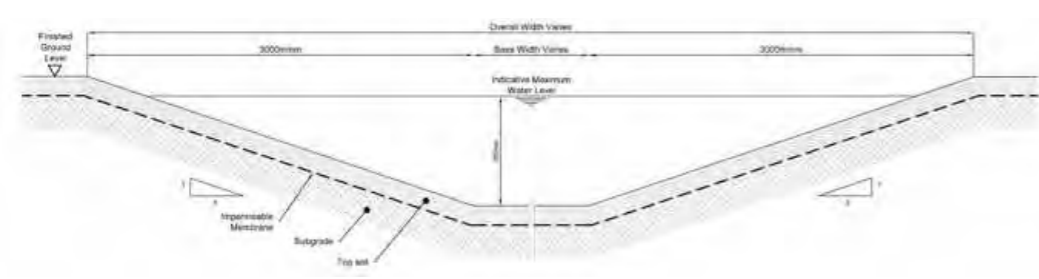
Legend

- Permeable paving
- Cellular storage
- Tree pits
- Dry basin
- Swales

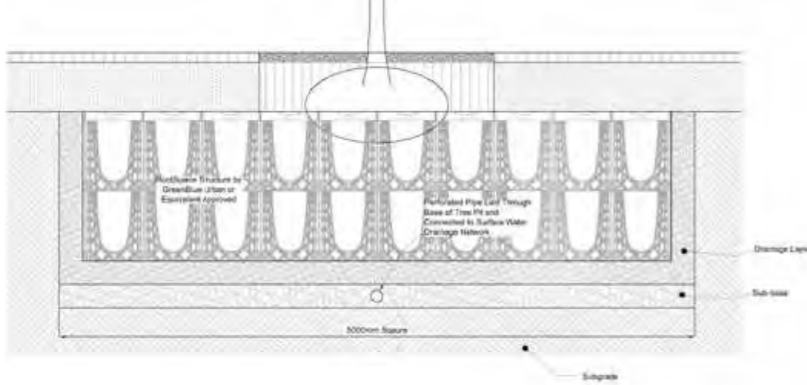
Typical Swale Detail



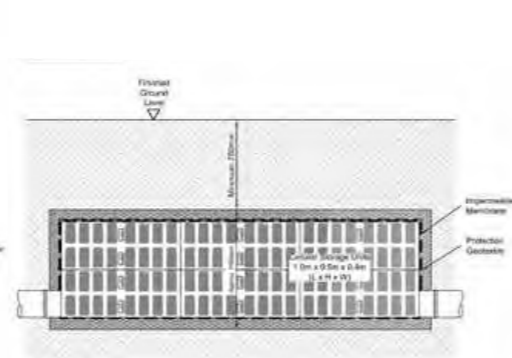
Typical Dry Basin Detail



Typical Tree Pit Detail



Typical Below Ground Cellular Storage



Page 407

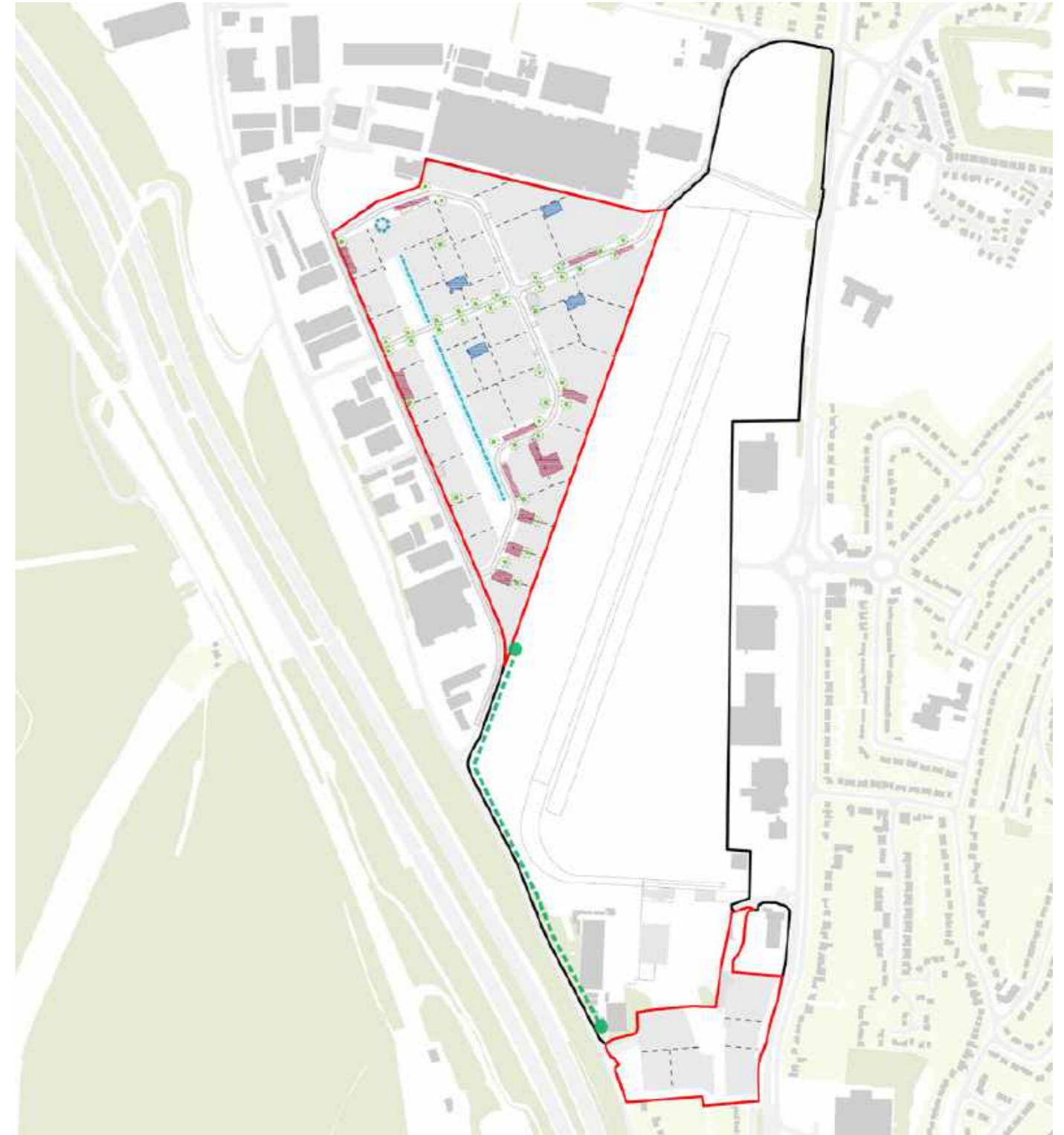


Figure 3.5. Drainage Plan

3.5 Designing with the Kent Downs AONB in Mind

Introduction

3.5.1 Given the proximity of IPM to the Kent Downs AONB, it is essential that applicants appreciate the importance of designing within the setting of the AONB.

3.5.2 This section of the Design Code sets out guidance on understanding the environmental context of the Site in relation to the AONB to ensure buildings are integrated with their surroundings, are visually unobtrusive and make a positive contribution to the AONB.

Understanding Context

3.5.3 The Kent Downs AONB comprises a diverse landscape that is based on its underlying geology. A key landscape feature within this part of the AONB is the prominent chalk scarp slope rising to a ridgeline that marks the boundary between the AONB and urban area of Chatham.

3.5.7 Buildings located in proximity to IPM are predominantly industrial in use but of varying design: some are standard units, with minimal fenestration; others have more clearly legible structures, with angled roofs, clearly visible floors with windows, roof lights, and so on. There is no one defining architectural style or composition from which the proposed buildings should take their lead. However, it is worth noting that the facades of buildings that have less detail and that are less scalable, are more successful at blending with their surroundings.



Figure 3.6. Viewpoint 9 - Nashenden Down Nature Reserve - Existing View



Figure 3.7. Viewpoint 9 - Nashenden Down Nature Reserve - Photowire



Figure 3.8. Viewpoint 9 - Nashenden Down Nature Reserve - Photomontage

Landscape and Visual Analysis

3.5.4 The LVIA (Landscape and Visual Impact Assessment) accompanying the LDO identified that buildings, if designed to the maximum parameters, would be visible along the ridgeline from parts of the AONB, in particular from Nashenden Down Nature Reserve, an area to the north-west of IPM (Figure 3.9).

3.5.5 Figure 3.6 to 3.8 represent views from a permissive footpath within with Nashenden Down Nature Reserve (viewpoint 9), illustrating the location and heights of the buildings, as per the parameter plans.

3.5.6 Views from Nashenden Down Nature Reserve look across the M2 road and High Speed 1 rail infrastructure corridor towards the well-treed scarp slope, with open areas of grassland and scrub, defining the edge of Rochester. Existing buildings within the urban area are visible along the ridge, either through, above or between gaps in the treeline. Visibility of these buildings, as with the proposals, varies depending on the elevation of the terrain.

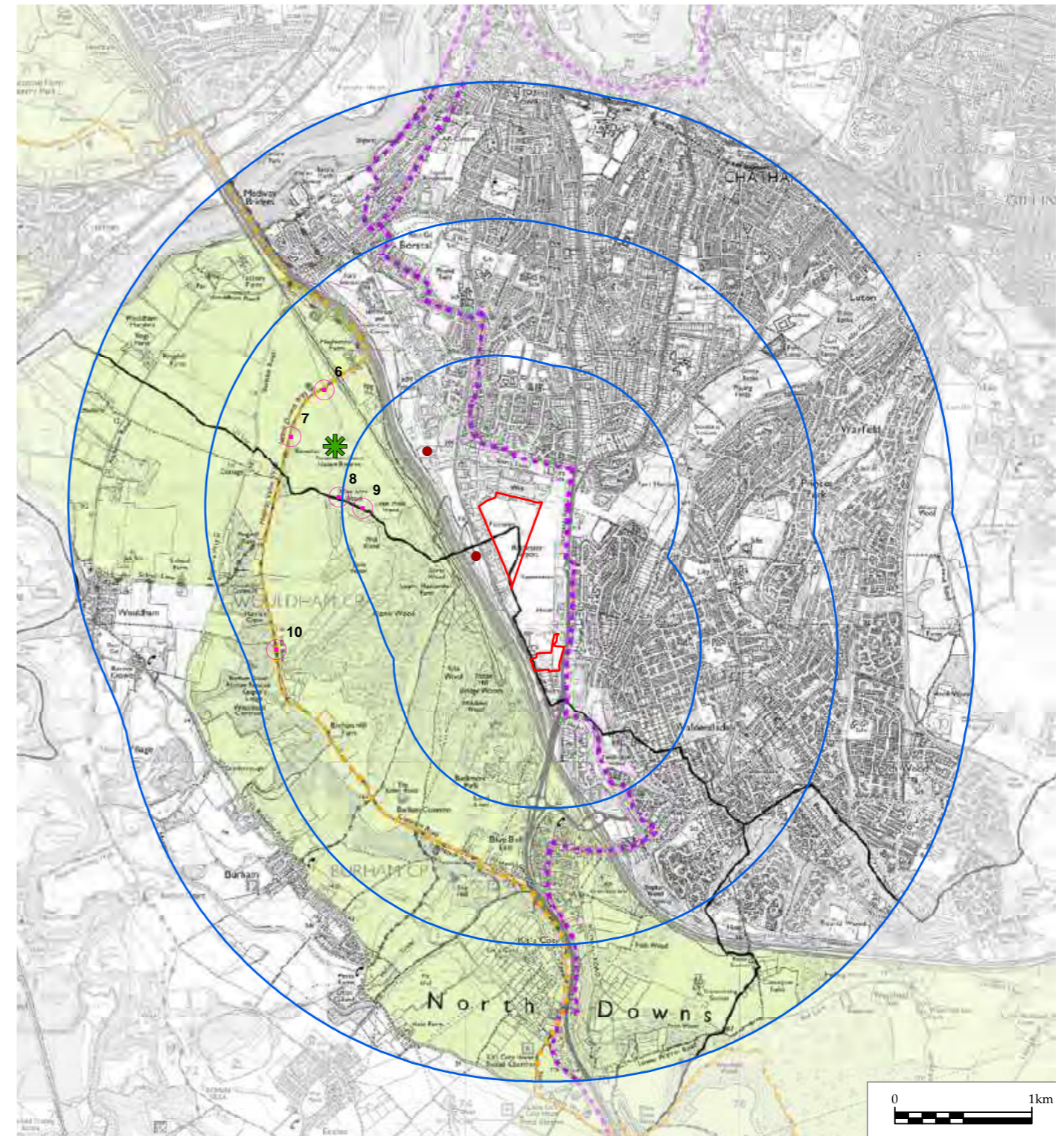
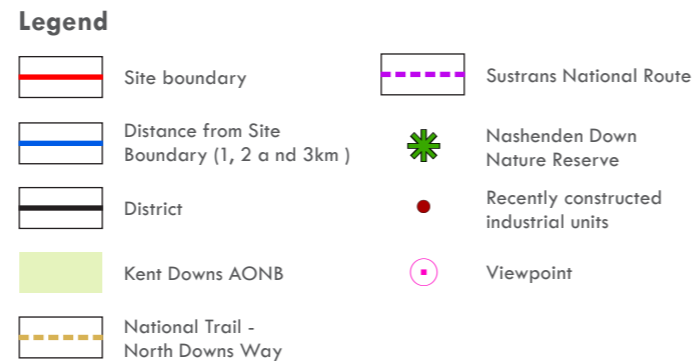


Figure 3.9. Site Location, Context and Viewpoints



Environmental Colour Assessment

Introduction

3.5.8 To gain a greater depth of contextual understanding, an environmental colour assessment has been undertaken.

3.5.9 Colour plays a significant part in the creation of landscape character, local identity and natural beauty, which can make a noticeable contribution to achieving high standards of design. It is vital therefore that due regard is given to colour and materials in managing change within the setting of the AONB.

3.5.10 The purpose of the IPM colour study is to assess the site's existing palette of tonality and hue when viewed from the AONB, in order to find a range of colours that can be applied to proposals within IPM that will help reduce the visual impact of new development. The intention is not to copy the complex palette of nature but to understand its constituent elements and to use this information to create a range of related colours, modified and extended to offer harmonious combinations which will help to integrate new structures into the landscape.

3.5.11 This section of the Design Code summarises the findings of the study. Applicants should read the full report appended to the Design Code, which should be read alongside the Kent Downs AONB "Guidance on the Selection and Use of Colour in Development".

Landscape hue and tonality survey

3.5.12 Colour is never seen in isolation from surrounding colours. Selecting colours for buildings or any other form of development must take account of the site context.

3.5.13 An assessment of existing tonality and hue of the receiving landscape, from the same viewpoints identified in the LVIA, has been undertaken. Allowance for seasonal changes of colour have been made with reference to the Kent Downs AONB Guidance.

3.5.14 Whilst hue changes with distance and from season to season, the tonality of the landscape remains largely consistent. Objects are recognised in the landscape in terms of the difference in lightness between the object and its surroundings. If this difference is minimised then the object becomes to a greater extent, part of the landscape.

Building hue and landscape tonality survey

3.5.15 Existing buildings visible on the skyline have been surveyed for hue and tonality and compared to the tonality of the landscape.

3.5.16 The review of existing buildings within and adjacent to the site points out many of the issues the colour study seeks to address.

3.5.17 Light coloured roofs and inappropriate hues make buildings visually prominent. Buildings visible on the skyline are lighter than the landscape tonality and therefore more prominent than they would be if matched to the landscape tonality. More recent buildings however are moving towards darker tones and are therefore more successful in integrating with the landscape.

Summary

3.5.18 The development should be viewed as a whole with colour selection supporting other strategies to reduce massing, scale and height. The developed palette presented in section 3.5.48 - 3.5.55 offers colours from all the quadrants of the colour wheel and therefore offers scope to articulate building frontages and townscape alike.



Figure 3.10 Viewpoint 9

Viewpoint 9: Landscape hue and tonality survey



Viewpoint 9: Building hue and landscape tonality survey



Objectives

Western facing edge

3.5.19 It is those plots on the western edge of IPM, that permit buildings up to three and four storeys; and plot N1.2 that permits a building up to six storeys, that are a primary consideration. Plots located further east within the core of IPM would be less visible but nevertheless should take on board this guidance.

3.5.20 The lower storeys of the buildings within IPM would be screened by units within the Laker Road industrial estate and by trees along Rochester Road.

3.5.21 It is therefore the upper storeys (three storeys and above) of western and northern facing facades that would be most visible from within the AONB and MUST employ mechanisms to reduce the visibility of buildings.

Overarching objective

3.5.22 The objective is to create a simple datum of buildings along the western, outward facing edge of IPM that is visually unobtrusive and integrates with the surrounding environment.

3.5.23 The design approach **must** reduce active elements and promote anonymous, passive behaviours.

Legend



-  Site boundary
-  Plots with potential visual impact on the Kent Downs AONB



Figure 3.11. Plots with potential visual impact on the Kent Downs AONB

Design Principles – Framework for Good Design

3.5.24 This section outlines a set of design principles that **must** be adhered to ensure visual impacts on the AONB are minimised as far as possible. They have been informed by the site context, project requirements and consultation feedback. The principles should be a point of departure, setting out a common understanding of the issues to be addressed.

3.5.25 During the pre-application process, applicants and case officers at the Council **must** consider the appearance of the development as a whole, rather than reviewing plot proposals in isolation.

Height / Scale / Massing

3.5.26 The height, scale and massing of buildings are separate but interconnected issues.

3.5.27 Variation in height, scale and mass of buildings on the western boundary of the site is required to break up the massing of buildings and ensure they are not read as a single block of built form.

3.5.28 Provision of 3D images along with sections and elevations will be helpful in understanding the height, scale and massing of proposals relative to adjacent plots and the surrounding context.

Building heights

3.5.29 Building heights are fixed by the parameter plans (defined as storeys) and **must** not be exceeded. This includes any additional structures that may be required for operational purposes, such as air conditioning units. The maximum height of each storey is as follows:

Storey	Height
2	8m
3	11m
4	14m
5	17m
6	20m

Applicants and case officers **must** ensure that buildings are variable in height, providing a staggered roof line. Development along the western edge should not all be provided at the maximum height set out in the building parameters.

Building Line / Orientation

3.5.30 Building line along the frontage with Laker Road **must** vary, with some buildings set back from others, to avoid a continuous building line and breaking up the massing of the built form.

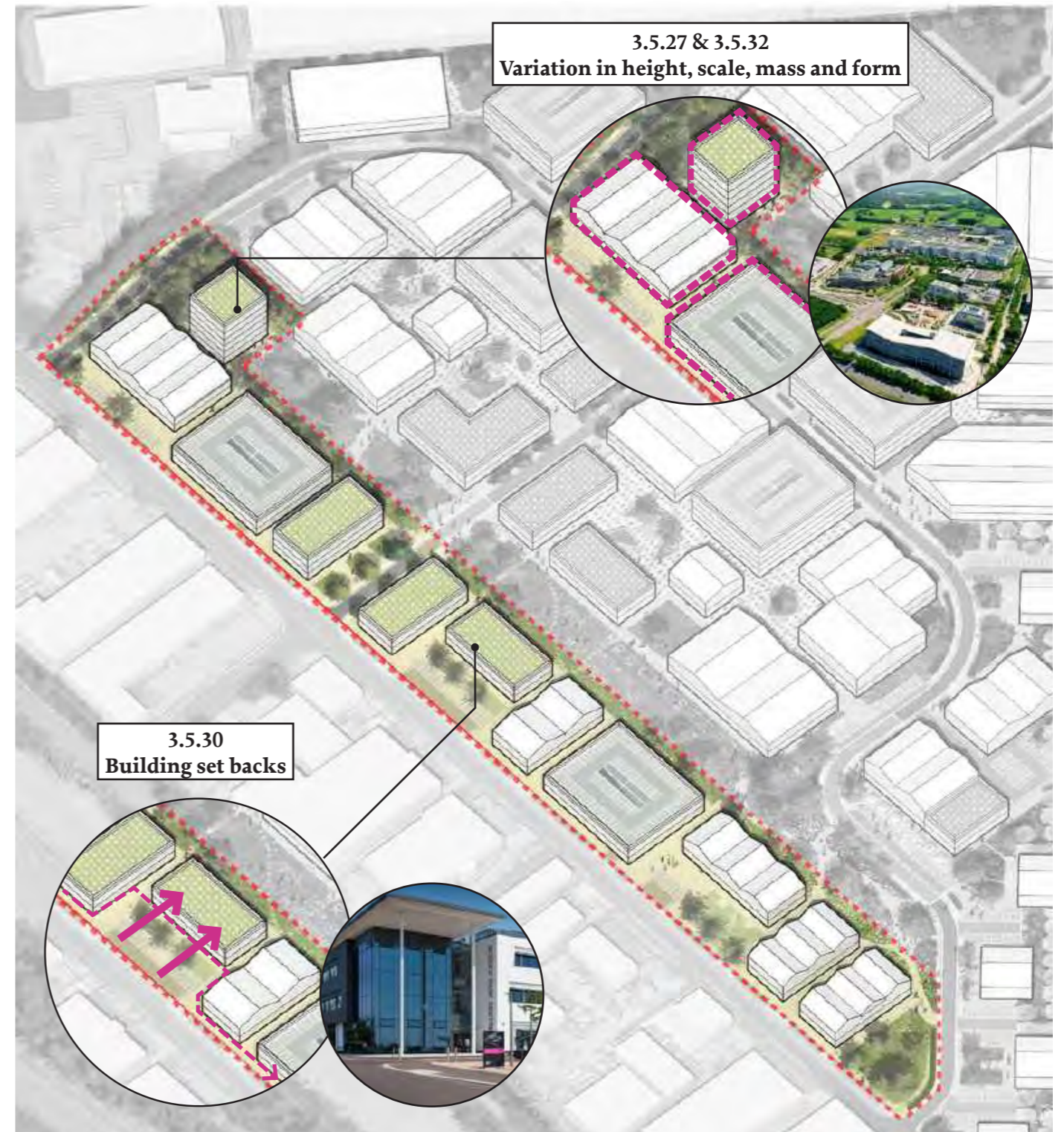
3.5.31 Orientation of buildings to prevent a continuous building line should also be employed. Buildings should be predominantly orientated east to west rather than having a long elevation parallel with the M2/AONB boundary.

Shape / Form

3.5.32 The shape and form of each building is likely to be driven by individual requirements. However, applicants **must** consider the design of buildings as part of a group that is complementary in form and profile.

3.5.33 Variation in form, leading to innovative design proposals that reduce the visual impact of buildings, is to be encouraged. Buildings should take the opportunity to develop an interrelated language of formal expression between groups of buildings to include the following approaches to reduce the perceived scale of buildings and legibility of storeys:

- * Recess and projection of the volume
- * Vertical fragmentation of the volume
- * Emphasised purity of the volume
- * Chamfered edge conditions and geometric manipulation of the building volume



Roofline

3.5.34 Ensure that roofs are not visually dominant and are broken up in views. The colour of roofs is important in achieving this.

3.5.35 Roof articulation: The use of curved or sinuous roofs can be employed but this form of articulation should aim to reduce the visual effect of the building rather than accentuate its apex.

3.5.36 Roof Colour: See section on colour

Fenestration

3.5.37 Designs should apply techniques to reduce the perceived scale of buildings from a distance by manipulating the size and arrangement of visible components and façade details, subject to operational requirements.

3.5.38 Windows: This may include limiting the number of windows and providing solutions that reduce the visibility of windows and legibility of storeys

3.5.39 Ancillary structures: Subject to operational requirements, all roof level plant equipment and protrusions should be concealed behind a raised building parapet as far as is reasonably practicable.

3.5.40 The need for permanent access systems, railings and other secondary structures attached to buildings will be minimised and, where visible from public viewpoints, should maintain a coordinated approach, where reasonably practicable.

Materials

3.5.41 The selection of materials and their potential effects should be given careful consideration early in the design process. The colour, variation, reflectivity, texture of materials and the extent and character of glazing will all influence the appearance of a building.

3.5.42 The way materials are seen and appreciated may alter under different atmospheric conditions, for example in bright sunshine and at different times of the day and night. The consideration of materials under different weather conditions should be tested through the provision of visualisations agreed during pre-application consultation.

3.5.43 Consideration of how materials will change over time, the performance life of materials and their maintenance requirements should also inform the design and material palette chosen.

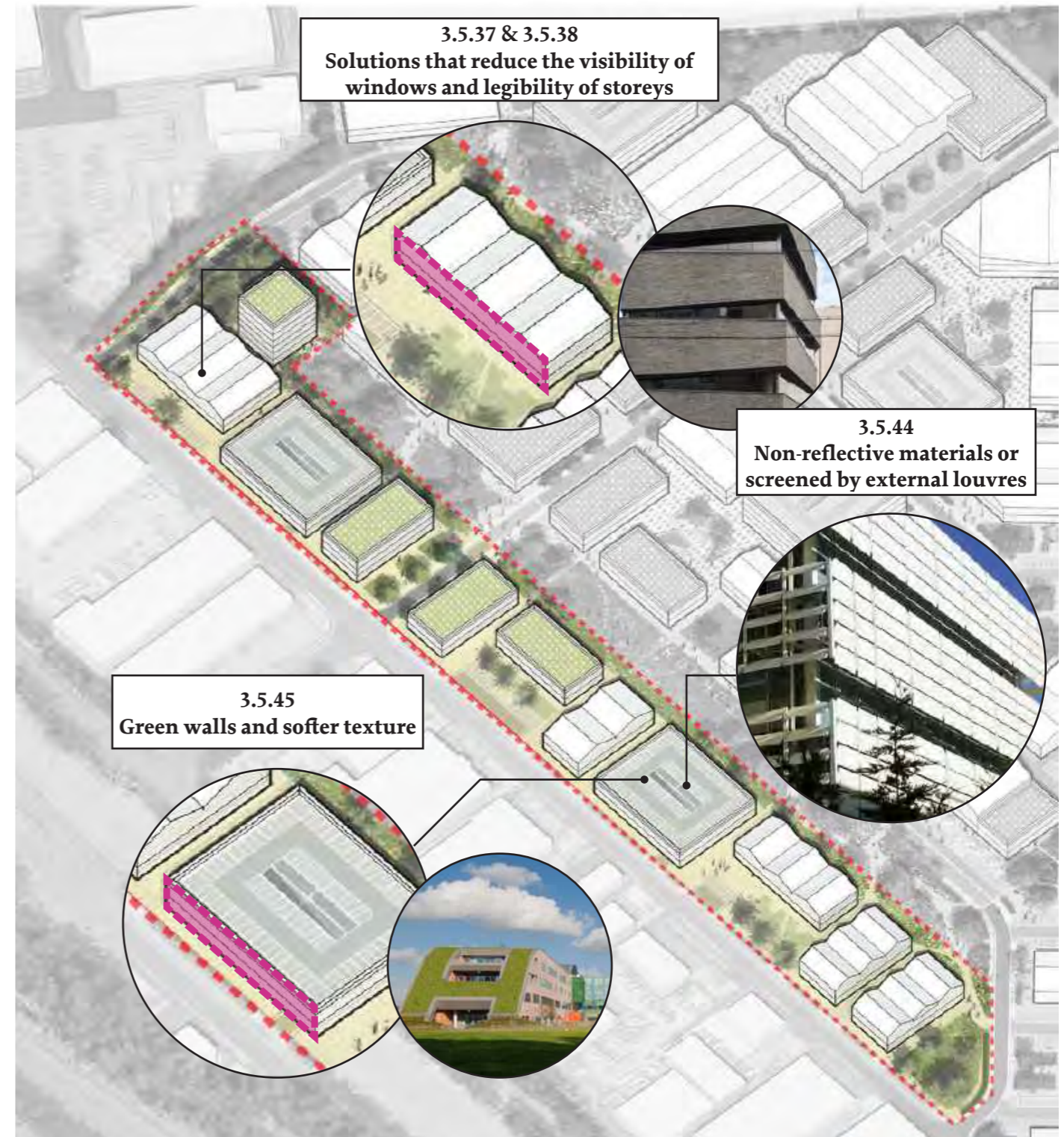
Reflectivity

3.5.44 Glazed elevations, particularly west facing elevation, should be avoided, and where necessary, be composed of non-reflective materials or screened by louvres. Low transmittance glass or tints to be applied and consideration of external louvres or installation of internal automatic blinds.

Texture

3.5.45 Use of green walls and softer texture should be promoted to reduce the perceived scale of buildings and legibility of storeys.

3.5.46 Use of texture for the western facades should be sympathetic to the setting of the AONB and can be differentiated from other facades of the buildings.



Colour / Tone:

3.5.47 The Environmental Colour Assessment defines a palette of tonality and colour to help mitigate visual impact. This palette forms baseline information for the detailed design of individual buildings.

3.5.48 Facades facing the AONB should be treated with an external colour palette that is responsive and integrates with the surrounding landscape.

Developed Colour Palette

3.5.49 The palette is based upon an analysis of site colours and tonality. The developed palette is applicable during any season, in offering colours with close tonal resemblance to the landscape, whilst still offering choice in the range of hues.

3.5.50 The palette specifies colours from the Natural Colour System, details of which can be found within the appended report.

3.5.51 Colours of completed building facades will always appear lighter and brighter than the small-scale colour samples upon which colour selections for building materials are based. This has been allowed for in the developed palette, but checks **should** be made with meaningfully sized samples on site before final decisions are taken.

Application of colour

3.5.52 The developed palette takes account of the need to fully integrate the IPM buildings along the western frontages by identifying colours with a tonality that is one stage darker than the general landscape tonality, to compensate for the tonal shift between inherent and perceived colours.

3.5.53 Colours are arranged vertically following the NCS colour wheel-yellow, red, blue and green and horizontally as follows:

3.5.54 Treatment of main elevations: Moving from left to right the first three colours are integration colours for the treatment of main elevations. These colours replicate closely the tonality of the contextual landscape and will result in the development receding into that landscape.

3.5.55 Use of Greys to articulate form: The next pair of colours are greys, the first a tinted grey which corresponds to the hue of the row and the second a pure grey which corresponds to the dominant tone of the landscape. These greys may be used in combination with any of the colours within the same row to articulate form. The darker grey may be useful for visible roofs as pitched roofs always appear lighter than facades and therefore some compensation of tone is required.

3.5.56 Contrast to help influence scale, mass and height of a building: The final pair of colours are related to the integration colours in each row. The first colour is one stop lighter and the second colour is one stop darker than the integration colours. This greater contrast between colours may be used to provide accent and form to a development, helping to influence the perceived scale, mass and height of a building. The use of lighter colours should be used sparingly in relationship to sensitive elevations.

3.5.57 All external building materials **should** have a matt or low sheen finish. Highly reflective finishes will create glare and lighten even the darkest colour.

3.5.58 Elevations with little scalable details will fit in better with the landscape but some detailing of the surface to create light and shade will help integrate the buildings into the texture of the tree lined scarp.

3.5.59 The buildings which will be visible from the AONB **should** be treated as a total composition in colour terms rather than as a series of individual properties. The developed palette offers scope to mix colours from different quadrants of the colour wheel.

Developed Palette



Other principles

Lighting

3.5.60 Both internal and external light sources should be considered.

3.5.61 Lighting on AONB facing facades must be minimised to reduce visual effects at night from lighting and light spill, without compromising either safety or security.

3.5.62 Lighting should be kept to the minimum levels required for safety and security purposes and intelligent (or adaptive) street lighting should be used.

3.5.63 Facades facing the AONB should generally be formed of solid components without glazed openings to reduce light spill.

3.5.64 The external lighting design should respond to the maintenance and security brief but where practicable should minimise light spill.

3.5.65 Security systems and lighting must be integrated, evenly set-out and applied consistently to all facades to reduce the appearance of visual clutter as far as reasonably practicable.

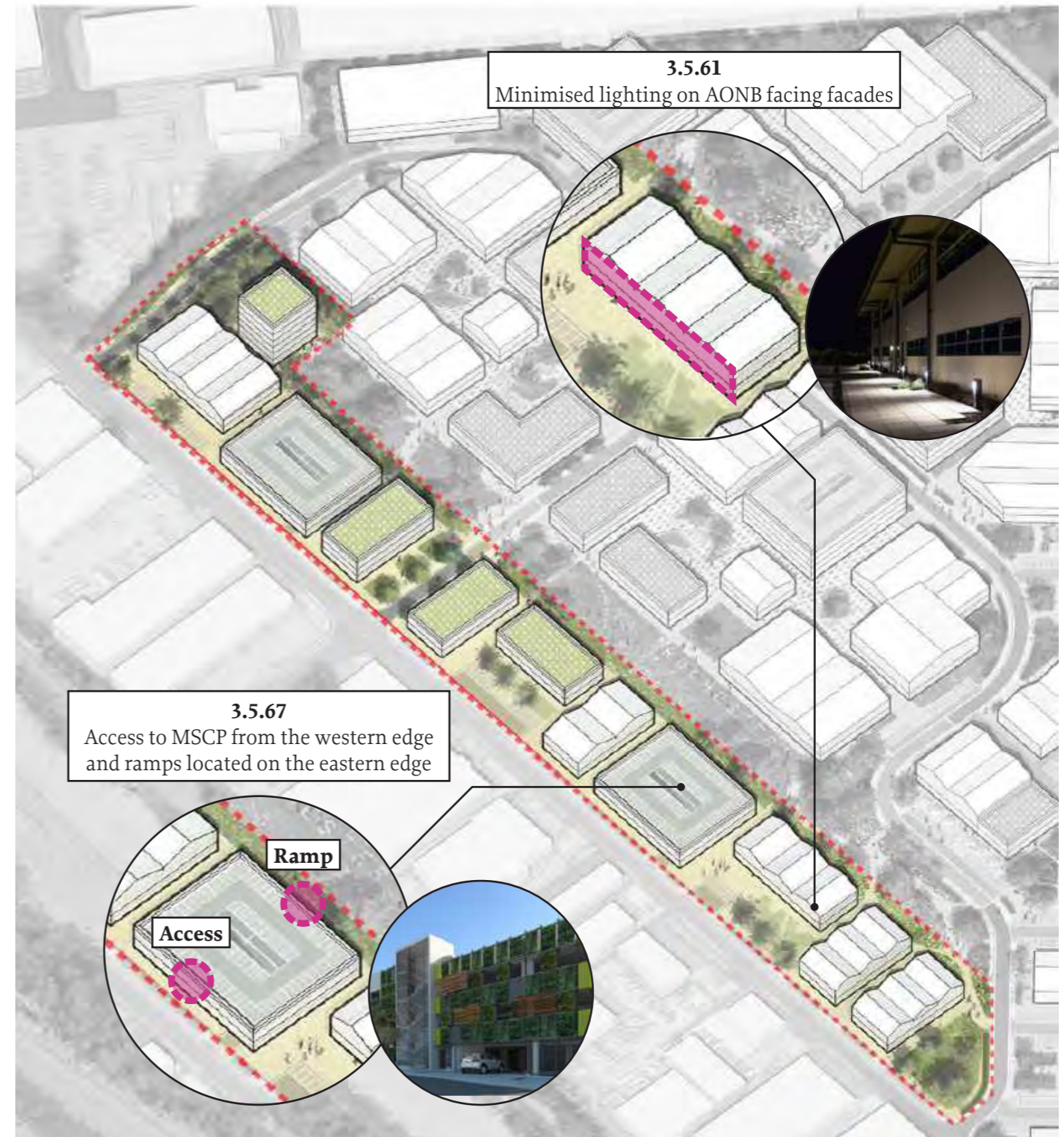
Movement

3.5.66 IPM is likely to require multi-storey car parks, some of which are likely to be located within westernmost plots. The design of buildings on these plots **must** reduce visible movement.

3.5.67 Access to MSCP can be from Laker Road (western edge) at ground floor level but vehicle ramps to upper storeys (three and above) should be located on eastern facing edges of building.

Vegetation

3.5.68 Naturalistic woodland planting character along the development's northern edge – woodland typology - should act as a transition between the development and northern boundary of the site.



[PAGE INTENTIONALLY LEFT BLANK]

3.6 Character Areas

3.6.1 The IPM Masterplan outlines four proposed character areas:

- * *Runway Edge;*
- * *Park Edge;*
- * *Core; and*
- * *Woodland and Landscape Edge*

3.6.2 This document will offer supplementary guidance on how these character areas should be manifested and delivered on site in regard to their built form, composition, quality and materiality and landscaping.

3.6.3 By implementing the guidance outlined in this document, Innovation Park Medway will benefit from greater cohesion and an integrated design approach, ensuring the delivery of a scheme with a strong sense of place. The importance and details of this is outline in Section 3.1.

3.6.4 All future prior approvals **must** make a clear justification for the architectural response and the design rationale **must** reference how proposals support the design intent of the prevailing character area.



Legend

- Runway Edge
- Park Edge
- Core
- Woodland & Landscape Edge
- Potential pedestrian link between sites within secured site boundary

Figure 3.6. Character Areas Plan

[PAGE INTENTIONALLY LEFT BLANK]



CHARACTER AREA GUIDANCE CA_01 Park Edge



Figure 3.7. Location map of Park Edge Character Area

Character Area Summary & Vision

3.6.5 This character area is centred around the proposed green spine that will serve as a significant structural element of the masterplan, bounded by the Woodland Character Area to the north, Laker Road to the west, Core Area to the east and the proposed primary route to the south.

3.6.6 The development of this part of the site will form the gateway to IPM and will serve as an interface between the existing Laker Road industrial estate and the wider IPM development. In order to ensure IPM has a clear identity, development at this key location should comprise of high quality employment spaces, of an exemplary design quality.

3.6.7 Part of the character area will be delivered in the initial phase and will set the standard for later phases to tie in to ensure continuity of design and delivery of the wider development area.

3.6.8 The masterplan for this character area is driven by the desire to promote IPM as a whole, and to provide a strong sense of arrival.

Likely Land Uses and Business Activities

3.6.9 The plots within this character area will benefit from attractive views over the Runway Park at the heart of the IPM development. As such these plots are suitable for prime B1/B2 spaces.

3.6.10 Due to close proximity to the integral structuring element of the masterplan and a primary forum for collaboration, the Runway Park, plots in this character area are best positioned to attract investors with demand for innovative employment site.

Likely Building Form, Scale and Heights

3.6.11 The gateway buildings in the designated plots at the junction of the primary access route and Laker Road should be iconic in terms of design, and should be at a maximum of 5 storeys in height, excluding the iconic building in plot N1.2 with a maximum height of 6 storeys.

3.6.12 The form and massing of the plots fronting both Laker Road and the Runway Park is more sensitive than those to the east due to the buildings' location within the wider landscape. These units should be at a maximum of 4 storeys in height.

3.6.13 The development of this part of the site should be of a scale in keeping with neighbouring industrial development.

3.6.14 Simply detailed, bespoke contemporary architecture, in a sympathetic palette of materials and colour, may be appropriate for buildings fronting Laker Road. These may take design cues from the elevational rhythms and proportions of the adjacent industrial estate.

3.6.15 For plots which overlook the AONB, developments **must** follow guidelines set out in section 3.5, to create an outward facing edge that is visually unobtrusive and integrates with the surrounding environment. The design approach **must** ensure consistency in design quality and delivery and **must** reduce active elements and promote anonymous, passive behaviours.

Minimising Risk of Bird Strike on Airfield

3.6.16 Selection of species in the planting scheme **should** avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

3.6.17 Sufficient bins **should** be located in the public realm to minimise litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield. Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

3.6.18 Building design and maintenance strategy **should** consider potential roosting and nesting which



M CHARACTER AREA GUIDANCE CA_02 Runway Edge



Figure 3.8. Location map of Runway Edge Character Area

Character Area Summary & Vision

3.6.19 This character area is located along the western boundary of the operational Rochester Airport, bounded by the Runway Edge and Core Character Areas to the west and Laker Road to the south.

3.6.20 The masterplan for this character area is driven by the desire to respect site heritage. The development plots within this character area will be nestled into a unique landscape backdrop, with pavilion typologies making a nod to the site heritage as 'hangars on the airport.'

3.6.21 Given its immediate proximity to the airfield and interaction with airfield perimeter, this character area has a vital role to play in defining means of enclosure to avoid casual intrusion and penetration into the restricted parts of the airport.

Likely Land Uses and Business Activities

3.6.22 Plots in this character area will provide a unique offer for start up organisations and SMEs within a supportive network of like minded businesses embracing the ethos of enterprise.

3.6.23 This part of the site has the capacity to provide a range of varied high quality employment spaces, between 400 sqm to 2,100 sqm.

Likely Building Form, Scale and Heights

3.6.24 The form and massing of these plots is more sensitive than those to the west due to their interface with the operational airfield. These units **should** be at a maximum of 2 storeys in height. The external massing of the hangars and their layout as a group are the most critical aspects. Future design proposals **should** consider the potential to explore a range of varied facade treatments and colours to emphasise the individuality of the hangar typologies.

3.6.25 Proposed hangar typologies within this character area need to be respectful of the setting, plots

designated to accommodate larger units **should** reflect the scale and proportion of the existing hangars.

3.6.26 There is relative freedom in the architectural style of this part of the site.

3.6.27 Generally low lying massing composition, responding to context and airport safeguarding restrictions on building heights. A height contour **should** be applied with the acceptable height of development increasing with distance from the runway. In the areas immediately adjacent to the airport to single storey structures, with single storey hangar typologies located along the Runway Edge.

Minimising Risk of Bird Strike on Airfield

3.6.28 Selection of species in the planting scheme **should** avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

3.6.29 Sufficient bins **should** be located in the public realm to minimise litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield. Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

3.6.30 Building design and maintenance strategy **should** consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.





CHARACTER AREA GUIDANCE CA_03 Core



Figure 3.9. Location map of Core Character Area

Character Area Summary & Vision

3.6.32 This character area is situated at the heart of the IPM development, enclosed by other character areas and the Rochester Airport Industrial Estate to the north.

3.6.33 This area **should** comprise the larger scale buildings with a strong central street accommodating major vehicular and public transport linkages. Parking demand of this character area will be high and thus **should** to make efficient use of the designated multi-storey car parks and on-site parking spaces to not intrude on the street scene.

3.6.34 The Gateway Street to the area **should** be animated by the uses that front onto it with active frontages to ensure street continuity. The area **should** be animated by people arriving and leaving the site by public transport.

3.6.35 The masterplan for this character area is driven by the desire to promote a higher density quarter as it is further away from the airfield to the east and existing industrial estate to the west. The area requires an 'urban' design response to achieve the required development density and parking standards.

Likely Land Uses and Business Activities

3.6.36 The plots within this character area will benefit from direct access to the Gateway Street which running across the northern site and larger building footprints to accommodate B1/B2 uses.

Likely Building Form, Scale and Heights

3.6.37 Buildings in this character area **should** predominantly be 2 - 4 storey, with one plot at the centre of the area at a maximum of 5 storeys in height, and may benefit from the use of materials from a similar palette to ensure visual continuity and consistency in design quality and delivery.

3.6.38 Given the height of buildings in this character area, the level of articulation and architectural detail to building form and facades **should** read from long, medium distances.

3.6.39 The development of this part of the site **should** be of a scale in keeping with neighbouring industrial development to the north;

3.6.40 Hybrids with discretely varied massing to achieve an interesting but coherent roof and streetscape.

Minimising Risk of Bird Strike on Airfield

3.6.41 Selection of species in the planting scheme **should** avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

3.6.42 Sufficient bins **should** be located in the public realm to minimise litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield. Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

3.6.43 Building design and maintenance strategy **should** consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.



M CHARACTER AREA GUIDANCE CA_04 Woodland



Figure 3.10. Location map of Woodland Character Area

Character Area Summary & Vision

3.6.44 The development of this part of the site will form a natural edge complementing the existing industrial estate to the north and residential area to the south. This area forms the gateway of the site, complemented by two iconic buildings to define the quality and identity of IPM. As such development at this key location should comprise of high quality employment space.

3.6.45 Capitalising on the existing landscape asset of the site, this character area **should** deliver places with distinctive character, creating specific kinds of value. It will create an extraordinary environment within which moments of inspiration will occur and ideas can be exchanged.

3.6.46 The woodland **should** serve to prevent the visual coalescence of buildings in Phase 1 and allows for the creation of an attractive composition of buildings on the northern boundary of the site.

3.6.47 The woodland **should** provide an intimate setting to development, in particular providing for smaller scale business and incubation space. The woodland on the southern plot provides one of the most sheltered and intimate environments of the development and will be likely to attract interest from SMEs to form creative clusters in the landscape setting. There will therefore be opportunities for small scale public spaces and opportunities to enliven these with bespoke street furniture.

Likely Land Uses and Business Activities

3.6.48 The plots within this character area will benefit from attractive views over the woodland setting at the heart of the IPM development. As such these plots are suitable for prime B1/B2 spaces.

3.6.49 Due to close proximity to the integral structuring element of the masterplan and a primary forum for collaboration, the Runway Park, plots in this character area are best positioned to attract investors

with demand for innovative employment site.

Likely Building Form, Scale and Heights

3.6.50 The plot designated to accommodate iconic buildings **should** be designed as landmarks in terms of quality and should be at a maximum of six storeys in height.

3.6.51 For plots which overlook the AONB, developments **must** follow guidelines set out in section 3.5. Whilst being sensitive to the landscape heritage aspects of the scheme, new build on other plots **should** also achieve high quality in architectural design and building materials due to their visibility from existing main transport routes.

3.6.52 Development **should** encourage high quality design of plot frontages that will act as the front door to the southern plots and promote an appropriate sense of arrival. Promote the use of simple and refined palette of materials with a single main material utilised to promote simple building form and provide a strong and clear identity (e.g.: timber cladding).

Minimising Risk of Bird Strike on Airfield

3.6.53 Selection of species in the planting scheme **should** avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

3.6.54 Sufficient bins **should** be located in the public realm to minimise litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield. Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

3.6.55 Building design and maintenance strategy **should** consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.



3.7 Street Design Guidelines

3.7.1 The overall hierarchy and structure of streets within the development is set out in the Street Hierarchy Plan (Figure 3.11).

3.7.2 The Street Design Guidelines set out more detailed specifications for three different types of streets on the site, each with differing characteristics which dictate how pedestrians and traffic use the route as well as the character and feel of it. The following section sets out the general design principles and specifications for each of the following street types:

- * Gateway Streets
- * The Boulevard
- * Minor Access Streets

3.7.3 Specific codes for individual street types are set out in sections 4.7- 4.9. They have been coded to contain specific tree selection palette, soft and hard landscape materials and street furniture.

located on the relevant routes of the hierarchy, to support vibrancy and both commercial and social activity.

5. Select Appropriate Materials
The identification of materials for public realm within this document reflects the hierarchy of street types to assist legibility and wayfinding, and also reflects the character of different areas of the site to provide variety and diversity within a coherent framework. Materials selected at the detailed design stage should be robust, durable and cost effective.

Page 422

General Design Principles

1. Design streets as places
The design of all streets in the IPM development should equally contribute to the place-making and movement functions of the street. All streets should create a pleasant environment for pedestrians, ultimately providing a permeable pedestrian network with enhanced way-finding.
2. Design for pedestrians and cyclists
Streets should be designed for pedestrians and cyclists should be accommodated on all streets where possible.
3. Reduce clutter
The use of traffic signs and other street furniture should be considered carefully and the excessive use of lighting, kerbing, signage and road markings should be avoided.
4. Ground floor uses should be consistent with the street's role in the hierarchy
Uses that feature active ground floors should be

Legend

-  **Street Type 1: Gateway Streets**
Main site circulation routes
-  **Street Type 2: The Boulevard**
Tree-lined leafy thoroughfare
-  **Street Type 3: Minor Access Streets**
Local lanes that face onto the landscape
-  **Street Type 1 Access Point**
-  **Street Type 2 Access Point**
-  **Street Type 3 Access Point**

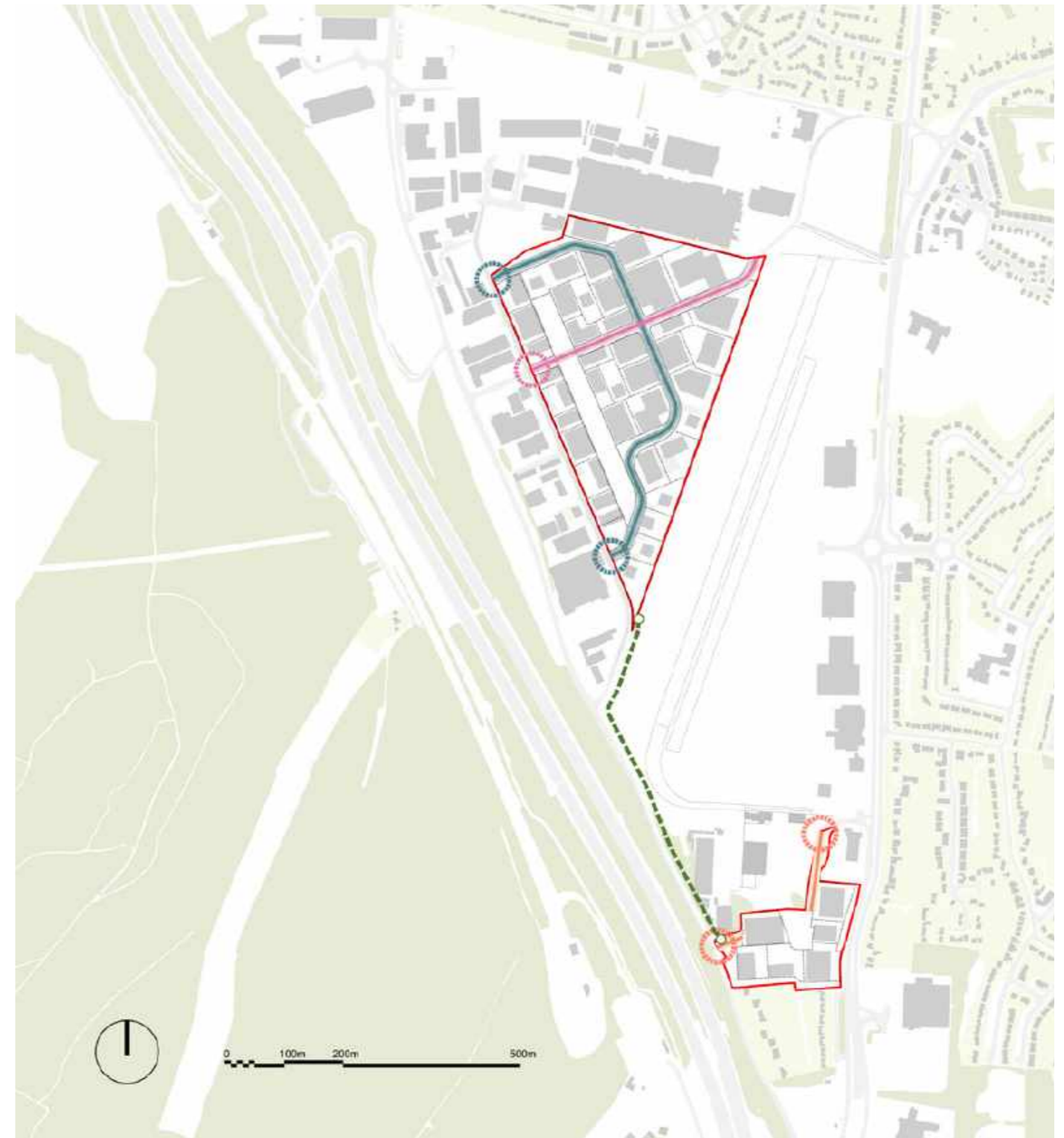


Figure 3.11. Street Hierarchy Plan

3.8 Open Space Guidelines

Introduction

3.8.1 The overall hierarchy and structure of open spaces within the development is set out in the Open Space Hierarchy Plan (Figure 3.12).

3.8.2 This section sets out more detailed specifications for five different types of open spaces on the site, each with differing characteristics which dictate how pedestrians use the space as well as the character and feel of it. This section sets out the general design principles and specifications for each of the following types:

- * Woodland Typology
- * Runway Park Typology
- * Runway Edge Typology
- * Plaza Typology
- * Access Gateway Typology

3.8.3 Specific codes for individual typology of open spaces are set out in sections 4.10 - 4.14. They have been coded to contain recommended palettes for tree selection, soft and hard landscape and street furniture. All future detailed design for public realm and open space **should** make a clear justification for the design rationale and material selection and specification.

3.8.4 Open spaces in IPM are designed to fulfil many crucial roles; it will be essential in expressing some of the intangible design aspirations of the innovation park, including providing the environment that encourages collaboration.

3.8.5 The diverse range of open spaces will ultimately function as pockets of multifunctional spaces that encourage communication, collaboration and innovation.

General Design Principles

1. *Animate the Edges*

Ensure buildings along green ways or surrounding green space are enlivened by providing active uses and entrances overlooking the green space

2. *Preserve and Celebrate Existing Natural Assets*

The open spaces **should** be designed to preserve the distinctive character features of the site and a backdrop to the composition of development clusters.

3. *Using Lighting Design to Activate the Public Realm*

Lighting **should** be used to make the public realm inviting at all times. Lighting design **should** aim to create high quality, inviting public realm that is attractive and usable at all times of the day. Note: Lighting levels **should** be discussed with surrounding users, including Rochester Airport prior to submitting proposals. Light pollution needs to be a consideration for buildings visible from the AONB.

4. *Safety and Security*

Ensure the juxtaposition of green spaces and development is designed in accordance with the principles of 'Secured by Design'. In particular, open spaces **should** be designed to maximise the benefits of natural surveillance and overlooking.

5. *Creating Spaces that Encourage Different Milieus for Different Activities*

The open space framework should provide welcoming, civic spaces that will celebrate the sense of arrival and encourage the seeding of innovation. At the same time, quieter spaces **should** be designed to heighten the senses and offer moments to pause and relax amongst workspaces.

Legend

-  Woodland Typology
-  Runway Park Typology
-  Potential Extension of the Runway Park
-  Runway Edge Typology
-  Plaza Typology
-  Access Gateway Typology

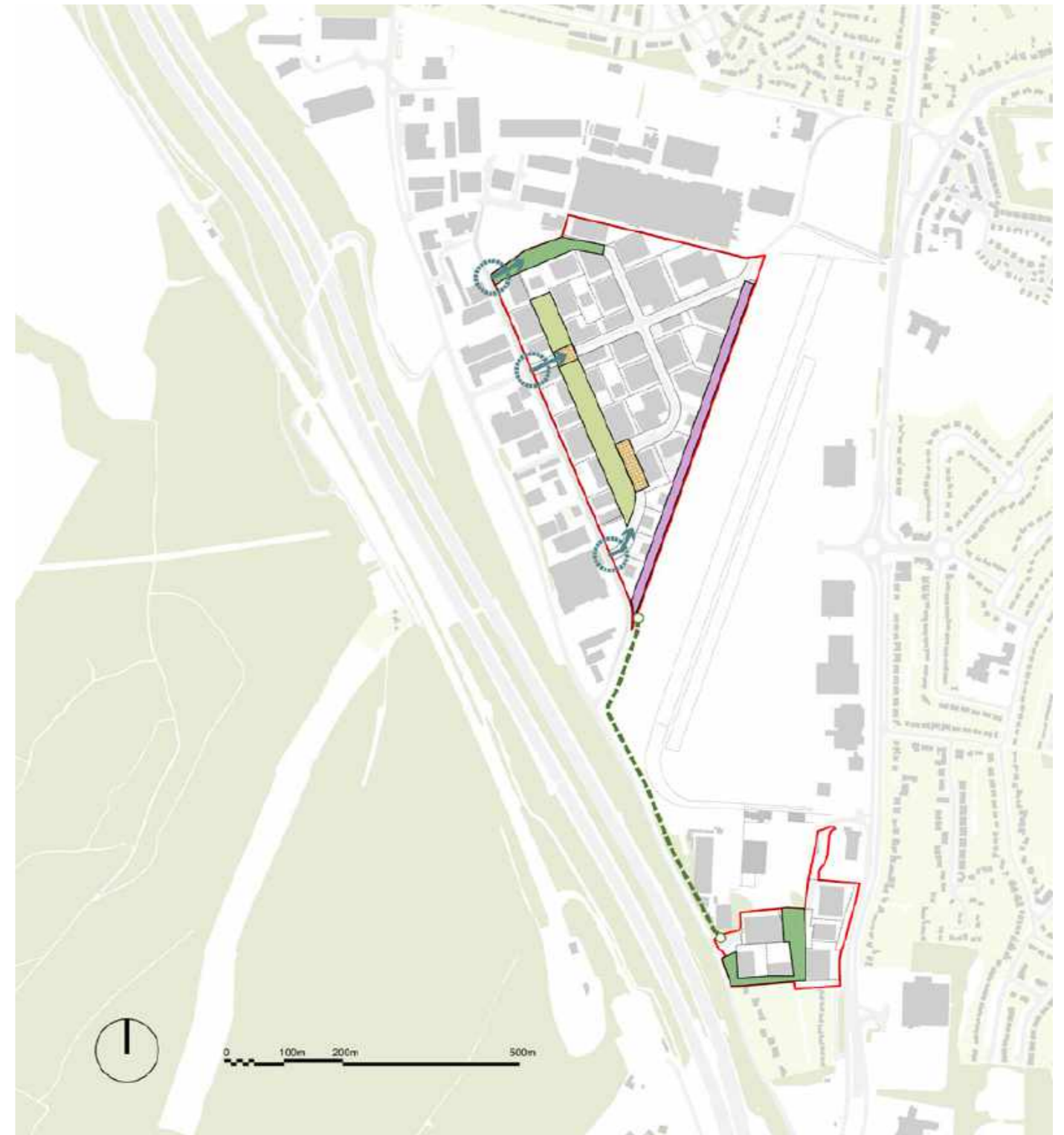


Figure 3.12. Open Space Hierarchy Plan



STREET DESIGN GUIDANCE ST_01 Gateway Streets *Main site circulation routes*

Location

3.8.6 The 'Gateway Streets' form the primary movement corridor serving the majority of development area within plot 1 of the site.

Core Functions

3.8.7 While these routes function as the movement route and traffic distributors for the core development area which plots are directly accessed off, they have also been designed as multifunctional streets that benefit from active frontages.

3.8.8 It is anticipated that the Primary Streets will accommodate highest traffic volumes across the site. It will adopt an 'urban' treatment within a clear and well-defined streetscape created by the use of material palettes, robust detailing, strong street frontages, clear demarcation and hard boundary treatments.

Objectives

1. To create a street through the northern cluster to frame the initial phases of development.
2. Route to be designed as an urban street integrated within the cluster.
3. Route to incorporate entrance spaces on arrival to the IPM from the west.

Design Freedom



3.8.9 As a key piece of infrastructure that could act as a catalyst for delivering a movement framework and make a statement about the economic potential of the site, the Gateway Streets will be subject to a higher level of design control and scrutiny from planning officers.

3.8.10 To maximise potential placemaking benefits, localised elements of dynamism and vibrancy could be focussed around gateway spaces. This could include clusters of street furniture and public art in the public realm at primary locations (plaza, gateways)



Figure 3.13. Gateway Streets Plan

Legend

-  **Street Type 1: Gateway Streets**
Main site circulation routes
-  **Street Type 1 Access Point**

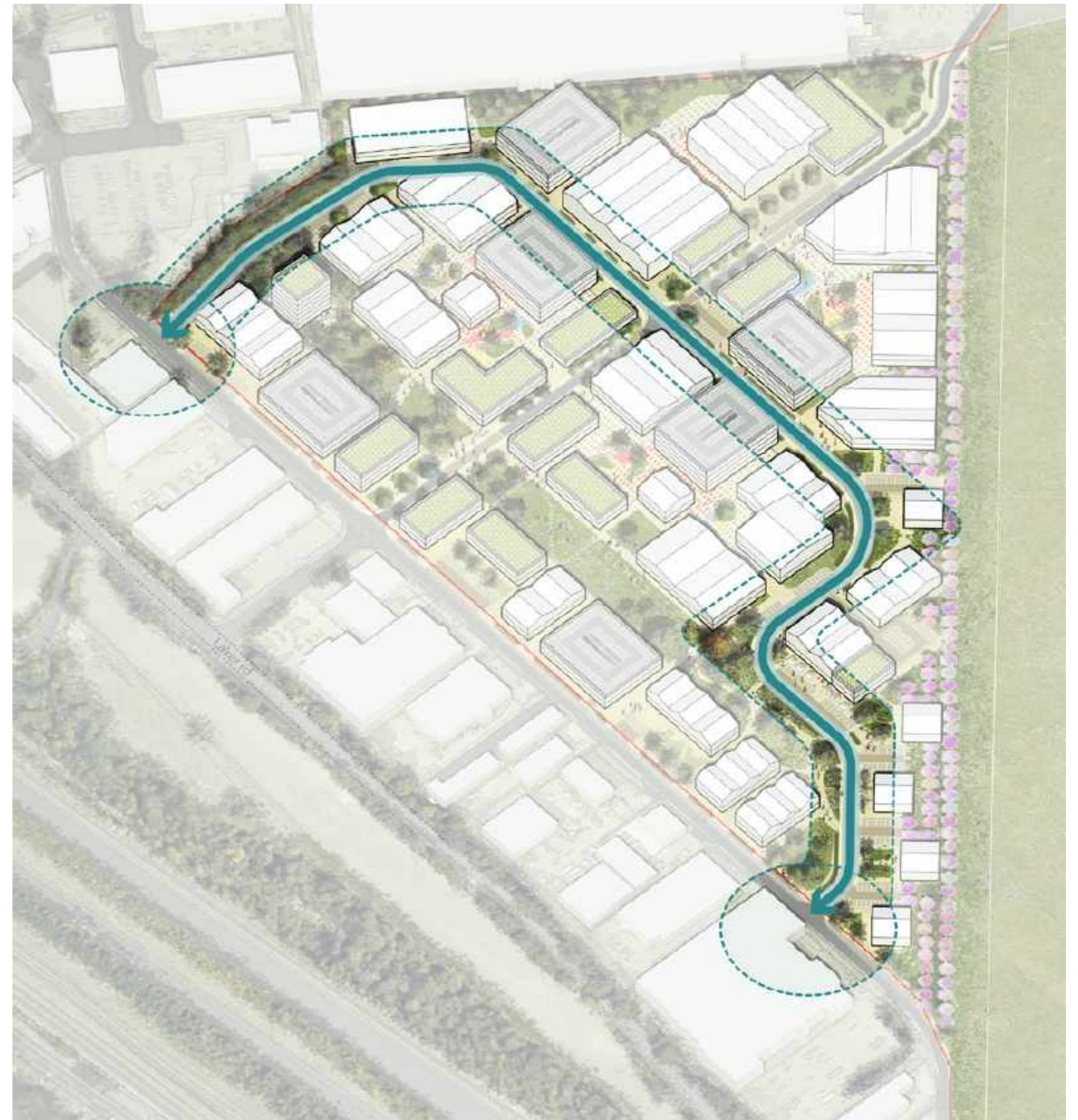


Figure 3.14. Gateway Street Axo

Precedents



① Verges and street trees complemented by informal planting design with long, tufty grasses and wild flowers.
 ② (Bagby Street, Houston)

③ Neutral, restrained & accessible hardscape on Gough Street in San Francisco. All street clutter (e.g. cycle stands, lighting columns, benches, bins etc.) is confined to a 'functional strip' that separates vehicular from pedestrian zones in order to maintain clear and legible routes for passing traffic. Intermittent street trees also site within this strip, adding a welcoming dose of greenery to the otherwise hard, urban treatment of this space.
 (Gough Street, San Francisco)

④ Landscaped boulevard with active street frontages.
 (Pratt Street, Baltimore)



STREET DESIGN GUIDANCE ST_02 The Boulevard *Tree-lined leafy thoroughfare*

Location

3.8.11 The east-west 'Boulevard' is a pivotal route that enhances long-term site connectivity. The boulevard forms a secondary vehicular movement corridor but also provides priority access for public transport for the northern plots of the site.

Core Functions

3.8.12 The overarching features of this street type is its formal avenue of trees that runs along its entire length, articulating a leafy and intimate environment with dappled light that differentiates it from all other streets across the site.

3.8.13 An access from Laker Road to the boulevard is envisaged to function as a priority point serving Phase 1 cluster and future developments. Cars will use the northern/southern access points to penetrate the site. This reduces conflicting movements at the crossroads.

3.8.14 The street will be designed with 'softer' boundaries to plots which will start to loosen-up the overall street-scene.

Objectives

1. Lower traffic flows and an avenue of trees to achieve the more friendly and enclosed feel.
2. To be integrated with the central civic space - runway park.
3. To provide a complimentary backdrop for the more varied street-scene.

Design Freedom

3.8.15 Rules regarding material palettes and boundary treatments have been loosened up to provide a greater degree of design flexibility than that found in Gateway streets.



Figure 3.15. The Boulevard Plan

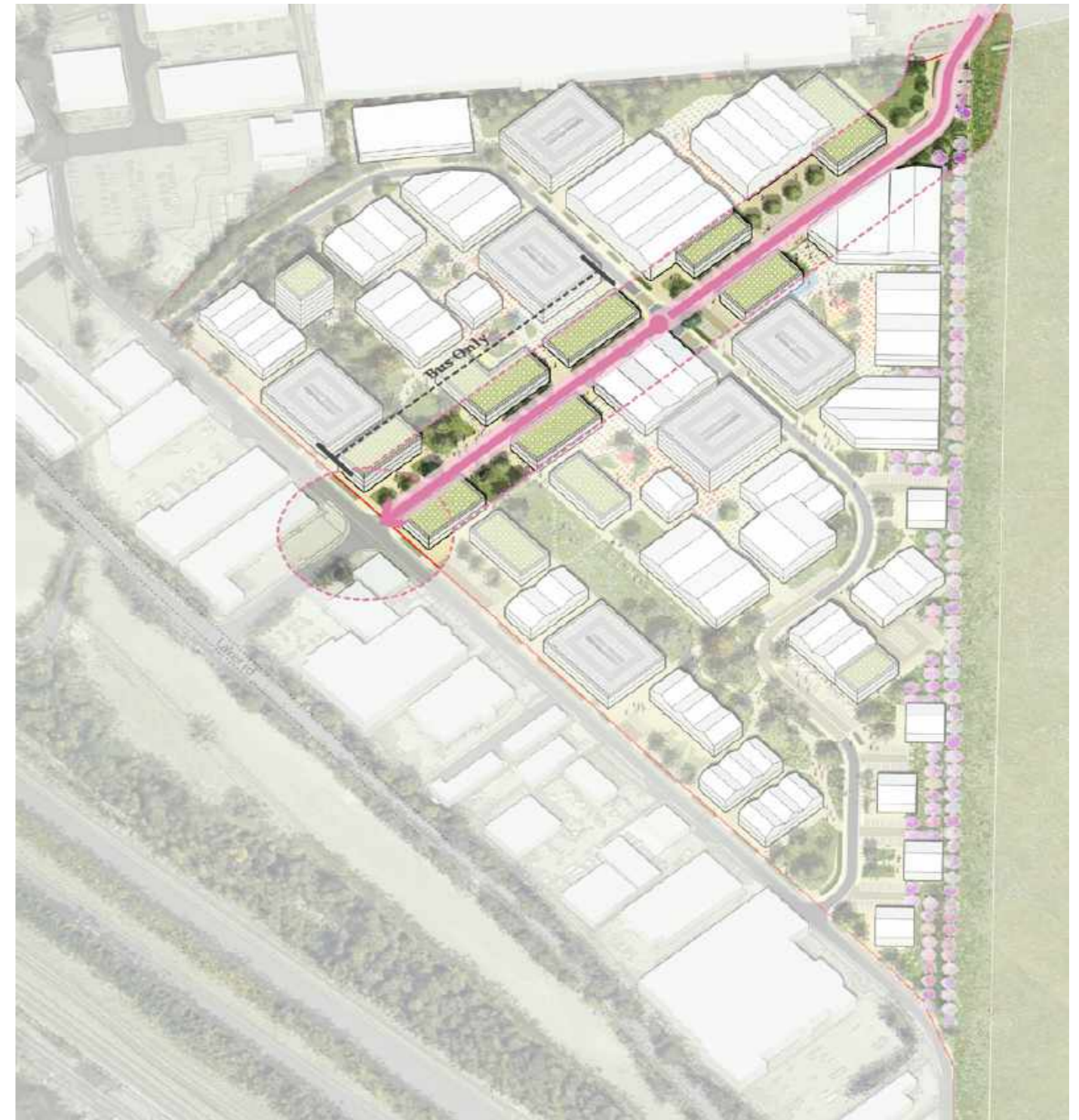




Figure 3.16. The Boulevard Axo

Legend

-  **Street Type 2: The Boulevard**
Tree-lined leafy thoroughfare
-  **Street Type 2 Access Point**

Precedents



- ① *A simple paved area provides a multi-use space for a variety of community activities. A similar flexible space is proposed along the Gateway Plaza.*
(Lonsdale Street, Dandenong)
- ② *Building spaces that encourage physical activity, social interactions, and also peace and quiet.*
(30th Street, Philadelphia)
- ③ *Improvement to the public realm transforms a once homogenous edge into a dynamic and ever-changing forested walkway, offering new experiences for students, patients, and visitors who use the path every day.*
(Buffalo Niagra, North West Cambridge)
- ④ *Informal, vibrant and easy-going feel of the street helps to promote a more people-oriented environment.*
(Trapeze West, Paris)



STREET DESIGN GUIDANCE ST_03 Minor Access Streets *Local lanes that face onto the landscape*

Location

3.8.16 The 'Minor Access Streets' are located in the southern site, providing access to the innovative cluster in a woodland setting.

Core Functions

3.8.17 These streets will be defined from their primary and secondary counterparts by; reducing road widths, less restrictions on boundary treatments which, together with the woodland setting, will result in a more relaxed and intimate environment. This setting aims to promote a more people-oriented environment to encourage collaboration and innovation.

3.8.18 Providing linkage between the woodland innovation cluster with key local transport corridors and routes.

Objectives

1. To achieve an informal, vibrant and easy-going feel along these access routes.
2. To be seen as subordinate to primary and secondary streets in the overall street network hierarchy and to discourage through traffic.
3. To create routes which 'read' as an element of the innovation cluster rather than a public street dissecting the site.
4. To provide vehicular access to each cluster and to the communal multi-storey parking areas serving each cluster.

Design Freedom

3.8.19 This type of street will be offered with the highest level of design freedom. As such, the design codes are kept as brief and simple as possible.





Figure 3.17. Minor Access Streets Plan



Figure 3.18. Minor Access Streets Axo

Legend

-  **Street Type 3: Minor Access Streets**
Local lanes that face onto the landscape
-  **Street Type 3 Access Point**

Precedents



- 1 A simple paved area provides a multi-use space for a variety of community activities. A similar flexible space is proposed along the Gateway Plaza.
(Bonn Square, Oxford)
- 2 Tree-lined avenue leading from the main entrance area of HereEast illustrates the quality of space that can be afforded through the application of robust detailing alongside visually strong landscaping statements.
(HereEast, London)
- 3 A street which 'reads' as an element of the campus rather than an urban street, providing shared pedestrian and cycle route within the existing lane through the campus.
(Kings Hill, Maidstone)
- 4 Spaces for people to stop will be curated through materials that suggest warmth and comfort, raked timber seating will allow people to sit on the coldest of days protected from biting winds by tall evergreen planting and the clipped canopy of multi-stem trees.
(New Road, Brighton)



LANDSCAPE DESIGN GUIDANCE LA_01 The Woodland Typology *A peaceful retreat*

Location

3.8.20 'Woodland' habitats **should** be created at both north and south plots and include more rustic recreational routes and play areas. The existing woodland is predominately located along the fringe of the southern plot. The strategic locations of any new areas of woodland have been informed by the location of these existing habitats and where opportunities to fulfil additional functions can be best delivered.

Core Functions

3.8.21 To reinforce the defining natural asset of the development and the unique identity of the site.

3.8.22 It **should** incorporate a naturalistic woodland planting character and brings a touch of nature into the scheme. Tree and plant species **should** be at least 75% native. The untouched and naturalistic appearance of the existing woodlands is to be both protected & enhanced through the adoption of a 'low intervention' approach throughout, with reliance upon natural processes.

Objectives

1. The Woodland Typology should act as a transition between the development and northern boundary of the site.
2. Create opportunity for interaction with nature habitat and encourage exploration of local species within retained woodland corridor; Respect the mature woodland and open up access to this peaceful and naturalistic landscape to support physical and mental health and well-being.

Design Freedom

3.8.23 The woodland functions as strategic amenity and requires on-going long term management if the use and evolution of these spaces is to be explored. As such, some design freedom is afforded.



Figure 3.19. Woodland Typology Plan

Legend

- Woodland Typology
- Potential Extension of the Runway Park



Figure 3.20. Woodland Typology Axo (Northern Site)



Figure 3.21. Woodland Typology Axo (Southern Site)

Precedents



① *Technology-enabled and nature-inspired treehouse workspaces designed to serve as meeting spaces and a more casual work environment.*

(Microsoft Redmond Campus, Washington)

② *Photo depicts an existing lowland pocket of woodland at Oughtibridge with grassy ground cover. The untouched and naturalistic appearance of these woodlands is to be retained.*

(Oughtibridge, Sheffield)

③ *Routes in a woodland setting sensitively upgraded to form a well-used, meandering recreation route suitable for cycling and walking.*

(Hammarby, Stockholm)



LANDSCAPE DESIGN GUIDANCE LA_02 The Parkland Typology *Getting innovation on track*

Location

3.8.24 The 'Parkland' serves as a north-south green spine that runs across the centre of the northern plot.

Core Functions

3.8.25 A primary access loop to create a framework within which plots can emerge over time.

3.8.26 A fundamental landscape structuring element which will create a clear identity and provide the high quality open space that investors demand from innovative employment sites to attract and retain skilled staff.

Objectives

1. Establish itself as a primary forum for collaboration, bring businesses and individuals together in the public realm to foster an innovative spirit.
2. Acting as a 'social track' to provide a flexible space and a home for the range of activities that will attract and retain talent.
3. Attract investors through the certainty that a quality feature will be committed to as the core element.

Design Freedom

3.8.27 As the integral structuring element of the masterplan, great care should be taken in its delivery and so the Parkland will be subject to a higher level of design control. Some design freedom will be afforded to boundary treatment.



Figure 3.22. Parkland Typology Plan

Legend

- Parkland Typology
- Potential Extension of the Runway Park



Figure 3.23. Parkland Typology Axo

Precedents



1



2



3



4

- 1 A concept pop-up co-working space that utilises London's open spaces.
(Hoxton Square, London)
- 2 Outdoor coworking space designed by U.S. firm Industrious to eliminate the barrier that separates work from nature.
(Freeport, Maine)
- 3 Running tracks along park edges at Navy Yards promotes social interaction and provides a range of activities that will attract the local communities.
(Navy Yards, Philadelphia)
- 4 The buildings adjacent and surrounding public parks can provide spill out retail and recreational spaces as well as event spaces that blur the plot edges and permeates into meadows and naturalistic parkland.
(HereEast, London)



LANDSCAPE DESIGN GUIDANCE LA_03 The Runway Edge Typology

Trees of distinction providing a seasonal set piece that puts people in touch with nature

Location

3.8.28 Located at the southern end of the Runway Park, the development plots are nestled into a unique landscape backdrop punctuated by trees of character, with pavilion building typologies making a nod to the site heritage as 'hangars on the airport'.

Core Functions

3.8.29 The Runway Edge will provide a unique offer for start up organisations and SMEs within a supportive network of like minded businesses embracing the ethos of enterprise.

3.8.30 The Runway edge will serve as a landscape buffer for the single storey hangar typologies.

Objectives

1. Low-lying trees of character with small crown such as is preferred due to the management regime and height, this helps to avoid disruption to on-going operation of the airport.
2. Articulate an environment which fosters a supportive network for like minded smaller businesses to embrace the ethos of enterprise.
3. Create an intimate and sheltered cluster with small scale buildings showcasing a variety of architectural detailing and pedestrian dominated spaces set within a unique landscape setting.
4. Create a seasonal set piece that puts people in touch with nature.

Design Freedom

3.8.31 Due to the building height and boundary treatment of the ongoing airport operational requirements, the Runway Edge Typology will be more rigorously controlled than other typologies.

3.8.32 The higher level of control ensures that the 'fringes' of the development sit comfortably in their

setting and do not impact negatively on surrounding uses and views.

3.8.33 Despite the need for more control, design freedom is still afforded to building typologies and on several aspects of the plot design which **should** be justified to officers as part of the prior approval process.



Figure 3.24. Runway Edge Typology Plan

Legend

- Runway Edge Typology
- Potential Extension of the Runway Park



Figure 3.25. Runway Edge Typology Axo

Precedents



- ① *Temporary collaboration space to demonstrate how digital transformation is making the workplace more flexible, collaborative, and open.*
(Madison Square Park, New York)

- ② *Generous plaza space provides the stage for Madreat, the gastronomic fair brings to the street young professionals across various industries, from innovative startups to well-established global companies to build lasting social networks.*
(Azca, Madrid)

- ③ *Cherry trees to provide seasonal delight for the local community.*
(Botanical Garden of Essen, Germany)



LANDSCAPE DESIGN GUIDANCE LA_04 The Plaza Typology *Collaborative spaces to seed innovation*

Location

3.8.34 Situated at the southern end of the Runway Park, the plaza primary movement corridor serving the majority of development area within plot 1 & 2 of the site.

Core Functions

3.8.35 Generous plaza space will provide the stage for lunchtime food trucks to draw employees in from the wider site and build lasting social networks.

3.8.36 The plaza will serve as an integral piece of public realm where different landscape typologies converge.

3.8.37 The plaza will be complemented by contemporary urban character and activated ground floors, creating a vibrant and complementary civic space.

Objectives

1. Create a high quality space as a welcoming and convivial meeting point.
2. Encourage interaction between tenants, local communities and other users while also providing a safe environment for children to play.
3. Create an enabling environment for innovation, focusing on encouraging collaboration, fostering face to face communication.

Design Freedom

3.8.38 Creative experimentation is encouraged with a view to achieving the informal, vibrant and collaborative space desired. Plots within this area will, therefore, offer a higher level of design freedom.



Figure 3.26 Plaza Typology Plan

Legend



Figure 3.27. Plaza Typology Axo

Precedents



- 1 Outdoor workspace space designed to feel as active and vibrant on a winters day as it will through the heights of summer thanks to the planting mixes which celebrate the changing season.
(BCBSCN, Durham)
- 2 Spaces for people to stop will be curated through materials that suggest warmth and comfort, raked timber seating will allow people to sit on the coldest of days.
(Pitt Street, Sydney)
- 3 Cafes and restaurants spill out onto the street to activate street frontages and provide a more stimulating experience for passersby.
(Granary Square, London)
- 4 Outbox - a brightly coloured workspace designed to seat 20 people and equipped with wi-fi and outlets, popped up in the plaza at the centre of arts and entertainment districts.
(Silver Spring, Maryland)
- 5 Aker Brygge in Oslo demonstrates the vibrancy that street furniture and such shared-surface environments can bring.
(Aker Brygge, Oslo)



Landscape Design Guidance LA_05 The Gateway Typology *Arrival points & identity markers*

Location

3.8.39 All three 'Gateway' accesses are located along Laker Road as arrival points and identity markers.

Core Functions

3.8.40 Gateways **should** open up access and transform perceptions, placing IPM on the map for investors.

3.8.41 Gateways **should** present a high quality public realm and sense of enclosure that celebrates a sense of arrival and sets the tone for a place of distinction.

Objectives

1. To provide key gateways into the IPM, that link to the existing road network, new public spaces and key gateway buildings to signify the arrival.
2. To enable positive gateways that exemplify the quality of public realm at IPM.
3. To build momentum for the identity of the place from the outset.

Design Freedom

3.8.42 These gateway locations will require detailed discussions with officers and early discussions are recommended. Some design freedom is afforded through the provision of recommended material palettes which design teams can respond to and justify their decisions. Innovation is encouraged and **should** be a key consideration.



Figure 3.28 Gateway Typology Plan

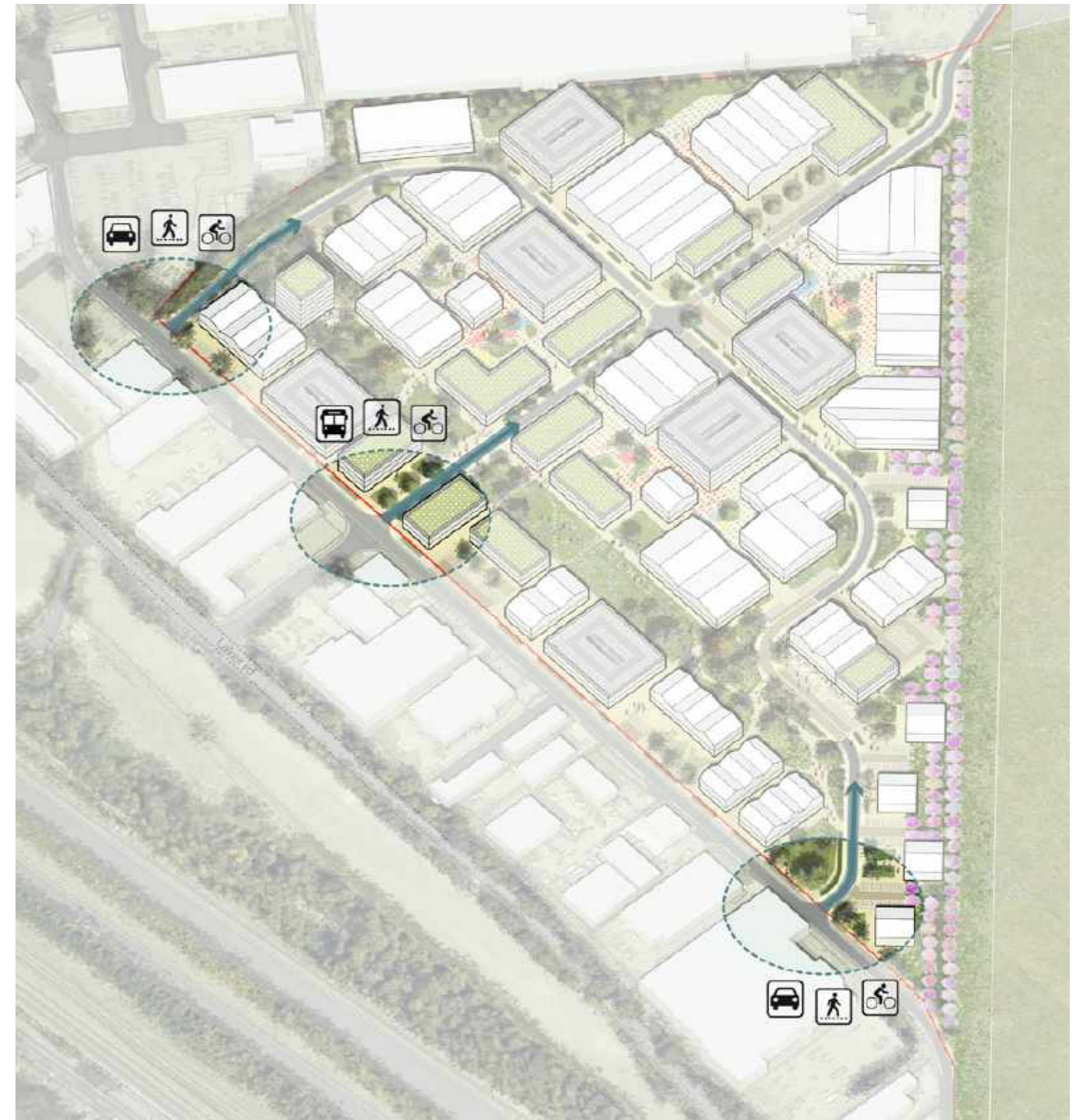


Figure 3.29. Gateway Typology Axo

Precedents



- 1 Temporary and alternative public space at the edge of a local street in Bat-Yam, providing outdoor space and ample opportunities for collaboration.
(Olympic Park, London)
- 2 A multi-use gateway area to celebrate the regeneration of Wood Street and inspire the local community to use their recently developed plaza for exciting and engaging events.
(Wood Street, London)
- 3 A simple paved area provides a multi-use space for a variety of community activities. A similar flexible space is proposed along the Gateway Plaza.
(Bonn Square, Oxford)

4.0

PUBLIC REALM DESIGN CODES

4. Public Realm Design Codes



PALETTE P1_TS Tree Selection

4.1 Introduction

4.1.1 4.1.1 The 'Public Realm Design Codes' are a set of specific rules or requirements to guide the physical development of the public spaces and streets. The aim of coding these key public spaces and corridors is to provide clarity for future decision makers as to what constitutes acceptable design quality and thereby a level of certainty for developers and the local community alike that can help to accelerate the delivery of high quality new development.

4.1.2 4.1.2 A library of palettes for hard landscape, soft landscape, tree selection and street furniture have been provided to guide the future detailed design of streets and public realm. 4.1.3 The design codes provide requirements for the design of streets and open spaces and co-ordinates this across the site to support the overall vision. Each space and street is underpinned by a series of common principles which support the delivery of the overall vision.

4.1.3 4.1.4 Early phases of development at IPM will set a benchmark for later phases to follow. A key priority for each phase of development is to strive for aesthetic cohesion and continuity of finish in order to stitch in with the previous phases.

4.2 Tree Selection

4.2.1 A palette of different tree categories are set out as an index for designers and those involved in the delivery of public realm at IPM to select from. The intention is for proposals to respond to the specific conditions of character areas and the public realm typologies proposed. More detail on specific species is provided within each street and space code.

4.2.2 Continuity of tree species through formal corridors is required. Height of trees proposed is to be considered in accordance with the Rochester Airport height restriction contour. Selection of species in the planting scheme to avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks

Street Typology Tree Selection

Primary and Boulevard Street Trees

ST_TS1 Avenue



ST_TS2 Boulevard



ST_TS3 Screening



Minor Access Street Trees

ST_TS4 Columnar



ST_TS5 Place-making



Woodland Typology Tree Selection

Upper Canopy Woodland Trees

LA01_TS1 High Canopy



LA01_TS2 Native



LA01_TS3 Seasonal Interest



Lower Canopy Woodland Trees

LA01_TS4 Multi-Stem



LA01_TS5 Large Shrub



Parkland Typology Tree Selection

Primary Parkland Trees

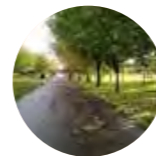
LA02_TS1 Vertical Structure



LA02_TS2 Seasonal



LA02_TS3 Rows/Groups



LA02_TS4 Single Specimen



Secondary Parkland Trees and Scrubs

LA02_TS5 Single Stem



LA02_TS6 Multi-stem



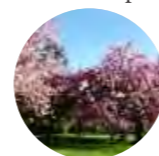
Runway Edge Typology Tree Selection

Runway Edge Trees

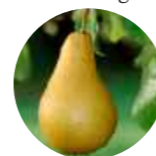
LA03_TS1 Linear Rows



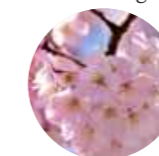
LA03_TS2 Blocks/Grouped



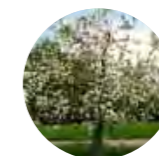
LA03_TS3 Fruiting



LA03_TS4 Flowering



LA03_TS5 Native



Plaza and Gateway Tree Selection

Plaza and Gateway Trees

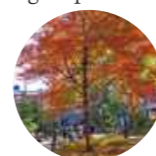
LA04_TS1 Grouped



LA04_TS2 Rows



LA04_TS3 Single Specimen



LA04_TS4 Colour



LA04_TS5 Seasonal Interest





PALETTE P2_SL Soft Landscape

4.3 Soft landscape

4.3.1 A palette of different soft landscape categories are set out as an index for designers and those involved in the delivery of public realm at IPM to select from. The intention is for proposals to respond to the specific conditions of character areas and the public realm typologies proposed. More detail on specific species is provided within each street and space code.

4.3.2 Continuity of soft landscape species through formal corridors is required.

4.3.3 Selection of species in the planting scheme to avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Robust Street Planting

Linear Street and Raised Planter Planting



Lawns

Amenity Lawn



Species-Rich Lawn / Meadow



Herbaceous, Grass and Shrub Planting

Herbaceous and Shrub Planting



SuDS Planting



Plaza Planting

Herbaceous and Ornamental Grass Planting



Low Shrub and Structural Planting



Woodland Planting

Understorey Planting





PALETTE P3_HL Hard Landscape

4.4 Hard landscape

4.4.1 A palette of different hard landscape categories are set out as an index for designers and those involved in the delivery of public realm at IPM to select from. The intention is for proposals to respond to the specific conditions of character areas and the public realm typologies proposed. More detail on specific materials is provided within each street and space code.

4.4.2 Continuity of materials through formal corridors is required.

4.4.3 Street paving selection offers alternatives ranging from natural stone finishes to concrete blocks. Continuity is crucial and the first phases delivered at IPM are intended to set the standard that all later phases follow.

4.4.4 Paving units must be in accordance with local authority's requirements and structurally suitable for the ground conditions.

Street Paving

Primary Street Paving *

ST_HL1
Granite Paving:
Grey mix



ST_HL2
Granite Setts:
Grey Mix

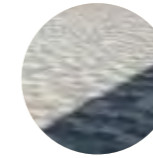


ST_HL3
High Quality
Concrete Blocks:
Colour Mix

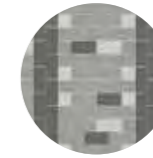


Secondary Street Paving

ST_HL4
Concrete Blocks:
Grey mix



ST_HL5
Granite Contrast/
edge: Dark Grey



Tertiary Street Paving

ST_HL6
Resin-bound
Gravel: Buff



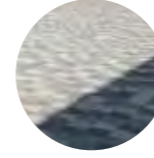
Parkland Paving

Primary Parkland Paving

LA01_HL1
Granite Paving:
Grey mix



LA01_HL2
Concrete blocks:
Grey mix



Secondary Parkland Paving

LA01_HL3
Resin-bound
Gravel: Buff



Tertiary Parkland Paving

LA01_HL4
Resin-bonded
Gravel: Buff



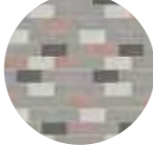
LA01_HL5
Resin-bonded
Gravel: Silver



Public Realm Plaza Paving

Primary Plaza Paving

LA02_HL1
Granite Paving:
Grey/pink mix



LA02_HL2
Granite Setts:
Grey Mix



Secondary / Contrasting Paving

LA02_HL3
Granite contrast/
edge: Dark Grey



LA02_HL4
Resin-bound
Gravel: Buff



Cycle Lane and Carriageway Paving

Cycle Lane Paving

LA03_HL1
Bituminous
Macadam: Buff

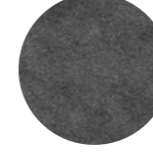


LA03_HL2
Bituminous
Macadam: Colour



Primary Carriageway Surfacing Secondary Carriageway Surfacing

LA03_HL3
Asphalt (Adoptable)



LA03_HL4
Granite Setts: Grey Mix



* Primary Street Paving: granite is the preferred material for primary streets, however, the concrete block may be applied to primary streets where an alternative cost / material option is desired.



PALETTE P4_SF Street Furniture

4.5 Street furniture

4.5.1 A palette of street furniture categories are set out as an index for designers and those involved in the delivery of public realm at IPM to select from. The intention is for proposals to respond to the specific conditions of character areas and the public realm typologies proposed. More detail on specific street furniture requirements is provided within each street and space code.

4.5.2 Continuity of street furniture quality and location is required through formal corridors and key spaces.

4.5.3 Alternative suppliers are acceptable but continuity is crucial and the first phases delivered at IPM are intended to set the standard that all later phases should follow.

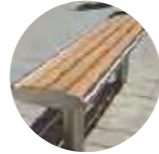
4.5.4 All streets to be appropriately lit to deliver a safe public realm whilst minimising light pollution and avoiding any operational risks to the airport

4.5.5 Sufficient bins to be located in the public realm to minimise litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

Street Furniture

Linear Bench (single-facing)

ST_SF1
Steel / Timber



ST_SF2
With Armrests



Linear Bench (double facing)

ST_SF3
In Streets / backrests

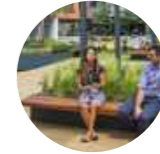


ST_SF4
In Public Realm



Raised Planter Bench

ST_SF5
Raised Planter



Bespoke Bench

ST_SF6
Bespoke Geometry



Lighting

Primary Street and Public Realm Lighting

LA01_SF1
Cornical Steel Light Post

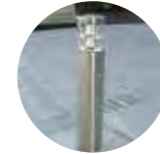


LA01_SF2
Linear Steel Light Post



Parkland Lighting

LA01_SF3
Steel Light Bollard



LA01_SF4
Timber Light Bollard

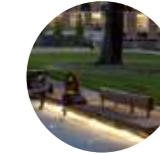


Accent / Furniture Lighting

LA01_SF5
Catenary Lights



LA01_SF6
Furniture Lights



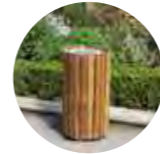
Litter Bins

Street and Public Realm Litter Bin

LA02_SF1
Steel Litter Bin



LA02_SF2
Timber Litter Bin



Mixed Recycling Bin

LA02_SF3
Mixed Recycling



Dog Waste Bin

LA02_SF4
Dog Waste Bin



Cycle Stands

Street and Public Realm Cycle Stands

LA03_SF1
Linear Row



LA03_SF2
Grouped



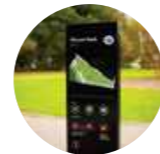
Wayfinding

Wayfinding

LA04_SF1
Monolith Boards



LA04_SF2
Totem Boards



LA04_SF3
Finger Boards



M BRAND IDENTITY

4.6 Brand Identity

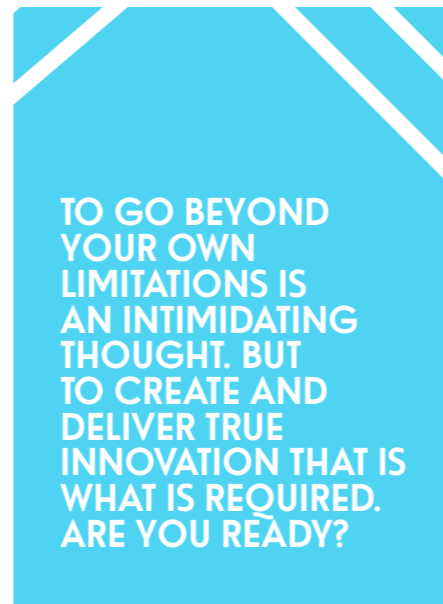
4.6.1 Drawing on the Zest branding work previously commissioned by the Medway Council, this document sets out a logo, a unified colour palette, design objectives and precedents to guide the future design work on public realm and buildings within the IPM.

4.6.2 The graphic language will be underpinned by the 'pathways of discovery', with a subtle nod to aviation and demonstrate Rochester Airport's heritage and its future direction.

4.6.3 Colour palette - blue as the primary colour to maintain a strong connection to Medway's heritage, complemented by a fresh and inspiring secondary palette.



**INNOVATION
PARK
MEDWAY**



Page 446

**Primary
Colour**



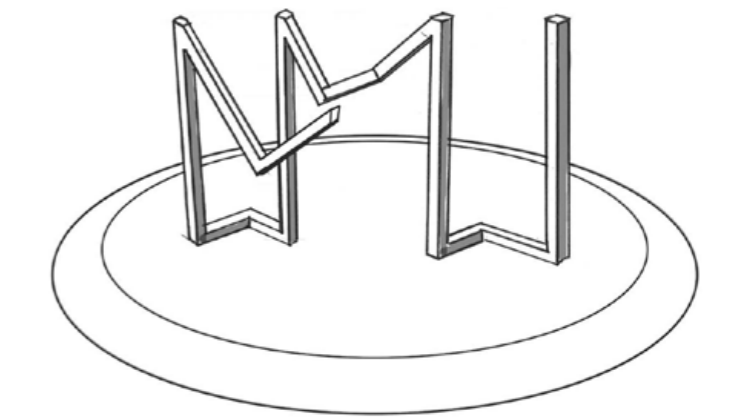
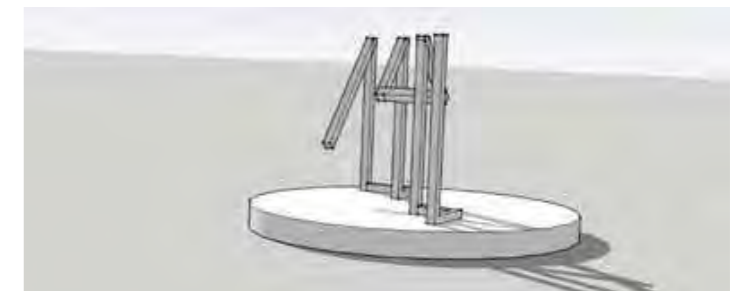
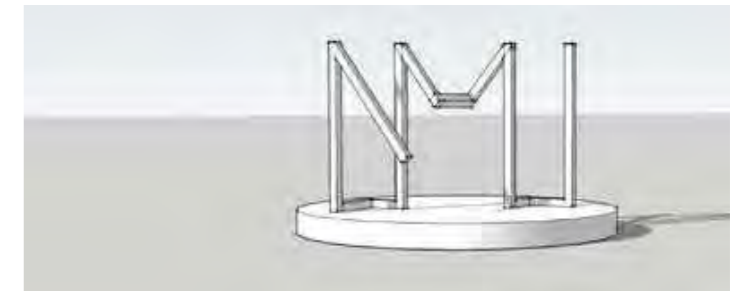
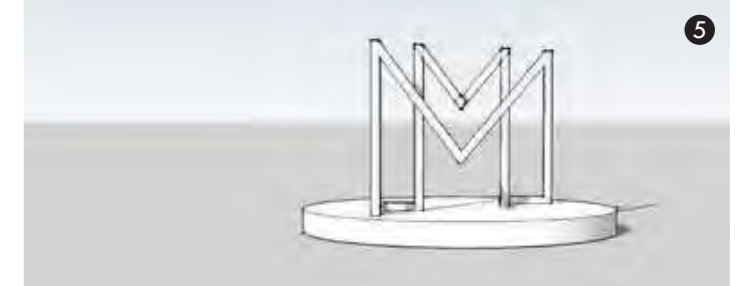
**Secondary
Colour**



Public Realm Brand Identity

4.6.4 Design Objectives

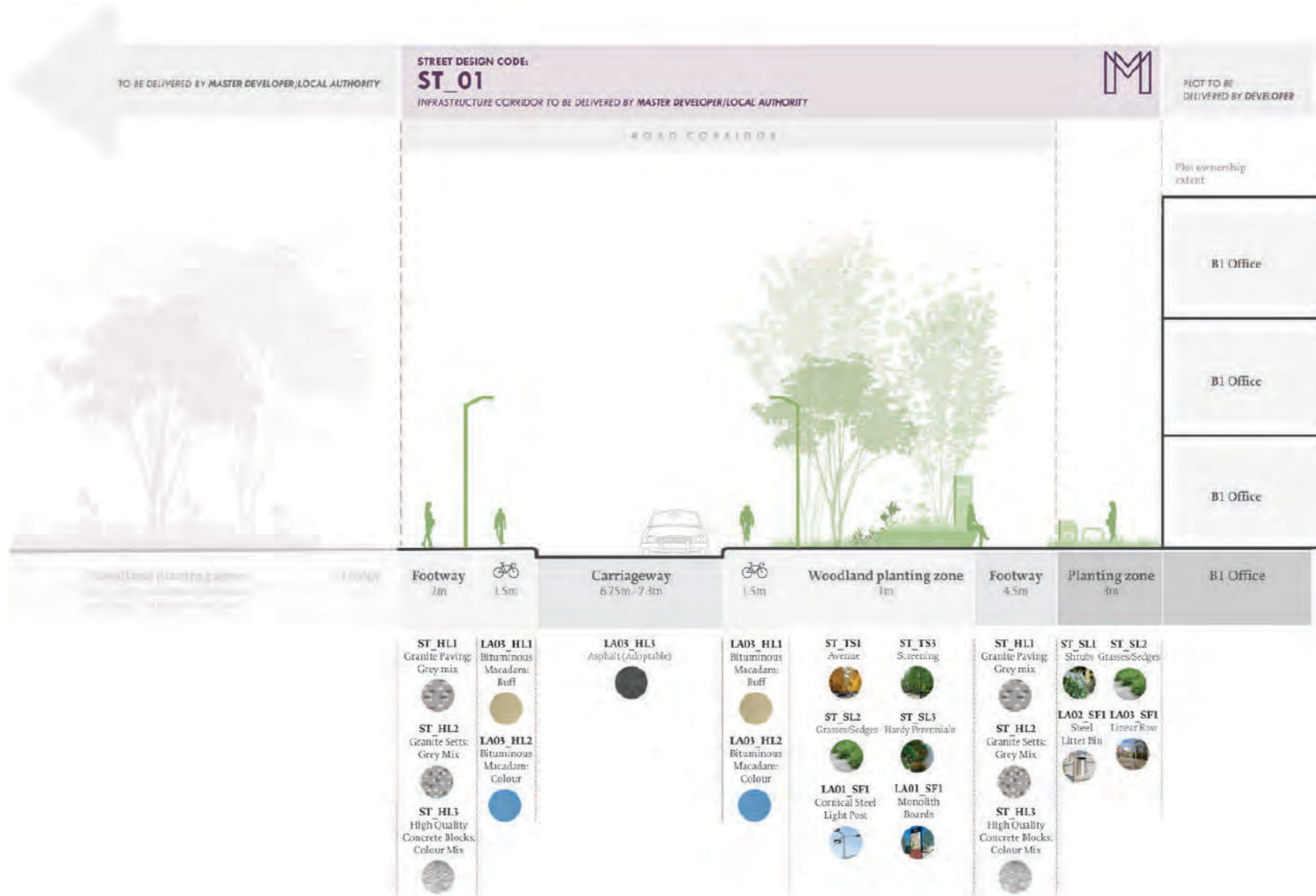
1. To increase and improve the direction signage beyond and within the boundaries of the IPM, which contribute towards strengthening the brand identity;
2. To avoid visual clutter and ensure advertisements and signage are incorporated into the design of the wider development and positively contribute to the identity, character and legibility of the site;
3. To illuminate street furniture in the public realm with LED lighting; and
4. Use material complementary to the context to achieve visual consistency and brand image



- 1 Walkways and paths in the park can be designed to follow the style of pathway lines, defined by clear geometry and sharp corners.
- 2 Monolith entrance signage at primary locations (e.g.: gateways and plaza) to create a sense of arrival and help people navigate their way through streets and spaces.
- 3 Seating planters that breakout from the paths and walkways can be illuminated underneath so that at night they take on a visual life of their own.
- 4 Direction signage beyond the boundaries of the IPM.
- 5 Iconic optical installations that can be illuminated at night.



DESIGN CODE ST_01 Gateway Streets



M DESIGN CODE ST_01 Gateway Streets

Design Objectives

Gateway Streets accentuate key arrival points and aid legibility through paving materiality, lighting and way-finding signage. They should be designed to aid movement, but also provide meeting or resting spots. Predominantly hard landscaped areas, Access Gateways may incorporate street planting or other planting types where appropriate.

Specification

User Groups: Pedestrian, cyclist, cars, public transport, service vehicles, HGV

Lighting: column lighting

Design Criteria:

Design speed: 20-30mph (depending on adoption)
 Speed Limit: Speed 20-30mph (depending on adoption)
 Vehicle types: Bicycle, Car, Bus HGV
 Direction of traffic: Two way
 On-street parking: None
 Bus access: Yes
 Bus lanes: No
 Bus stops: Yes

4.7 Gateway Streets

Tree Selection Palette

4.7.1 All street trees should be suitable for urban conditions. Where located close to buildings, roads or underground services, suitable root barrier protection should be provided for all trees.

4.7.2 Primary Street Trees (ST_TS1), (ST_TS3) should be single-stem and have a mature clear canopy height of no less than 2.0m. They should be larger species and generally achieve no less than 16+m at mature height, however they must comply with runway height restrictions at all times. They should be located in streets with higher strategic importance, planted in rows or avenues to create an avenue or boulevard aesthetic and reinforce the linear nature of the route. Street tree centres should be planted at least 1.8m from road carriageway edges. No more than two different species of Primary Street Trees should be planted per street. Suggested tree species for Gateway Streets include: *Platanus x hispanica* (London Plane), *Tilia cordata* (Small Leaved Lime). Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Soft Landscape Palette

4.7.3 Robust Linear Street Planting (ST_SL1), (ST_SL2) or (ST_SL3) – To be applied to linear planting strips along streets and avenues, or within raised planters in streets. Low maintenance shrubs (ST_SL1), grasses (ST_SL2) and hardy perennial plants (ST_SL3) which can withstand urban conditions. Robust street planting may include; *Carex flacca* (Blue Sedge), *Buxus sempervirens* (Box), *Sarcococca Hookeriana*, *Rosemarinus officinalis* (Rosemary); *Carex morrowii* ‘Ice Dance’ (Variegated Sedge). Planting may be interspersed with more ornamental herbaceous planting where location and conditions allow. Street planting should always reflect the planting character of adjacent Open Space Typologies.

Hard Landscape Palette

4.7.4 Street Paving Type 1 (ST_HL1) - Granite paving mix to primary streets and key public spaces to denote importance within street and open space hierarchy. Street Paving Type 1 may comprise: Granite paving mix, light grey(25%)/mid grey(65%)/dark grey(10%). Unit size - varies (L) x 300 (W) x varies (D), stretcher bond, colour laid in a random pattern

4.7.5 Street Paving Type 2 (ST_HL2) – Granite setts to key raised tables, shared vehicular surfaces and important road crossing locations. Materiality should match Street Paving Type 1, but using smaller sett unit sizes. Construction and specification must be suitable for heavy vehicle loads. Street Paving Type 2 may comprise: Street Paving Type 2 may comprise: Granite paving mix, light grey(45%)/mid grey(45%)/dark grey(10%), unit size 100(L) x 100 (W) x varies(D) mm, stretcher bond, colour laid in a random pattern.

4.7.6 Street Paving Type 3 (ST_HL3) - high end concrete block which allows for variation in colour mix/dimensions to achieve a similar visual aesthetic as an alternative to granite. Cycle Lane Surfacing (LA03_HL1) or (LA03_HL2) – Bituminous Macadam to cycle lanes adjacent to highways. Colour may be Buff to visually match ST_HL5, or may be a contrasting bright colour Bituminous Macadam. Cycle lanes should be constructed to withstand occasional heavy vehicular loading and have designated cycle demarcation to Local Authority Adoptable standards.

4.7.7 Primary Carriageway Surfacing (LA03_HL3) – Asphalt finish to highways carriageway to Local Authority adoptable standards.

Street Furniture Palette

4.7.8 Linear Bench (ST_SF1), (ST_SF2), (ST_SF3) or (ST_SF4) - Linear Benches should be located along routes or bounding key spaces within the park. Where applicable, they should be set back within planting on hardstanding to match the adjacent Paving Type. Single-facing benches (ST_SF1) should have planting or

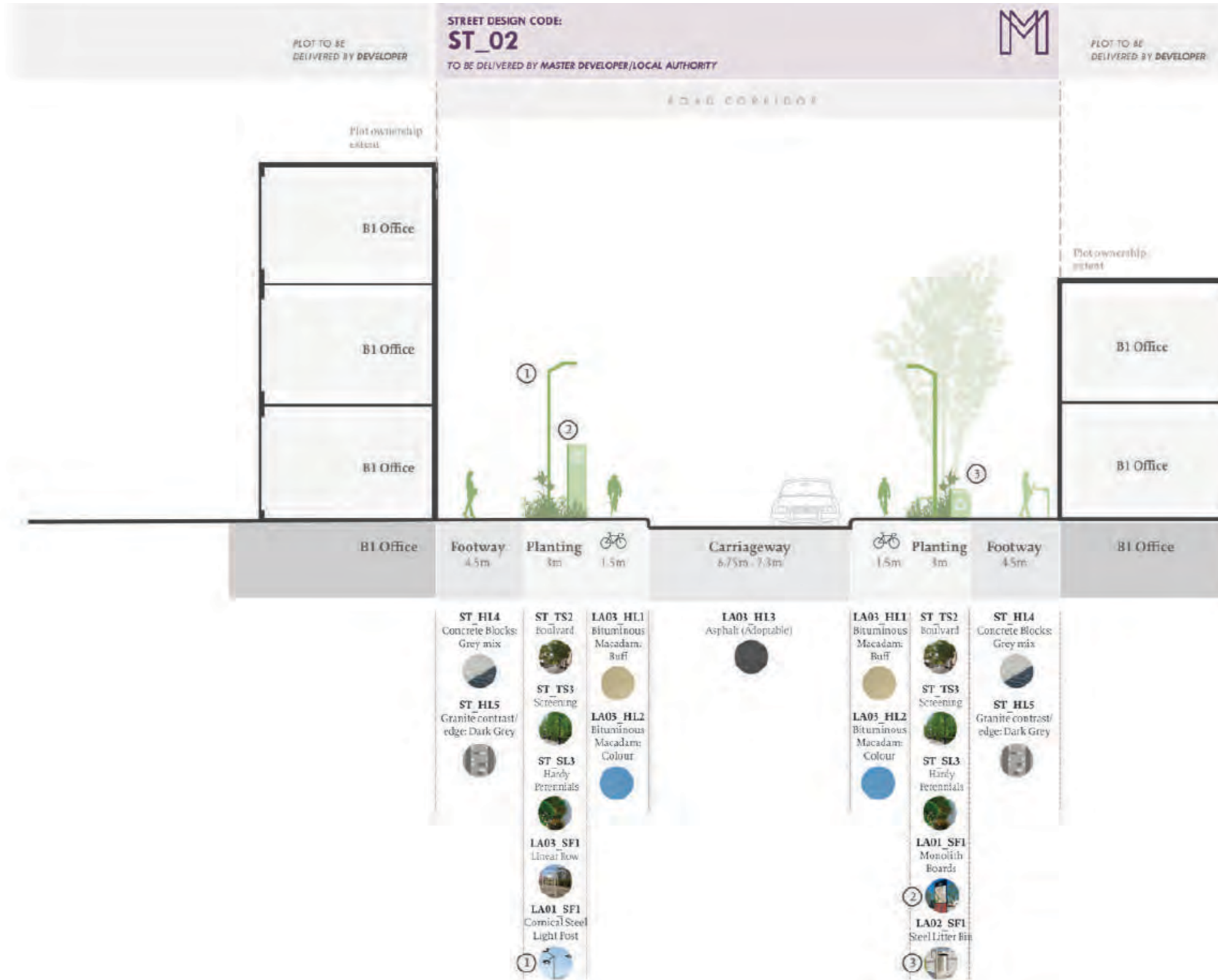
building façade located to the back of the seat. Double-facing linear benches (ST_SF3) may be located along wide streets where there is a clear 2.5m offset to either side, or within public realm spaces (ST_SF4). Linear Benches should comply with Local Authority guidance and ensure that both back and armrests are provided (ST_SF2) for a proportion of seating provision. Linear Bench may comprise; Treated hardwood timber seating top with stainless steel frame/legs/ Materiality should match that used for Litter Bins and other street furniture within the scheme.

4.7.9 Street Light Column (LA01_SF1) or (LA01_SF2) – Decorative Stainless Steel light column to primary streets and key public realm spaces. LA01_SF1 Street Light Columns should delineate key routes or linear routes. LA01_SF2 Street Light Columns may be more sculptural or cast more down-light to act as focal elements within public realm design. All Street Light Columns should provide verticality to the public realm and be no less than 3000mm in height. Where located along streets, Light Columns should be located within a designated furniture zone so as not to affect movement routes. Street Light Columns may comprise; Stainless Steel body/frame, minimum 3000mm, LED-based light. Note: Street Light Columns do not replace typical highways lighting, which should be to Local Authority adoptable standards

4.7.10 Litter Bin/Mixed Recycling Litter Bin (LA02_SF1) or (LA02_SF2) or (LA02_SF3) – Litter Bin/Mixed Recycling Bin within Streets, Plaza and Parkland. Within streets, Litter Bins should be located along primary routes, close to building entrances or within key public realm spaces. Bins should be located within a designated furniture zone so as not to impact movement routes. Litter Bins should relate to the materiality of other street furniture within the development. LA02_SF1 may comprise; Street Litter bin, stainless steel, capacity varies. LA02_SF2 may comprise; Street Litter bin, stainless steel and timber, capacity varies. LA02_SF3 may comprise; Mixed Recycling litter bin, stainless steel/timber finish to match either LA02_SF2 or LA02_SF3, capacity varies.



DESIGN CODE ST_02 The Boulevard



M DESIGN CODE ST_02 The Boulevard

Design Objectives

Proposals for the The Boulevard should provide a formal avenue of trees that runs along its entire length, articulating a leafy and intimate environment with dappled light that differentiates it from all other types of streets cross the site.

Specification

User Groups: Pedestrian, cyclist, cars, public transport, service vehicles

Lighting: column lighting, medium level

Where possible, lighting should be on a time restriction to ensure minimum energy use, mitigate adverse effects on ecology and light pollution.

Design Criteria:

Design speed: 20-30mph (depending on adoption)
Speed Limit: Speed 20-30mph (depending on adoption)

Vehicle types: Bicycle and Bus only for particular segments, cars, HGV

Direction of traffic: Two way

On-street parking: None

Bus access: Yes

Bus lanes: No (bus priority from Laker Road)

Bus stops: Yes

4.8 The Boulevard

Tree Selection Palette

4.8.1 Boulevard Trees (ST_TS2), (ST_TS3) should be single-stem and have a mature clear canopy height of no less than 2.0m. They should be larger species and generally achieve no less than 16+m at mature height. They should be located in streets with higher strategic importance, planted in rows or avenues to create an avenue or boulevard aesthetic and reinforce the linear nature of the route. Street tree centres should be planted at least 1.8m from road carriageway edges. No more than two different species of Primary Street Trees should be planted per street. Suggested tree species for The Boulevard include: Platanus x hispanica (London Plane), Tilia cordata (Small Leaved Lime). Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Soft Landscape Palette

4.8.2 Robust Linear Street Planting (ST_SL1), (ST_SL2) or (ST_SL3) – To be applied to linear planting strips along streets and avenues, or within raised planters in streets. Low maintenance shrubs (ST_SL1), grasses (ST_SL2) and hardy perennial plants (ST_SL3) which can withstand urban conditions. Robust street planting may include; Carex flacca (Blue Sedge), Buxus sempervirens (Box), Sarcococca Hookeriana, Rosemarinus officinalis (Rosemary); Carex morrowii 'Ice Dance' (Variegated Sedge). Planting may be interspersed with more ornamental herbaceous planting where location and conditions allow. Street planting should always reflect the planting character of adjacent Open Space Typologies.

Hard Landscape Palette

4.8.3 Street Paving Type 4 (ST_HL4) – Concrete Block paving to secondary routes and spaces. Concrete Block should be aggregate-based, grey colour mix to

compliment ST_HL1, but a greater percentage of light grey tone. Street Paving Type 3 may comprise: Concrete block paving mix, 300(L) x 200(W) x varies(H); light grey(70%)/mid grey(25%)/dark grey(5%), stretcher bond, colour laid in a random pattern

4.8.4 Street Paving Type 5 (ST_HL5) – Contrasting Granite edge / channel course. Dark grey granite paving to be applied to ST_HL1, ST_HL2 or ST_HL 1,2,4 and all the interface between paving and all kerbs or building facades. Street Paving Type 4 may comprise; Dark grey Granite paving, double row, stretcher bond, 300(L) x 150(W) x varied(H) mm.

4.8.5 Cycle Lane Surfacing (LA03_HL1) or (LA03_HL2) – Bituminous Macadam to cycle lanes adjacent to highways. Colour may be Buff to visually match ST_HL5, or may be a contrasting bright colour Bituminous Macadam. Cycle lanes should be constructed to withstand occasional heavy vehicular loading and have designated cycle demarcation to Local Authority Adoptable standards.

4.8.6 Secondary/Tertiary Carriageway Surfacing (LA03_HL4) – Granite sett paving to match Street Paving Type 2 (ST_HL2). To be applied to secondary or tertiary streets/roads where a shared vehicular/pedestrian surface approach is permissible and where Local Authority adoptable standards do not need to be met.

Street Furniture Palette

4.8.7 Linear Bench (ST_SF1), (ST_SF2), (ST_SF3) or (ST_SF4) - Linear Benches should be located along routes or bounding key spaces within the park. Where applicable, they should be set back within planting on hardstanding to match the adjacent Paving Type. Single-facing benches (ST_SF1) should have planting or building façade located to the back of the seat. Double-facing linear benches (ST_SF3) may be located along wide streets where there is a clear 2.5m offset to either side, or within public realm spaces (ST_SF4). Linear Benches should comply with Local Authority guidance

and ensure that both back and armrests are provided (ST_SF2) for a proportion of seating provision. Linear Bench may comprise; Treated hardwood timber seating top with stainless steel frame/legs/ Materiality should match that used for Litter Bins and other street furniture within the scheme.

4.8.8 Street Light Column (LA01_SF1) or (LA01_SF2) – Decorative Stainless Steel light column to primary streets and key public realm spaces. LA01_SF1 Street Light Columns should delineate key routes or linear routes. LA01_SF2 Street Light Columns may be more sculptural or cast more down-light to act as focal elements within public realm design. All Street Light Columns should provide verticality to the public realm and be no less than 3000mm in height. Where located along streets, Light Columns should be located within a designated furniture zone so as not to affect movement routes. Street Light Columns may comprise; Stainless Steel body/frame, minimum 3000mm, LED-based light. Note: Street Light Columns do not replace typical highways lighting, which should be to Local Authority adoptable standards

4.8.9 Litter Bin/Mixed Recycling Litter Bin (LA02_SF1) or (LA02_SF2) or (LA02_SF3) – Litter Bin/Mixed Recycling Bin within Streets, Plaza and Parkland. Within streets, Litter Bins should be located along primary routes, close to building entrances or within key public realm spaces. Bins should be located within a designated furniture zone so as not to impact movement routes. Litter Bins should relate to the materiality of other street furniture within the development. LA02_SF1 may comprise; Street Litter bin, stainless steel, capacity varies. LA02_SF2 may comprise; Street Litter bin, stainless steel and timber, capacity varies. LA02_SF3 may comprise; Mixed Recycling litter bin, stainless steel/timber finish to match either LA02_SF2 or LA02_SF3, capacity varies.



DESIGN CODE ST_03 Minor Access Streets



M DESIGN CODE ST_03 Minor Access Streets

Design Objectives

Proposals for the Minor Access Streets should be defined from their primary and secondary counterparts by reduced road widths, less restrictions on boundary treatments which, together with the woodland setting, will result in a more relaxed and intimate environment. The design of the streets should promote a more people-oriented environment to encourage collaboration and innovation.

Specification

User Groups: Pedestrian, cyclist, cars, service vehicles

Lighting: column lighting, medium level

Where possible, lighting should be on a time restriction to ensure minimum energy use, mitigate adverse effects on ecology and light pollution.

Design Criteria:

Design speed: 20-30mph (depending on adoption)
Speed Limit: Speed 20-30mph (depending on adoption)

Vehicle types: Bicycle and Bus only for particular segments, cars, lorries

Direction of traffic: Two way

On-street parking: None

Bus access: No

Bus lanes: No

Bus stops: No

4.9 Minor Access Streets

Tree Selection Palette

4.9.1 Minor Access Street Trees (ST_TS4), (ST_TS5), (ST_TS6) should be single stem and have a mature clear canopy height of no less than 1.5m. They should be medium size species with upright habits that are suitable for smaller or narrower streets. Street tree centres should be planted at least 1.5m from road carriageway edges. *Ulmus* 'New Horizon' Elm 'New Horizon', *Acer platanoides* 'Columnare' (Norway Maple 'Columnare'), *Pyrus calleryana* 'Chanticleer' (Ornamental Pear). Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Soft Landscape Palette

4.9.2 Robust Linear Street Planting (ST_SL1), (ST_SL2) or (ST_SL3) – To be applied to linear planting strips along streets and avenues, or within raised planters in streets. Low maintenance shrubs (ST_SL1), grasses (ST_SL2) and hardy perennial plants (ST_SL3) which can withstand urban conditions. Robust street planting may include; *Carex flacca* (Blue Sedge), *Buxus sempervirens* (Box), *Sarcococca Hookeriana*, *Rosemarinus officinalis* (Rosemary); *Carex morrowii* 'Ice Dance' (Variegated Sedge). Planting may be interspersed with more ornamental herbaceous planting where location and conditions allow. Street planting should always reflect the planting character of adjacent Open Space Typologies.

Hard Landscape Palette

4.9.3 Street Paving Type 6 (ST_HL6) – Resin bound gravel – alternative secondary paving type where a softer look is desired, or where visual connections to parkland areas are required. Buff colour and permeable construction build-up where vehicular and loading requirements allow.

4.9.4 Cycle Lane Surfacing (LA03_HL1) or (LA03_HL2) – Bituminous Macadam to cycle lanes adjacent to highways. Colour may be Buff to visually match ST_HL5, or may be a contrasting bright colour Bituminous Macadam. Cycle lanes should be constructed to withstand occasional heavy vehicular loading and have designated cycle demarcation to Local Authority Adoptable standards.

4.9.5 Secondary/Tertiary Carriageway Surfacing (LA03_HL4) – Granite sett paving to match Street Paving Type 2 (ST_HL2). To be applied to secondary or tertiary streets/roads where a shared vehicular/pedestrian surface approach is permissible and where Local Authority adoptable standards do not need to be met.

Street Furniture Palette

4.9.6 Linear Bench (ST_SF1), (ST_SF2), (ST_SF3) or (ST_SF4) - Linear Benches should be located along routes or bounding key spaces within the park. Where applicable, they should be set back within planting on hardstanding to match the adjacent Paving Type. Single-facing benches (ST_SF1) should have planting or building façade located to the back of the seat. Double-facing linear benches (ST_SF3) may be located along wide streets where there is a clear 2.5m offset to either side, or within public realm spaces (ST_SF4). Linear Benches should comply with Local Authority guidance and ensure that both back and armrests are provided (ST_SF2) for a proportion of seating provision. Linear Bench may comprise; Treated hardwood timber seating top with stainless steel frame/legs/ Materiality should match that used for Litter Bins and other street furniture within the scheme.

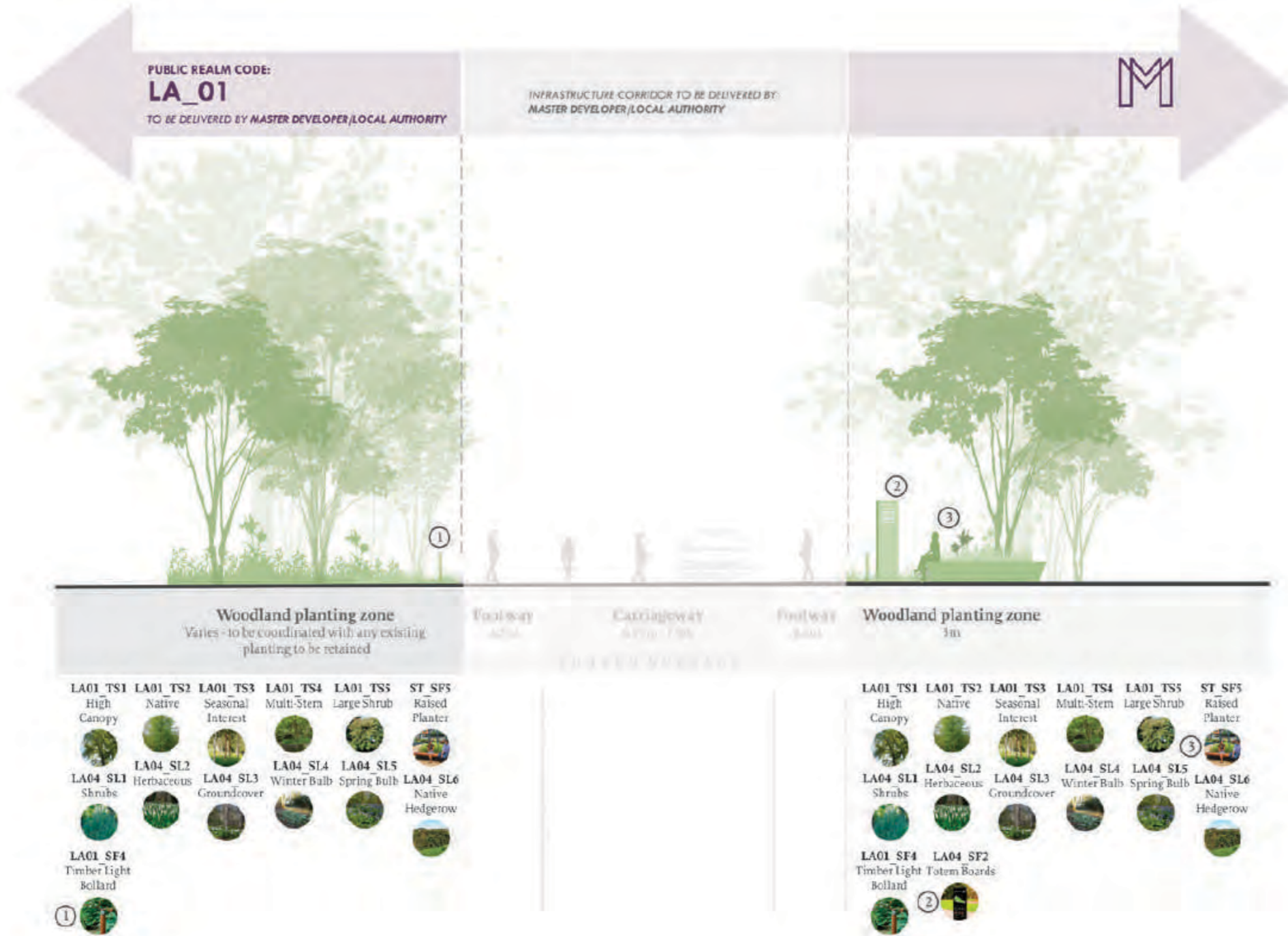
4.9.7 Street Light Column (LA01_SF1) or (LA01_SF2) – Decorative Stainless Steel light column to primary streets and key public realm spaces. LA01_SF1 Street Light Columns should delineate key routes or linear routes. LA01_SF2 Street Light Columns may be more sculptural or cast more down-light to act as focal elements within public realm design. All Street Light

Columns should provide verticality to the public realm and be no less than 3000mm in height. Where located along streets, Light Columns should be located within a designated furniture zone so as not to affect movement routes. Street Light Columns may comprise; Stainless Steel body/frame, minimum 3000mm, LED-based light. Note: Street Light Columns do not replace typical highways lighting, which should be to Local Authority adoptable standards

4.9.8 Litter Bin/Mixed Recycling Litter Bin (LA02_SF1) or (LA02_SF2) or (LA02_SF3) – Litter Bin/Mixed Recycling Bin within Streets, Plaza and Parkland. Within streets, Litter Bins should be located along primary routes, close to building entrances or within key public realm spaces. Bins should be located within a designated furniture zone so as not to impact movement routes. Litter Bins should relate to the materiality of other street furniture within the development. LA02_SF1 may comprise; Street Litter bin, stainless steel, capacity varies. LA02_SF2 may comprise; Street Litter bin, stainless steel and timber, capacity varies. LA02_SF3 may comprise; Mixed Recycling litter bin, stainless steel/timber finish to match either LA02_SF2 or LA02_SF3, capacity varies.



DESIGN CODE LA_01 The Woodland Typology





DESIGN CODE LA_01 The Woodland Typology

Design Objectives

4.9.9 The Woodland Typology should capitalise on existing natural assets of the site to retain native trees, blend development with adjacent land and to create a verdant landscape character to open spaces and public realm where the Woodland Typology applies.

4.9.10 It should incorporate a naturalistic woodland planting character with an upper tree canopy and a low shrub, herbaceous and groundcover layer. The Lower planting layer should allow for views through the planting. Root Protection Zones to existing trees should be respected within Woodland Typology areas.

4.9.11 To the northern-most boundary of the Site, a native hedgerow should be planted along the length of the site boundary.

4.9.12 In the southern woodland area root protection areas of existing mature trees should be respected when setting out development plots.

4.10 Woodland Typology

Tree Selection Palette

4.10.1 Woodland Trees (LA01_TS1), (LA01_TS2), (LA01_TS3), (LA01_TS4), (LA01_TS5) - Trees species selection should be comprised of minimum 75% native species. Of trees species: a minimum of 70% should be selected/managed to retain a clear stem height of minimum 1.8m to create an 'upper canopy' (LA01_TS1, LA01_TS2 or LA01_TS3). A maximum of 30% of species may be selected as multi-stem (LA01_TS4) or large shrubs (LA01_TS5). Woodland Typology trees may comprise; *Alnus glutinosa* (Alder), Birch, downy (*Betula pubescens*), *Populus tremula* (Aspen), *Betula pendula* (Silver Birch). Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Soft Landscape Palette

4.10.2 'Understorey' Planting (LA04_TS1), (LA04_TS2), (LA04_TS3), (LA04_TS4), (LA04_TS5) - May be comprised of low shrubs (LA04_TS1), herbaceous (LA04_TS2), and groundcover plants (LA04_TS3) which should be selected to create a woodland planting character. Winter or Spring Bulbs may also be planted (LA04_TS4 or LA04_TS5). Planting should be minimum 75% native. Planting should be selected/managed to a maximum height of 1.2m to promote visual links through the Woodland Typology area. 'Lower' canopy planting may comprise; *Anemone nemorosa* (Wood anemone), *Cornus sanguinea* (Dogwood), *Hyacinthoides non-scripta* (Bluebell), *Galanthus nivalis* (Snowdrop).

4.10.3 Hedgerow Planting (LA04_TS6) - Hedgerow should be comprised of 100% native species, and planted/managed to achieve a minimum 2.0m width at maturity. It should be planted along the full length of the northern Site boundary where it adjoins adjacent land ownership. Hedgerow planting may comprise;

Carpinus betulus (Hornbeam), *Crataegus monogyna* (Hawthorn), *Corylus avellana* (Hazel).

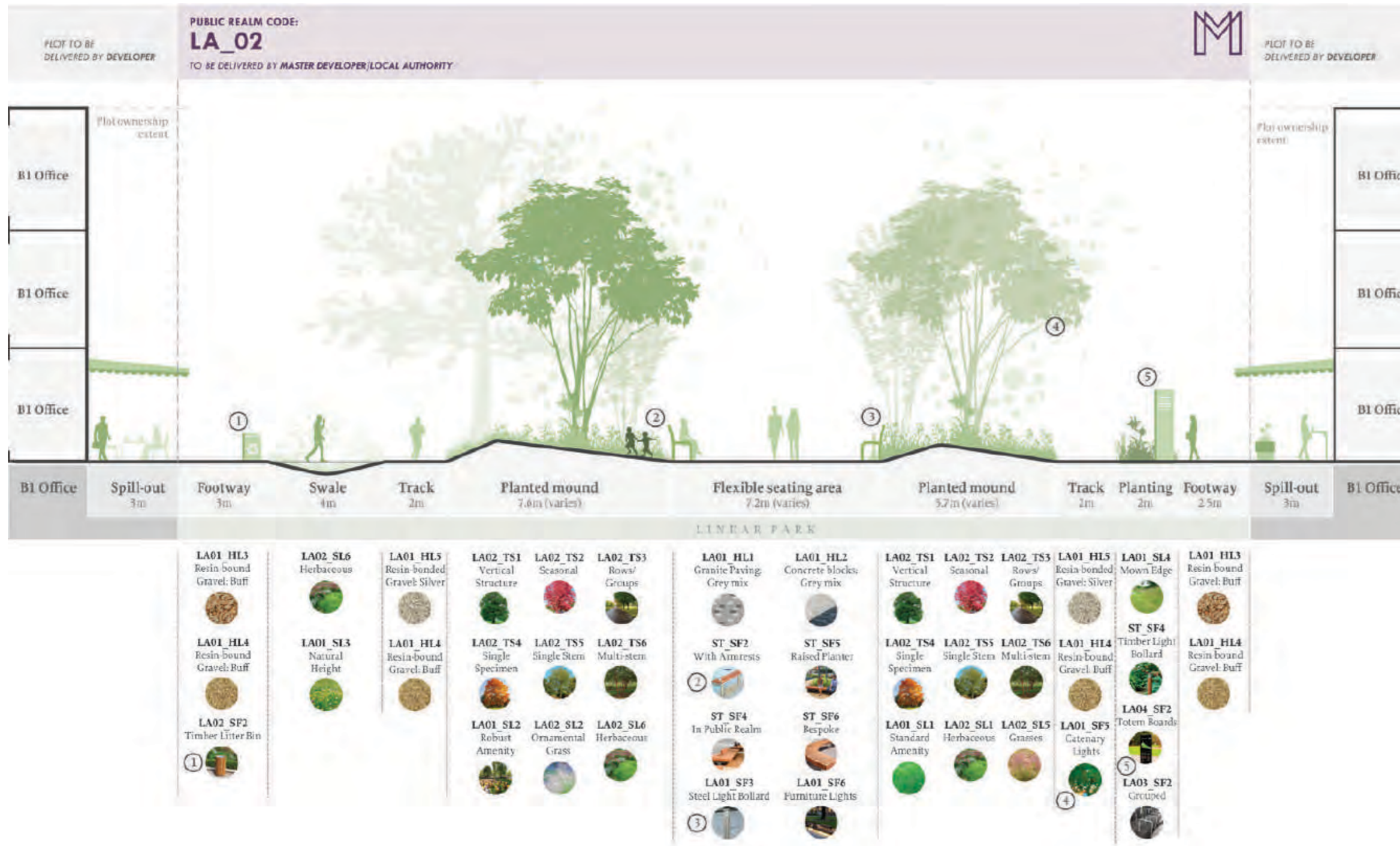
Hard Landscape and Street Furniture Palette

4.10.4 Secondary/Tertiary Parkland Paving (LA01_HL3), LA01_HL4 and LA01_HL5) - Where required, paving within the Woodland Typology should match Secondary or Tertiary Parkland paving. Street furniture should match that within the Parkland Typology.



DESIGN CODE LA_02 The Parkland Typology_Social Track

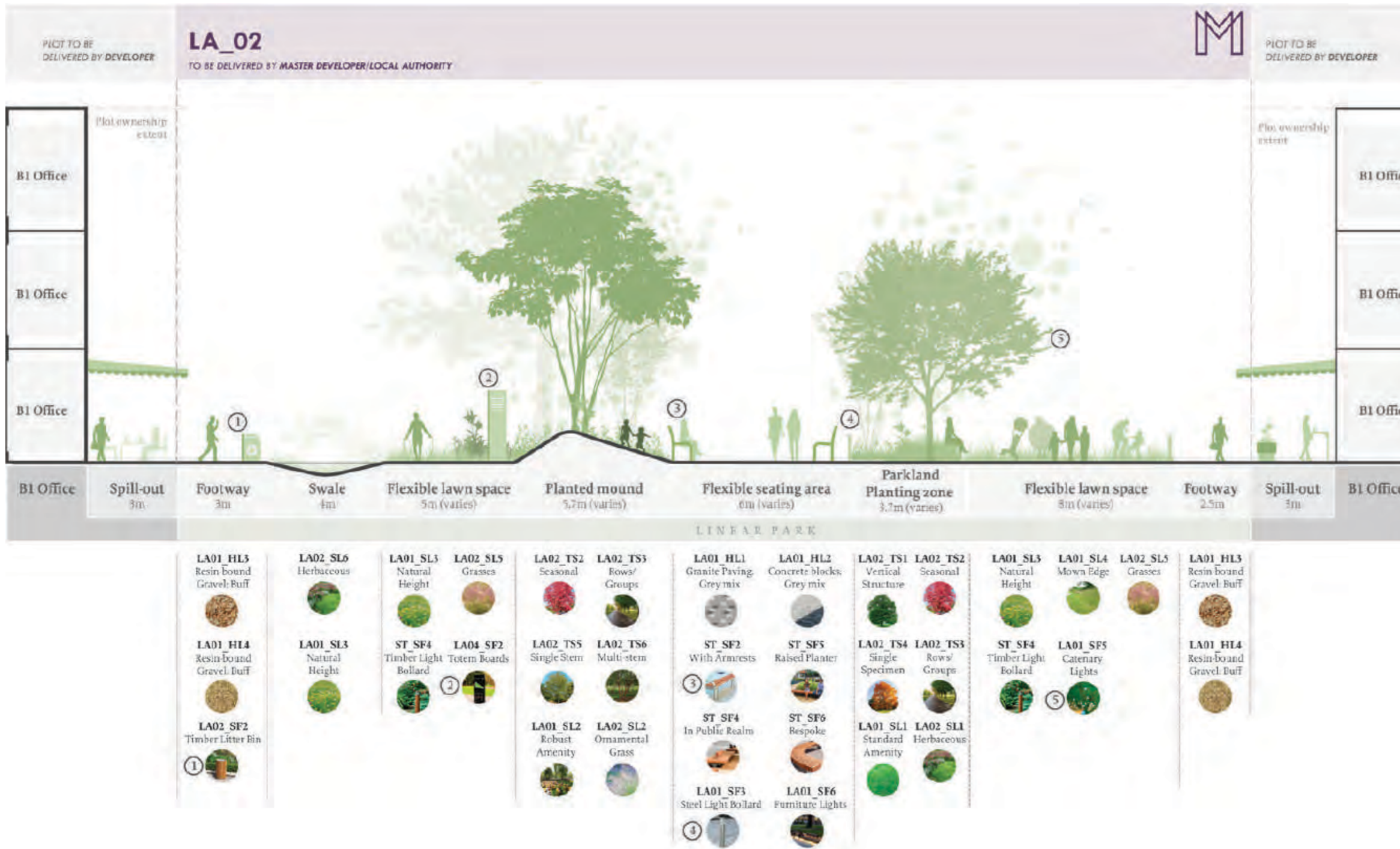
Page 456





DESIGN CODE LA_02 The Parkland Typology_Social Track

Page 457





DESIGN CODE LA_02 The Parkland Typology_Park Edge

Page 458

LA_02

TO BE DELIVERED BY MASTER DEVELOPER/LOCAL AUTHORITY

LINEAR PARK

LA02_TS2 Seasonal	LA02_TS3 Rows/ Groups	LA01_HL1 Granite Paving: Grey mix	LA01_HL2 Concrete blocks: Grey mix	LA01_SL3 Natural Height	LA01_SL4 Mown Edge	LA02_SL5 Grasses	LA02_SL6 Herbaceous
LA02_TS5 Single Stem	LA02_TS6 Multi-stem	ST_SF2 With Armrests	ST_SF5 Raised Planter	LA02_TS1 Vertical Structure	LA02_TS2 Seasonal	LA02_TS3 Rows/ Groups	LA02_TS5 Single Stem
LA01_SL2 Robust Amenity	LA02_SL2 Ornamental Grass	ST_SF4 In Public Realm	ST_SF6 Bespoke	ST_SF4 Timber Light Bollard	LA01_SF5 Catenary Lights	LA04_SF2 Totem Boards	
		LA01_SF3 Steel Light Bollard	LA01_SF6 Furniture Lights				

LA_04

INFRASTRUCTURE CORRIDOR TO BE DELIVERED BY MASTER DEVELOPER/LOCAL AUTHORITY





DESIGN CODE LA_02 The Parkland Typology_Park Edge

Design Objectives

1. Parkland should be predominantly green in character, with a mixture of open lawns, biodiverse planting areas and a mix of trees and shrubs. It will form a heart to the development and provide a relaxing space for people to interact with nature, have lunch or for occasional events. Amenity lawns and a circuit route for jogging will provide the opportunity for informal exercise.
2. Of total Parkland provision: A minimum of 70% should be provided as Soft. A maximum of 30% may be provided as Hard park area.
3. Of total Soft parkland provision: A maximum of 70% may be provided as Lawn (Amenity or Species-Rich) and a minimum of 30% should be provided as Herbaceous and Shrub Planting. Primary Park Trees and Secondary Trees and Shrubs may be applied to either category, which does not affect percentage provision.

4.11 Parkland Typology

Tree Selection Palette

4.11.1 Primary Parkland Trees (LA02_TS1), (LA02_TS2) or (LA02_TS3) - Primary trees should be selected to provide the primary height and vertical structure to the park. A maximum five species of Primary Park Tree should be selected to encourage a cohesiveness across parkland areas. Species selection should offer seasonal interest. Trees may be selected in rows, groups or located as singular specimens. Primary Park Trees should typically be specified as having minimum 35cm girth at planting. *Alnus glutinosa* 'Laciniata' (Cut-leaved Common Alder), *Alnus glutinosa* (Alder), *Liquidambar styraciflua* (Sweet Gum). Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

4.11.2 Secondary Park Trees and Shrubs (LA02_TS4), (LA02_TS5) or (LA02_TS6) - Secondary Trees and Shrubs may form a sub-canopy to Primary Park Trees, grouped as specimens of no less three per group, or located as structural elements within Herbaceous and Shrub Planting areas. Secondary Trees should have a smaller mature height than Primary Park Trees, generally growing to a maximum mature height of no more than 15m. A minimum of 30% of Secondary Trees and Shrubs should be evergreen. Secondary Park Trees and Shrubs may comprise of; *Acer palmatum* (Japanese Maple), *Amelanchier x grandiflora* 'Ballerina' (Serviceberry Ballerina), *Cornus kousa* (Kousa).

Soft Landscape Palette

4.11.3 Lawns (LA01_SL1), (LA01_SL2), (LA01_SL3) or (LA01_SL4) - Of total Lawn provision: A maximum of 70% should be provided as Amenity Lawn and may be regularly mown to maintain a short sward (LA01_SL1). Amenity Lawn will provide the primary area for amenity, informal recreation or events within parkland areas. Robust or reinforced Amenity Lawn (LA01_SL2) may be applied where greater footfall of events are

anticipated. Of total Lawn provision: a minimum of 30% should be provided as Species-Rich Lawn and should have an appropriate mowing regime to allow for a tall sward and maximised flowering period (LA01_SL3) for biodiversity/ecological benefit. Species-Rich Lawn may have a mown edge where a neater boundary is desired adjacent to public realm or streets (LA01_SL4). Species-Rich Lawn should not be located within areas identified as being primary areas for amenity or recreation. Either Amenity Lawn or Species-Rich/Flowering Lawn may have Primary or Secondary Parkland Trees within them.

4.11.4 Hedgerow Planting (LA04_TS6) - Hedgerow should be comprised of 100% native species, and planted/managed to achieve a minimum 2.0m width at maturity. It should be planted along the full length of the northern Site boundary where it adjoins adjacent land ownership. Hedgerow planting may comprise; *Carpinus betulus* (Hornbeam), *Crataegus monogyna* (Hawthorn), *Corylus avellana* (Hazel), *Rubus idaeus* (Raspberry), *Rubus fruticosus* (Blackberry).

4.11.5 Herbaceous and Small Shrub Planting (LA02_SL1), (LA02_SL1), (LA02_SL3) or (LA02_SL4) - Herbaceous (LA02_SL1), ornamental grass (LA02_SL2) and small shrub planting (LA02_SL3) should form a biodiverse palette of plant species; providing colour, texture and seasonal interest to Park areas (LA02_SL4). Species should be selected to for maximum flowering period. Of Herbaceous and Small Shrub Planting, a minimum of 30% should be of local native species (LA02_SL6).

4.11.6 SuDS Planting (LA02_SL5) and (LA02_SL6) - The provision of Sustainable Drainage Systems (SuDS) should be considered as part of a site-wide sustainable drainage strategy. Within Parks, SuDS may be comprised of rain gardens, detention ponds, linear swales or other natural drainage features. Features should be well-integrated as part of the overall landscape design, with capacity/connectivity requirements guided by a drainage engineer. Any SuDS features within Parks should provide biodiversity and ecological benefits through selection of appropriate

planting species and habitat creation including grasses (LA02_SL5) and perennial/herbaceous plants (LA02_SL6). SuDS Planting may be calculated as part of the minimum 30% 'Herbaceous and Small Shrub Planting' requirement within Parks.

Hard Landscape and Street Furniture Palette

4.11.7 Primary Parkland Paving (LA01_HL1) or (LA01_HL2) - A high quality, hard-wearing material that should be applied to primary routes which connect key buildings and key spaces within the public realm. Focal hard spaces within Parkland, such as small event spaces, social seating areas or spill-out space for adjacent buildings should incorporate Primary Parkland Paving (LA01_HL1) or (LA01_HL2). This paving type should match the materiality for Street Paving Type 1 (ST_HL1). LA01_HL1 may comprise: Granite paving mix, light grey(25%)/mid grey(65%)/dark grey(10%). Unit size - varies (L) x 300 (W) x varies (D), stretcher bond, colour laid in a random pattern.

4.11.8 An alternative paving option (LA01_HL2) which matches Street Paving Type 3 (ST_HL3) may be applied to primary park routes and spaces where adjoining to footways which implement that material palette.

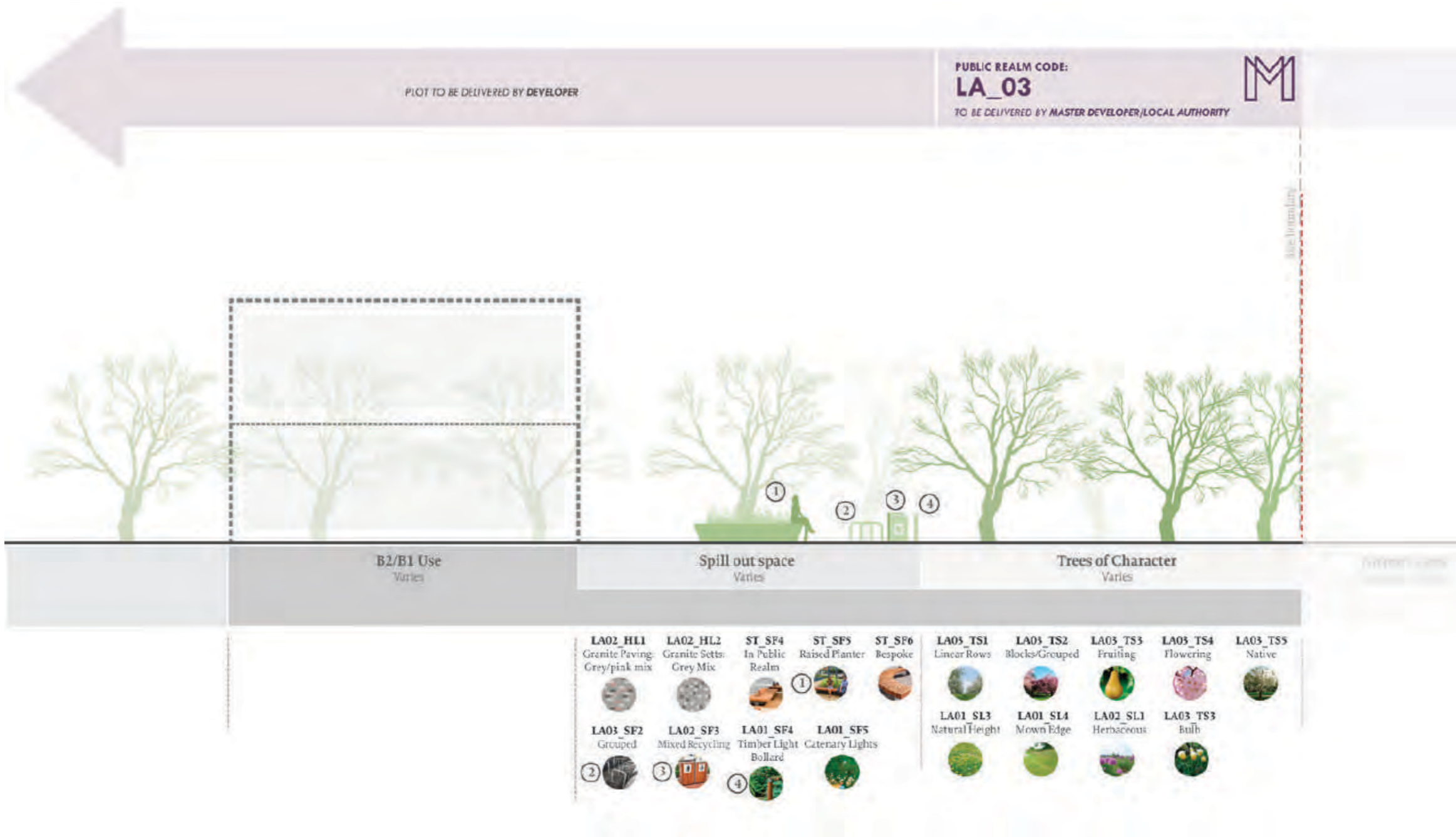
4.11.9 Secondary Parkland Paving (LA01_HL3) - A hard material that is more tactile in nature, it should be applied to secondary routes which form part of the Parkland movement network, but may take on more of a meandering or secondary nature. Secondary Parkland Paving (LA01_HL3) should match Street Paving Type 5 (ST_HL5). LA01_HL3 may comprise; Resin bound gravel, Buff colour and permeable construction build-up where vehicular and loading requirements allow.

4.11.10 Tertiary Parkland Paving (LA01_HL4) or (LA01_HL5) - Alternative paving options comprised of resin-bonded gravel may be applied where a loose or soft landscape character is required for tertiary are 'garden-like' routes. LA01_HL4 may comprise; resin-bonded gravel, buff colour. LA01_HL5 may comprise; resin-bonded gravel, natural stone colour



DESIGN CODE LA_03 Runway Edge Typology

Page 460





DESIGN CODE LA_03 Runway Edge Typology

Design Objectives

1. In the area adjacent to the airport western boundary tree planting should respect operational requirements and airport safeguarding considerations and height of trees must comply with runway height restrictions at all times
2. The Runway Edge Typology should create linear belts of blossoming trees and natural open space. It should comprise a mix of fruiting and non-fruiting flowering species, chosen to create a magnificent spring blossom effect.

4.12 Runway Edge Typology

Tree Selection Palette

4.12.1 Character Trees (LA03_TS1), (LA03_TS2), (LA03_TS3), (LA03_TS4), (LA03_TS5) - The mix species should be chosen to extend the blossom flowering period for as long as possible. Where planted in linear rows, trees should be planted as a double row as a minimum (LA03_TS1), with a minimum of 3.0m between planting centres. The same dimensions apply where trees of character or planted in blocks or groups (LA03_TS2). Height of selected tree species must comply with runway height restrictions at all time. Tree centres should be planted 2.0m away from adjacent footways, carriageways or hedgerows as a minimum. Fruiting (LA03_TS3) and flowering (LA03_TS4) species should be selected. A minimum of 50% of fruit tree species should be native (LA03_TS5). Trees of character may comprise; *Malus domestica* (Apple), *Malus Elstar* (Elstar Apple), *Pyrus communis* (Pear), *Arbutus unedo* (strawberry). Selection of species in the planting scheme should avoid small berried and nut bearing species and discourage nesting and roosting in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Soft Landscape Palette

4.12.2 Species-Rich Lawn/ Meadow and Herbaceous Planting (LA01_SL3), (LA01_SL4), (LA02_HL1), (LA02_HL2) or (LA04_TS5) - Trees of character should be planted within a soft landscape of meadow/grassland of locally appropriate species. Soft landscape areas may be additionally planted with flowering spring bulbs or herbaceous planting offset at least 1.0m from tree centres. Soft landscape species for trees of character may comprise; *Agrostis capillaris* (Common Bent), *Leucanthemum vulgare* (Ox-Eye Daisy), *Pseudonarcissus lobularis* (Daffodil).

Hard Landscape Palette and Street Furniture

- 4.12.3 Primary Plaza Paving (LA02_HL1), (LA02_HL2)
- 4.12.4 Linear Benches / Raised Planters / Bespoke Benches (ST_SF4), (ST_SF5), (ST_SF6)
- 4.12.5 Grouped Cycle Stands (LA03_SF2)
- 4.12.6 Public Realm Litter Bin (LA02_SF2), (LA02_SF3)



DESIGN CODE LA_04 The Plaza Typology

Page 462

PUBLIC REALM CODE: LA_04
TO BE DELIVERED BY MASTER DEVELOPER/LOCAL AUTHORITY

M

INFRASTRUCTURE CORRIDOR TO BE DELIVERED BY MASTER DEVELOPER/LOCAL AUTHORITY

PLOT TO BE DELIVERED BY DEVELOPER

Planting Varies

Footway Varies

Planting Varies

Flot ownership (S10D)

Plat ownership (S10D)

Plat ownership (S10D)

LA04 TS1 Grouped	LA04 TS2 Rows	LA04 TS4 Colour	LA02 HL1 Granite Paving: Grey/pink mix	LA01 SF5 Catenary Lights	LA04 TS1 Grouped	LA04 TS2 Rows	LA04 TS4 Colour
LA04 TS3 Single Specimen	LA04 TS5 Seasonal Interest	LA03 SL1 Herbaceous	LA04 SF2 Totem Boards	LA01 SF4 Timber Light Bollard	LA04 TS3 Single Specimen	LA04 TS5 Seasonal Interest	LA03 SL1 Herbaceous
LA03 SL2 Grasses	LA03 SL3 Bulb	LA03 SL4 Low Shrub	LA02 SF2 Timber Litter Bin	LA03 SF2 Grouped	LA03 SL2 Grasses	LA03 SL3 Bulb	LA03 SL4 Low Shrub
LA03 SL5 Structural			LA02 SF4 Dog Waste Bin		LA03 SL5 Structural	ST SF5 Raised Planter	ST SF6 Bespoke



M DESIGN CODE LA_04 The Plaza Typology

Design Objectives

1. Plazas form key public spaces and unify primary buildings. Predominantly hard spaces, they should have active frontage to at least two edges, and form social spaces with seating, flexibility to host occasional pop-up events.
2. They should incorporate high quality materials to denote their importance within the open space hierarchy.

4.13 Plaza Typology

Tree Selection Palette

4.13.1 Plaza and Gateway Trees (LA04_TS1), (LA04_TS2), (LA04_TS3), (LA04_TS4) (LA04_TS5) - Trees should be single-stem specimen trees with a high clear crown/canopy, allowing for activity underneath. They should be selected to withstand urban conditions and may be grouped (LA04_TS1), in rows (LA04_TS2), or as single specimens (LA04_TS3). Trees should provide seasonal interest through leaf colour (LA04_TS4), or Bark detail (LA04_TS5). A maximum of three types of three species of Plaza Tree should be selected per Plaza space. Plaza Trees may include; Quercus palustris (Pin Oak), Acer campestre 'Streetwise' (Field Maple).

Soft Landscape Palette

4.13.2 Plaza Planting (LA03_TS1), (LA03_TS2), (LA03_TS3), (LA03_TS4), (LA03_TS5) - Plazas should be predominantly hard spaces but may have complimentary soft landscape comprised of herbaceous (LA03_TS1), ornamental grasses (LA03_TS2), bulb (LA03_TS3). Low shrub (LA03_TS4) and structural planting (LA03_TS5) is permitted providing clear sightlines are not significantly obscured. Planting species should be appropriate to microclimate and provide colour, texture and seasonal interest. Planting may be in-ground or within raised planters. Plaza soft planting may include; Stipa tenuissima (Mexican feather Grass); Verbena bonariensis (Purpletop Vervain), Perovskia atriplicifolia (Russian Sage).

Hard Landscape and Street Furniture Palette

4.13.3 Primary Parkland Paving (LA01_HL1) or (LA01_HL2) - A high quality, hard-wearing material that should be applied to primary routes which connect key buildings and key spaces within the public realm. Focal hard spaces within Parkland, such as small event spaces, social seating areas or spill-out space for adjacent buildings should incorporate Primary Parkland Paving (LA01_HL1) or (LA01_HL2). This

paving type should match the materiality for Street Paving Type 1 (ST_HL1). LA01_HL1 may comprise: Granite paving mix, light grey(25%)/mid grey(65%)/dark grey(10%). Unit size - varies (L) x 300 (W) x varies (D), stretcher bond, colour laid in a random pattern.

4.13.4 Public Realm and Plaza Paving (LA02_HL1) should visually match Street Paving Type 1, with the addition of a pink coloured hue to create a subtle visual difference within the Plaza space. Street Paving Type 4 may also be implemented to create contrasting edges or patternation. Plaza Paving may comprise; Granite paving mix of, light grey(25%)/mid grey(40%)/dark grey(10%)/pink(25%). Unit size - varies (L) x 300 (W) x varies (D), regular bond, colour laid in a random pattern.

M DESIGN CODE LA_05 The Gateway Typology

Page 464



M DESIGN CODE LA_05 The Gateway Typology

Design Objectives

1. Access Gateways accentuate key arrival points and aid legibility through paving materiality, lighting and way-finding signage. They should be designed to aid movement, but also provide meeting or resting spots.
2. Predominantly hard landscaped areas, Access Gateways may incorporate street planting or other planting types where appropriate.

4.14 Gateway Typology

Tree Selection Palette

4.14.1 Primary Street Trees or Plaza and Gateway Trees (ST_TS1), (ST_TS2), (ST_TS3), (LA04_TS1), (LA04_TS2), (LA04_TS3), (LA04_TS4) or (LA04_TS5). Any Primary Street Tree, or Plaza and Gateway Tree, may be applied to Access Gateways. These may be planted in groups, rows or as a single specimen.

Soft Landscape Palette

4.14.2 The Robust Street Planting or Plaza Planting (ST_SL1), (ST_SL2), (ST_SL3), (LA03_SL1), (LA03_SL2), (LA03_SL3), (LA03_SL4) or (LA03_SL5) – Planting may be applied to Access Gateways where applicable. Planting should be designed to aid a sense of arrival, but should not obstruct sight-lines or movement routes and may incorporate either Robust Street Planting or Plaza Planting types.

Hard Landscape Palette

4.14.3 Primary Public Realm and Plaza Paving (ST_HL1) or (LA02_HL1) - Access Gateways should predominantly have a surface material to match Primary Street Paving (ST_HL1) or Primary Public Realm and Plaza Paving (LA02_HL1) to denote their importance within the public realm hierarchy. Where vehicular movement is required, Primary Street Paving Type 2 (ST_HL2) may be applied.

4.14.4 Parkland Paving (LA01_HL1), (LA_01_HL2) or (LA_01_HL3) - Where Access Gateways are integrated as part of, or adjacent to, Parkland areas, Primary Parkland Paving (LA01_HL1 or LA_01_HL2) or Secondary Parkland Paving Type (LA01_HL3) may be applied.

Street Furniture Palette

4.14.5 Linear Benches / Raised Planters / Bespoke Benches (ST_SF1), (ST_SF2), (ST_SF3), (ST_SF4),

(ST_SF5) or (ST_SF6) – Street furniture and raised planters may be located within Access Gateway areas to provide meeting and waiting spots. They should be located outside of footpath clear width zones and have a minimum of 2.5m clear offset. Materiality should match that within streets and public realm - refer to street furniture in Street Typologies section.

4.14.6 Street Light Columns (LA01_SF1) or (LA01_SF2) - Street Light Columns may be located within Access Gateways to act as sculptural or focal points (LA01_SF2) or in linear rows to reinforce key movement routes (LA01_SF1). Design, materials and details should match Street Light Columns elsewhere in the development – refer to street furniture in Street Typologies section.

4.14.7 Way-finding and Signage (LA04_SF1), (LA04_SF2), (LA04_SF3) - Assisting way-finding and legibility for the scheme is a core purpose of Access Gateways. They should incorporate a suite of signage boards, posts and maps that are coordinated as part of a wider way-finding strategy. Way-finding and signage may comprise; Monolith boards (LA04_SF1), Totem Boards (LA04_SF2) and Fingerpost signs (LA04_SF3) in a mix of stainless and colour powder-coated steel with maps and site information. Way-finding may be integrated as part of an integrated site branding strategy incorporating matching colouration, logos and font used elsewhere across the scheme.

5.0 PLOT PASSPORTS

5. Plot Passports

M BUILDING AESTHETICS GUIDANCE BA_01

5.1 Brand Identity

5.1.1 Drawing on the Zest branding work previously commissioned by the Medway Council, this document sets out a logo, a unified colour palette, design objectives and precedents to guide the design work on public realm and buildings within the IPM.

5.1.2 The graphic language will be underpinned by the 'pathways of discovery', with a subtle nod to aviation and demonstrate Rochester Airport's heritage and its future direction.

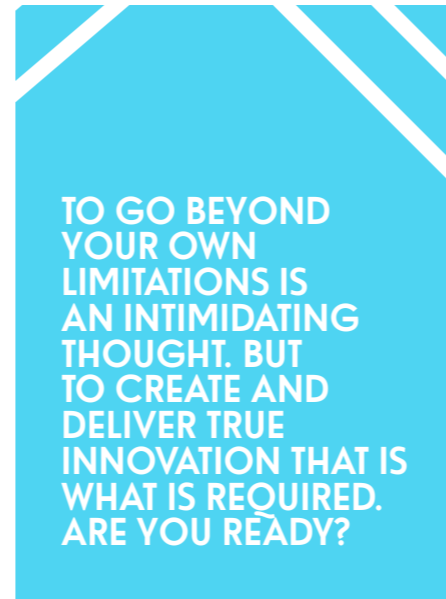
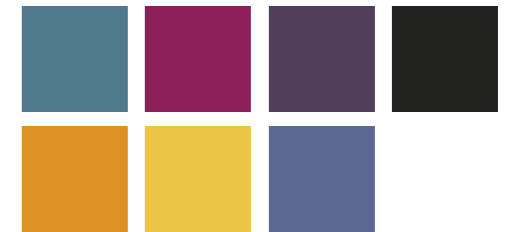
5.1.3 Colour palette - blue as the primary colour to maintain a strong connection to Medway's heritage, complemented by a fresh and inspiring secondary palette.



Primary Colour



Secondary Colour



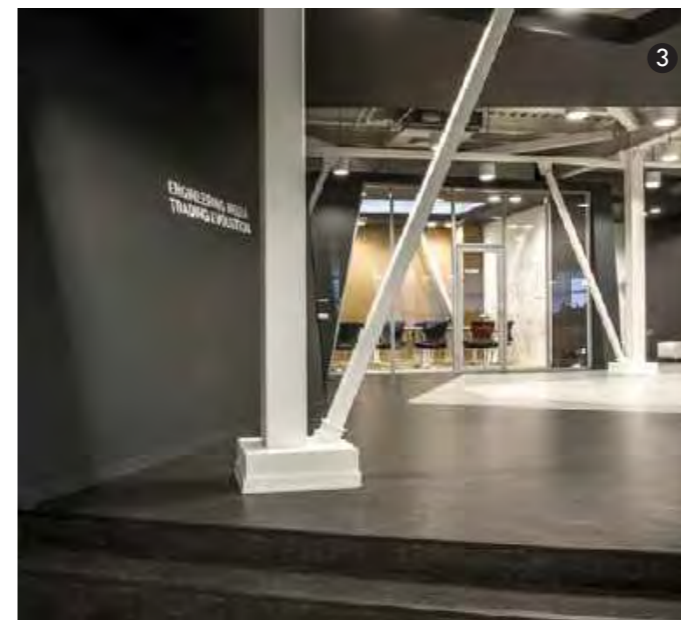
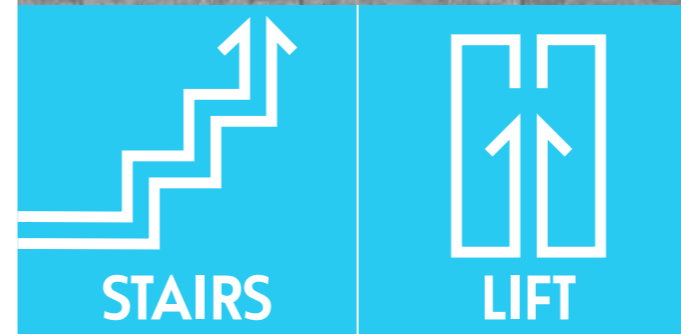
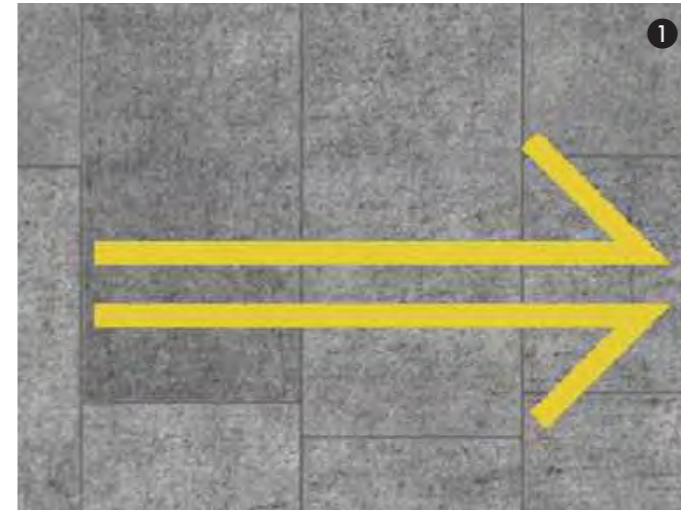
M BUILDING AESTHETICS GUIDANCE BA_01

Building Brand Identity

Design Objectives

1. Consider interior wayfinding as a functional necessity and ensure it is designed as a memorable experience for the users who will interact within this environment;
2. Pay homage to the heritage of Rochester Airport, ensure elements of pathways are incorporated into both interior and exterior design of the building;
3. Use material complementary to the context and the unified colour palette to achieve visual consistency and brand identity;

Page 469



- 1 Reference to discovery lines for wayfinding signage.
- 2 Pathways can be integrated into the interior design of lighting and circulation for buildings .
- 3 Pathways could even be pulled out in some exposed steel beams.
- 4 Pathways elements can be used for exterior design to echo the flight paths in the sky.

M BUILDING AESTHETICS GUIDANCE BA_01

Iconic Buildings

5.1.4 Iconic buildings should be designed as prominent landmarks projecting from gateway locations, overlooking key landscape assets, visible from main transport routes and providing a signifier for IPM.

5.1.5 The element of pathway should be incorporated into both interior and exterior design of the building. Use material complementary to the context and emphasise brand identity.

5.1.6 Bold accent colours for iconic buildings at key gateway locations.



Figure 5.1. Location Plan of Iconic Buildings

Park Edge Character Area

5.1.7 Design should capitalise on the proposed green spine to set the standard for later phases to tie in and ensure continuity of design quality and delivery.

5.1.8 Ensure that roofs are not visually dominant and are broken up in views, the colour of roofs is important in achieving this. Frontage to maximise/optimize stunning views of the Runway Park.

5.1.9 Facades facing the AONB should be treated with an external colour palette (refer to section 3.5) that is responsive and integrates with the surrounding landscape.



Figure 5.2. Location Plan of Park Edge Character Area

Core Character Area

5.1.10 The development of this part of the site should be of a scale so as to not compromise neighbouring industrial development.

5.1.11 To create simple, robust architecture to provide enclosure to the northern end of the site.

5.1.12 Elevations should be composed by differentiating between these elements to ensure that the buildings within character area have shared primary characteristics.



Figure 5.3. Location Plan of Core Character Area

Runway Edge Character Area

5.1.13 Finer grain hangar typologies with spillout spaces for collaboration.

5.1.14 Design proposals should consider the potential to explore a range of varied facade treatments and colours to emphasise the individuality of the hangar typologies.

5.1.15 Designers should create variety and emphasis within the overall composition and building mass by employing different opening proportions, materials and details.



Figure 5.4. Location Plan of Runway Edge Character Area

M BUILDING AESTHETICS GUIDANCE BA_01

Woodland Character Area

5.1.16 Design response to edge to ensure it sits sensitively within the wooded ridge top and avoid negative visual impact in views, particularly for Plot N1.1 and N1.2.

5.1.17 The level of articulation and architectural detail to building form and facades should read from long, medium and short distances.

5.1.18 Facades facing the AONB should be treated with an external colour palette (refer to section 3.5) that is responsive and integrates with the surrounding landscape.

5.1.19 The facade treatment should respond to orientation and surroundings.

5.1.20 Promote the use of simple and refined palette of materials with a single main material utilised to achieve simple building form and provide a strong and clear identity (e.g.: timber cladding).



Figure 5.5. Location Plan of Woodland Character Area

M SUSTAINABILITY GUIDANCE SG_01

5.2 Sustainability Guidance

5.2.1 Sustainability are at the heart of all aspects of the proposals for IPM. In order to be seen as an exemplar site that embraces the spirit of innovation, each phase of the development will need to meet, and where possible exceed, the prevailing sustainability standards of their time as they come forward for approval and development.

5.2.2 This section of the Design Code sets out how the sustainability objectives and aspirations should be considered:

Sustainability Objectives

1. Built Form

- * All buildings should be designed to achieve a BREEAM “Very Good” rating.
- * Building design should consider orientation.
 - West and east facing facades should make use of a mix of solar control glazing and shutter systems to reduce overheating potential.
 - South facing facades will be designed to maximise winter thermal gains whilst minimising summer overheating using solar control measures.
- * Avoidance of excessive external glazing areas that could increase overheating risk, cooling demands in summer or heat loss in winter.
- * The use of shading to reduce solar gains including:
 - External shutters, brise soleil, recessed windows
 - Natural vegetation (either growing up the building or neighbouring trees) providing shade in the summer when required, but loss of leaves in the winter means better solar access.
- * It is encouraged that all buildings will be designed for passive operation where possible with a preference for natural ventilation. Buildings should have sufficient areas of opening windows and secure shuttered ventilation. Shallow plan or dual aspect buildings would allow cross ventilation. (This also means natural daylighting will be improved).

- * Cooling should only be provided where specific requirements exist for strict control of conditions.
- * High thermal mass buildings which provide a buffer to higher daytime external temperatures and allows for night cooling.
- * The design of built forms should minimise light pollution.

2. Energy

- * BREEAM Very Good will ensure that the development is low carbon. Proposals for IPM are expected to demonstrate best practice for the implementation of energy efficiency and the sustainable use of renewable energy sources
- * Energy demand should be minimised through increased building fabric efficiency.
- * This site has a number of opportunities for the incorporation of innovative approaches to the conservation and on-site renewables to reduce regulated carbon emissions. For example, the design of roofs should incorporate adequate areas for photovoltaics and ensure the arrays are ‘designed-in’ and not simply ‘bolted-on’.
- * Any application of renewables must be technically reviewed against compliance with airport operational requirements and avoid any conflicts

3. Materials:

- * Materials should be selected according to their BREEAM Green Guide rating. In general, materials should be selected with a high (A or A+) Green Guide rating, and lower rating materials should only be used where alternatives do not exist.
- * Materials selection should also consider other factors such as local sourcing, recycled content, and embodied carbon. The design of buildings in combination with materials selection should consider maintenance and future replacement life cycles.

4. Transport

- * A network and hierarchy of footpaths and cycle ways as part of the movement and access strategy to provide attractive and well distributed linkages that increase the accessibility of the IPM site and reduce the use of vehicles for short trips within the site.
- * Encourage sustainable access and easy movement to and within IPM, as well as to the local centres, allowing access by all modes of transport including walking and cycling.
- * The strategic and local vehicular routes through the site **should** apply sustainable methods of construction.

5. Parking

- * Provide parking facilities that is flexible to meet anticipated parking requirements in the short and medium term whilst retaining sufficient flexibility to allow conversions into other land uses in the future.
- * Encourage the provision of EV charging points in multi-storey car parks and in on-plot parking areas across the development.

6. Water

- * Reduce water consumption and increase the ability to alternative sustainable water sources. Greywater and rainwater harvesting systems are encouraged on a building or communal basis to reduce the demand on mains water. Water for irrigation purposes will be sourced from rainwater or greywater systems.
- * Explore opportunities to incorporate surface water attenuation and purification through the detail design of the car parking plots should be explored as part of an overall sustainable urban drainage system.
- * Water fittings and sanitary ware should be selected on the basis of low consumption, including dual flush toilets, aerated taps and showers, and intelligent water controls.
- * Water will be metered for all buildings, via smart meters, allowing occupants to monitor and observe water consumption.

7. Landscape and Public Realm

- * Existing tree belts along the southern edge **should** be retained and enhanced with additional tree and appropriate understory planting as part of a landscape management strategy for the IPM site.
- * New landscape character types **should** enhance the sustainability, amenity and bio-diversity value of the site.
- * Planting of trees and vegetation in the public realm **should** provide shade, wind shelter and evaporative transpiration.
- * Permeable paving systems **should** be used to improve attenuation and trapping of moisture to assist natural cooling.

M SUSTAINABILITY GUIDANCE SG_01

References



- ① Natural vegetation growing up the building facade.
- ② Materials with a high BREEAM Green Guide rating.
- ③ Designed-in photovoltaic roofing.
- ④ Parking bays with EV charging points.
- ⑤ Permeable paving systems to improve attenuation.

M BOUNDARY TREATMENT GUIDANCE BT_01

5.3 Boundary Treatment Guidance

5.3.1 The quality of the public realm can be significantly affected by the form of boundary treatments that separate it from land in private ownership. The location and design of fencing can have a highly detrimental impact on the character and appearance of the public realm and people's sense of safety and security when moving through an environment.

5.3.2 The design codes in this section therefore aim to balance the need for plot tenants to create secure businesses premises with the need to create an attractive and high quality environment for businesses and pedestrians.

Secure Airport Fences

5.3.3 2.2m palisade fencing to secure airport perimeter. 2m landscape strip to the back of plots that meet perimeter fencing (with potential for some drainage features).

5.3.4 To achieve a secure separation between airside and non-airside areas.

Secure Pedestrian Connection between Two Sites

5.3.5 The two development areas also have the potential to be physically linked via a potential footpath that passes securely along the site boundary.

5.3.6 Provide a sufficient landscape buffer between airside and the pedestrian connection route that respects existing site vegetation.

Secure Perimeter Fences

5.3.7 To ensure continuity in fencing used to secure the perimeter fencing used across the IPM site.

5.3.8 Security fencing should be buffered by soft landscaping and planting set back strip which shall run between a fence and the perimeter boundary.

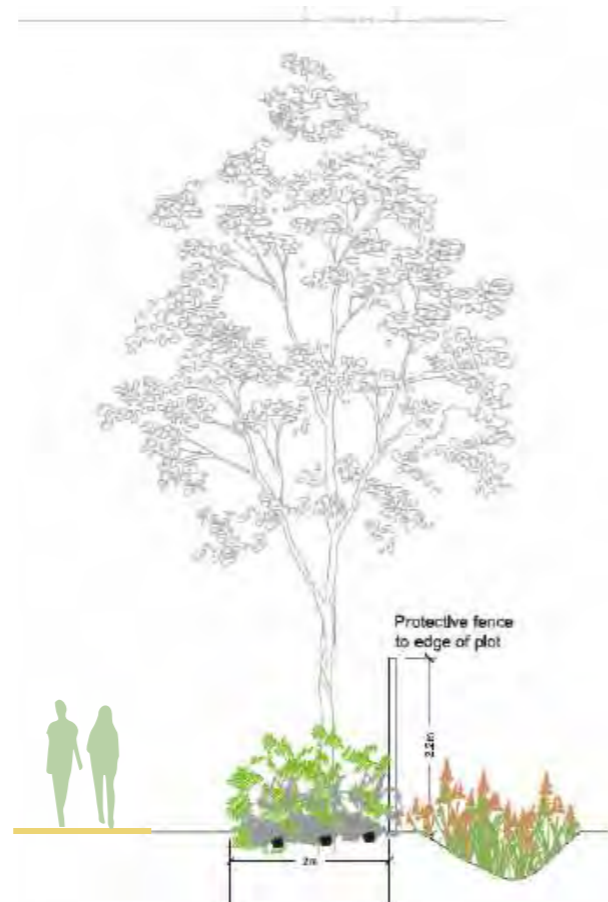


Figure 5.6. Secure fencing with either landscape strip and/or drainage feature

Visually Permeable Boundaries

5.3.9 Where possible, boundary treatments in employment areas should not be obvious, larger planter boxes, hedges and shrub planting at medium height should be encouraged to ensure a level of visual permeability.

5.3.10 Hedges and fencing



5.3.11 Shrub Planting



Physically Permeable Boundaries

5.3.12 In areas which require a higher level of free movement to encourage collaboration and exchange of ideas to foster entrepreneurial and innovative activities, obtrusive fences and hard edges should only be used where absolutely necessary.

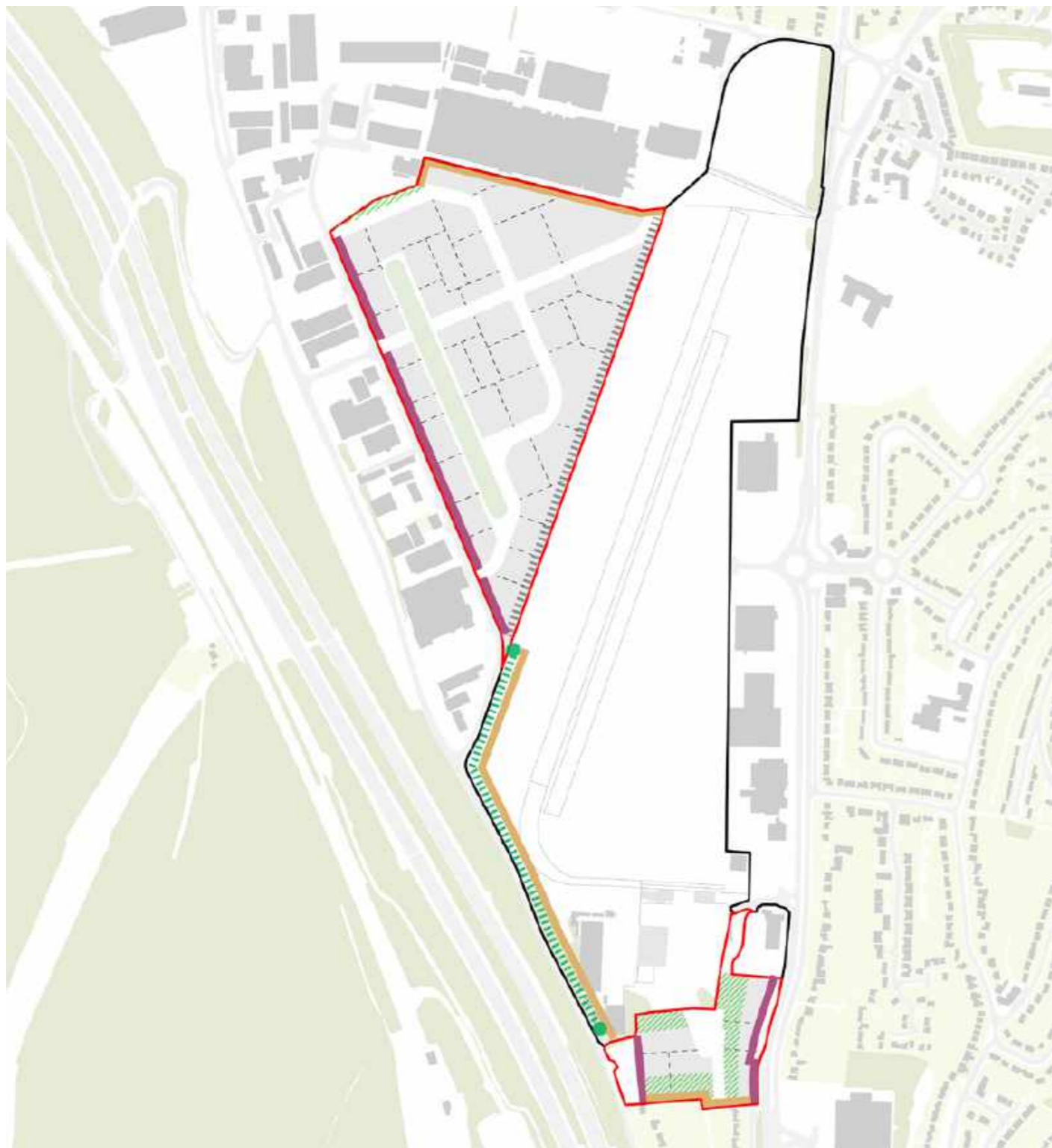
5.3.13 A range of physically permeable fencing treatment options should be explored, these include bollards, earth mounds and plantings.







Retained Trees

5.3.14 The retained trees in the woodland settings will serve to enclose site boundary and ensure the site is both visually and physically permeable to a reasonable degree.

M BOUNDARY TREATMENT GUIDANCE BT_01



Legend

-  Airport fencing boundary (permanent)
-  Secured boundary with visual permeability
-  Visually permeable boundary with some physical permeability
-  Woodland boundary

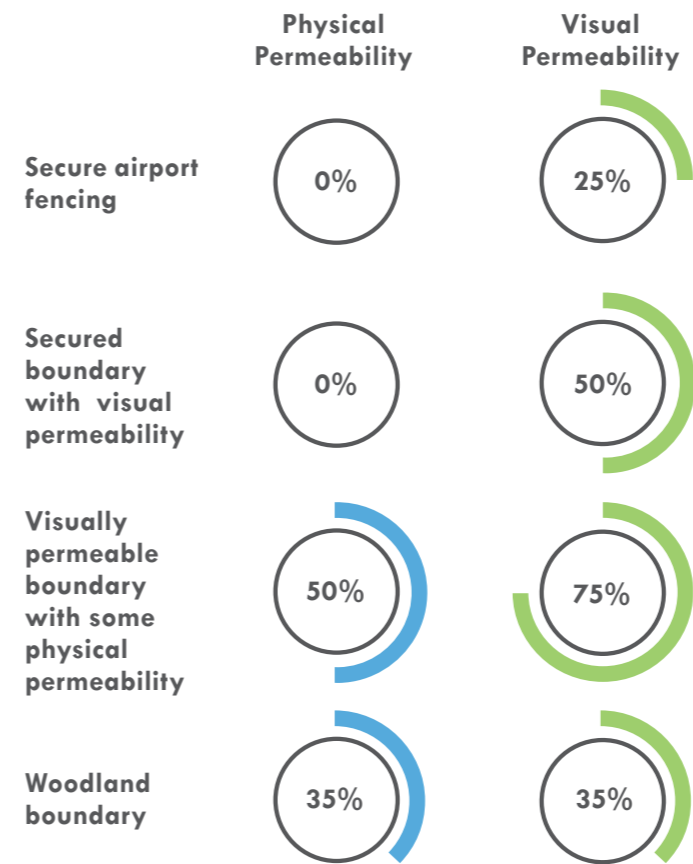


Figure 5.7. Fencing and Boundary Treatment Plan

M PARKING GUIDANCE PG_01

5.4 Parking Guidance

Future Proofing: Parking areas that can be re-purposed

5.4.1 The concept of futureproofing should extend to allowing for a variety of parking solutions to be accommodated which could unlock opportunities for intensification, particularly if a modal shift is achieved through successful delivery of more sustainable movement patterns.

5.4.2 This section provides guidance on future proofed parking solutions that should be adopted across IPM, accompanied by precedents of retrofitted multi-storey car parks and innovative design of new multi-storey car parks.

5.4.3 Whilst plots can come forward independently to be policy compliant with a surface parking solution and even temporary parking on adjacent vacant plots, the framework also allows the benefits of decked

solutions to be explored which will maximise the potential to achieve placemaking objectives with strategic vehicle capture allowing for car free areas for collaboration.

5.4.4 On plots identified as multi-storey car park plots, temporary grade parking with grasscrete or similar design approaches should be explored (see figure 5.7) prior to infill with shared deck parking solution.

5.4.5 In time, shared deck parking solutions would allow for intensification of plots and the decked parking structures themselves could be future proofed to allow for conversion into additional employment spaces.



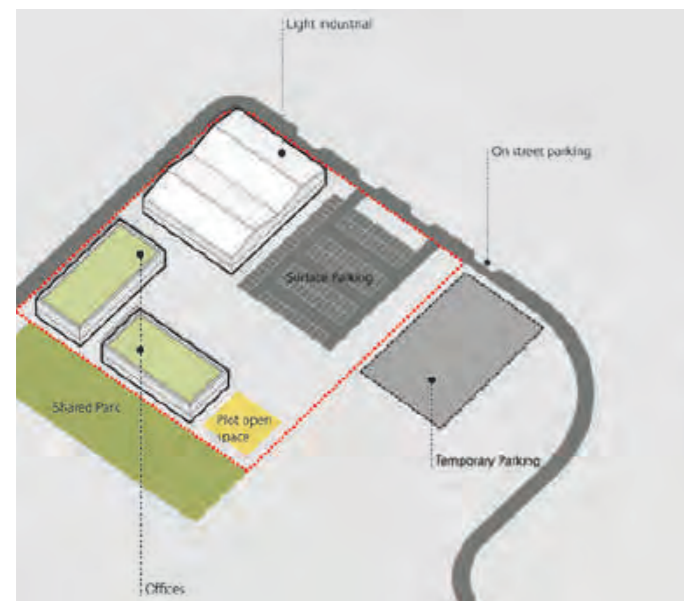
Examples of grasscrete and grass mesh design approaches for temporary grade parking in business/science parks

Page 476

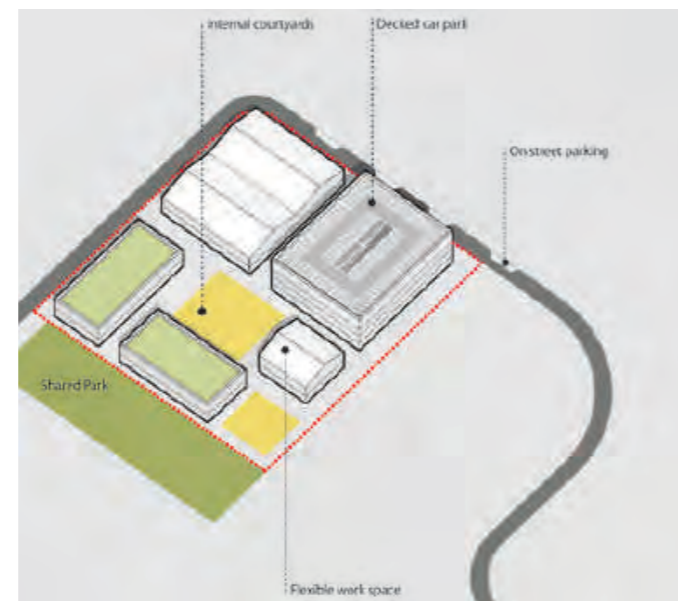
Policy Compliant Parking

Future Modal Shift

Policy Standards (as a maximum)



Infill with deck solution



Shared deck solution



Intensified car free clusters



Figure 5.7. Indicative concepts for illustrative purposes only. Interested parties who deliver plots will need to consider access for deliveries and parking, with the primary route available for additional bays if required and acceptable in planning and design terms

M PARKING GUIDANCE PG_01

Future Proofing: Creative re-use of parking structures when demand decreases

Peckham Levels *Peckham, London*

5.4.6 Occupying seven of the previously empty levels of the existing multi-storey car park in Peckham, London, Peckham Levels delivers specialist facilities including creative work studios, shared workshops, co-working, 3D printing among other uses and is home to a diverse community of tenants, ranging from individual start-ups to organisations working in arts and culture.



Broadway Autopark *Wichita, Kansas*

5.4.7 Conversion of the former Broadway Autopark – a 1949 parking garage at Broadway and English – into the 44-unit Broadway Autopark Apartments. The 101,000-square-foot, five-story building also will have commercial space on its first floor and public parking on the first floor.



Future Proofing: Parking structures that are designed with adaptation in mind

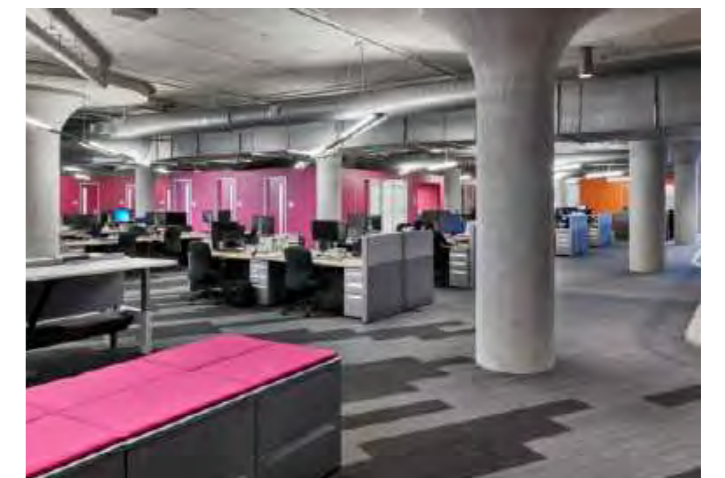
1111 Lincoln Road *Miami, Florida*

5.4.8 1111 Lincoln Road features a new paradigm for multi-storey car park. Designed by Herzog & de Meuron, the facility brings together retail, dining, commercial, private event space and parking uses under one roof, making it a compelling destination with sufficient flexibility built in to accommodate future modal shift and conversion of parking levels into other uses.



84.51 Centre *Cincinnati, Ohio*

5.4.9 Some buildings built in areas where developers believe there's a need for parking now, are designed for future conversion—with building owners deciding that the extra cost is worth it for the potential of extra income in the future. At the Cincinnati headquarters of the data analytics and marketing company 84.51, also designed by Gensler, three floors of indoor parking were designed to convert into office space in the future.





PARKING GUIDANCE PG_01

Parking Standards for B1/B2 Uses

5.4.10 The following vehicle parking standards for private cars and commercial vehicles were adopted in May 2001 through the Medway Council Parking Standards policy document. These standards are referenced as a maximum to guide the parking provision of IPM.

Parking Space Dimensions

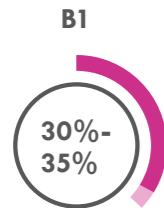
5.4.11 Tables opposite show Medway Council's minimum and optimum dimensions for parking spaces and aisle widths. This must be adhered by plot developers for the provision of on-plot parking spaces and multi-storey car parks.

Minimum number of parking spaces for motorists with a disability		
Land use category	Car park size	
	Up to 200 spaces	Over 200 spaces
Business premises - employees	One for each registered disabled employee	One for each registered disabled employee.
Business premises - visitors	Two or 5% of the maximum parking standard (whichever is greater)	Six or 2% of the maximum parking standard (whichever is greater)

	Minimum size	Optimum size
Car parking space	2.4m x 4.8m	2.4m x 5.5m
Car parking space for motorists with a disability	3.2m x 4.8m	3.6m x 5.5m
Car parking spaces laid end to end	2.4m x 6m	–
Van parking space	3.5m x 7.5m	–
Articulated lorry space	3.5m x 16m	–
Rigid lorry space	3.5m x 12m	–
Width of aisle giving direct access to 90° parking	6m	–
Single garage size (for the purpose of parking assessment)	13.2m ² (See note 2)	
Double garage size (for the purpose of parking assessment)	26.4m ² (See note 2)	

Land use category	Parking standards			Threshold for transport assessment
	Maximum no. of car parking spaces	Minimum no. of commercial vehicle parking spaces	Minimum no. of cycle parking spaces	
B1 Business				
Offices, research and development of products and processes, industrial processes	One per 30m ² GFA	(refer to note 1)	One per 400m ² GFA for staff	2500m ²
B2 General industrial				
General industrial	One per 50m ² GFA	(refer to note 1)	One per 500m ²	3000m ²

On-site Parking Maximum Plot Coverage



Note 1. Space for deliveries off the public highway required.

[PAGE INTENTIONALLY LEFT BLANK]

M USER GUIDE

STEP 1 Identify the plot

5.5 What is a plot passport?

5.5.1 The fundamental purpose of the plot passport is to provide the plot designer with a greater level of guidance to assist with the design and ultimate compliance with the design code.

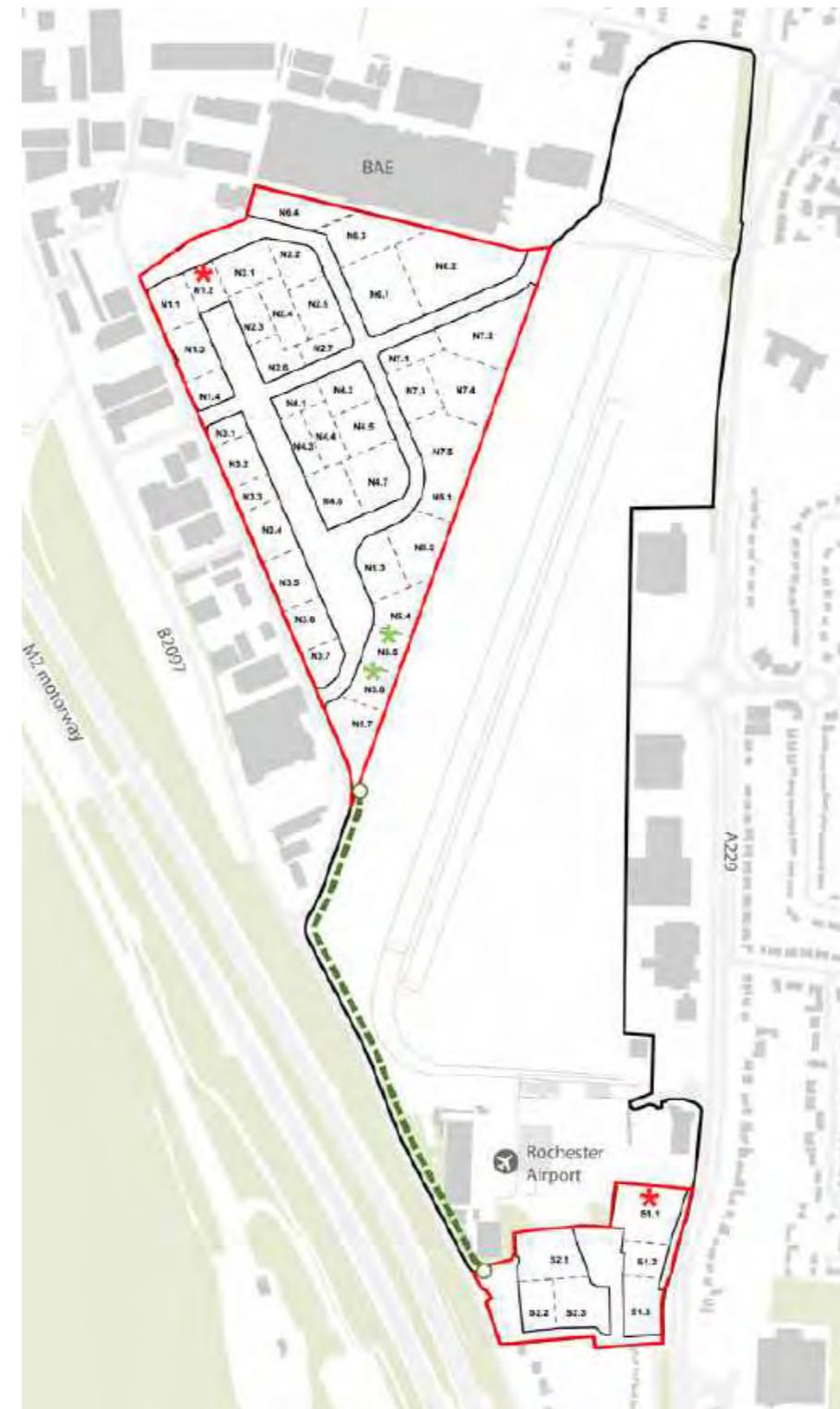
5.5.2 The plot passport does not aim to be an overly prescriptive manual but rather a tool to assist both the local authority and the plot designer.

5.6 Character areas & plot categories

5.6.1 Each plot belongs to a defined character (refer to Section 3.5 - Character Areas), whether it be Woodland, Core, Park Edge or Runway Edge. Each of the prescribed character has an over arching vision for the area, within each character area exists six different plot categories:

- * Gateway plots
- * Park edge plots
- * Multi-storey car park plots;
- * General plots
- * Runway Edge plots; and
- * Woodland plots

5.6.2 This two-stage level of detail (see fig.5.1) provides greater certainty over the important elements that will shape Innovation Park Medway and safeguard the vision whilst ensuring sufficient design freedom to allow developers to achieve their individual requirements.



Legend

- N4.6 Plot ID
- * Iconic buildings
- * Plots with potential to accommodate Runway Park extension

Figure 5.1. Plot IDs

STEP 2

Refer to Character Area design guidelines (section 3.0)

STEP 3

Refer to the relevant plot category (section 5.0)

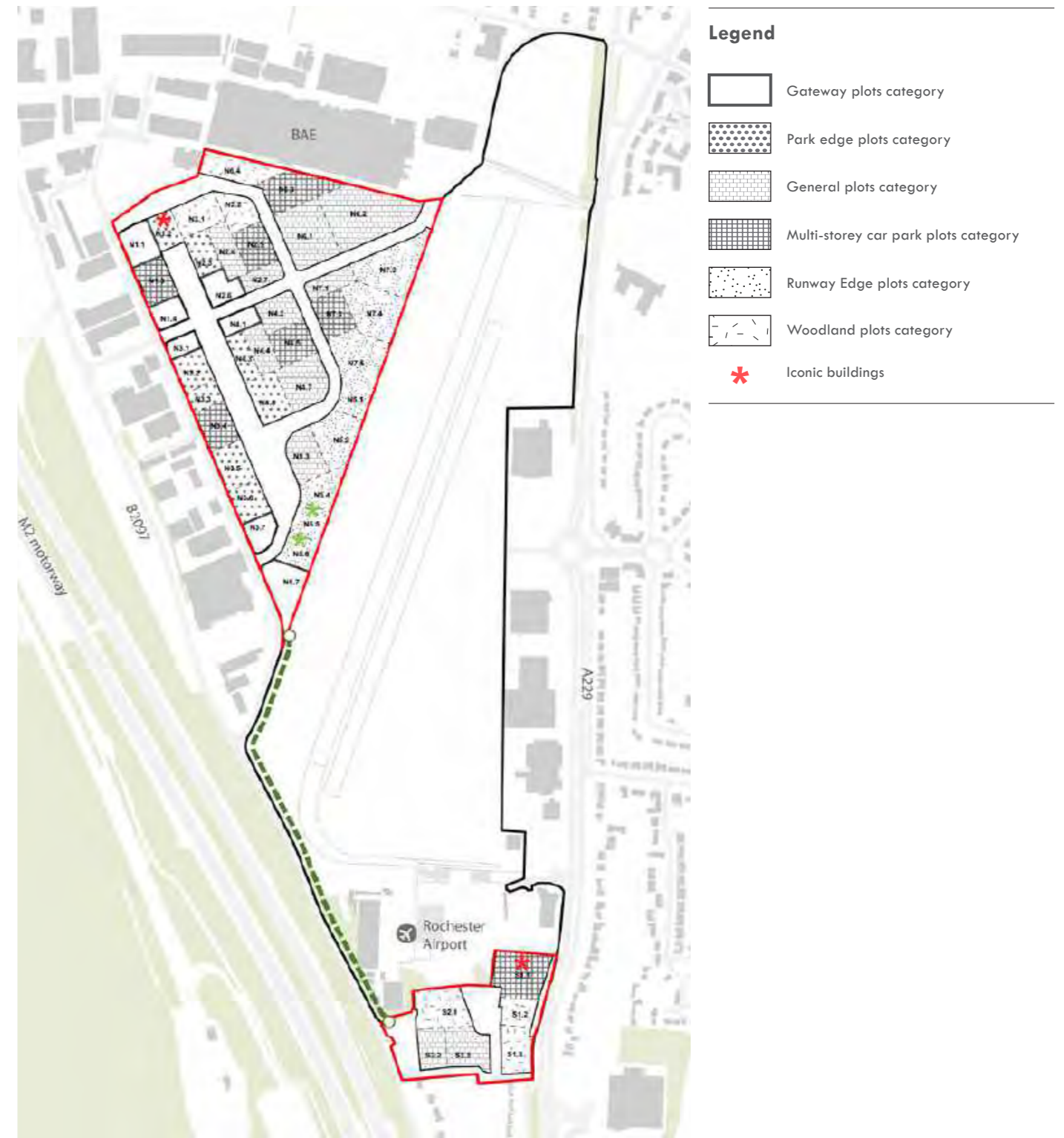
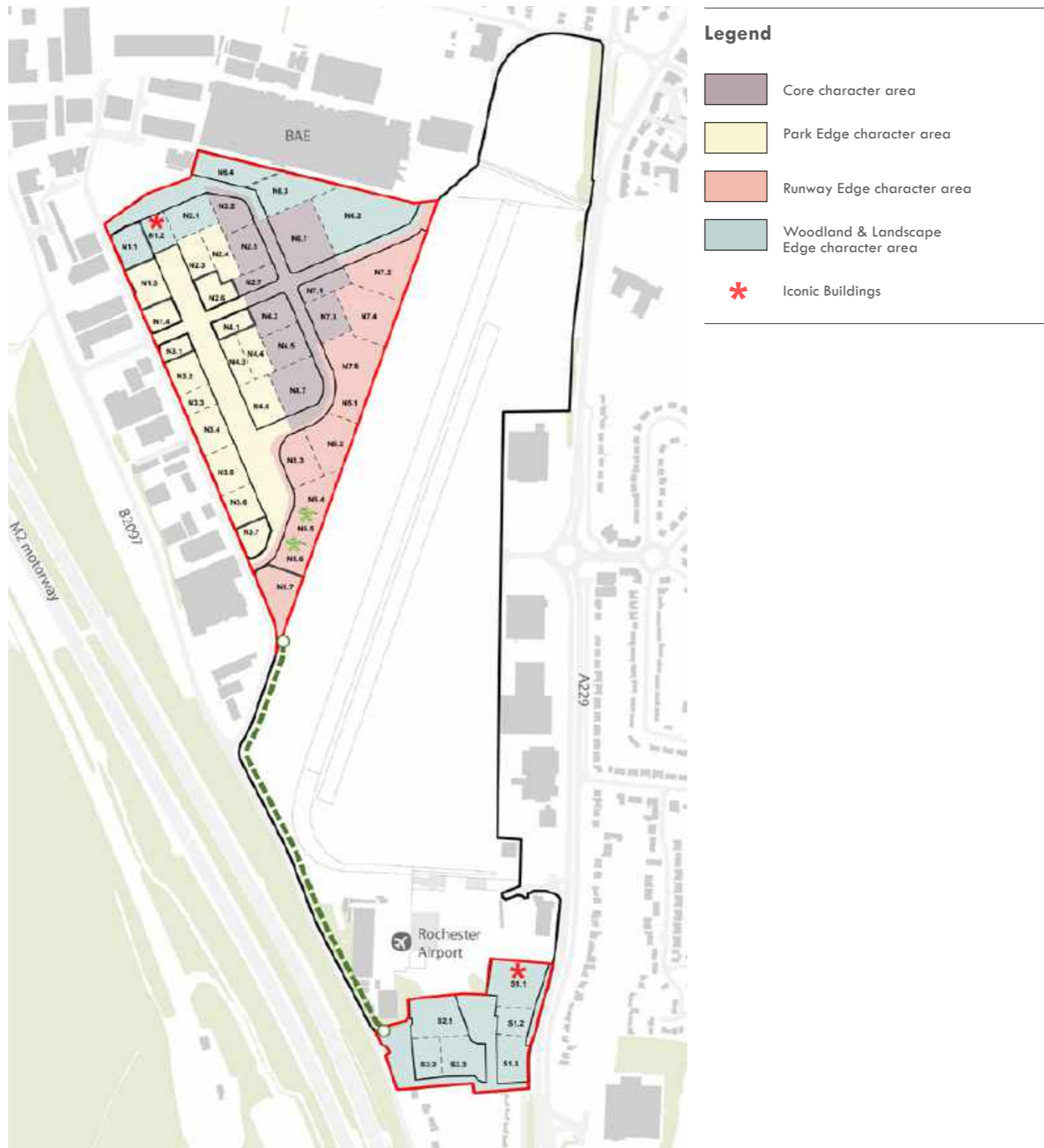


Figure 5.2. Plot character areas

Figure 5.3. Plot categories

M USER GUIDE

5.7 Plot Table

PLOT ID	CHARACTER	CATEGORY	HEIGHTS <small>(MAXIMUM PARAMETER)</small>	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N1.1	Woodland & Landscape Edge	Gateway	4 St	3,000	B2
N1.2	Woodland & Landscape Edge	Iconic Building	6 St	500	B1
N1.3	Park Edge	Car Park	4 St	2,000	Deck Car Park
N1.4	Park Edge	Gateway	4 St	800	B1
N2.1	Woodland & Landscape Edge	Woodland	4 St	1,500	B2
N2.2	Core	Woodland	4 St	1,698	B2
N2.3	Park Edge	Park Edge	4 St	1,500	B2
N2.4	Park Edge	Park Edge	4 St	500	B2
N2.5	Core	Car Park	4 St	2,000	Deck Car Park
N2.6	Park Edge	Gateway	4 St	1,200	B1
N2.7	Core	General	4 St	1,000	B1
N3.1	Park Edge	Gateway	4 St	800	B1
N3.2	Park Edge	Park Edge	4 St	800	B1
N3.3	Park Edge	Park Edge	4 St	800	B2
N3.4	Park Edge	Car Park	4 St	2,000	Deck Car Park
N3.5	Park Edge	Park Edge	3 St	1,000	B2
N3.6	Park Edge	Park Edge	3 St	800	B2
N3.7	Park Edge	Gateway	3 St	800	B2
N4.1	Park Edge	Gateway	5 St	1,000	B1
N4.2	Core	General	5 St	2,000	B2
N4.3	Park Edge	Park Edge	5 St	800	B1
N4.4	Park Edge	General	5 St	500	B2
N4.5	Core	Car Park	5 St	2,000	Deck Car Park
N4.6	Park Edge	Park Edge	4 St	2,400	B2
N4.7	Core	General	4 St	2,200	B2

PLOT ID	CHARACTER	CATEGORY	HEIGHT <small>(MAXIMUM PARAMETER)</small>	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N5.1	Runway Edge	Orchard	2 St	400	B2
N5.2	Runway Edge	Orchard	2 St	1,000	B2
N5.3	Runway Edge	General	2 St	450	B1
N5.4	Runway Edge	Orchard	2 St	1,050	B2
① N5.5	Runway Edge	Orchard	2 St	400	B2
① N5.6	Runway Edge	Orchard	2 St	400	B2
N5.7	Runway Edge	Gateway	2 St	400	B2
N6.1	Core	General	4 St	4,500	B1/B2
N6.2	Woodland & Landscape Edge	General	4 St	3,600	B1/B2
N6.3	Woodland & Landscape Edge	Car Park	4 St	2,000	Deck Car Park
N6.4	Woodland & Landscape Edge	Woodland	4 St	1,800	B2
N7.1	Core	General	4 St	800	B1
N7.2	Runway Edge	Orchard	2 St	2,778	B2
N7.3	Core	Car Park	4 St	2,000	Deck Car Park
N7.4	Runway Edge	Orchard	2 St	1,500	B2
N7.5	Runway Edge	Orchard	2 St	2,198	B2
② S1.1	Woodland & Landscape Edge	Iconic Building	6 St	2,000	Deck Car Park
S1.2	Woodland & Landscape Edge	Woodland	4 St	1,000	B2
S1.3	Woodland & Landscape Edge	Woodland	2 St	2,000	B2
S2.1	Woodland & Landscape Edge	Woodland	4 St	2,800	B2
S2.2	Woodland & Landscape Edge	General	4 St	1,500	B2
S2.3	Woodland & Landscape Edge	General	4 St	1,000	B1

① Land use of the plot may change subject to potential extension of the Runway Park

② Potential to explore employment spaces within this plot.

[PAGE INTENTIONALLY LEFT BLANK]

M PLOT TYPE 1 PT_01 Gateway Plots

5.8 Gateway Plots



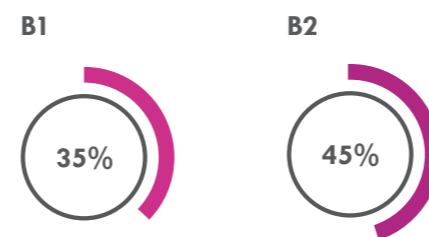
Page 484

Figure 5.4. Gateway Plot Plan

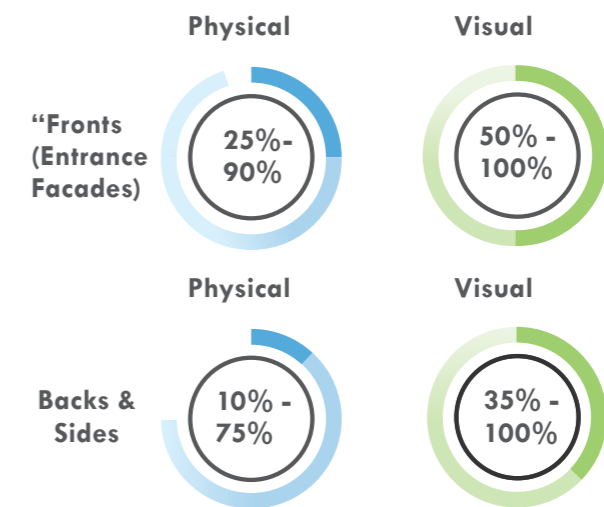
List of all gateway plots

PLOT ID	CHARACTER	CATEGORY	HEIGHTS <small>(MAXIMUM DIAMETER)</small>	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N1.1	Woodland & Landscape Edge	Gateway	4 St	3,000	B2
N1.4	Park Edge	Gateway	4 St	800	B1
N2.6	Park Edge	Gateway	4 St	1,200	B1
N3.1	Park Edge	Gateway	4 St	800	B1
N3.7	Park Edge	Gateway	3 St	800	B2
N4.1	Park Edge	Gateway	5 St	1,000	B1
N5.7	Runway Edge	Gateway	2 St	400	B2

Suggested maximum plot parking coverage



Preferred building permeability



M PLOT TYPE 1 PT_01 Gateway Plots

Design and Layout Principles

Key Frontages

5.8.1 Building frontage should address views into the site gateways and primary access points in a positive manner to create a sense of arrival and support site brand and identity. Key frontages should be active and have a positive relationship with the street.

5.8.2 Primary entrances for pedestrians **should** be located on key frontages and **should** be proportioned to reflect the scale and importance of that gateway location. For example, a main entrance could overlook a gateway junction and could feature a cut or chamfered corner to make gateway plots distinct and deliver a generous gateway space.

5.8.3 Services access **should** be avoided at the primary frontage with back of house areas concealed from gateway views.

Porosity

5.8.4 Buildings **should** be physically permeable on the ground floor with visually transparent elements along the primary and secondary frontages.

5.8.5 The main entrance **should** be located along the primary frontage, it **should** be clearly identifiable to contribute to wayfinding and the language and rhythm of the street.

Eyes on the Street

5.8.6 Buildings **should** provide 'eyes on the street' with active spaces such as arrival lobbies and office spaces overlooking the public realm. Entrances and ground floor facades **should** support natural surveillance and wayfinding.

Collaboration

5.8.7 Spill out spaces **should** be provided at the rear of the plots to encourage collaboration with tenants and other users from adjacent plots.

5.8.8 In the instance that the plot backs onto a key open space, the design of the plot **should** be appropriate to

connect staff to the open space and encourage collaboration to 'spill out' of buildings into shared open spaces.

Boundary Treatment

5.8.9 Boundary treatment continuity is encouraged along primary frontages with gateways and primary streets. Opposing street sides **should** also use the same boundary type.

5.8.10 Provide a consistent and simple boundary treatment along the secondary boundary. Boundary treatment along the primary road **should** wrap around the corner for gateway plots.








Parking and Refuse

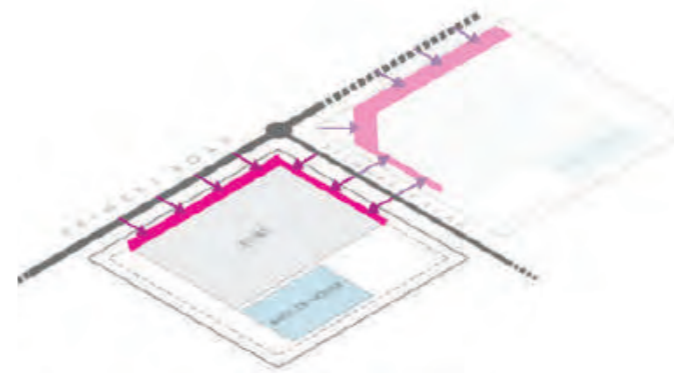
5.8.11 On-site parking and drop off **should** only be permitted on designated bays at the rear of the plots. On-street provision for blue badge /operational parking **should** be carefully considered on gateway plots, with specific locations to be agreed through detailed discussions with officers.

5.8.12 Entrance points to on-plot parking bays and servicing yard **should** enjoy a level of flexibility to accommodate requirements from individual businesses.

5.8.13 Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

Legend

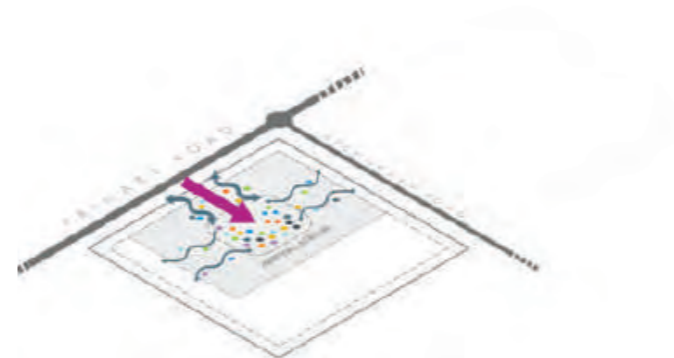
	Primary Boundary		Back of House
	Secondary Boundary		On-plot Parking
	Primary Frontage		Main Entrance
	Secondary Frontage		



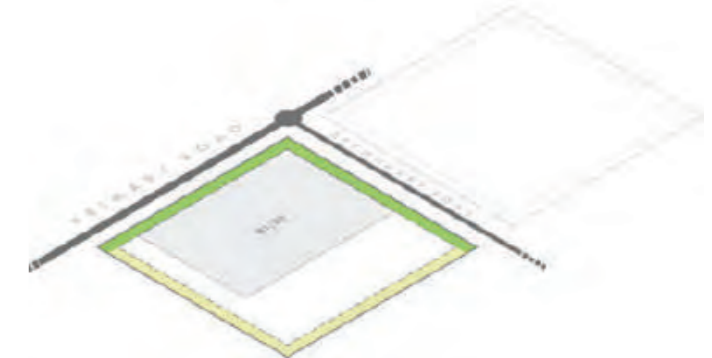
KEY FRONTAGES



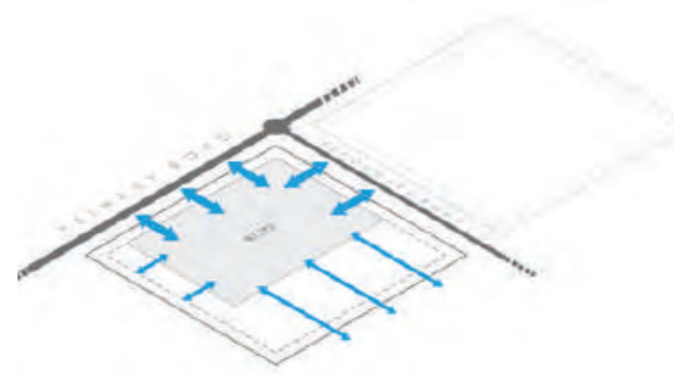
COLLABORATION



POROSITY



BOUNDARY TREATMENT



EYES ON THE STREET



PARKING

M PLOT TYPE 1 PT_01 Gateway Plots

Landscape Code

Design Objectives

1. Encourage continuity and consistent quality that promotes the appropriate sense of arrival for a high quality employment area.
2. Promote high quality hard landscape treatment along the main frontages for plots fronting Laker Road.
3. Design public realm and shared spaces to provide a stage where collaboration and new ideas can be freely exchanged.
4. Create a welcoming environment with spaces that celebrate the sense of arrival and project a clear identity.
5. Animate the street frontages on both primary and secondary routes to create lively streets.
6. Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Material Palette

5.8.14 Please also refer to Section 4, Section 4.3 - 4.10 for the detailed public realm design codes. The following codes will provide guidance on the selection of materials for specific plot types.

5.8.15 CCTV cameras are envisaged to be located on building facades and/or combined with lighting columns on plot where specific occupiers require security measures to be put in place.

Hard Landscape



Soft Landscape



Tree Selection



Boundary



Security and lighting

Precedents



M PLOT TYPE 1 PT_01 Gateway Plots

Building Code

Design Objectives

1. To provide a home for pioneering innovators and early occupants and create a positive perception of IPM as a unique investment opportunity.
2. Material selection and building articulation on gateway plots should be subject to a higher level of consideration to respond to the importance of these plots and the form and scale of the building proposals envisaged.
3. Courtyard / atria spaces should be incorporated to provide increased opportunity for good daylight and natural ventilation into the buildings, and also to provide a collaborative environment for networking and innovation.
4. Building frontages at key gateway areas should be designed to feature office and/or reception areas overlooking primary road corridors.
5. Design for facades facing the AONB should follow guidance set out in Section 3.5 to ensure that the buildings blend with the skyline when viewed from the AONB and integrate with the surrounding landscape.
6. Sufficient space should be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.
7. Building design and maintenance strategy should consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.
8. Buildings and on-plot environment should be appropriately lit realm whilst minimising light pollution and avoiding any operational risks to the airport.

Building Frontage



Building Permeability



M PLOT TYPE 2 PT_02 Park Edge Plots

5.9 Park Edge Plot



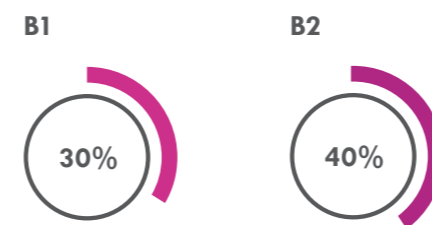
Figure 5.5. Park Edge Plot Plan

Page 488

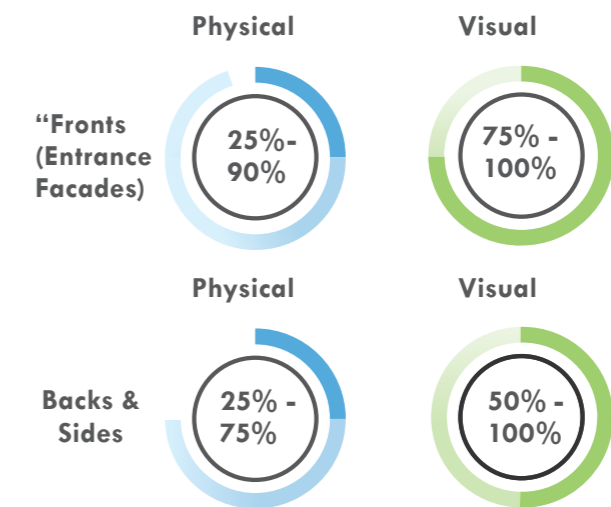
List of all park edge plots

PLOT ID	CHARACTER	CATEGORY	HEIGHTS (MAXIMUM PARAMETER)	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N2.3	Park Edge	Park Edge	4 St	1,500	B2
N2.4	Park Edge	Park Edge	4 St	500	B2
N3.2	Park Edge	Park Edge	4 St	800	B1
N3.3	Park Edge	Park Edge	4 St	800	B2
N3.5	Park Edge	Park Edge	3 St	1,000	B2
N3.6	Park Edge	Park Edge	3 St	800	B2
N4.3	Park Edge	Park Edge	5 St	800	B1
N4.6	Park Edge	Park Edge	4 St	2,400	B2

Suggested maximum plot parking coverage



Preferred building permeability



M PLOT TYPE 2 PT_02 Park Edge Plots

Design and Layout Principles

Key Frontages

5.9.1 Building frontages **should** address the Runway Park positively as a priority and courtyard frontages as a 2nd tier priority to ensure collaboration interfaces both sides of the building. Entrances, active frontages and user focussed internal accommodation **should** be provided on all elevations onto the Runway park. These uses **should** be visible from the Park to encourage activity and contribute to the public realm.

5.9.2 Opportunities **should** be sought to allow communal uses contained within buildings, such as cafes, restaurants, meeting rooms and shared spaces to spill onto the public realm without impeding pedestrian routes in order to activate public spaces.

5.9.3 Servicing entrances to ground floor service rooms **should** be from within the block interior to minimise impact on building connectivity with the Runway Park and public realm.

Porosity

5.9.4 Buildings **should** be physically permeable on the ground floor with visually transparent elements along the primary frontages of the park and courtyard.

5.9.5 The main pedestrian entrance **should** be located along the primary frontage (facing the runway park), it should be clearly identifiable to create an open and accessible environment, encourage interaction with the runway park.

Eyes on the Street

5.9.6 Buildings **should** be configured to maximise natural surveillance. Corner turning plots to provide 'eyes on the street' with active uses/spaces (meeting rooms, workshop/laboratory spaces, canteens and etc.) overlooking the runway park.

Collaboration

5.9.7 Spill out space **should** be provided along the

primary frontage of the plots to encourage collaboration with tenants and users from other plots that also front the Runway Park.

5.9.8 The park edge plots **should** capitalise on the potential role of the Runway Park as a primary forum for collaboration, bring businesses and individuals together in the public realm to foster an innovative spirit.

Boundary Treatment

5.9.9 Largely open boundary or low level enclosure treatment along the primary frontage, the use of materials and planting **should** emphasise pedestrian priority. Where rear boundaries are in view, simple well proportioned hedgerow is considered suitable.

Parking and Refuse







5.9.10 On-site parking and drop off **should** only be permitted on designated bays in the block interior.

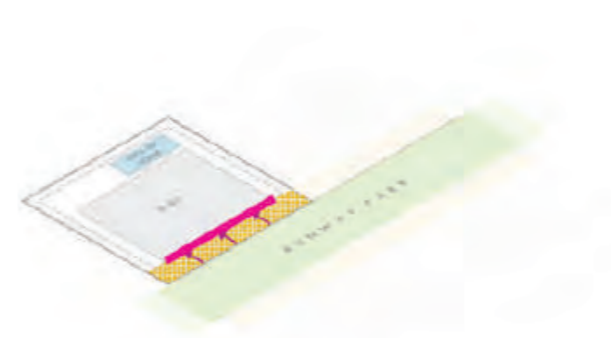
5.9.11 On-street provision for blue badge /operational parking **should not** be permitted on the park edge and instead should be located at specific locations within the block interior.

5.9.12 Entrance points to on-plot parking bays and servicing yard **should** enjoy a level of flexibility to accommodate requirements from individual businesses.

5.9.13 Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

Legend

	Primary Boundary		BOH
	Secondary Boundary		On-plot Parking
	Main Entrance		
	Primary Frontage		



KEY FRONTAGES



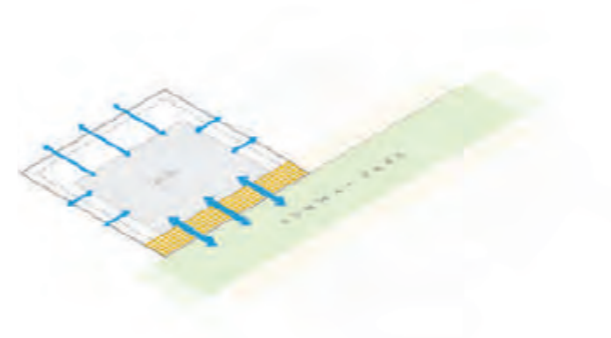
COLLABORATION



POROSITY



BOUNDARY TREATMENT



EYES ON THE STREET



PARKING

M PLOT TYPE 2 PT_02 Park Edge Plots

Landscape Code

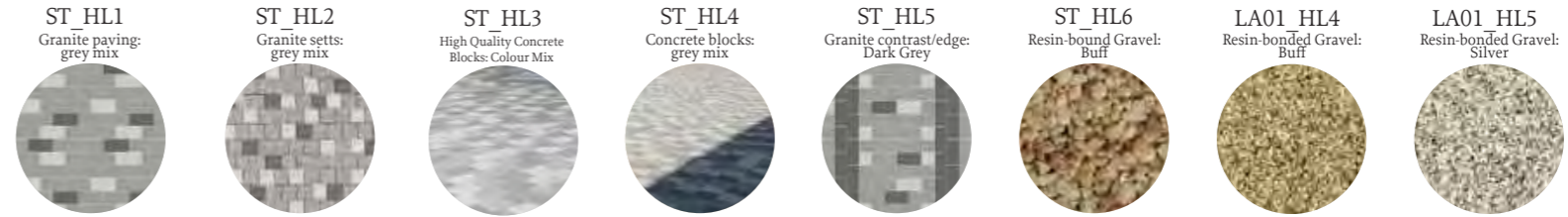
Design Objectives

1. The spill out area should be designed as a multifunctional space that accommodates a wide range of uses, events and activities on both the park side and courtyard side.
2. Provide a rich patchwork of naturalistic and productive landscape elements for people of all ages to enjoy tranquil pursuits that assist health and well-being.
3. To ensure appropriate and consistent boundary treatments where adjoining park edge plot boundaries meet.
4. Street furniture should be well designed, robust, provide character and be appropriate to the aesthetic of the individual character area. Where possible furniture that include materials that are recycled or are sustainably sourced are desirable.
5. Celebrate horticultural seasonality by providing a continuous changing palette of texture and colour celebrating the climatic changes throughout the year.
6. Specification of street furniture and the detailed design of the streetscape should be hardwearing and resistant to vandalism due to anticipated usage level.
7. Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Material Palette

5.9.14 Please also refer to Section 4, Section 4.3 - 4.10 for the detailed public realm design codes. The following codes will provide guidance on the selection of materials for specific plot types.

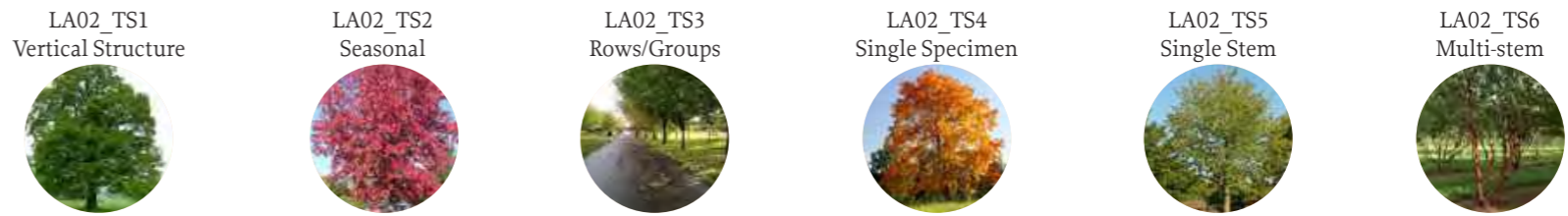
Hard Landscape



Soft Landscape



Tree Selection



Boundary



M PLOT TYPE 2 PT_02 Park Edge Plots

Building Code

Design Objectives

1. The design of all facades overlooking the Runway Park should be active and where possible visually transparent to capitalise on the view and provide natural surveillance of the open space. Entrances should be located where animation and activity is desired.
2. Design for facades facing the AONB should follow guidance set out in Section 3.5 to ensure that the buildings blend with the skyline when viewed from the AONB and integrate with the surrounding landscape.
3. Materials chosen should be fully justified in future prior approvals to achieve textures, colours, and qualities that reinforce the design and layout principles.
4. High quality facades should be encouraged long the main park frontages to facilitate spill over activities and announce the quality of IPM.
5. The park can become an extension of the building - the design should open up sections of the facades and encourage spill out along the primary boundary.
6. Sufficient space should be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.
7. Building design and maintenance strategy should consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.
8. Buildings and on-plot environment should be appropriately lit realm whilst minimising light pollution and avoiding any operational risks to the airport.

Building Frontage



Building Permeability



M PLOT TYPE 3 PT_03 General Plots

5.10 General Plots



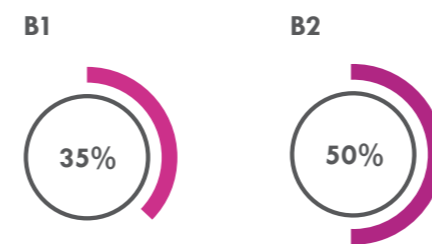
Figure 5.6. General Plot Plan

List of all general plots

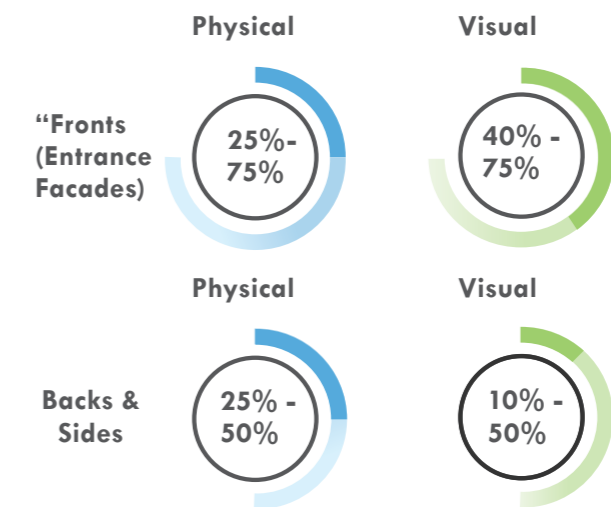
PLOT ID	CHARACTER	CATEGORY	HEIGHT <small>(MAXIMUM DIAMETER)</small>	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N2.7	Core	General	4 St	1,000	B1
N4.2	Core	General	5 St	2,000	B2
N4.4	Park Edge	General	5 St	500	B2
N4.7	Core	General	4 St	2,200	B2
N5.3	Runway Edge	General	2 St	450	B1
N6.1	Core	General	4 St	4,500	B1/B2
N6.2	Woodland & Landscape Edge	General	4 St	3,600	B1/B2
N7.1	Core	General	4 St	800	B1
S2.2	Woodland & Landscape Edge	General	4 St	1,500	B2
S2.3	Woodland & Landscape Edge	General	4 St	1,000	B1

Page 492

Suggested maximum plot parking coverage



Preferred building permeability



M PLOT TYPE 3 PT_03 General Plots

Design and Layout Principles

Key Frontages

5.10.1 Building frontage and on plot design features **should** define road corridors and present frontages onto the street network.

5.10.2 Variable building lines to primary and secondary streets are acceptable on general plots.

5.10.3 Back of house, storage and ancillary spaces **should not** be on any primary frontages.

Porosity

5.10.4 Buildings **should** be physically permeable on the ground floor with any visually transparent elements encouraged to be located along the primary frontages.

5.10.5 Layout **should** maintain principal entrances from primary or secondary road corridors and be in accordance with pedestrian movement.

Eyes on the Street

5.10.6 Entrances **should** support natural surveillance and wayfinding.

5.10.7 Streets and public spaces **should** be over looked with continuous street frontage.

Collaboration

5.10.8 Spill out space **should** be provided at the rear of general plots to encourage collaboration with tenants and other users from adjacent plots.

5.10.9 Plots within clusters near the park edge plots should capitalise on the potential role of Runway Park as the forum for collaboration, bring businesses and individuals together in the public realm to foster an innovative spirit.

Boundary Treatment

5.10.10 Use of 'open fronts' **should** be encouraged and **should** be appropriate to the scale and design of the

building, the street type and the objectives of the relevant character area.

5.10.11 Enclosed boundaries are not recommended as they may impede the permeability of sites that is vital to fostering social interaction and collaboration.

5.10.12 Open boundaries are encouraged to maximise the benefits of natural surveillance and overlooking.

Parking and Refuse







5.10.13 On-site parking and drop off **should** only be permitted on designated bays at the rear of the plots.

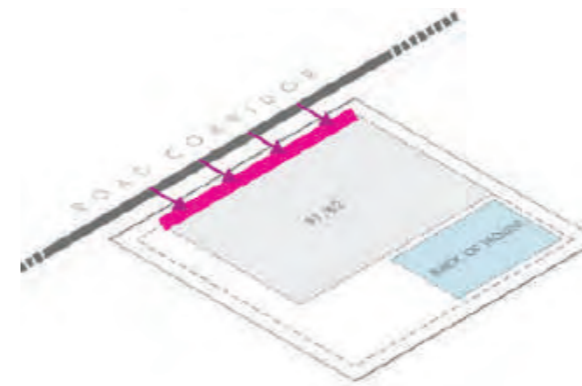
5.10.14 On-street provision for blue badge /operational parking **should** be accommodated at specific locations within IPM.

5.10.15 Entrance points to on-plot parking bays and servicing yard **should** enjoy a level of flexibility to accommodate requirements from individual businesses.

5.10.16 Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.

Legend

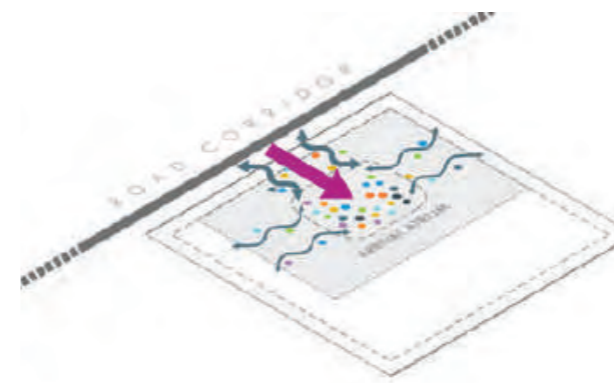
	Primary Boundary		BOH
	Secondary Boundary		On-plot Parking
	Main Entrance		
	Primary Frontage		



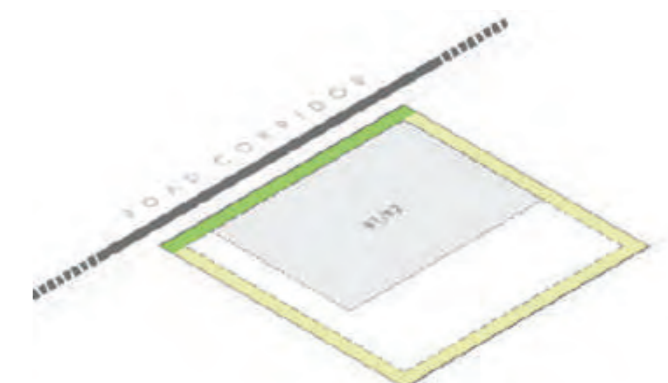
KEY FRONTAGES



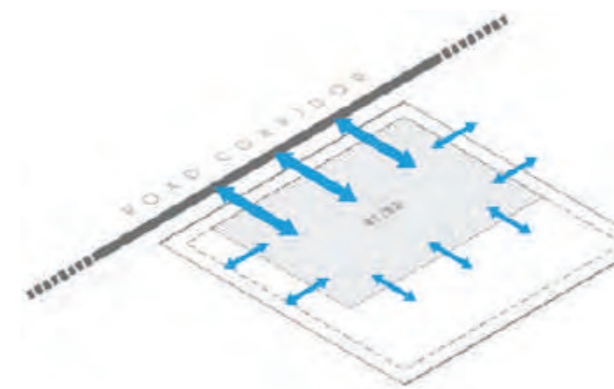
COLLABORATION



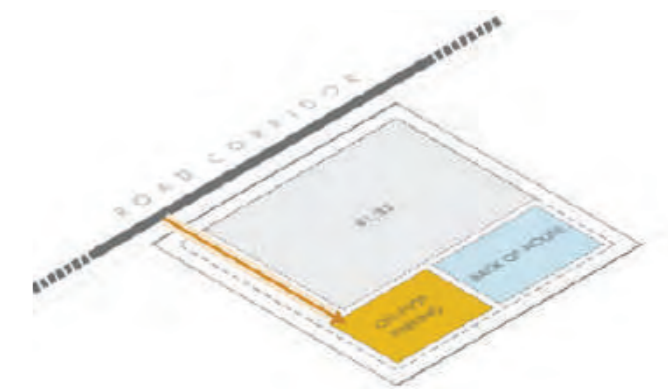
POROSITY



BOUNDARY TREATMENT



EYES ON THE STREET



PARKING

M PLOT TYPE 3 PT_03 General Plots

Landscape Code

Design Objectives

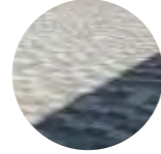
1. To promote use of trees based on local species found near the site.
2. Benches and other seating opportunities should be designed and integrated into the public realm design at frequent intervals.
3. Street lighting should reinforce character and the structure of the character area and the plot characters.
4. Animate the street frontages on both primary and secondary routes to create lively streets.
5. Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Material Palette

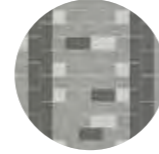
5.10.17 Please also refer to Section 4, Section 4.3 - 4.10 for the detailed public realm design codes. The following codes will provide guidance on the selection of materials for specific plot types.

Hard Landscape

ST_HL4
Concrete blocks:
grey mix



ST_HL5
Granite contrast/edge:
Dark Grey



ST_HL6
Resin-bound Gravel:
Buff



Soft Landscape

ST_SL1
Shrubs



ST_SL2
Grasses/Sedges



ST_SL3
Hardy Perennials



LA01_SL1
Standard Amenity



LA01_SL2
Robust Amenity



LA02_SL1
Herbaceous



LA02_SL2
Ornamental Grass



Tree Selection

ST_TS1
Avenue



ST_TS2
Boulevard



ST_TS3
Screening



ST_TS4
Columnar

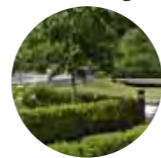


ST_TS5
Place-making

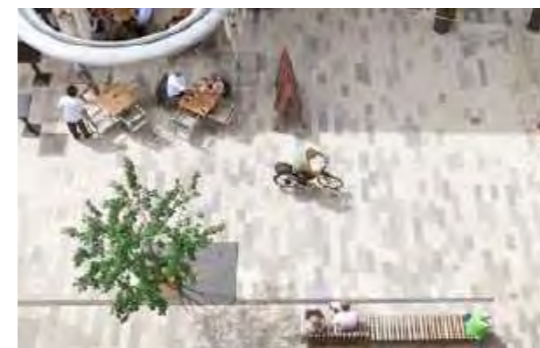


Boundary

LA03_HL4
Low Hedge



LA03_HL5
Native Hedgerow



M PLOT TYPE 3 PT_03 General Plots

Building Code

Design Objectives

1. Achieve continuity of building line for all general plot frontages but with some flexibility for general plots.
2. To avoid over development on plot and allow for sufficient spatial separation between buildings.
3. Propose a spectrum of colours that will be appropriate at IPM in order to provide a degree of control on applications that might come forward for development parcels.
4. To control the use and layout of 'front of house' areas to avoid inappropriate activity and character, with any lobby spaces and office related elements encouraged for primary facades fronting onto streets.
5. Establish a consistent level of material quality and detail throughout each development plot.
6. Sufficient space should be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.
7. Building design and maintenance strategy should consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.
8. Buildings and on-plot environment should be appropriately lit realm whilst minimising light pollution and avoiding any operational risks to the airport

Building Frontage



Building Permeability



M PLOT TYPE 4 PT_04 Parking Deck Plots

5.11 Parking Deck Plots



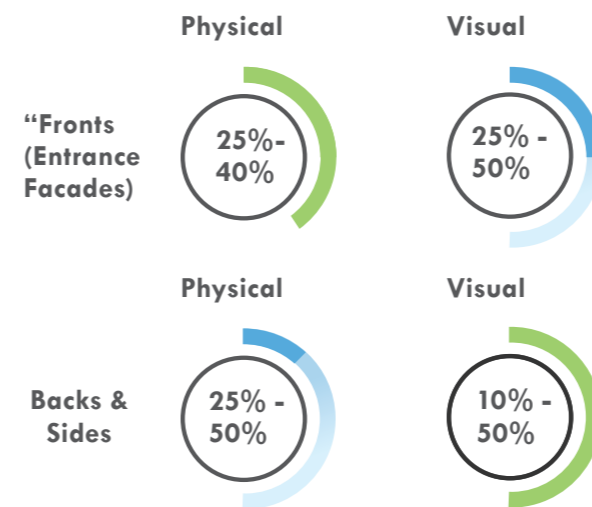
Figure 5.7. Parking Deck Plots Plan

Page 496

List of all parking deck plots

PLOT ID	CHARACTER	CATEGORY	HEIGHTS	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N1.3	Park Edge	Car Park	4 St.	2,000	Deck Car Park
N2.5	Core	Car Park	4 St.	2,000	Deck Car Park
N3.4	Park Edge	Car Park	4 St.	2,000	Deck Car Park
N4.5	Core	Car Park	5 St.	2,000	Deck Car Park
N6.3	Woodland & Landscape Edge	Car Park	4 St.	2,000	Deck Car Park
N7.3	Core	Car Park	4 St.	2,000	Deck Car Park

Preferred Building Permeability



M PLOT TYPE 4 PT_04 Parking Deck Plots

Design and Layout Principles

Key Frontages

5.11.1 Design of multi-storey decked car park **should** deliver a high quality facade and or green screening along any primary frontages where public views are exposed.

5.11.2 Design of decked car parks **should** not have a negative impact at street level by the creation of dead frontage.

Porosity

5.11.3 Layout **should** maintain a level of managed permeability underpinned by multiple pedestrian access points (front, side and rear).

5.11.4 Multiple entrance points for pedestrians from the side and rear will enhance site accessibility and ensure minimise dead frontages.

Eyes on the Street

5.11.5 Multiple pedestrian entrances **should** be provided to support natural surveillance and wayfinding.

5.11.6 Streets and public spaces **should** be over looked with continuous street frontage in areas adjacent to parking deck plots.

Collaboration

5.11.7 Decked solutions **should** be explored which will maximise the potential to achieve placemaking objectives with strategic vehicle capture allowing for car free areas for collaboration.

Boundary Treatment

5.11.8 Use of 'open fronts' **should** be encouraged for front, side and rear boundaries and **should** be appropriate to the scale, function and design of the building.

5.11.9 The use of soft and hard landscape elements (e.g.: low-lying planting and contrasting paving materials) are encouraged to mark out a privacy strip between the building

line and the public realm, to provide permeability and sense of inclusion rather than a solid boundary such as a wall or a fence.

Parking and Refuse

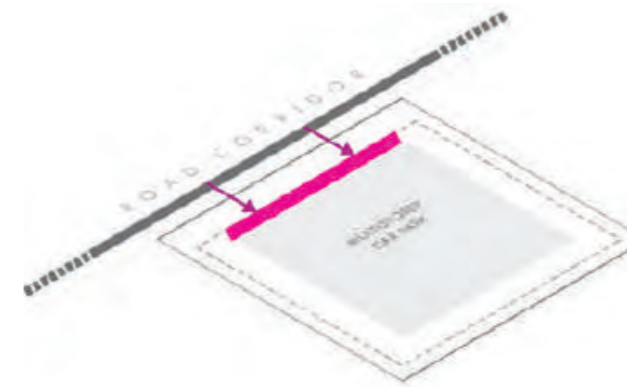
5.11.10 Decked parking structures **should** be future proofed to allow for conversion into additional employment spaces.

5.11.11 Easily accessible sections of the decked car park **should** be designated to accommodate blue badge / operational parking.

5.11.12 Night time lighting **should** be incorporated into the design of the parking structures.

5.11.13 Entrance points to on-plot parking bays and servicing yard **should** enjoy a level of flexibility to accommodate requirements from individual businesses.

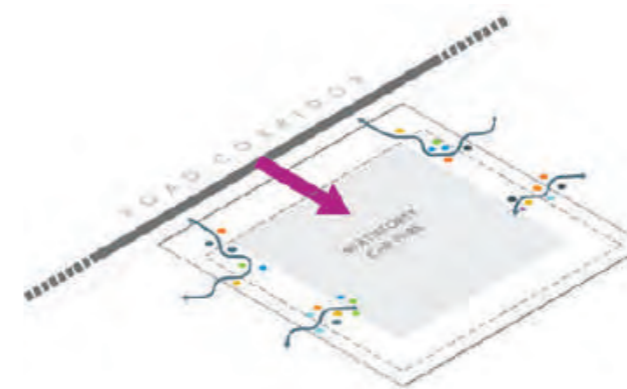
5.11.14 Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.



KEY FRONTAGES



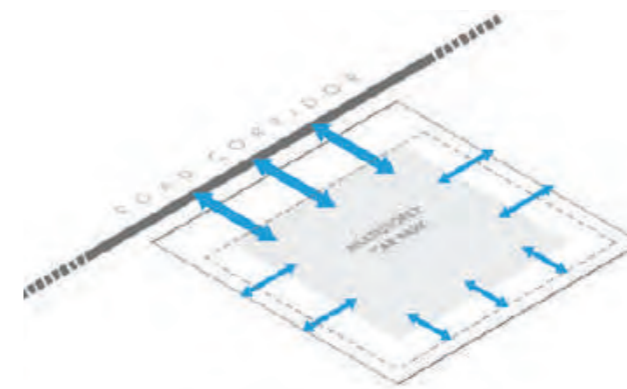
COLLABORATION



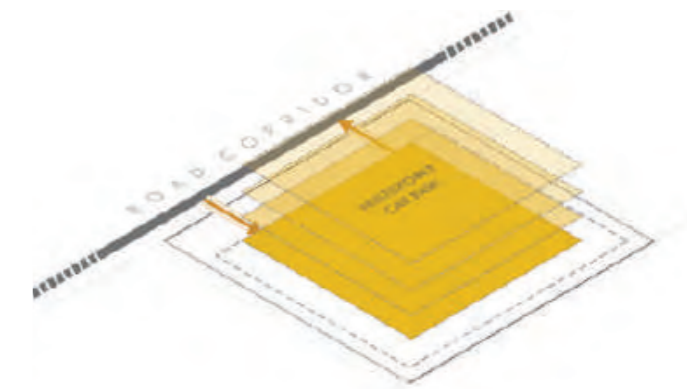
POROSITY



BOUNDARY TREATMENT



EYES ON THE STREET



PARKING

Legend

- Primary Boundary
- Secondary Boundary
- On-plot Parking
- BOH
- Main Entrance
- Primary Frontage

M PLOT TYPE 4 PT_04 Parking Deck Plots

Landscape Code

Design Objectives

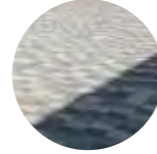
1. Encourage planted privacy strips along building frontages to maintain security and privacy for the adjacent buildings. These will feature native and ornamental plants which contribute to the character and setting within this space.
2. Ensure the space is level where possible to maintain accessibility for all users.
3. Create planting and soft landscape buffers at side and rear of parking deck plots that are permeable.
4. Ensure street furniture, planting and trees are arranged so that they are coordinated with buildings, reinforce key views / sight lines and maintain key connections.
5. Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Material Palette

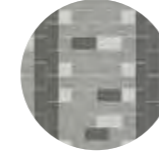
5.11.15 Please also refer to Section 4, Section 4.3 - 4.10 for the detailed public realm design codes. The following codes will provide guidance on the selection of materials for specific plot types.

Hard Landscape

ST_HL4
Concrete blocks:
grey mix



ST_HL5
Granite contrast/edge:
Dark Grey



ST_HL6
Resin-bound Gravel:
Buff



Soft Landscape

ST_SL1
Shrubs



ST_SL2
Grasses/Sedges



ST_SL3
Hardy Perennials



LA01_SL1
Standard Amenity



LA01_SL2
Robust Amenity



LA02_SL1
Herbaceous



LA02_SL2
Ornamental Grass



Tree Selection

ST_TS1
Avenue



ST_TS2
Boulevard



ST_TS3
Screening



ST_TS4
Columnar



ST_TS5
Place-making

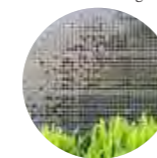


Boundary

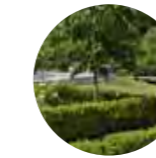
LA03_HL1
Railing with Planting



LA03_HL2
Decorative Screen
with Planting



LA03_HL4
Low Hedge



LA03_HL5
Native Hedgerow



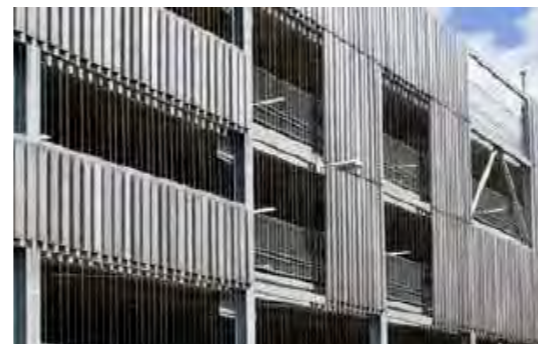
M PLOT TYPE 4 PT_04 Parking Deck Plots

Building Code

Design Objectives

1. Design should adopt facade treatments such as green walls (lightweight, fast and easy to install) to contribute to wayfinding and the language and rhythm of the street.
2. Sensitive design response to massing to ensure it is designed to sit sensitively within clusters of developments and avoid visual impact or prominence in view, particularly in the woodland character area.
3. Sensitive design to break down scale through material / lighting treatment.
4. Enhance building permeability through creation of multiple entrances.
5. Provide a quality and durability appropriate to the use and long term value of the development that are capable of weathering well over the lifetime of the building and minimising maintenance.
6. Use of green walls and softer texture should be promoted to reduce the perceived scale of buildings and legibility of storeys.
7. Consider long term conversion and adaptability for other uses.
8. Sufficient space should be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.
9. Building design and maintenance strategy should consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.
10. Buildings and on-plot environment should be appropriately lit realm whilst minimising light pollution and avoiding any operational risks to the airport.

Building Frontage



M PLOT TYPE 5 PT_05 Runway Edge Plots

5.12 Runway Edge Plots



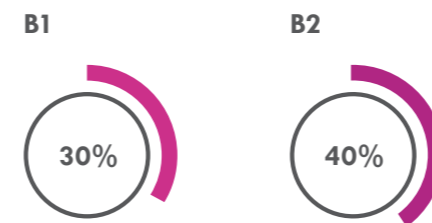
Figure 5.8. Runway Park Plots Plan

List of all Runway Edge plots

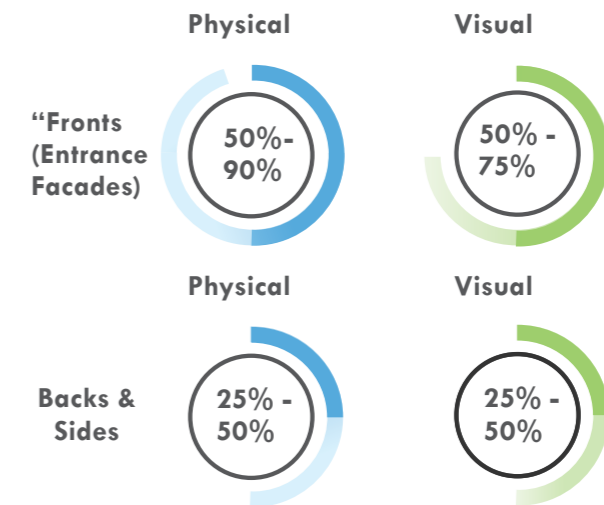
PLOT ID	CHARACTER	CATEGORY	HEIGHT (MAXIMUM PLANNING)	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N5.1	Runway Edge	Runway Edge	2 St	400	B2
N5.2	Runway Edge	Runway Edge	2 St	1,000	B2
N5.4	Runway Edge	Runway Edge	2 St	1,050	B2
① N5.5	Runway Edge	Runway Edge	2 St	400	B2
① N5.6	Runway Edge	Runway Edge	2 St	400	B2
N7.2	Runway Edge	Runway Edge	2 St	2,778	B2
N7.4	Runway Edge	Runway Edge	2 St	1,500	B2
N7.5	Runway Edge	Runway Edge	2 St	2,198	B2

① Land use of the plot may change subject to potential extension of the Runway Park

Suggested maximum plot parking coverage



Preferred building permeability



M PLOT TYPE 5 PT_05 Runway Edge Plots

Design and Layout Principles

Key Frontages

5.12.1 Primary frontages **should** be active and have a positive relationship with the street. Service access should be avoided on primary frontages.

5.12.2 Entrances and active frontages and uses **should** be provided on elevations along the Plaza and the primary route. These uses **should** be visible from the street to encourage activity and contribute to the public realm.

Porosity

5.12.3 Layout **should** maintain a high level of physical and visual permeability underpinned by multiple transparent facades and primary and secondary access points (front and side).

5.12.4 Multiple entrance points and spill out spaces at the front and side **should** be provided, this will encourage social interaction and networking among the cluster of tenants within the single storey hangars.

Eyes on the Street

5.12.5 Provide unobstructed views of neighbouring plots, public spaces and footpaths without affecting privacy.

5.12.6 Streets and public spaces **should** be over looked with continuous street frontage.

Collaboration

5.12.7 Ample spill out space **should** be provided along the front and side of plots as outdoor rooms and collaboration spaces.

Boundary Treatment

5.12.8 The front boundaries **should** provide depth and richness to the street scene.

5.12.9 The trees of character settings **should** physically restrict casual intrusion and penetration into the restricted parts of the airport, as such the rear of the runway edge plots

will present a secured boundary to the airfield.

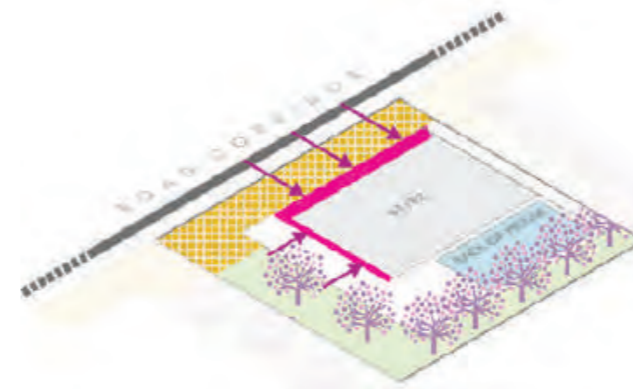
Parking

5.12.10 On-site parking and drop off **should** only be permitted on designated bays at the rear of the plots.

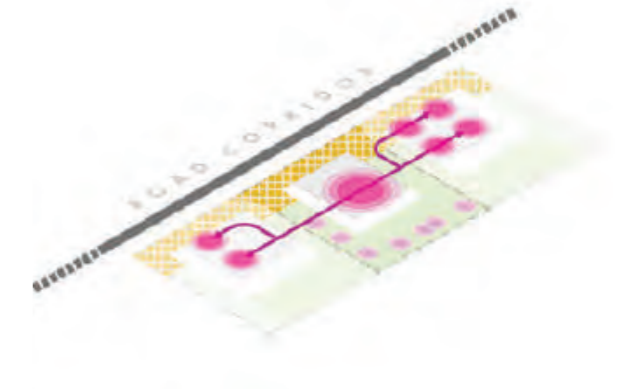
5.12.11 On-street provision for blue badge /operational parking **should** be accommodated at specific locations within IPM.

5.12.12 Entrance points to on-plot parking bays and servicing yard **should** enjoy a level of flexibility to accommodate requirements from individual businesses.

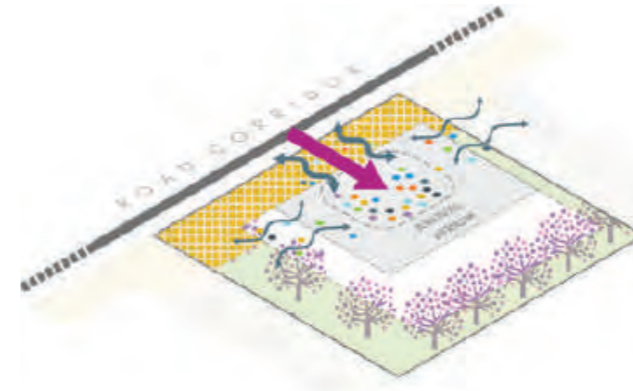
5.12.13 Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.



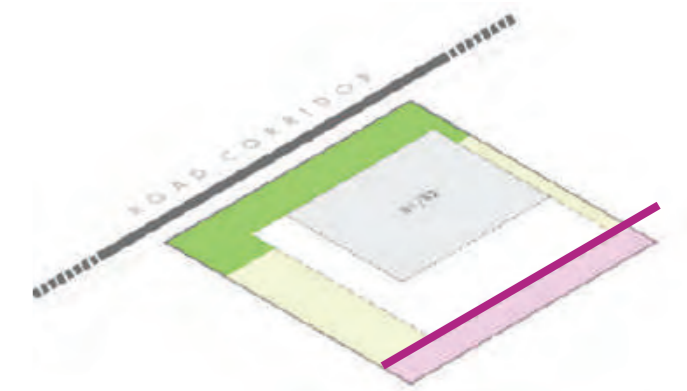
KEY FRONTAGES



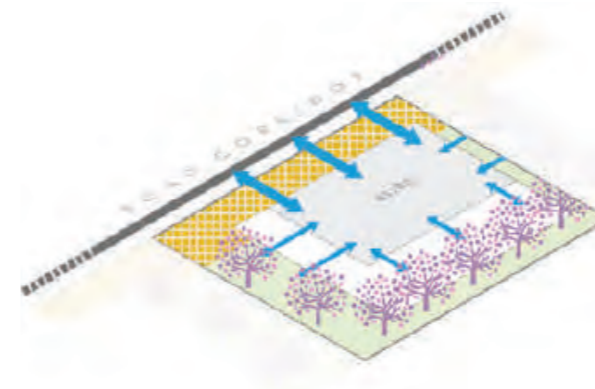
COLLABORATION



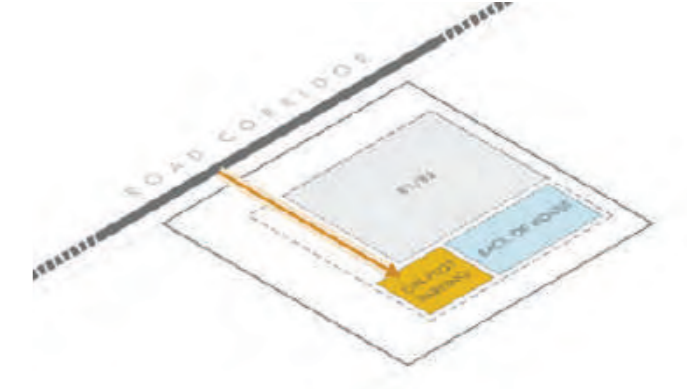
POROSITY



BOUNDARY TREATMENT









EYES ON THE STREET



PARKING

Legend

	Primary Boundary		BOH
	Secondary Boundary		On-plot Parking
	Main Entrance		
	Primary Frontage		

M PLOT TYPE 5 PT_05 Runway Edge Plots

Landscape Code

Design Objectives

1. Design public realm and shared spaces to provide a stage where collaboration and new ideas can be freely exchanged.
2. To provide a clearly defined development side and airport side split.
3. Trees of distinction should be maintained to acceptable height to form a secured boundary to the airfield.
4. Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

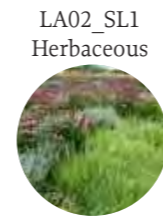
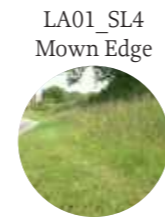
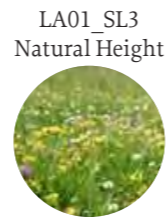
Material Palette

5.12.14 Please also refer to Section 4, Section 4.3 - 4.10 for the detailed public realm design codes. The following codes will provide guidance on the selection of materials for specific plot types.

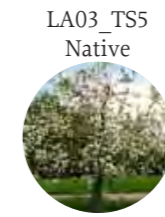
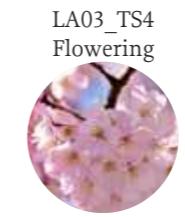
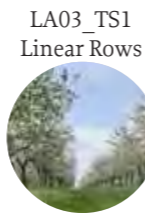
Hard Landscape



Soft Landscape



Tree Selection



Boundary



M PLOT TYPE 5 PT_05 Runway Edge Plots

Building Code

Design Objectives

1. Entrances and active frontages and uses should be provided on all elevations onto the plaza space. These uses should be visible from the street to encourage activity and contribute to the public realm.
2. The buildings within Runway Edge plots should take the form of a 'pavilion', providing a simple form that can accommodate both business incubators and start-ups of a range of sizes.
3. The buildings on Runway Edge plots must respect the height parameters associated with proximity to the operational runway. The buildings will most likely be a tall single storey building or feature mezzanine levels.
4. Any manufacturing spaces should be screened by office and/or reception areas located on the key frontages identified. Active facades displaying products to public street areas is acceptable.
5. Sufficient space should be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.
6. Building design and maintenance strategy should consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.
7. Buildings and on-plot environment should be appropriately lit realm whilst minimising light pollution and avoiding any operational risks to the airport.

Building Frontage



Building Permeability



M PLOT TYPE 6 PT_06 Woodland Plots

5.13 Woodland Plots

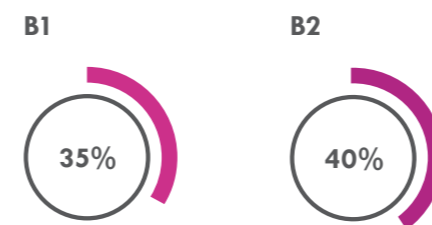


Figure 5.9. Woodland Plots Plan

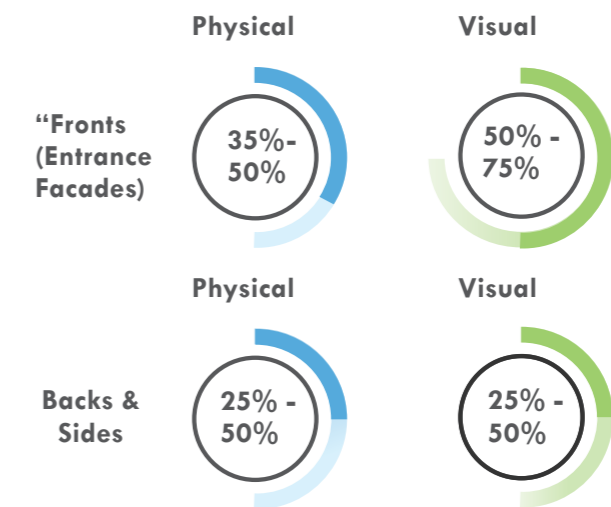
List of all Woodland plots

PLOT ID	CHARACTER	CATEGORY	HEIGHT <small>(MAXIMUM HEIGHT)</small>	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
N2.1	Woodland & Landscape Edge	Woodland	4St	1,500	B2
N2.2	Core	Woodland	4St	1,698	B2
N6.4	Woodland & Landscape Edge	Woodland	4St	1,800	B2
S1.2	Woodland & Landscape Edge	Woodland	4St	1,000	B2
S1.3	Woodland & Landscape Edge	Woodland	2St	2,000	B2
S2.1	Woodland & Landscape Edge	Woodland	4St	2,800	B2

Suggested maximum plot parking coverage



Preferred building permeability



M PLOT TYPE 6 PT_06 Woodland Plots

Design and Layout Principles

Key Frontages

5.13.1 Primary frontages **should** be active and have a positive relationship with pedestrian arrival points. Service access should be avoided on primary frontages.

5.13.2 Building line and siting of building footprints **should** respect retained tree blocks.

Porosity

5.13.3 Layout **should** maintain a high level of permeability underpinned by multiple access points (front and side).

5.13.4 Multiple entrance points and spill out spaces at the front and side **should** be provided, this will encourage social interaction and networking among the cluster of tenants within the woodland plots.

Eyes on the Street

5.13.5 Provide unobstructed views of neighbouring plots, public spaces and footpaths without affecting privacy.

5.13.6 Streets and public spaces **should** be overlooked without intrusion onto natural landscape areas.

5.13.7 Lighting in the woodland areas **should** be discussed in detail with officers at pre-application stages and the advice of ecologists **should** be sought if required.

Collaboration

5.13.8 Ample spill out space **should** be provided where opportunities for buildings to share outdoor rooms and collaboration spaces.

Boundary Treatment

5.13.9 The woodland settings **should** physically restrict casual intrusion and penetration into the restricted parts of the airport.

5.13.10 Root protection areas **should** be respected wherever

possible to retain mature trees on site.

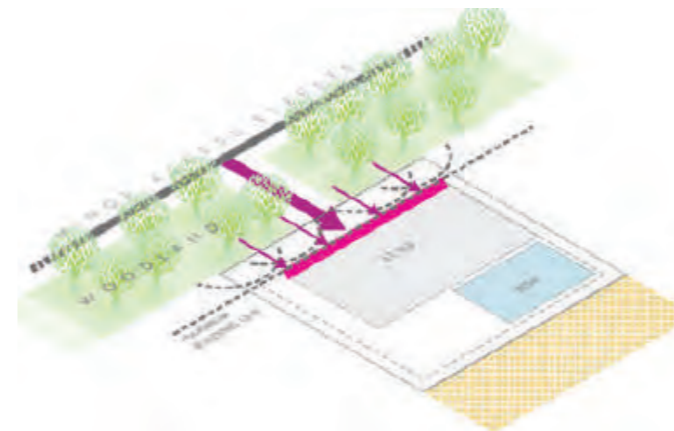
Parking

5.13.11 On-site parking **should not** be permitted, parking spaces **should** be provided in the multi-storey decked car park only. Drop off **should** be permitted along the access road only to ensure minimal tree loss through site access.

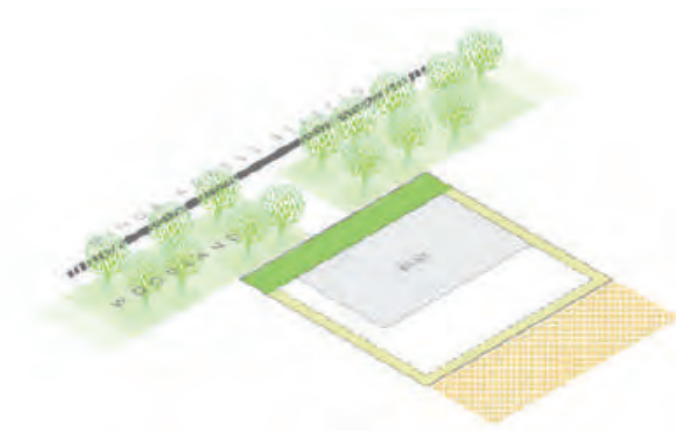
5.13.12 On-street provision for blue badge /operational parking **should** be accommodated at specific locations within IPM.

5.13.13 Entrance points to on-plot parking bays and servicing yard **should** enjoy a level of flexibility to accommodate requirements from individual businesses.

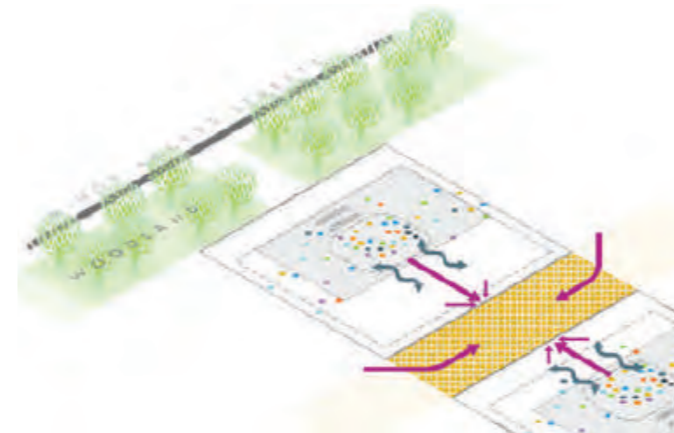
5.13.14 Sufficient space **should** be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.



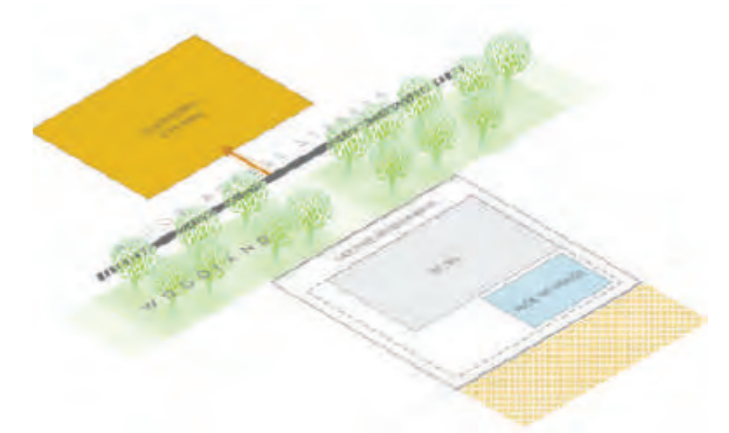
KEY FRONTAGES



BOUNDARY TREATMENT









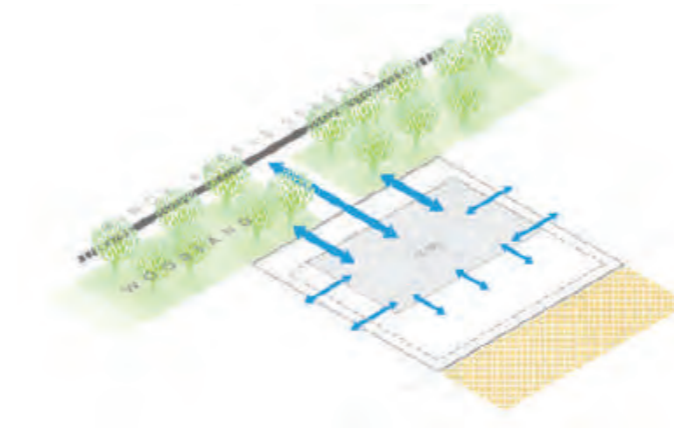
COLLABORATION



PARKING

Legend

	Primary Boundary		BOH
	Secondary Boundary		On-plot Parking
	Main Entrance		
	Primary Frontage		



EYES ON THE STREET

M PLOT TYPE 6 PT_06 Woodland Plots

Landscape Code

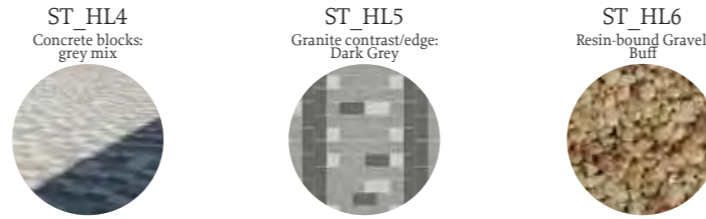
Design Objectives

1. Respect root protection areas to retain trees.
2. Ensure minimal tree loss through plot access.
3. Ensure car movements and parking are contained within the designated areas and provide car free cores to encourage collaboration.
4. Long seating / contemporary benches to be used along key paths between plots to encourage social interaction.
5. Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Material Palette

5.13.15 Please also refer to Section 4, Section 4.3 - 4.10 for the detailed public realm design codes. The following codes will provide guidance on the selection of materials for specific plot types.

Hard Landscape



Soft Landscape



Tree Selection



Boundary



M PLOT TYPE 6 PT_06 Woodland Plots

Building Code

Design Objectives

1. Promote the use of simple and refined palette of materials with a single main material utilised to promote simple building form and provide a strong and clear identity (e.g.: timber cladding).
2. The woodland can become an extension of the building with the ability to open the facades and spill out.
3. Encourage high quality design of plot frontages that will act as the front door to the southern plots and promote an appropriate sense of arrival.
4. Sufficient space should be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.
5. Building design and maintenance strategy should consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.
6. Buildings and on-plot environment should be appropriately lit realm whilst minimising light pollution and avoiding any operational risks to the airport.

Building Frontage



Building Permeability



M PLOT TYPE 7 PT_07 Iconic Building Plots

5.14 Iconic Building Plots



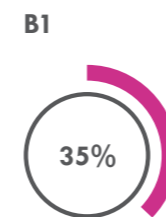
Figure 5.8. Iconic Building Plots Plan

List of all Iconic Building plots

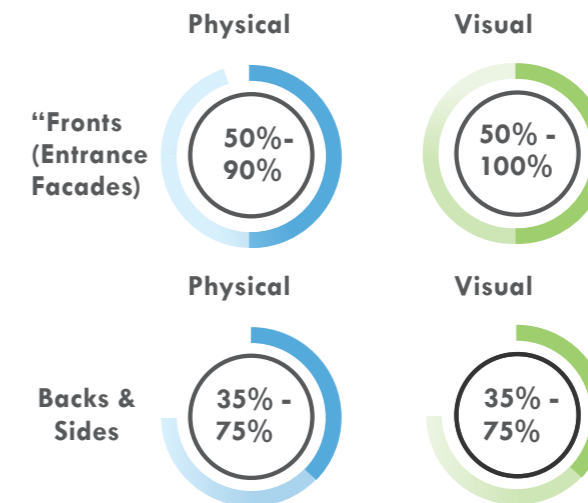
PLOT ID	CHARACTER	CATEGORY	HEIGHTS (MAXIMUM PARAMETER)	INDICATIVE BUILDING FOOTPRINT (SQM)	POTENTIAL LAND USE
NL2	Woodland & Landscape Edge	Iconic Building	6 St	500	B1
② S1.1	Woodland & Landscape Edge	Iconic Building	6 St	2,000	Deck Car Park

② Potential to explore employment spaces within this plot.

Suggested maximum plot parking coverage



Preferred building permeability



M PLOT TYPE 7 PT_07 Iconic Building Plots

Design and Layout Principles

Key Frontages

5.14.1 Building frontage **should** address views into the primary public realm, key view corridors and primary access points. The main frontages should be designed to the highest level of quality to create a sense of arrival and act as the front door to other plots in the IPM development.

5.14.2 Primary entrances for pedestrians **should** be located on key frontages and **should** be proportioned to reflect the scale and importance of that their location. For example, a main entrance could overlook the runway park or along the Maidstone Road and could feature different facade treatments to make iconic plots more distinct and unique.

5.14.3 Services access **should** be avoided at the primary frontage with back of house areas concealed from gateway views.

Porosity

5.14.4 Iconic buildings **should** actively encourage physical permeability on the ground floor with visually transparent elements along all frontages.

5.14.5 The main entrance **should** be located along the primary frontage or key open spaces, it **should** be clearly identifiable to contribute to wayfinding and the language and rhythm of the street.

Eyes on the Street

5.14.6 Buildings **should** provide 'eyes on the street' with active spaces such as arrival lobbies and office spaces overlooking the public realm. Entrances and ground floor facades **should** support natural surveillance and wayfinding.

Collaboration

5.14.7 Spill out spaces **should** be provided in the

adjacent public realm to utilise the unique location of the plots.

5.14.8 In the instance that the plot backs onto a key open space, the design of the plot should be appropriate to connect staff to the open space and encourage collaboration to 'spill out' of buildings into shared open spaces.

Boundary Treatment

5.14.9 Boundary treatment continuity should be ensured along primary frontages. Opposing street sides **should** also use the same boundary type.

5.14.10 Provide a consistent and simple boundary treatment along the secondary boundary. Boundary treatment along the primary road **should** wrap around the corner for iconic building plots.








Parking

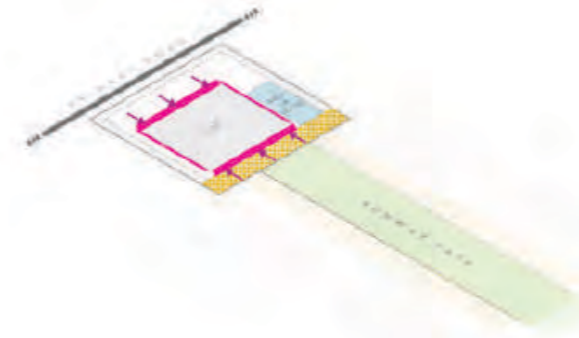
5.14.11 On-site parking and drop off **should** only be permitted on designated bays at the rear of the plots.

5.14.12 On-street provision for blue badge /operational parking **should** be carefully considered on gateway plots, with specific locations to be agreed through detailed discussions with officers.

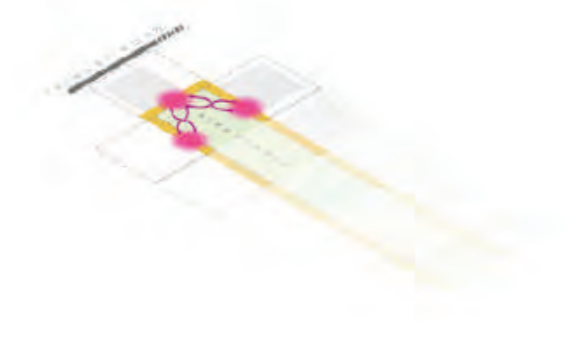
5.14.13 Entrance points to on-plot parking bays and servicing yard **should** enjoy a level of flexibility to accommodate requirements from individual businesses.

Legend

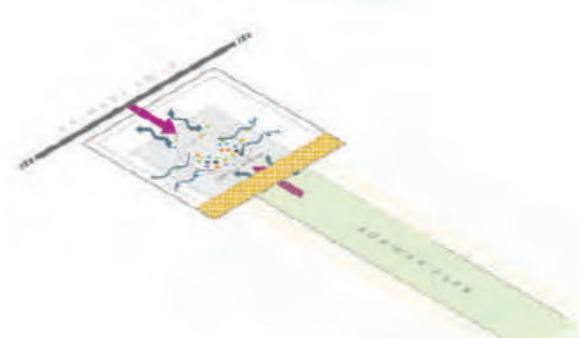
	Primary Boundary		Back of House
	Secondary Boundary		On-plot Parking
	Primary Frontage		Main Entrance
	Secondary Frontage		



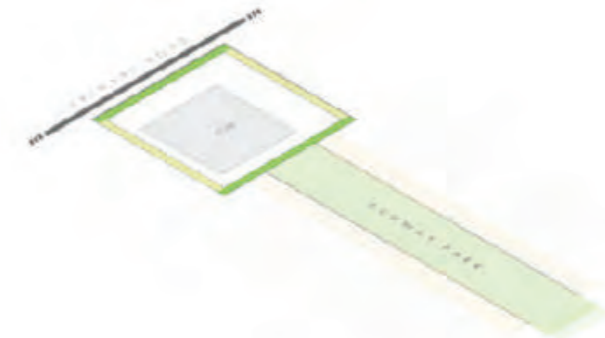
KEY FRONTAGES



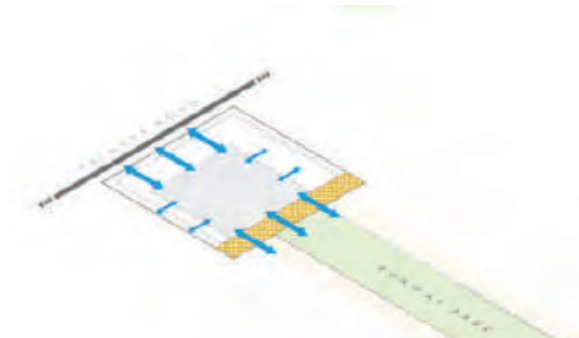
COLLABORATION



POROSITY



BOUNDARY TREATMENT



EYES ON THE STREET



PARKING

M PLOT TYPE 7 PT_07 Iconic Building Plots

Landscape Code

Design Objectives

1. Encourage continuity and consistent quality that promotes the appropriate sense of arrival for a high quality employment area.
2. Promote high quality hard landscape treatment along the main frontages fronting the primary route and key public spaces.
3. Design public realm and shared spaces to provide a stage where collaboration and new ideas can be freely exchanged.
4. Potential landscape strip along the secondary boundary of the plot.
5. Animate the street frontages on both primary and secondary routes to create lively streets.
6. Selection of species in the planting scheme should avoid small berried and nut bearing species in order to minimise attraction of large birds and/or flocks which could contribute to risk of bird strike on the airfield.

Material Palette

5.14.14 Please also refer to Section 4, Section 4.3 - 4.10 for the detailed public realm design codes. The following codes will provide guidance on the selection of materials for specific plot types.

Hard Landscape



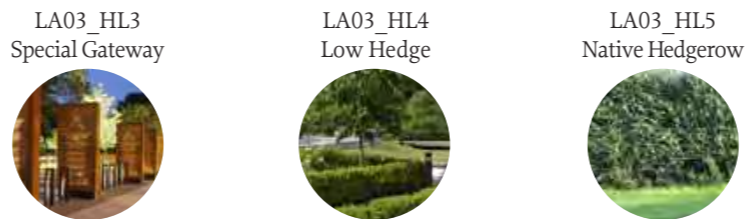
Soft Landscape



Tree Selection



Boundary



Precedents



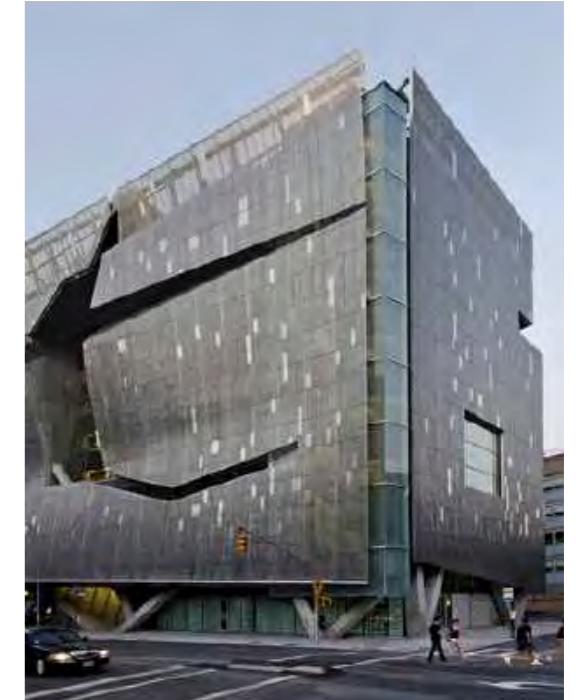
M PLOT TYPE 7 PT_07 Iconic Building Plots

Building Code

Design Objectives

1. Iconic building frontages at landmark locations should be designed to feature office and/or reception areas overlooking key view corridors.
2. To provide a home for pioneering innovators and early occupants and create a positive perception of IPM as a unique investment opportunity.
3. Encourage bold accent colours for iconic buildings at gateway frontages.
4. Material selection and building articulation on iconic building plots should be subject to the highest level of consideration to respond to the landmark location and importance of these plots.
5. Building frontages at these locations should be designed to feature office and/or reception areas overlooking primary road corridors and key view corridors.
6. Design of facades facing the AONB should follow guidelines set out in Section 3.5 to ensure that the buildings blend with the skyline and natural surroundings when viewed from the AONB.
7. Sufficient space should be allocated for secure on-plot bin storage in visually unobtrusive locations, with a need to prevent bird access to litter and waste food that might attract gulls and contribute to risk of bird strike on the airfield.
8. Building design and maintenance strategy should consider potential roosting and nesting which could contribute to risk of bird strike on the airfield.
9. Buildings and on-plot environment should be appropriately lit realm whilst minimising light pollution and avoiding any operational risks to the airport.

Building Frontage



Building Permeability



TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

14 October 2020

**Joint report of the Director of Central Services and Deputy Chief Executive and
Director of Street Scene, Leisure and Technical Services**

Part 1- Public

Executive Non Key Decisions

1 REVIEW OF COMMUNITY SAFETY

It was agreed at the Overview and Scrutiny Committee held on 18 June 2020, that a further Final Report “Review of Community Safety and CCTV” should be referred back to the Overview and Scrutiny Committee for further consideration, at its next meeting on 3 December 2020. It has been some time since this issue was first considered (as the Council focussed on the response to the pandemic), however the chronology and current outcomes are detailed in this report.

1.1 Background

- 1.1.1 A review of community safety, including the provision of CCTV was considered by the Overview and Scrutiny Committee on the 28 August 2019 and the 10 October 2019. The recommendations arising out of that review were subsequently considered by Cabinet at its meeting on 16 October 2019, and thereafter by Council on 29 October 2019.
- 1.1.2 Members agreed that in respect of the Community Safety Partnership growth to the Borough Council's budget for 2019/20 and 2020/21 should be accepted and that the provision of the Community Safety Services should be retained at the current level of resource.
- 1.1.3 In relation to CCTV provision Members agreed that a decision regarding the level of operation be deferred in order for the Borough Council to write to the Police and Crime Commissioner (PCC) and Clarion Housing regarding their level of financial contribution towards both the operation of CCTV and the level of financial contribution to the Community Safety Unit.
- 1.1.4 For clarity the recommendation made by the Overview and Scrutiny Committee to Cabinet was that the CCTV operation be maintained at its current level.
- 1.1.5 The Borough Council has received a response from both the PCC and Clarion on these matters.

- 1.1.6 The Police and Crime Commissioner replied as follows: “The question of funding for CCTV is one that has been raised on a number of occasions by the Districts. If Council’s wish to use the Crime Reduction Grant that I provide them to support their CCTV network then this is not an issue. This is already taking place in a number of areas with around £110,927 allocated from this grant to support CCTV during 2019/20. However, CCTV provision is not a core function for the Police and it is up to Local Authorities to decide what the CCTV service looks like going forward”.
- 1.1.7 Members will remember that the Community Safety Partnership currently receives (2019/20) a total of £30,771 from the PCC’s Crime Reduction Grant which is already allocated towards a number of community safety projects such as domestic abuse support, addressing neighbour disputes and providing outreach work for young people.
- 1.1.8 Since the meeting of the Overview & Scrutiny Committee on 10 October the Leader, Cabinet Member for Community Safety and Chief Executive have met with the Chief Constable to further discuss the Police position. A further meeting has subsequently taken place attended by the Chief Executive, the Head of Service for Licensing, Community Safety and Customer Services, the deputy Chief Constable, and the Chief Inspector. Discussions are ongoing and it is appropriate for these to be reported back to the Overview & Scrutiny Committee before Cabinet make their final recommendations.
- 1.1.9 The response received from Clarion was that they are unable to contribute financially for CCTV provision unless the benefits to their residents can be evidenced. However, it is clear that none of the areas and/or estates where they have homes are covered by the static CCTV cameras provided by the borough. They state that they continue to support the positive work that the Community Safety Partnership continues to deliver and do work closely with the Borough Council and other statutory agencies to manage both anti-social behaviour and other related activities in the areas where they have homes.

1.2 Legal Implications

- 1.2.1 As set out in the report to Overview and Scrutiny Committee on 10 October 2019.

1.3 Financial and Value for Money Considerations

- 1.3.1 As set out in the report to Overview and Scrutiny Committee on 10 October 2019.

1.4 Risk Assessment

- 1.4.1 As set out in the report to Overview and Scrutiny Committee on 10 October 2019.

1.5 Equality Impact Assessment

1.5.1 To ensure that the Borough Council has due regard to equality duties an Equality Impact Assessment will be undertaken if it is opted to make any changes to the current CSU provision. This would need to be reported back to Cabinet to allow the impact of any recommendations to be fully considered. It is not considered that the provision of CCTV is a function that impacts upon a specific group with protected characteristics in any different way to end users and any service changes recommended would have a remote or low relevance to the substance of the Equality Act.

1.6 Policy Considerations

- Customer contact
- Communications
- Community

1.7 Recommendations

1.7.1 Members are requested to

- 1.7.2 (a) note the responses received from both the PCC and Clarion
- (b) agree that this matter be referred back to a meeting of the Overview & Scrutiny Committee on 3 December 2020, for further consideration in the light of both the responses of the Police & Crime Commissioner & Clarion, and the ongoing discussions with the Police set out in this report.

Background papers:

Overview and Scrutiny Committee report dated
10 October 2019
Overview and Scrutiny Committee Scoping report
dated 29 August 2019

contact: Anthony Garnett
Andy Edwards
Alison Finch

Adrian Stanfield
Director of Central Services and Deputy Chief Executive

Robert Styles
Director of Street Scene, Leisure and Technical Services

This page is intentionally left blank



Mr Adrian Stanfield LL.B (Hons)
Director of Central Services
Gisbon Building
Gisbon Drive
Kings Hill
West Malling
Kent
ME19 4LZ



Date: 19th December 2019

Ref: OPCC/MS/CT/056/19

Thank you for your letter dated 02nd December 2019 and raising the query regarding CCTV that has been made by the Council's Overview and Scrutiny Committee. The question of funding for CCTV is one that has been raised on a number of occasions by the Districts. My position on this is that if the Councils wish to use the Crime Reduction Grant I provide to them to support their CCTV network, then this is not an issue. This is already taking place in a number of areas with around £110,927 allocated from this grant to support CCTV during 2019/20. However, CCTV provision is not a core function for the Police and it is up to Local Authorities to decide what the CCTV service looks like going forward.

I hope this clarifies my position regarding the funding support I have made available for CCTV.

Yours sincerely

Matthew Scott
Kent Police and Crime Commissioner

This page is intentionally left blank

Annex 2

From: Jackie Andrews [<mailto:Jackie.Andrews@clarionhg.com>]
Sent: 02 January 2020 11:18
To: Adrian Stanfield <Adrian.Stanfield@tmbc.gov.uk>
Cc: Bev Covington <Bev.Covington@clarionhg.com>; Lisa Clarke <Lisa.Clarke@clarionhg.com>
Subject: FW: Review of Community Safety/ CCTV

Hi Adrian,

Thanks for your attached letter which was initially sent to the CEO and has now been passed to me to respond to.

I have talked through the detail of the letter with the local team and more specifically our tenancy specialist team, who are actively involved in CSU meetings and discussions.

We are keen to support the positive work that the CSU continue to deliver and do work closely with T&M and other statutory agencies to manage both ASB and other related activities in the areas where we have homes.

From discussions with the local team it's clear that none of the areas and/or estates where we have homes are covered by the static CCTV cameras provided by the borough. My understanding is that the cameras focus very much on the High Street in Tonbridge, surrounding area and car parks etc.

With that in mind I don't feel we will be able to contribute to the funding for 20/21 and future years, unless the benefits to our residents is evidenced.

Thanks

Jackie Andrews – Regional Director of Housing (South)
Clarion Housing Group
32 Tower View, Kings Hill, West Malling, ME19 4UY
M: 07813 442357
Email: jackie.andrews@clarionhg.com
Web: www.myclarionhousing.com

This page is intentionally left blank

Agenda Item 18

Recommendations arising from the Street Scene and Environment Services Advisory Board of 5 October will be circulated to Members prior to the meeting of Cabinet.

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

STREET SCENE and ENVIRONMENT SERVICES ADVISORY BOARD

05 October 2020

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision

1 EXTENSION OF THE EXISTING ALLINGTON INTEGRATED WASTE MANAGEMENT FACILITY STATUTORY PRE-APPLICATION CONSULTATION UNTIL 16 OCTOBER 2020 – NATIONALLY SIGNIFICANT INFRASTRUCTURE PROJECT (NSIP) – DEVELOPMENT CONSENT ORDER (DCO)

Summary

This report advises Members on the statutory pre-application public consultation for a Development Consent Order (DCO) to extend the Integrated Waste Management Incinerator at Allington which is a Nationally Significant Infrastructure Project (NSIP). The consultation ends on the 16th October. The report covers a basic overview of the NSIP process, likely time frames, the Council's participation, key points for the Council to consider and a recommended response to the consultation.

The consultation and its relevant documents can be accessed via the following link - <https://app.box.com/v/allingtoniwmf>

1.1 Introduction

- 1.1.1 FCC Environment (UK) Ltd are proposing to extend their current Integrated Waste Management facility at Laverstoke Road, Allington with a fourth waste treatment line. This is unlike a normal application for planning permission because the scheme qualifies as a Nationally Significant Infrastructure Project (NSIP) and will be determined under the separate (NSIP) procedure set out in the 2008 Planning Act by the Planning Inspectorate. Such a development proposal is determined as a NSIP due to the generation capacity of the extended generating station. The proposed extension, in combination with the existing station, would exceed the NSIP threshold of 50 Mega Watts.
- 1.1.2 This pre-application consultation is one of the initial and important requirements of the NSIP process prior to submitting an application for a development consent Order. Such applications are determined by the Planning Inspectorate (PINS) on behalf of the Secretary of State who will make the final decision. Therefore Tonbridge and Malling Borough Council does not determine the proposal but is a consultee.

- 1.1.3 It is important to note that the information provided as part of this pre application statutory consultation is preliminary information and is not the complete and finalised package. As part of the consultation feedback, details may change and/or extra information may be needed. The results of the consultation are presented in a consultation statement.
- 1.1.4 The Planning Act does not specify a set level of information/plans to be provided by the applicant at the pre-application stage. NSIP guidance recognises there is a balance between consulting early but also having project proposals firm enough to enable consultees to comment and recognise and understand the impacts. This scheme will require an Environmental Impact Assessment (EIA/ES). This is not required to be submitted at the pre-application stage; instead applicants are advised to submit a preliminary environmental information report (PEIR) to enable consultees to develop an informed view of the project.

1.2 What is an NSIP

- 1.2.1 The Planning Act 2008 produced a new decision making process for major infrastructure projects in the fields of energy, transport, water, waste water and waste. These projects are large scale developments both onshore and offshore such as new powers stations, harbours, roads and electricity transmission lines. The aim is to streamline the decision making process for such projects making it fairer and faster for communities and developers alike. The Planning Act sets out the thresholds above which certain types of development are considered nationally significant and requires an application for development consent under the NSIP procedure. In this case for electricity generation, the trigger point is 50 Mega Watts.
- 1.2.2 The NSIP process works on a front loaded method and therefore pre-application consultation of the project is a key requirement prior to the submission of the application to the Planning Inspectorate. The development consent order (DCO), if eventually granted by the Secretary of State, is meant to be a complete process whereby it not only provides planning consent for the project but incorporates other consents including authorisation for the compulsory acquisition of any necessary land.
- 1.2.3 The application is considered within its national context and need and determined in accordance with the National Policy Statements which for this development would be EN1 – Overarching National Policy Statement for Energy, EN3 – Overarching National Policy Statement for Renewal Energy Infrastructure and EN5 – Overarching National Policy Statement for Electricity Networks Infrastructure. The National Planning Policy Framework and Planning Policy Guidance are also material considerations and to a lesser degree the Local Development Plan.
- 1.2.4 The application is submitted to the Planning Inspector who manages the process and appoints an examining authority to run the public examination. The Inspector

concludes by making a recommendation to the Secretary of State who makes the final decision.

1.3 What are the NSIP stages

1.3.1 The key stages of the NSIP process are as follows:

- Pre application consultation (unlimited time period) – ends 16th October 2020.
- Application Acceptance (28 days).
- Pre-examination (3 months).
- Examination (6 months).
- Recommendation and decision (6 months).

1.4 Application site and surroundings

1.4.1 The development site is located at the existing waste management centre at Laverstoke Road in the parish of Aylesford. The vast majority of the site is within the Council's administrative boundary in the ward of Aylesford South but a small portion of land (in the south-western corner) lies in the administrative boundary of Maidstone Borough Council (MBC).

1.4.2 The existing facility and main access is situated within the 20/20 business park with the actual proposed development area immediately to the west of the site within a disused quarry which is surrounded by earth bunds and tree screening. This area is subject to the provision of a Section 106 Agreement, which includes the retention of the land for nature conservation purposes (non-designated).

1.4.3 Directly to the north is the M20 Motorway. Laverstoke Road is located to the east, beyond which is the 20/20 Business Park which includes a range of commercial uses (including office space, industrial units and distribution units). To the south is St Laurence Avenue beyond which is a mainline railway and past that is a residential development known as 'The Orchards'. To the south-west and west is the A20 London Road/Coldharbour Lane as well as the Poppyfields public house.

1.5 The Proposal

1.5.1 The application seeks consent for a fourth waste treatment line to the existing station. The proposed extension would be located immediately to the west of the existing station and would be capable of processing up to an additional 350,000 tonnes of non-hazardous residual waste per annum in a single process line and generating approximately 32MW of electricity. In combination with the existing station, the extended generating station would be capable of processing up to 910,000tpa of non-hazardous residual waste, generating circa 77MW of electricity.

- 1.5.2 Whilst comprising an extension to the existing station, it is proposed that the proposed extension would utilise a different thermal treatment technology to the processing lines contained within the existing station. It would include a moving grate combustion system, rather than the fluidized bed system. However the basic operational activities carried out at the proposed extension would not differ significantly from the existing processing lines and would follow the same basic process that already operates.
- 1.5.3 The proposed extension would cover an area of approximately 6.9 ha. It would be a single main building, divided into a series of distinct but interconnected smaller buildings housing the various process areas. The main building would be approximately 145.6m in length, with a width approximately 114.2m at the widest point. The existing land form would be excavated to create a level platform with the highest part of the building 37 metres above the 16 metres AOD (above ordinance datum) level. A shared stack is proposed at a height of 90 metres, 10m higher than current.
- 1.5.4 In design terms, the development would have a utilitarian appearance with a predominantly flat roof form with an external finish of metal cladding. The remaining land within the site would be landscaped with enhanced habitats including, woodland screening around the perimeters, hedgerows, scrub and grassland areas as well as a pond feature. The western part of the site would be publicly accessible, via St Laurence Avenue with designated footpaths. A number of plans and elevations are appended at **Annexes 1 – 8** for Members' information.
- 1.5.5 Access would remain as is currently the case, from Laverstoke Road which connects to St Laurence Avenue which in turn connects to the A20 via a roundabout. The existing internal access arrangement would be improved to allow for the free flow of commercial and private vehicles internally within the Site. The improvements would enable additional queuing capacity off the public highway.
- 1.5.6 The proposed extension would operate on the same hours as the existing station, which is 24-hour 7 day a week, 365 days per year basis.
- 1.5.7 Owing to the loss of the existing land to development at the Allington site, the applicant has sought to offset the loss of biodiversity arising from the development by means of an additional off-site compensatory habitat enhancement. This is proposed to take place at former Stangate landfill Quarry (east/west), Crowhurst Lane near Borough Green where the applicant owns and controls parcels of land. It is proposed that habitat enhancement work at Stangate quarry and the Allington site together, will achieve a net biodiversity benefit of 10% in line with Government guidance.

1.6 Household Waste Recycling Centre

- 1.6.1 You may be aware of an application to build a new public Household Waste Recycling Centre at the same site, adjacent to the existing station. This is by the

same applicant, however does not form part of this DCO application, although it has been included in the Environmental Impact Assessment (EIA), considering the cumulative impacts.

- 1.6.2 The application has been approved by KCC (the determining waste authority) and further details can be found on the KCC website under KCC/TM/0284/2019.

1.7 Appraisal

- 1.7.1 It is not the intention here to appraise all the material planning considerations of the scheme, however attention is drawn to the following key areas of concern which Members should be mindful of. The full draft consultation response is attached to this report for Members' consideration [**Annex 9**].
- 1.7.2 *The Consultation* - officers, in consultation with Cabinet and ward Members, have already commented on the Statement of Community Consultation (SoCC), which sets out how the applicant will consult with the local community and interested parties, and respond to questions and suggestions. In this regard, the methodology was considered acceptable and took into account the constraints presented by COVID 19 and the need to ensure social distancing.
- 1.7.3 *Waste Management* – in terms of the waste management this is not a local authority matter where Kent County Council are the Waste Authority and are best placed to advise on this matter. However Kent's early Partial Review of the Minerals and Waste Local Plan 2013-30 has been found sound and is due to be adopted by KCC shortly. This has an overall objective of maintaining net self-sufficiency for waste in the county for the duration of the Plan period. Therefore the provision of such additional capacity within the borough may be considered contrary to those waste policies. Officers expect that these issues will be raised by KCC in their response to the consultation exercise.
- 1.7.4 *Impact upon the TMBC Local Development Framework and emerging Local Plan* - the development site is not the subject of any site specific policy within the LDF or emerging Local Plan. On this basis, the development is not considered to conflict with the current or emerging development strategy in the borough.
- 1.7.5 *Socio-economic* – the Council's Economic Regeneration Manager welcomes the proposal in terms of the positive impact on employment generation within the borough. However he has recommended that ideally, there should be a strong commitment to sourcing local trade and suppliers as well as supporting training opportunities for the young.
- 1.7.6 *Design and visual Impact* – the consultation documents make a commitment to good design. In this regard, a utilitarian modern design is proposed that seeks to visually interrelate with the existing building and utilise existing facilities (where possible), in particular a shared stack (instead of two single stacks). Inevitably such a large development will present some visual intrusion into the area, however in this location, adjacent to an existing industrial building and commercial

estate this is not considered to be significant enough in planning terms to merit an objection on this basis.

- 1.7.7 *Ecology* - the current status of the site is a non-designated nature conservation area where there has historically been a commitment to maintain and manage this land. However the land has limited ecological value. A large proportion of this would be lost to the development therefore the applicant seeks to off-set the loss of biodiversity by means of an off-site compensatory habitat enhancement scheme at Stangate quarry within the west of the borough where a biodiversity net gain of 10% is proposed. The ecologist at Kent County Council is generally supportive of the scheme.
- 1.7.8 *Construction and residential amenities* – the site is located close to residential properties where residents may be adversely affected by noise and disturbance from piling and excessive working hours. The Council’s Environmental Health Officers have therefore recommended a different type of piling be used as well as a reduction in site construction times.
- 1.7.9 *Air Quality* – the development proposes a taller shared stack the height of which would be ten meters higher than the existing stack to mitigate any adverse impacts upon both the human and natural environment. Taking into consideration the prevailing wind, The Council’s Environmental Health Officers are generally happy that there would not be any significant reduction in air quality in the borough. The Officers have recommended consideration be given to ensuring future developments in the area are factored into the air quality modelling and that traffic routes, (where possible), avoid the Air Quality Management Areas in the borough.
- 1.7.1 *Highways* – Kent County Council are the Highways Authority and are best placed to advise on highways matters. However, owing to the COVID – 19 travel restrictions, the consultation does not include a junction capacity survey of junction 5 of the M20. This is a key piece of evidence which is missing and therefore it is recommended that this is carried out and submitted as part of the final submission to the Inspector. In this regard, the applicant is advised to refer to the Council’s Local Plan transport evidence which may be helpful. The applicants Transport Assessment has also failed to properly take into account cumulative developments and committed growth, in particular the approved development reference 17/01595/OAEA, as well as other recently approved developments which should be highlighted to the applicant.

1.8 Legal Implications

- 1.8.1 The statutory legislation that governs NSIP is the Planning Act 2008 and this consultation is carried out under section 42 and/or Regulation 3 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009.

1.8.2 The Council is not the decision maker and under Section 42, the Council is effectively only a consultee giving its views on the development but as one of the 'host' local authorities, it has some wider duties and responsibilities under the process from the pre-application to the post decision stages. Participation is not obligatory but is strongly advised by the Inspectorate.

1.9 Financial and Value for Money Considerations

1.9.1 There are no financial or value for money considerations as part of this consultation.

1.10 Risk Assessment

1.10.1 As stated above, the Council is not the decision maker in this instance, but is a consultee. If the consultation is not considered and a representation is not made at this stage, there is the risk that the concerns and priorities of this Council and the potential impacts on local residents will not be relayed to the applicant.

1.11 Equality Impact Assessment

1.11.1 The decisions recommended in this report have a remote or low relevance to the substance of the Equality Act.

1.11.2 The most affected people will be those living the closest to the development site, however the Council has recommended some mitigation measures to reduce disturbance to a minimum. The Council has also recommended some measures to ensure equality in the recruitment of staff.

1.12 Policy Considerations

1.12.1 Climate Change Strategy

1.13 Recommendations

1.13.1 That the content of this report **BE NOTED**; and

1.13.2 The Director of Planning, Housing & Environmental Health, in consultation with the Cabinet Member for Street Scene and Environment regarding any changes agreed at this meeting, **ISSUE** the attached response as the Council's formal position on the public consultation that finishes on the 16th October.

Background papers:

contact: Julian Ling

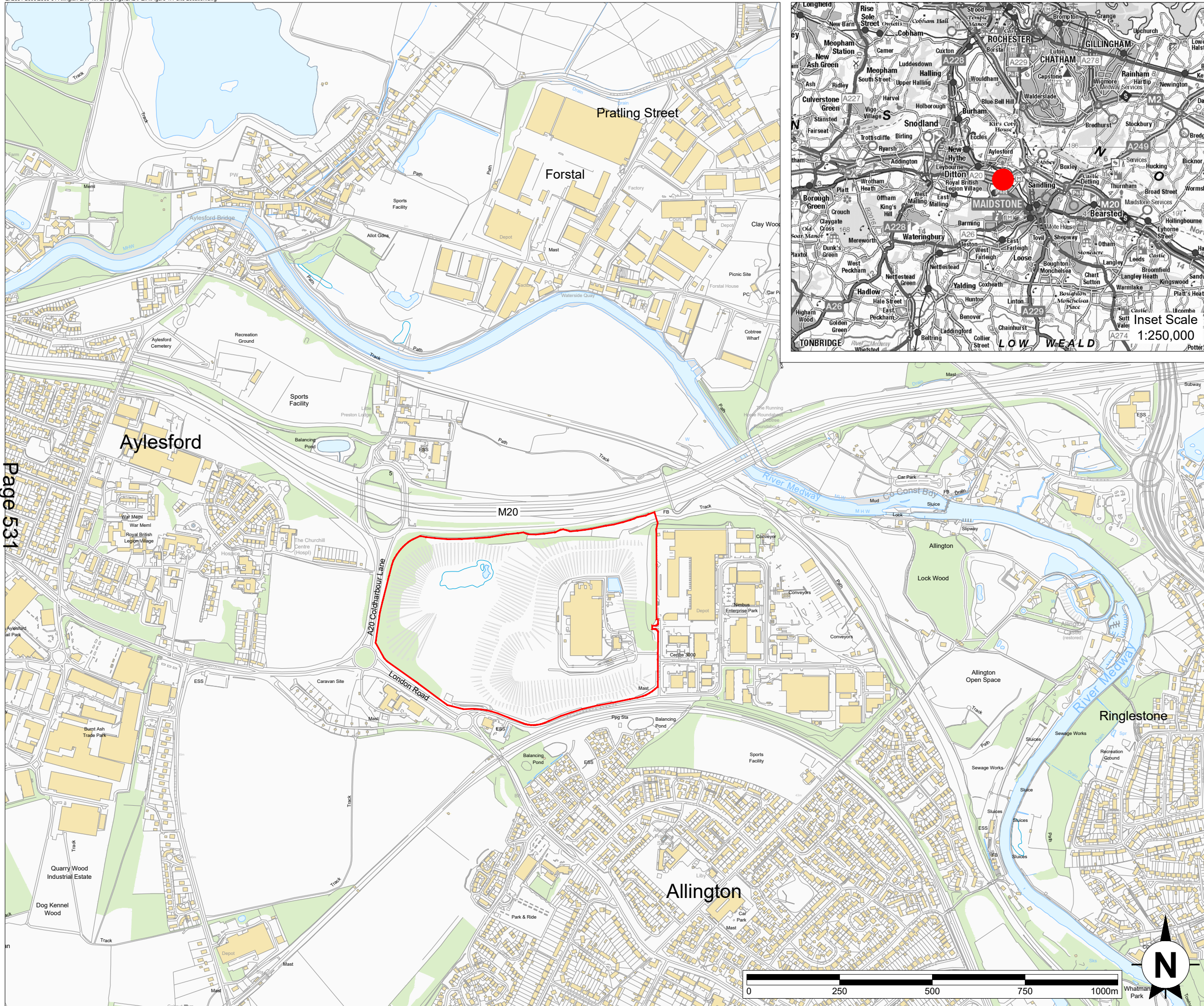
Nil

Eleanor Hoyle

Director of Planning, Housing and Environmental Health

This page is intentionally left blank

Q:\2551-2600\2565-01 Allington EW 4th Line\DWgs\CAD\PEIR\Figure 1.1 Site Location.dwg



- Site Location
- Site Boundary

Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent
 Preliminary Environmental Impact Report (PEIR)

Figure 1.1

Site Location

Scale 1:10,000@A3	Date July 2020
----------------------	-------------------

Page 531

This page is intentionally left blank



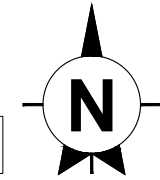
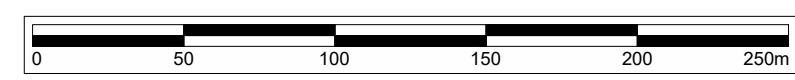
 Site Boundary

Page 533

Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent
 Preliminary Environmental Impact Report (PEIR)

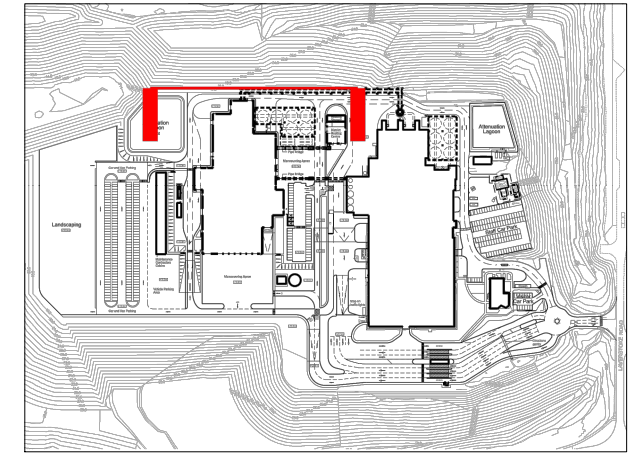
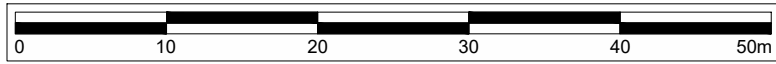
Figure 1.5
 Indicative Extended Generating Station Layout without the Proposed HWRC

Scale 1:2500@A3	Date July 2020
--------------------	-------------------

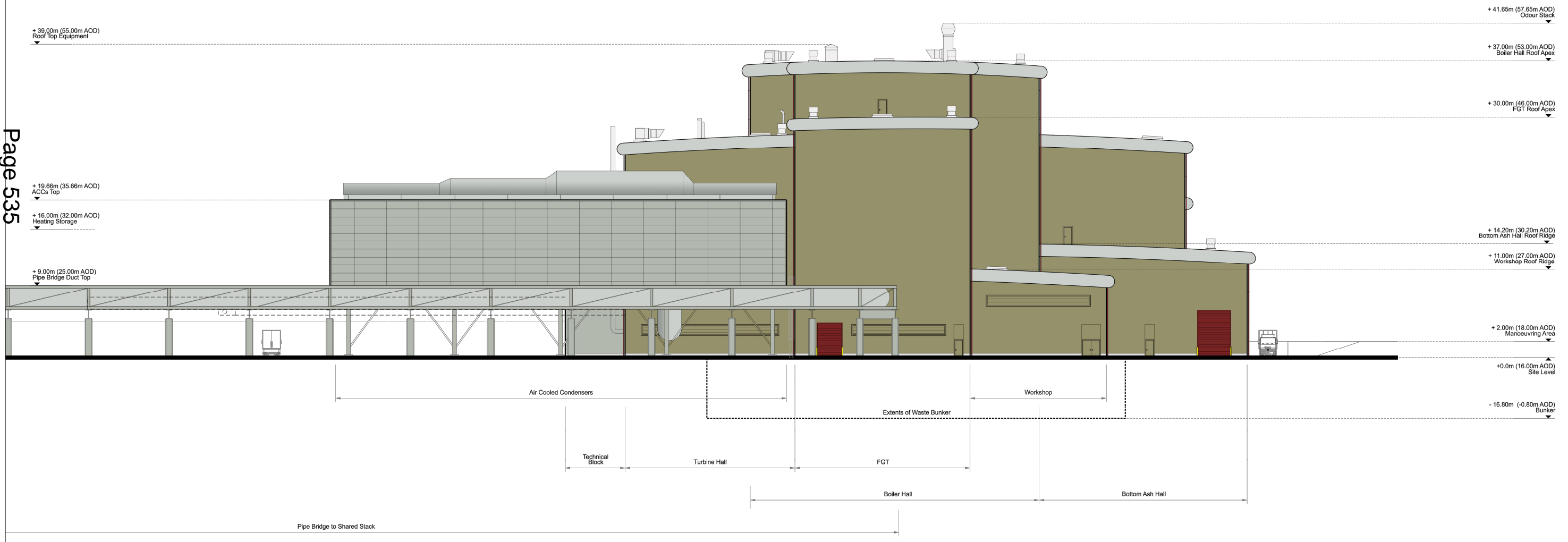


This page is intentionally left blank

Q:\2551-2600\2565-01 Allington EW 4th Line\DWgs\CAD\PEIR\Figure 5.5a Proposed Extension Illustrative - North Elevation.dwg



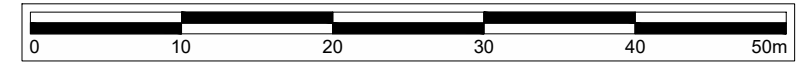
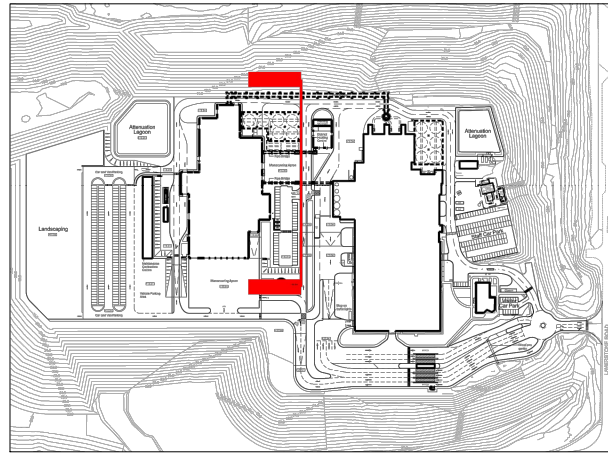
Page 535



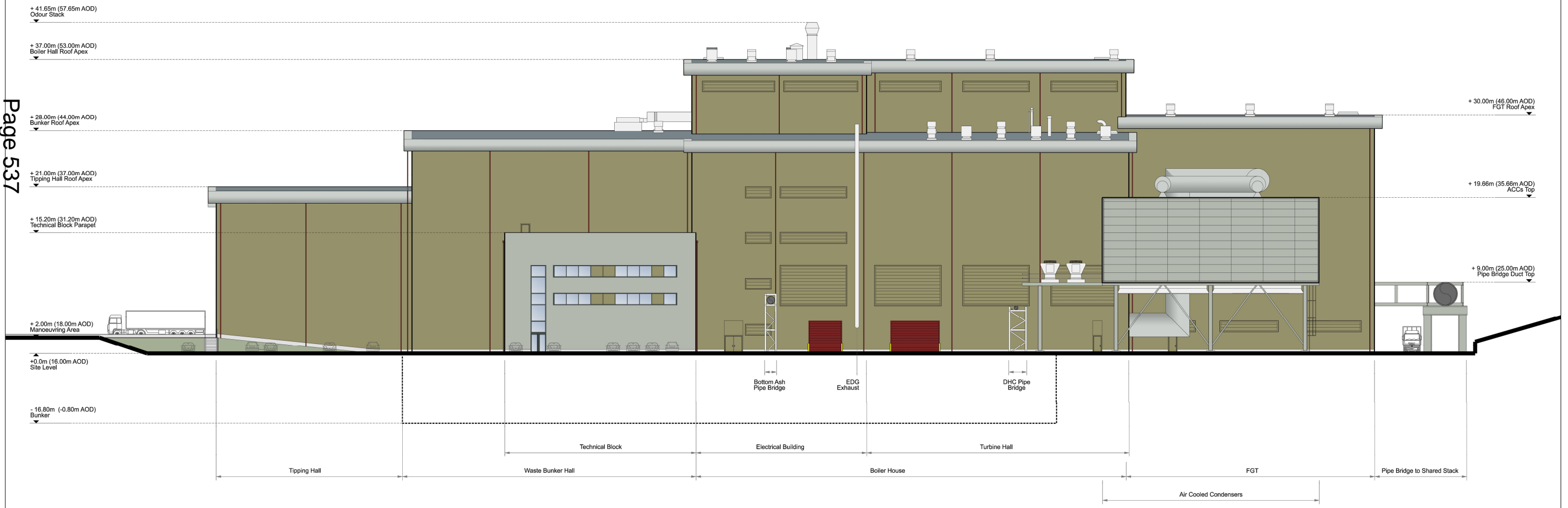
 	<p>Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent</p> <p>Preliminary Environmental Impact Report (PEIR)</p>	<p>Figure 5.5a</p>	
		<p>Proposed Extension Illustrative North Elevation</p>	
		<p>Scale 1:500@A3</p>	<p>Date July 2020</p>

This page is intentionally left blank

Q:\2551-2600\2565-01 Allington EW 4th Line\Dwgs\CAD\PEIR\Figure 5.5b Proposed Extension Illustrative - East Elevation.dwg



Page 537

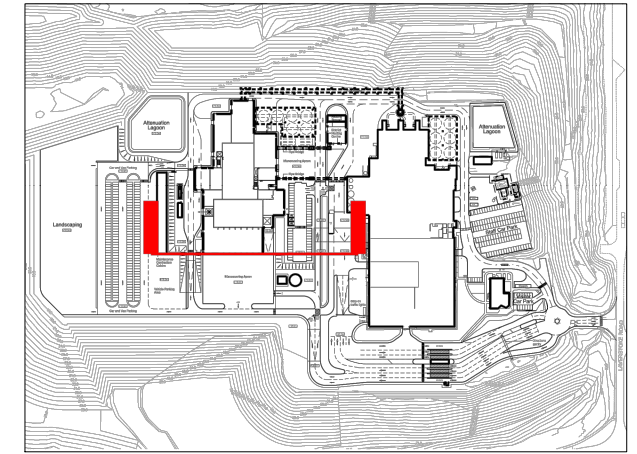


Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent
 Preliminary Environmental Impact Report (PEIR)

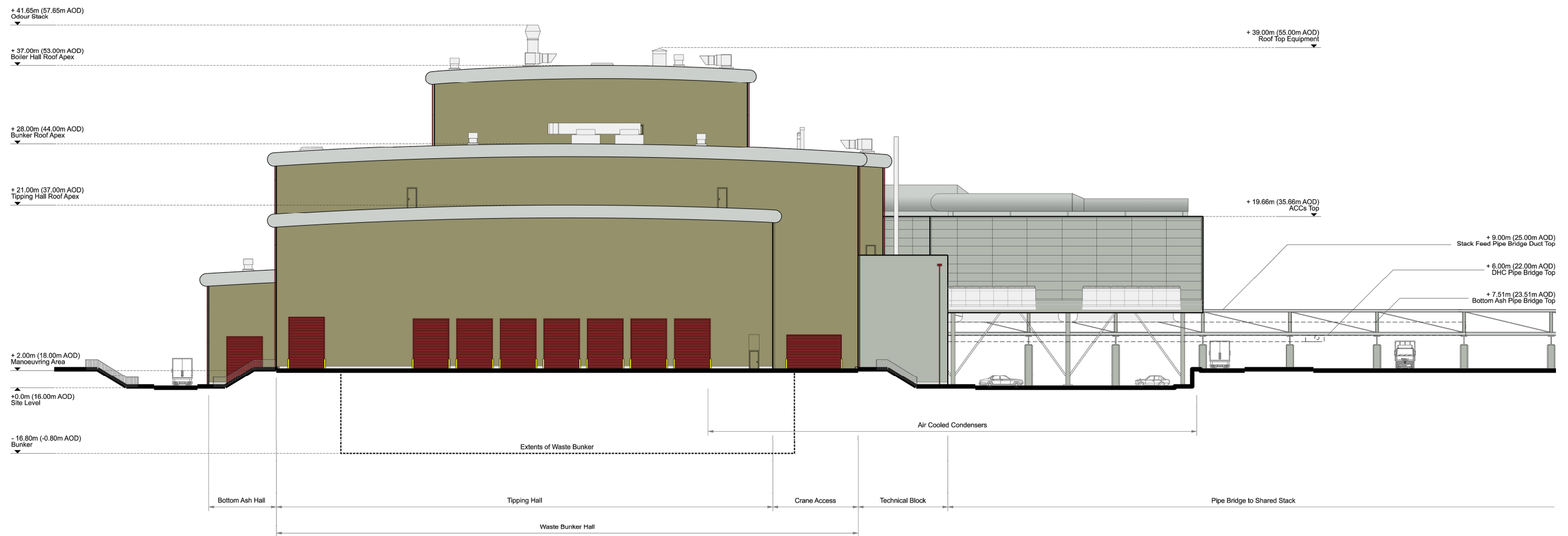
Figure 5.5b	
Proposed Extension Illustrative East Elevation	
Scale 1:500@A3	Date July 2020

This page is intentionally left blank

Q:\2551-2600\2565-01 Allington EW 4th Line\DWG\CAD\PEIR\Figure 5.5c Proposed Extension Illustrative - South Elevation.dwg



Page 539

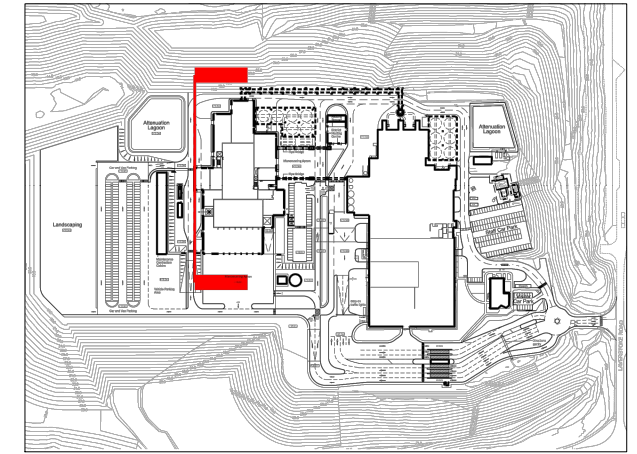
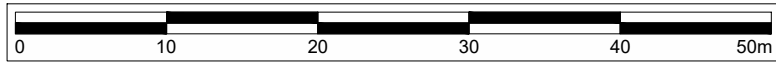


Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent
 Preliminary Environmental Impact Report (PEIR)

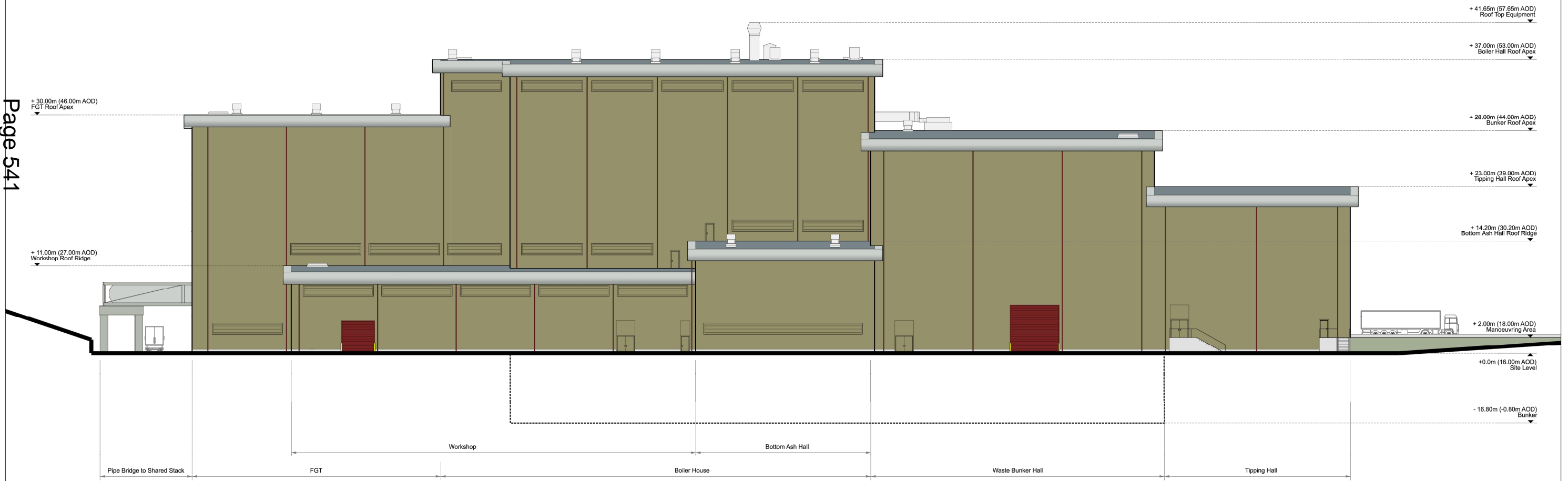
Figure 5.5c	
Proposed Extension Illustrative South Elevation	
Scale 1:500@A3	Date July 2020

This page is intentionally left blank

Q:\2551-2600\2565-01 Allington EW 4th Line\DWG\CAD\PEIR\Figure 5.5d Proposed Extension Illustrative - West Elevation.dwg



Page 541



 	<p>Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent</p> <p>Preliminary Environmental Impact Report (PEIR)</p>	<p>Figure 5.5d</p>	
		<p>Proposed Extension Illustrative West Elevation</p>	
		<p>Scale 1:500@A3</p>	<p>Date July 2020</p>

This page is intentionally left blank



Page 543

Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent
 Preliminary Environmental Impact Report (PEIR)

Figure 5.16

3D Image

Scale NA	Date July 2020
-------------	-------------------

This page is intentionally left blank



Key:

- FCC Land Ownership Boundary
- Existing Features**
- Woodland (retained)
- Scrub (retained)
- Existing Grassland
- Waterbody (retained)
- Proposed Features**
- New Native Woodland
- New Native Scrub
- New Species-rich Grassland
- New Open Mosaic Habitat
- New Hedge
- New Waterbody
- New Swale
- Permissive Footpaths
- Viewing Area
- Suggested Secure Fenceline

Application for Development Consent Order (DCO) for an Extended Generating Station with a generating capacity exceeding 50MW at Allington, Kent
 Preliminary Environmental Impact Report (PEIR)

Figure 9.6a

Illustrative Landscape Masterplan (without the Proposed HWRC)

Scale
As shown

Date
July 2020

This page is intentionally left blank



www.tmbc.gov.uk/localplan

localplan@tmbc.gov.uk

Gillian Sinclair
FCC Environment
Ground Floor West
900 Pavilion Drive
Northampton Business Park
Northampton
NN4 7RG

Contact Julian Ling
Email Julian.ling@tmbc.gov.uk
Your ref.
Our ref.
Date 09.09.2020

Dear Gillian

Extension of the existing Allington Integrated Waste Management Facility statutory pre-application consultation - Section 42 of the Planning Act 2008.

Thank you for consulting Tonbridge and Malling Borough Council (TMBC) regarding this development. TMBC welcome this opportunity to comment on the proposal and assist your company with this project.

TMBC recognise the complex nature of the project and that this information represents the preliminary evidence and proposals of the development. The Council therefore does not wish to comment fully on any initial conclusions or statements included in this consultation and these comments are given without prejudice to any future decision the Council may take regarding this development.

Tonbridge and Malling Borough Council LDF and emerging Local Plan

Within the borough of Tonbridge and Malling the adopted Development Plan is the Local Development Framework which comprises a suite of Development Plan documents including the Core Strategy (adopted in 2007), Development Land Allocations DPD (adopted 2008), the Tonbridge Central Area Action Plan (adopted 2008), the Managing Development and the Environment DPD (adopted 2010) and a compendium of 69 development management policies (saved in 2010). The development site is not subject to any site specific policy however it is located partly within the Strategic Gap (CP5), the Urban Fringe (OS7) and the countryside (CP14) and partly within the '20/20 Estate which is a safeguarded employment site (E1h) within the wider Urban Area (CP11).

Planning Policy, Gibson Building, Gibson Drive, Kings Hill, West Malling,
Kent ME19 4LZ

Have you tried
contacting us at
[www.tmbc.gov.uk/
do-it-online?](http://www.tmbc.gov.uk/do-it-online?)

The Council's new emerging Local Plan is now at an advanced stage where it was submitted to the Planning Inspectorate for examination on Wednesday 23rd January 2019 for public examination and stage one hearing sessions are scheduled to take place in October and November 2020. Similar to the LDF, the development site is not the subject of any site specific policy within the Local Plan and is located partly within a rural area and partly with the existing urban area in terms of policy LP5. Policy LP24 recognises the requirement for development to comply with the Kent Minerals and Waste Local Plan and policy LP34 safeguards the 20/20 Estate Aylesford for employment uses.

Based on the information so far, TMBC does not consider the proposal to conflict with the development strategy in the Borough Council's current LDF or emerging Local Plan but wish to make the following comments on the development proposal.

The Consultation

In relation to this consultation, TMBC continue to support the special measures put in place that take account of the constraints presented by COVID – 19, in particular the need to ensure social distancing and the extended time period given for responses to be made.

Socio-economic

Overall, TMBC welcomes the proposal in terms of the positive impact on employment generation within the borough. The Council is committed to improving economic prosperity and job creation in the borough as set out in the TMBC Economic Regeneration Strategy 2019 – 2023. The Council acknowledge the additional jobs both during construction and once operational, but would like to see a specific commitment to sourcing local trade and suppliers beyond the theoretical application of the Homes and Communities Agency (Homes England) multipliers.

When considering the labour market and current unemployment levels owing to the COVID-19 crisis (and potential vulnerabilities should a No Deal Brexit happen), it is likely that the borough will continue to experience higher unemployment levels than the historic average. Currently, unemployment levels in the borough are at 4.2% (June 2020), with unemployment in the adjoining borough of Maidstone at 5.3%. It is also worth recognising that youth unemployment (18-24 year olds) is currently at 7.8% and there are a number of pockets of higher unemployment in the borough that are located quite close to the proposal site such as Snodland East and Hamhill (6%), Burham and Wouldham (5.6%) and Aylesford South (5.3%). With this in mind, The Council considers there is a realistic opportunity for FCC Environment, and its contractors during the construction phase to engage with the Borough Council/Kent Apprenticeships/Kent Supported Employment and the Maidstone Job Centre, to explore the role that (higher level) apprenticeships, internships or graduate schemes might play in the recruitment drive. Whilst reference is made to training and skills in the economic impact assessment, the Council would like to see a stronger commitment to supporting such training opportunities.

Design

Regarding design, the Overarching National Policy Statement for Energy (EN1) states that “applying good design to energy projects should produce sustainable infrastructure, sensitive to place, efficient in the use of natural resources and energy used in their construction and

operation, matched by an appearance that demonstrates good aesthetic as far as possible. It is acknowledged, however that the nature of much energy infrastructure development will often limit the extent to which it can contribute to the enhancement of the quality of the area”.

The Council acknowledges that the design is still to be finalised and is pleased to see that the documents makes a commitment to good design. So far, the Council supports that a utilitarian modern design is proposed that seeks to visually interrelate with the existing building and utilise existing facilities (where possible), in particular a shared stack.

To reduce the visual impact upon the skyline, the design process should explore other options to further reduce the height of the building, such as lowering the existing ground levels and sinking the building further below ground and/or different plant configurations.

As the final design is progressed, the Council would recommend the use of innovative and low-carbon solutions as part of the design and build, for example, low-carbon construction methods and materials with less embedded carbon.

Biodiversity

The Council recognises the current status of the site as a non-designated nature conservation area which has limited ecological value but also that there has historically been a commitment to maintain and manage this land. A large proportion of this would be lost to the development but TMBC recognise that a strategy is proposed that seeks to off-set the loss of biodiversity by means of off-site compensatory habitat enhancement at Stangate quarry within the west of the borough. The Council supports the biodiversity net gain of 10% on baseline values that this strategy could achieve.

The proposals includes ecological restoration of the site on areas of land not needed for the permanent development. The Overarching National Policy Statement for Energy (EN1) states “Development proposals provide many opportunities for building-in beneficial biodiversity or geological features as part of good design” (5.3.15). On this basis, it is considered that there could be further opportunities for on-site enhancement by increasing habitat connectivity, contributing to wildlife corridors, improving the water environment and landscaping with pollinators. Consideration should also be given to making space for species within the design and build, for example the integration of concealed nest boxes as part of the exterior of the buildings/structures.

Construction and residential amenities

The site is situated within close proximity to residential areas of Bunyard Way and Poppy fields where people’s residential amenities should be safeguarded from noise, vibration, dust and fumes.

Within several documents the construction technique of percussive piling has been cited which The Council has significant concerns regarding how disruptive and intrusive this can be from noise and vibration. Instead it is strongly recommended that CFA pilling be used as this is a lot quieter and less disruptive. The documents also do not appear to indicate how many piles will be required to be sunk, and over what timeframe. Monitoring will be required for such activities, especially if percussive is used and the documents do not appear to give much detail into how this will be monitored.

With regard to working times, The Council acknowledges the proposed working times set out in the Construction Environmental Management Plan but consider these to be excessive, particularly on Saturday. To ensure impact upon amenities is reduced to a minimum, the Council would recommend the working and deliver times are amended to be in accordance with the Council's adopted construction site core hours of 07.30 – 18.30hrs Monday – Friday and 08.00 – 13.00hrs Saturday and not at all on Sundays and bank holidays inclusive of deliveries. In the event that construction is to take place outside of these hours, then it is strongly recommended that FCC apply for a Section 61 Prior Consent notice from Tonbridge and Malling Borough Council.

Air Quality

Concerning cumulative impacts, it is not clear whether the air quality assessments have taken into account the recently approved development at South Aylesford – 17/01595/OAEA. It is strongly recommended that this is considered, whereby this site will become one of TMBC's closest receptors beyond the residential accommodation at Poppy fields and the first occupation may well occur before or at the same time as the new plant becoming operational.

It is also requested by The Council, that when planning transport routes, roads from the south and south west are considered in order to avoid existing AQMA's (particularly in Wateringbury). Site traffic coming from this direction should be encouraged to use the A228/M20 rather than the A26/Hermitage Lane.

Highways

For highways matters, TMBC are guided by Kent County Council (KCC), who are 'The Highways Authority' for the borough and TMBC are aware that they will respond separately on this consultation.

Notwithstanding comments made by KCC, of particular concern to The Council are the impacts upon junction 5 of the M20, as well as the A20 corridor. The Council acknowledges that owing to the COVID-19 travel restrictions, it has not been possible to carry out a traffic assessment of junction 5. To ensure an accurate assessment of these key junctions, The Council strongly recommends that this is carried out and included in the final Transport Assessment submitted to the Planning Inspectorate.

With this in mind, the Council wishes to highlight the forecast junction capacity transport assessment on the A20 corridor including Junction 5 of the M20, commissioned as part of its Local Plan evidence base that may be of help. This can be accessed using the following link [A20 VISUM Study \(March 2019\)](#). As shown in the results, Junction 5 is modelled in both the future (2031) Do Minimum scenario (the future baseline excluding the strategy in the submitted Local Plan) and Do Something scenarios (the Local Plan strategy as submitted). The modelling shows the junction to operate within theoretical capacity, however with the development strategy factored in (DS), the position becomes more marginal.

The Council is pleased to see that traffic flows used in the Transport Assessment (TA) take account of committed growth, in particular the development land south of London Road and East of Hermitage Lane Aylesford (Application ref: 17/01595/OAEA) – now granted outline planning permission. However according to your TA, it has only taken account of 175 dwellings associated with the opening of the relief road. The Council strongly recommends

that to ensure the development takes into account the full impact of this major site, the whole quantum of development (840 dwellings, primary school and surgery) is modelled into the Transport Assessment. Concerning other committed development, the Council also wishes to highlight the recent approved applications, as set out in Appendix A below, that may have a local impact from trip generation that should be considered in combination with this application.

Lastly, to contribute to reducing carbon emissions and improve air quality, electric vehicle charging points should be proposed within the parking provision on site.

Conclusion

Overall the development is considered to present some positive aspects. Moving forward TMBC consider that further assessments are still required as well as some additional/updated details. TMBC hope these comments are of assistance to you and continue to support collaborative working with your company and the Planning Inspectorate as the project progresses through the examination process.

Yours sincerely

A handwritten signature in black ink that reads "Ian Bailey". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Ian Bailey
Planning Policy Manager
Tel: 01732 876061

APPENDIX A.

18/03008/OA - East of Clare Park Estate New Road East Malling West Malling.
Development of the site to provide up to 110 dwellings (Use Class C3) and the site access arrangement. All other matters reserved for future consideration. Approved.

19/02841/FL - 675 London Road Ditton Aylesford. Demolition of existing buildings and erection of Class A1 foodstore with associated parking, landscaping and access works. Approved.

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

14 October 2020

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Executive Non Key Decisions

1 REVIEW OF DOMESTIC ABUSE

1.1 Background

1.1.1 A report relating to a Review of Domestic Abuse services was considered by the Overview and Scrutiny Committee on 8 October 2020. Due to the timescale and print deadline for Cabinet, recommendations arising from this meeting will be circulated to Members prior to Cabinet on 14 October.

1.2 Legal Implications

1.2.1 As set out in the report to Overview and Scrutiny Committee on 8 October 2020.

1.3 Financial and Value for Money Considerations

1.3.1 As set out in the report to Overview and Scrutiny Committee on 8 October 2020.

1.4 Risk Assessment

1.4.1 As set out in the report to Overview and Scrutiny Committee on 8 October 2020.

1.5 Equality Impact Assessment

1.5.1 As set out in the report to Overview and Scrutiny Committee on 8 October 2020.

1.6 Recommendations

1.6.1 Recommendations arising from the Overview and Scrutiny Committee Review of Domestic Abuse Services on 8 October, will be circulated to Members prior to the meeting of Cabinet on 14 October 2020.

Background papers:

Nil

contact: Alison Finch
Safer and Stronger
Communities Manager

Adrian Stanfield

Director of Central Services and Deputy Chief Executive

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

08 October 2020

Report of the Director of Central Services

Part 1- Public

Matters for Recommendation to Cabinet

1 REVIEW OF DOMESTIC ABUSE AND SCOPING REPORT

This report will provide an update to the previous scoping report. A number of speakers will attend the meeting to provide information about their services and how they support victims of domestic abuse. The paper will also consider best practice from around the country that could be implemented within Tonbridge & Malling and will also look to identify any additional sources of funding that might be available to support these projects.

1.1 Presentations from organisations involved in tackling domestic abuse

1.1.1. We have invited speakers from DAVSS (Domestic Abuse Volunteer Support Services), Kent Police and Clarion Housing to attend the meeting. These presentations will identify the services that these agencies provide for victims of domestic abuse within the Borough and will allow Members the opportunity to hear more about the work of these agencies. Where possible, these presentations will be circulated in advance of the meeting.

1.1.1 We have also received a written report from Lookahead, who are commissioned by KCC to provide a service to high risk victims of domestic abuse in the borough. This is attached at Annex 1 for information.

1.2 The impact of the Coronavirus on domestic abuse

1.2.1 Since the last meeting we have seen the impact of the Coronavirus on domestic abuse (and the speakers presenting at the meeting will be able to give specific details about the numbers of victims they have helped and how this has affected their organisations). Although the number of people contacting organisations for help reduced slightly during the lockdown period there has now been an increase in people seeking help, with incidents becoming more complex and serious, and higher levels of physical violence and coercive control reported.

1.2.2 The lockdown period and subsequent restrictions on meeting with people has meant that organisations have had to adapt their ways of working. Instead of

providing face to face services, many organisations are now using online meeting technology such as Zoom or MS Teams to speak to victims. Groups, such as the Freedom Programme, are now also run as online groups.

- 1.2.3 All agencies working with victims will of course continue to monitor the impact of the pandemic and if necessary will continue to amend their services to ensure that victims are receiving the support that they need.

1.3 Identifying good practice

- 1.3.1 The last report to Members suggested that we could look to identify good practice running in other areas and then see if this could be something that we could adopt or explore further for our district. Through liaising with other agencies and exploring provision available I have been able to find a number of initiatives that might be suitable for development in Tonbridge & Malling and these are summarised below.

- 1.3.2 Work around domestic abuse is always progressing and new initiatives are always developing through the organisations that we already work with. One such initiative has been the development of a Cyber Stalking Clinic run by Protection Against Stalking (PAS) and Lookahead. Unfortunately the number of people reporting stalking against them has increased and the clinic (which will be held on a monthly basis in Tonbridge) will allow those victims to speak to someone about their issues and get information and advice about actions they can take. The first clinic took place in September and was well attended by people needing to access support.

- 1.3.3 In relation to other initiatives that we could potentially be involved with or develop within the borough, Kent County Council and Maidstone Borough Council are looking to develop the 'Dragonfly' programme across Kent. This is currently running in Dorset, Hampshire and West Sussex and seeks to identify victims of domestic abuse who are isolated within their own communities. The aim is to train people within communities to become 'Champions' so they are equipped to receive and respond to disclosures of Domestic Abuse, empower communities to support and help victims of domestic abuse and make support easily accessible in isolated areas.

- 1.3.4 This may be something that we would also want to become involved with, although we would need to work with our commissioned organisations to ensure that this wasn't duplicating any work they were already undertaking.

- 1.3.5 Another project that may be of interest is one that has been funded by the Home Office. The 'Everyone's Business Advice Line' run by charity Hestia (based in London) is a service that works with employers so that they can provide information, resources and practical guidance to employees who are experiencing domestic abuse. Their programme provides the necessary tools so employers can support employees and provide safe solutions. Hestia states that lockdown has shown that home is not always safe for everyone, and with more people working

remotely due to Covid-19, cases of domestic abuse are rising. The advice line is now available at no cost to businesses through the funding provided.

- 1.3.6 This initiative may be something that Tonbridge & Malling Borough Council would like to explore further to see if it is something that could be promoted to staff.

1.4 Additional funding for domestic abuse

- 1.4.1 The funding available to tackle domestic abuse is limited and as previously reported the Tonbridge & Malling Community Safety Partnership and Tonbridge & Malling Borough Council contribute towards the commissioning of DAVSS in the borough to provide support to victims of domestic abuse (through the use of PCC funding). The CSP also contributes funding towards Protection Against Stalking and the Community Domestic Abuse Perpetrators Programme.
- 1.4.2 Additional funding is difficult to source, although in May this year the Government announced a £76 million emergency fund for organisations to apply to in order to help support victims of domestic abuse and other issues (such as modern slavery) during the Coronavirus pandemic. Locally both DAVSS and Lookahead were successful in receiving some of this funding which will allow them to continue to provide support to victims (and further details about this funding will be provided during the presentations from these organisations).
- 1.4.3 All organisations involved in domestic abuse are always searching for additional funding and will apply for these where appropriate. We will continue to link in with the services working within our borough to ensure that we are working together to apply for funding where available.

1.5 Legal Implications

- 1.5.1 Section 17 of the Crime and Disorder Act 1998 imposes a statutory duty upon the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent:-
- Crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment);
 - The misuse of drugs, alcohol and other substances in its area; and
 - Re-offending in its area.
- 1.5.2 The above duty also applies to Fire & Rescue Authorities and local Policing bodies.
- 1.5.3 The 1998 Act also imposes a separate duty on the Council, together with other Responsible Authorities, to formulate and implement a strategy to reduce/ combat the matters set out at (a) to (c) above. The Council uses the Community Safety Partnership to formulate and implement this strategy.

1.5.4 The Council also discharges various other statutory duties through the Community Safety Unit. These include :

- The Council may be required to establish, or participate in a Domestic Homicide Review, under the provisions of Section 9 of the Domestic Violence, Crimes and Victims Act 2004. KCC currently run the Domestic Homicide Reviews on behalf of the Borough/ District Councils within Kent;
- Under section 10 of the Children Act 2004, the Council is a ‘relevant partner’ of the County Council for the purposes of promoting the wellbeing of children and young people in the Borough. It is therefore under a duty to take part in arrangements to improve the wellbeing of children, defined by reference to 5 outcomes e.g. physical and mental health and emotional wellbeing, protection from harm and neglect. A separate duty exists under section 11 of the 2004 Act, under which the Council must, in the exercise of its functions, consider the need to safeguard and promote the welfare of children and young people.

1.5.5 The Borough Council also has a duty to prevent and relieve homelessness and domestic abuse is one of the main causes of homelessness. The Council also has a duty to provide advisory services and one of the groups identified that we need to target are those who are experiencing domestic abuse.

1.6 Financial and Value for Money Considerations

1.6.1 Funding for domestic abuse services/support comes from a variety of sources including the Community Safety Partnership, Kent County Council and local charities involved in the sector.

1.7 Risk Assessment

1.7.1 Any reduction in services around domestic abuse would lead to additional increases in reports to the Police, lead to increased costs for the health services, could impact on housing and increase homelessness approaches and would be detrimental to resident’s lives.

1.8 Equality Impact Assessment

1.8.1 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people.

1.9 Policy Considerations

1.9.1 Community Safety

1.9.2 Housing

1.10 Recommendation:

1.10.1 That the Safer & Stronger Communities Manager works with the domestic abuse organisations operating within the borough to explore the options around the new initiatives proposed within the report and to develop these as appropriate.

Background papers:

Nil

contact: Alison Finch
Safer and Stronger
Communities Manager

Adrian Stanfield
Director of Central Services

This page is intentionally left blank



1.0 Introduction

1.1 The Kent Integrated Domestic Abuse Service (KIDAS) was commissioned through pooled funding from a variety of partners including KCC Adult Social Care, KCC Public Health, Office of the Police and Crime Commissioner, Kent Fire and Rescue Service and nine District and Borough councils. **Appendix 1** shows a summary of partner funding.

1.2 The approach brought together disparately commissioned services into a flexible, holistic service model, designed to create clear client pathways and outcomes, offer greater consistency to victims, deliver operational efficiencies and facilitate improved strategic oversight of the sector and consistency in data collection and analysis to inform future strategic, tactical and operational decision-making.

2.0 Context

2.1 Contracts were awarded **to run from** 1 April 2017 – 31 March 2022, with two possible extensions of 2 years each.

2.2 KIDAS is delivered county wide and comprises three elements:

a) Referral Assessment and Triage (RAT) Service.

Delivered by Victim Support across the county, providing a single point of access for Kent via its countywide telephone number 0808 168 9111, creating a referral and response pathway for all victims of Domestic Abuse. Victim Support directly deliver support to victims who are assessed as Standard (low) risk ensuring early intervention and prevention of escalation. Those assessed as High and Medium risk are supported by the lead providers of the core community contract.

b) Core Community Contract.

Delivered in four geographical areas by three Lead Providers. Look Ahead hold the West Kent contract covering Tonbridge and Malling, Sevenoaks and Tunbridge Wells local authority areas.

The core community contract comprises:

- support in a variety of accommodation settings including refuge (there are 3 refuges in west Kent)
- resettlement provision
- Support of qualified Independent Domestic Violence Advisors (IDVA) for high risk victims
- Coordinated, multi-agency access points (currently One Stop Shops)
- Access to Sanctuary Scheme
- Private Sector Rented Access Scheme
- Emergency Welfare Assistance offer – offering food, household items and utilities for those in need
- Therapeutic Programmes such as Freedom

c) Training, Education and Awareness (TEA) Service.

Delivered by all three commissioned KIDAS providers and includes:

- training provided to professionals, victims and communities,
- working with employers across the private, public and voluntary sector to implement workplace policies,
- raising awareness through publicity campaigns

2.3 Within west Kent the arrangements are different to the rest of the county. The three District and Borough councils chose to not pool their budgets when KIDAS was commissioned and instead have a separate arrangement for community support for medium risk with DAVSS.

The KIDAS Core Community Contract is supplied by Look Ahead in the area, providing a range of support to high risk victims such as those in the three refuges in west Kent.

2.4 Access to the KIDAS Referral Assessment and Triage service and Training Education and awareness service is available to all residents and businesses in these areas.

3.0 Building Capacity

3.1 The KIDAS contract has provided a strong platform from which applications for additional funding can be applied. To date an additional £815k has been successfully added to complement the core service and fill identified gaps including

a) Hospital IDVA project

- Home Office awarded £387k funding over 2 years
- Funds Specialist Independent Domestic Violence Advisers in two hospital settings William Harvey and Darent Valley Hospital
- Identification of and support to patients presenting across ward within the hospitals including Accident and Emergency, Paediatrics etc.
- HIDVA service has delivered good outcomes:
 - 416 individuals to benefit from specialist domestic abuse advice in 2019-2020 (620 since the start of the project)
 - 93.5% of those referred to the, engaged either directly with the HIDVA or indirectly via NHS staff
 - reached 'hidden' victims of domestic abuse including male victims (8%)
- As a result of success, additional 12 months funding agreed from NHS to continue delivery until end March 2021
- Working in partnership with CCGs to explore future business model and sustainable funding

b) Specialist IDVA Service

- Funding awarded £352k from the Ministry of Housing, Communities and Local Government for 2-year pilot.
- Specialist support for male victims, those from LGBT communities and victims with complex needs (including substance / alcohol misuse, Mental Health)

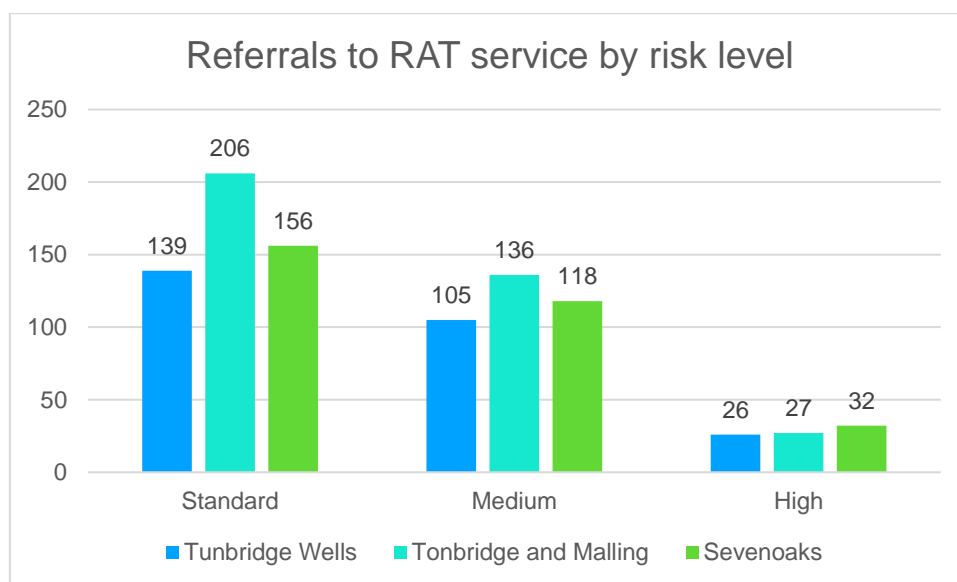
c) Behavioural Insights Team

- KCC were successful in obtaining £76k grant funding from the Local Government Association to run a project utilising the skills of the Behavioural Insights Team to explore approaches and early communication with victims of DA to improve early engagement in support and criminal justice services.
- The findings of this project informed the design of a two-sided business card (see below) for front line police officers to provide to victims to;
 - Explain the next steps,
 - Suggest that the victim had already taken the first step and was closer to accessing support.
 - Set out Kent's support offer in simple language without mention of 'domestic abuse'
 - Provide social proof by highlighting that receiving support is common

4.0 Contracting and Performance Monitoring

4.1 Kent County Council's Strategic Commissioning division manage this contract, monitoring and sharing performance information on behalf of all partners. Data from performance returns are shared and discussed at regular quarterly meetings attended by representatives of all three districts and boroughs. The RAT service is contract managed by the Office of The Police and Crime Commissioner, in conjunction with KCC. The service is performing to its specification and no contractual sanctions have been issued.

4.2 The KIDAS RAT service received 5902 referrals in 2019/20. Of these 16% originated from west Kent. Of the 16%, 501 referrals were assessed as Standard risk where support was offered by Victim Support, including around safety planning.



4.3 There were 85 high risk referrals that were passported to Look Ahead to be supported by a qualified IDVA. The referrals were discussed at Multi Agency Risk Assessment Conference (MARAC) where the information on highest risk cases are shared, discussed and planned for. MARAC is attended by representatives of local police, health, child protection, housing practitioners, Independent Domestic Violence Advisors (IDVAs), probation and other specialists from the statutory and voluntary sectors

4.4 In 2019/20 there were 31 new adult entrants in the refuges operated by Look Ahead in west Kent. This figure does not include those already living at refuge or a count of the children in those families.

4.5 82 individuals in west Kent engaged in community IDVA support provided by Look Ahead. This number is significantly lower than in other local authority areas where the KIDAS provider is the sole community provider. Of those that gave feedback, 77% reported that their abuse had reduced, 92% reported that they felt safer and 90% reported an improvement in their quality of life.

4.6 Look Ahead have been operating from the One Stop Shop in Tonbridge and the fortnightly single agency drop-in at Sevenoaks library. Look Ahead are also leading plans to open One Stop Shops in Tunbridge Wells and Cranbrook.

4.7 One Stop Shop data is collected and collated by Kent Community Safety team and annual reports run from June – July. The latest available published report ran from 2018/19 and showed 104 visitors to Tonbridge OSS, an increase of 65% on the previous year. 100% of those who attended T&M OSS reported they found the OSS helpful.

5.0 COVID Response

5.1 Service delivery by the KIDAS providers continued throughout the pandemic with providers adapting quickly to providing support remotely.

5.2 KIDAS providers were swiftly able to activate their business continuity plans and were proactive in raising awareness of DA during lockdown including:

- Implementing a communication plan which works across providers and partners.
- Updating information available on the DA website and referral pathway.
- Poster campaign – awareness raising posters were developed, highlighting DA and how to seek support.
- Training video – the providers worked together to roll out a bite sized training video to raise awareness of DA and instil knowledge on the referral pathway and signposting with the target audience being supermarket staff, pharmacy staff and community volunteers.

5.3 During the COVID pandemic, concern was raised at national level that, due to 'lock down', limited social contact and social distancing people domestic abuse levels may increase, but also that it might become more difficult to seek support.

5.4 Monitoring activity reveals that the monthly average vacancy rate in refuges has reduced from 11.5% at the start of COVID to 6% for August 2020, an indication of increased demand.

5.5 Demand for outreach support has steadily increased since March by 48% when compared to the same quarter in 2019/20. The KIDAS contract is outcome focussed rather than specifying output. Providers have been able to successfully flex their models to manage increases in demand.

5.6 The three lead KIDAS providers collaborated and submitted a joint bid in July 2020 for COVID-19: Home Office Extraordinary Funding for Domestic Abuse Support Services funding and a further bid for MHCLG Domestic abuse safe accommodation: COVID-19 emergency support fund.

5.7 These bids have been successful; providers having been granted £130,463 from the Home Office and £77,433 from MHCLG. The funds have been used to enhance the core contract offer across the county during the pandemic, including:

- Improvements to Wi fi within refuge buildings to provide better access to remote support.
- Development of virtual delivery of the Phoenix programme including upskilling facilitators.
- iPads, to be used at One Stop Shops across the county, to enhance the remote support offer and develop virtual engagement of partner agencies. Thirteen are available in west Kent.
- Additional bed spaces for victims of domestic abuse should the current level of capacity be exceeded.
- Strengthen the ability to maintain a COVID secure environment within refuge for now and in preparation of a second wave.
- Deliver Trauma Counselling for victims of domestic abuse to support recovery.

5.8 While the funding gained is helpful to support the current COVID response, short term funding opportunities are unable to support staff recruitment This issue has been raised to the Domestic Abuse Executive group and options for national lobbying are being sought.

5.9 Providers are capturing and applying the learning from Covid 19 to ensure they have robust business continuity plans in line with a potential local lockdown, winter pressures and EU Transition.

5.20 Within west Kent Look Ahead have also undertaken specific additional work on:

a) Cyber Clinic

Look Ahead have partnered with Protection Against Stalking and The Cyber Helpline to provide a unique cyberstalking clinic service.

<https://www.thecyberhelpline.com/cyberstalking-clinic>

This will be held in the Tonbridge area. Experts will support victims of cyberstalking to understand and recognise stalking, identify risk, produce a safety plan and provide immediate advice on how to improve their cyber security.

b) Male Awareness raising Campaign

KIDAS are about to launch a male victim campaign. Look Ahead are leading on the launch, alongside a press release.

c) Community Programmes

Within West Kent, 'Own My Life' and 'Recovery Toolkit' are due to start virtually from September over Zoom. Look Ahead staff are due to be trained on facilitating remote

delivery of the 'Phoenix programme' to enable this to be rolled out to victims from October.

d) One Stop Shop (OSS)

Domestic Abuse One Stop Shops offer free advice, information and support from a range of agencies under one roof to help victims of domestic abuse. During COVID, OSS has been offered remotely due to the closure of public facing buildings.

The One Stop Shop Steering group is continuing to look for alternative venues to allow this intervention to return to face to face delivery. Through MOJ funding, Look Ahead have purchased three further iPads to improve the virtual offer available at OSS to victims in West Kent.

e) Children's programmes

Look Ahead are sourcing external funding to enable facilitators to run ACE and DAY children's programmes across West Kent.

f) Training

Look Ahead are currently offering MARAC training to partners and will resume their offer of tailored DA training to partners including Kent Police and Housing Departments.

Look Ahead are working to deliver training to other health partners and local businesses to raise awareness of DA.

7.0 KIDAS Conference.

7.1 KIDAS providers are holding a virtual conference during the Sixteen Days of Action starting on 25 November 2020.

7.2 Each day will have an event including speakers, presentations, workshops, a theatre performance and Q&A sessions. Nicole Jacobs (DA Commissioner) is opening the conference and Matthew Scott (Police & Crime Commissioner) is closing the event. Save the date emails will shortly be sent out to partners.

Further information is available from

Donna Pearson, Head of Operations, Kent Look Ahead
DonnaPearson@lookahead.org.uk

Rachel Westlake, Commissioner, Kent County Council rachel.westlake@kent.gov.uk



Appendix 1 Funding Summary

FUNDING PARTNER	ANNUAL CONTRIBUTION
Kent County Council Adult Social Care	£1,740,900
Public Health / CCG Contributions. (KCC Public Health (community safety) £109,000. KCC Public Health CCG £186,900)	£295,000
District and Borough Councils	
Thanet	£22,865
Ashford	£15,294
Canterbury	£18,530
Dartford	£13,799
Dover	£14,051
Gravesend	£14,737
Maidstone	£19,453
Shepway	£12,891.60
Swale	£21,043.38
Office of The Police and Crime Commissioner	£150,000
Kent Fire and Rescue	£20,000
TOTAL ANNUAL CONTRIBUTIONS	£2,358,698.98

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION TAKEN UNDER EMERGENCY POWERS

Decision No:	D200011EM
Decision Taken By:	Leader of the Borough Council
Authority under which Decision Taken:	Emergency provisions for decision making during a period of serious and unexpected disruption under Part 7 of the Constitution.
Decision Type:	Council Decision
Date:	Tuesday 28 July 2020

Decision(s) and Reason(s)
Business and Planning Act 2020 – Granting of Pavement Licences
<p>Further to Decision Number D200041CAB agreed by Cabinet on 30 June 2020, as the Business and Planning Act 2020 had progressed through Parliament a late amendment had been added to indicate that responsibilities related to pavement licences should be a function of the Council rather than the Executive. The Act came in to effect from Tuesday 21 July 2020.</p> <p>As there was insufficient time to organise a meeting of the Licensing and Appeals Committee or Full Council to approve the transfer of functions to enable applications to be processed and determined in a timely fashion, the decision was taken under the Emergency Provisions.</p> <p>RESOLVED: That:</p> <p>(1) all functions of the Council to deal with applications for pavement licences be delegated to the Director of Central Services; and</p> <p>(2) the fee for applications for pavement licences be set at £100.</p> <p>Taken in accordance with the Emergency Provisions set out at Part 7 Paragraph 1.3 of the Constitution and in agreement with the Chairman of Overview and Scrutiny Committee.</p>

Signed Leader:	N Heslop
Signed Chairman of Overview and Scrutiny Committee:	J Sergison
Signed Chief Executive:	J Beilby
Date of publication:	28 July 2020

This page is intentionally left blank

Agenda Item 21

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank

Agenda Item 22

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

This page is intentionally left blank

Agenda Item 23

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank