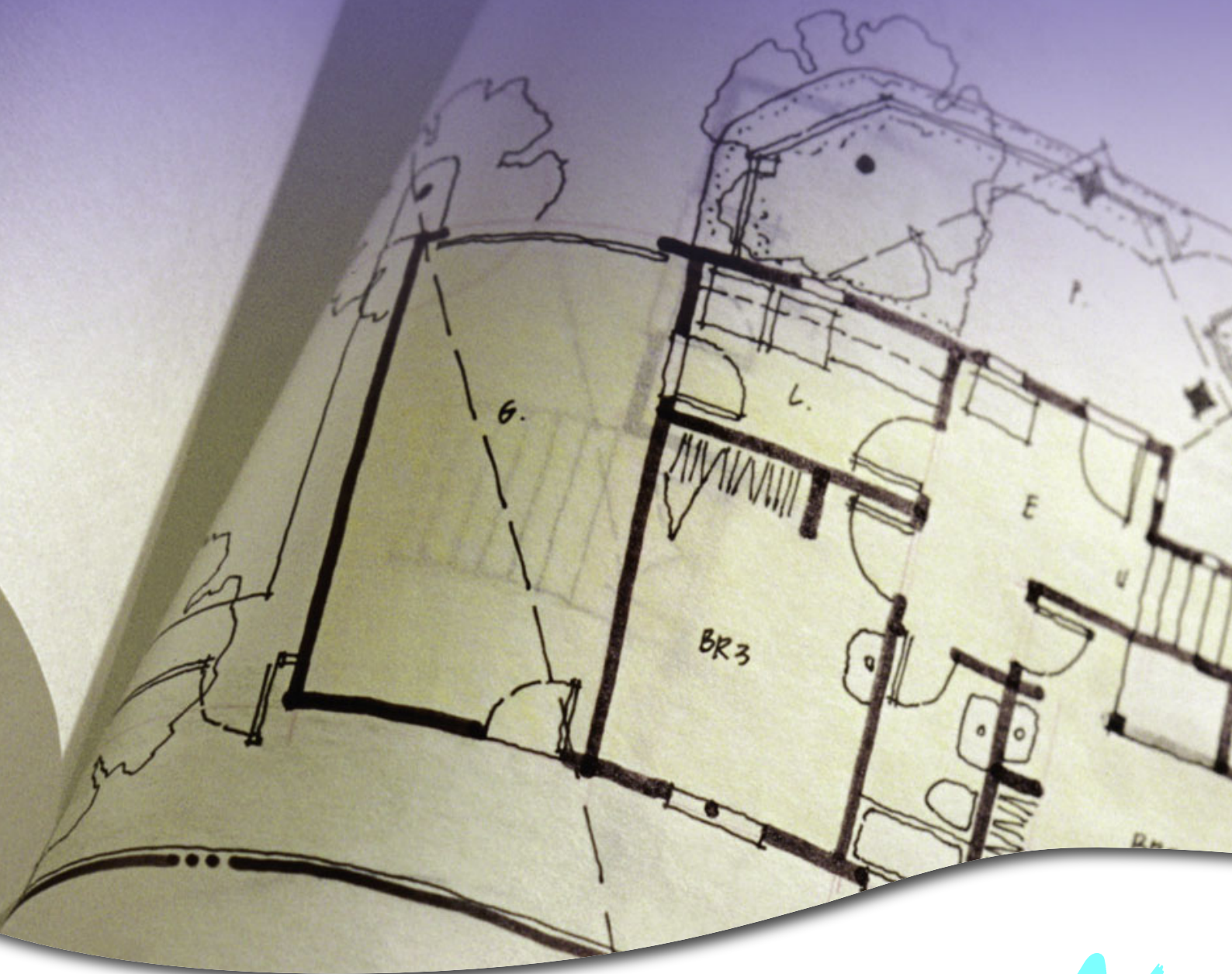


Guide to Developer Contributions

Supplementary Planning
Document



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Introduction

This guide is designed to help you know what the Local Planning Authority is likely to require with new development in Medway.

The guide covers:

- Affordable housing
- Open space
- Sport and leisure
- Environmental mitigation
- Children's services (schools)
- Community development
- Transport and travel
- Community safety
- Training and workforce development
- Public realm
- Adult services social care
- Health
- Waste and recycling
- Environmental health : air quality

An example of what charges would apply to a 'typical' dwelling can be found on the following page.

Please note that the level of these financial contributions have been reviewed and updated for May 2008. It is intended that these rates be adjusted in the future to reflect inflation, using the All Items Price Index, on a periodic basis.

Level of contributions

Please note:

- *developer contributions will be required for developments of 10 or more units*
- *some figures can only be estimates, e.g. for education these figures represent where accommodation will be provided by extending an existing school*

contribution for	contribution covers	amount per dwelling £
Open space	Outdoor equipped play area Informal open space Formal sports provision Metropolitan Park*	387.10 276.85 1,239.70 124.95
Sport and leisure	Sports halls	490.00
Education	Nursery Primary Secondary Sixth form	915.20 2,246.40 227.00 598.00
Transport and travel	Accessibility Cumulative impact Safer routes to school	220.00 1,810.00 72.00
Training and workforce	For 3 bed house	200.00
Community development	Youth provision Community centre and neighbourhood facilities Libraries Archives	58.43 136.71 225.72 30.58
Adult services : adult care	For 3 bed house	450.00
Health		467.95
Waste and recycling		175.00
Environmental health : air quality		25.00
TOTAL		£10,376.59

* for developments within 700 metres of the nearest boundary of the Great Lines City park the contribution increases to £249.90.

This table does not take into account affordable housing, public realm, highway safety, community safety and environmental mitigation.

1. Background

- 1.1 Medway is currently experiencing major growth and development including regeneration projects such as Rochester Riverside, Gillingham Waterfront, Chatham Centre and Chattenden.
- 1.2 The purpose of this guide is to set out Medway Council's policy relating to developer contributions. It is to assist developers, the Council's own staff and all stakeholders to:
- Ensure that there is clear information on the Council's policy for developer contributions
 - Follow current best practice in the field
 - Provide a streamlined, efficient service
 - Ensure consistency, transparency and accountability
 - Achieve greater speed in determining planning applications
 - Ensure the impact of developments are properly mitigated
- 1.3 Following consultations, the Council's Cabinet approved adoption of the Guide as a Supplementary Planning Document on 22 April, and as such is a material consideration in the planning process.
- 1.4 The contents of the guide will be regularly reviewed to ensure that it fully reflects local circumstances and any changes in Government policy. It is available on the website and in hard copy from the Council's Section 106 Officer who can be contacted as follows :
- Email S106@medway.gov.uk, or
Fax 01634 331195
Phone 01634 331594
write to S106 Officer
 Medway Council
 Development Control
 Gun Wharf
 Dock Road
 Chatham
 Kent ME4 4TR
- 1.5 This guide provides comprehensive advice on how to determine contributions and includes technical details for most services for which contributions may be sought. The guide also includes a checklist, to be followed in order to enable faster decisions to be made. Sections of this document relating to Police and Fire and Rescue are not yet ready for publication. It is intended to produce these and consult on them in due course.

- 1.6 Every effort has been made to make this guide as comprehensive as possible but it is not possible to anticipate the needs generated by all types of development. It is the responsibility of those submitting planning applications to contact planning staff at as early a stage as possible to determine whether the potential impacts of a proposed development go beyond the advice given here.
- 1.7 **Developers are expected to take account of, and meet, the requirements of this document, before submitting planning applications to the council.**

2. Legal and Policy Context

- 2.1 Planning obligations or agreements and Unilateral Undertakings are normally entered into in accordance with Section 106 of the Town & Country Planning Act 1990 (as amended). These tend to be referred to on a day-to-day basis as 'Section 106 (S106) agreements' and this term is used throughout this guide.
- 2.2 S.106 of the 1990 Act provides that anyone with an interest in land may enter into a planning obligation, which is enforceable by a local planning authority. An obligation may be created by agreement or by the party with an interest in the land making a unilateral undertaking. Obligations may:
- Restrict the development or use of land
 - Require operations to be carried out in, on, under or over the land
 - Require the land to be used in any specified way; or
 - Require payments to be made to the local planning authority, either in a single sum or periodically.
- 2.3 Obligations run with the land and, providing all parties with an interest in the land enter into the agreement, affect everyone with an interest in it, including successors in title. They are registered as Local Land Charges.
- 2.4 Government policy is set out in ODPM (Office of the Deputy Prime Minister) Circular 05/2005 issued in July 2005. The ODPM has now been superseded by Communities and Local Government (CLG) and the circular can be downloaded from the CLG website www.communities.gov.uk.
- 2.5 The main principles governing the use of Obligations are that:
- They should only be used when planning conditions are not appropriate
 - They are intended to make development acceptable which would otherwise be unacceptable in planning terms
 - They can be used to prescribe the nature of the development (e.g. a proportion of the housing must be affordable), to compensate for loss or damage caused by the development (e.g. loss of open space) or mitigate a development's impact (e.g. increase public transport provision).
- 2.6 The Circular also sets five tests. All S106 agreements should satisfy all five tests:
- the obligation must be relevant to planning,
 - it must be necessary to make the proposed development acceptable in planning terms,
 - it is directly related to the proposed development,
 - it is fairly and reasonably related in scale and kind to the proposed development; and
 - reasonable in all other respects.
- The Circular also emphasises that agreements must be governed by the fundamental principle that planning permissions may not be bought or sold, and they cannot be used to secure a share in the profit from development.

- 2.7 The Circular goes on to state that contributions may be either in kind or in the form of a financial contribution. Payments can be made in the form of a lump sum, an endowment, or as phased payments related to dates, events or triggers. Such payments can include those designed to cover maintenance costs and contributions can also be ‘pooled.’ The latter case is used where the combined impact from a number of developments creates the need for new infrastructure or facilities. By pooling contributions, costs can be met in a fair and equitable way.
- 2.8 Local planning authorities are encouraged to set out their policies and requirements through the Local Development Framework process but the Circular recognises that this will take some time to put fully in place. The key objective is to ensure that intending developers are aware in advance of what contributions might be sought from any particular development and this is a prime function of this guide.
- 2.9 The Council's own policy in respect of developer contributions is set out in “saved” Policy S.6 of the Medway Local Plan 2003. This states that:
- “The Council will set conditions on planning permissions or seek to enter into a legal agreement with developers to provide for new physical infrastructure, social, recreational and community facilities (including education facilities) and environmental mitigation or compensation measures where mitigation is impossible or inadequate on its own, where the need for these arises directly from the development concerned. Provision will be sought in proportion to the size and nature of the individual development, and will take into account the existing pattern of provision and capacity in the locality.*
- Provision will be made on the site where this can be reasonably achieved. When this is not the case, contributions will be sought for the provision of facilities and ecological features elsewhere, provided their location can adequately serve the development site or are appropriately related to it.”*
- 2.10 This policy is considered to be fully in accordance with Circular 05/2005 and with emerging regional policy as set out in the South East Plan. It is the basis for the detailed requirements set out later in this guide. Although it will be replaced in due course by policies in the emerging Local Development Framework the general principles underlying it are not expected to change significantly.

3. The Medway Context

- 3.1 As a major city scale urban conurbation within the Thames Gateway, Medway has to reconcile a need for widespread regeneration with its role within a national growth area. The Thames Gateway has in the past suffered from a range of structural problems and deficiencies but has underlying potential for considerable growth. Medway shares these key characteristics with the rest of the Thames Gateway.
- 3.2 Currently the area administered by Medway Council is experiencing very high levels of development. Some areas are provided with excellent facilities which serve the community well, and some areas are much less well provided for. S106 obligations should however only relate to the impact on the infrastructure, etc. caused by the development itself. Medway Council will not seek contributions to cover existing deficiencies. For example in many urban neighbourhoods there are acute shortages of open space and equipped playgrounds. Similarly there is pressure on library provision, social care facilities and more.
- 3.3 It is central to Government policy that new development should be sustainable which means that it should provide capacity and new facilities to meet the needs of new residents.
- 3.4 The Council and its service partners fully recognise and accept the limits of current policy towards developer contributions, but within these limits the Council and its stakeholders are determined to ensure that new development fully meets its costs to the wider community.
- 3.5 As a unitary authority Medway Council is responsible for the full range of local government services including education and social services

4. Procedural and Administrative Considerations

4.1 Medway Council has put in place systems and arrangements to assist developers, speed the decision making process and ensure consistency, transparency and accountability. The key features are described below.

4.2 *S.106 Officer*

To ensure that the system set out in this guide can be properly supported within the Council, a S.106 Officer has been appointed, whose responsibilities include:

- To ensure that draft and new S106 agreements are recorded
- To ensure that progress is being made to complete draft S106 agreements
- To co-ordinate the engrossing of agreements by the Council
- To ensure appropriate entries are made on the Planning and Land Charges Registers
- To monitor the implementation of planning permissions subject to S106 agreements
- To monitor trigger points to ensure works in kind are completed or contributions received in accordance with the S106 agreement/ Unilateral Undertaking concerned
- To deal with queries from the public, including subsequent purchasers. This can often speed up conveyances on residential developments to the benefit of the developer
- To review and update this Guide to Developer Contributions document annually, and to take account of inflation
- To develop a webpage containing relevant, up to date information
- To produce protocols, fact sheets and other information for stakeholders
- To maintain and share up to date information on the development of planning obligations
- To attend the Developer Contributions Group meetings to report on progress with the development of the database, and identify any issues which may warrant further discussion

4.3 *Developer Contributions Group (DCG)*

This is a multi-disciplinary group comprising managers from across all major Council service areas. The group discusses the application of planning obligations.

4.4 *Standard Templates and Clauses*

To ensure effective use of staff resources in drafting legal agreements, the Council has developed standard templates, based on many years experience and established legal practice. These are available on the website and may be downloaded from <http://www.medway.gov.uk/S106>

- 4.5 A standard unilateral undertaking is also available from <http://www.medway.gov.uk/S106> and this can be readily completed, in straightforward cases, without the need for specialist legal advice. Proof of ownership of the land affected by the agreement must be shown.
- 4.6 *Contacting and Negotiating with the Council*
Co-ordination and openness are critical to the successful negotiation and completion of agreements. Developers and their agents should:
- Conduct all negotiations through the development control case officer. In pre-application discussions the Council will make every effort to identify a case officer, to ensure continuity and consistency. A pre application charge may be levied by the council. One to one negotiations with a particular service should only take place with the prior agreement of the case officer. The case officer will usually attend all such meetings. Contact with the Legal Section by the applicant should not be necessary in straight forward cases other than for checking title information, technical legal queries or to arrange the engrossing of an agreement. The case officer is responsible for involving the Legal Section - if necessary – in all other cases. However in his/her capacity as monitoring officer, the Assistant Director Legal and Contract Services can always require legal involvement where necessary to protect the position of the council.
 - Traditionally the negotiation and drafting of agreements has started very late in the determination of a planning application. This imposes great pressure to agree heads of terms before Development Control Committee meetings and can delay planning permissions not being granted for weeks or months after a positive resolution. With this in mind Medway Council will enter into ‘without prejudice’ negotiations and drafting at as early a stage as possible. These negotiations will consider S.106 related matters without prejudice to the consideration of the associated planning application. In this way negotiations can commence at the pre-application stage and the shared aim should be to have a completed agreement ready by the time an application is determined.
- 4.7 *Special Cases*
The Council's initial negotiations will generally be based on this guide. Only where there are good and valid reasons for departing from the guide will alternatives be considered.
- 4.8 An example might be where the ‘normal’ level of contribution is unaffordable in which case the developer should inform the Council as quickly as possible and provide specific evidence to substantiate the claim. Only where comprehensive evidence is provided will it be possible for the Council to consider such departures and in these cases an ‘open book’ approach will be required.

4.9 *Resolving Disputes*

Complaints relating to procedural and administrative matters will be dealt with in accordance with the Council's normal complaints procedure (see guide at <http://www.medway.gov.uk/index/council/complaints/825.html>). Any concerns over negotiations should be made initially to the case officer, and if this does not resolve the problem, to the Development Control Manager. If necessary the matter will then be referred to the Assistant Director (Development & Transport) and if necessary to the Director (Regeneration and Development).

4.10 *Administrative and Associated Costs*

The Council is committed to providing sufficient resources to achieve a high level of service and has imposed administrative costs on all agreements as follows:

- £300 per trigger event as set out in the S106 agreement
- The Council's reasonable legal costs, at a minimum of £500 per agreement
- In some cases the cost of the case officer's time negotiating the S106 matters.

5. General Approach

- 5.1 The Council has set thresholds below which it will not normally require contributions unless there are specific local impacts which cannot be dealt with by other means, for example planning conditions. These thresholds are set out in the table below:

Land use	Threshold
Housing	10 units or more
Office	100 sq.m or more
Industrial	250 sq.m or more
Warehouse	500 sq.m or more
Retail	100 sq.m or more
Educational e.g. College	25 students or more
Hotel	25 rooms or more
Other land e.g. sports facility	50 users or more

- 5.2 The widest range of contributions will generally be sought on residential developments, but other large developments including large warehousing schemes and town centre retail schemes may have a range of impacts. The size thresholds are based on recent local development experience and the impacts they have caused.
- 5.3 ODPM Circular 05/2005 encourages local planning authorities to use formulae and standard charges where possible and the Council will continue to deal with S106 obligations in this way. Medway Council's standard S106 obligations are set out in the summary sheets for individual services attached. Quoted costs reflect standard indexing sources, such as the Department for Children, Schools and Families (DCSF) for school places.
- 5.4 There may be instances when a developer considers that the requirements are making a scheme unviable. The Local Planning Authority would only consider the developer's concerns on the basis of an open book policy and full financial information being provided to prove, to the council's satisfaction, that it is not affordable.

5.5 *Units of Measurement*

Common measurements used to assess impacts include:

- Employees per square metre
- Retail turnover per square metre
- Traffic generation rates based on the TRICS database or local operational experience

5.6 In conjunction with Kent County Council and the Regional Assembly the Council maintains detailed demographic projections and also monitors new developments very closely for a range of characteristics. In certain circumstances specialist surveys are commissioned to provide the necessary data, for example MORI carried out a pupil product study in 2005/06.

5.7 The requirements for each service area are set out in the following pages.

5.8 *Future Maintenance Costs and Commuted Sums for Maintenance*

Generally where recreation or community facilities are provided, these should be retained by a management company, and not transferred to or adopted by Medway Council. Where recreation and community facilities are provided for adoption by the Council, it is important to take account of the long term management and maintenance implications. In these cases the following assumptions are used:

- The effective life of the facility will be 20 – 25 years, except for equipped playgrounds where the expectation is 15 years
- The commuted sum to cover annual maintenance costs will be 15 times the annual cost.

5.9 *Revenue Support*

In some cases it is appropriate for a new development to provide revenue support to ensure necessary facilities are available at the outset, for example where limited on site parking provision is being made on the basis of increased use of bus services. For large developments, which may take a number of years to complete, revenue support may be required to ensure that sufficient services are available to meet the needs of residents at the outset and hence influence travel patterns.

5.10 The amount of financial support and the length of time which may be required will depend on local circumstances, and developer obligations will need to reflect this. Medway Council undertakes to spend contributions within 10 years following payment of the last contribution.

5.11 *Non-adopted Facilities*

The Council often decides not to adopt new facilities which are solely for the use of occupiers of the development. The developer may not want facilities to be adopted by the Council because it wishes to apply its own maintenance standards. It is important that subsequent occupiers are aware of the arrangements in place.

- 5.12 The Council will require the relevant contract and performance details to be provided for approval to ensure that appropriate standards can in fact be maintained.
- 5.13 Social regeneration is as important as providing buildings and infrastructure. Medway Council therefore seeks financial contributions from developers towards enabling existing communities to share in the benefits of the regeneration programme through:
- access to skills, training and local employment
 - access to stronger and better community facilities and services
 - access to quality of life improvements

Further information on social regeneration can be found at :

<http://www.medway.gov.uk/index/council/socialregenerationandeuropeanaffairs.htm>

6. Summary Chart and Checklist for Applicants

Planning application process	Actions for applicants	Notes
1. Pre-application stage	<ul style="list-style-type: none"> • Consult contributions guidance • Refer to any other relevant policy document e.g. Local Plan/LDF/development brief • Identify potential requirements • Consult with Council's Development Control (DC) officer if necessary • Commence "without prejudice" negotiations with Development Control officer if 'standard' contributions approach not accepted or applicable • Download standard S106 legal agreement template and relevant standard legal clauses 	<ul style="list-style-type: none"> • The Council is committed to supporting the pre-application process. Early research and discussions can save time and expense later in the planning process • If clarification on any matter is required this should be through the DC officer and not an individual service • For larger schemes the DC service manager will appoint a planning officer(s) to facilitate discussion and negotiation, with the intention that this officer would be appointed as case officer to any future related planning application. There may be a charge for this.
2. Submission of application	<ul style="list-style-type: none"> • Provide contact details for legal representative if standard agreement not acceptable • Set out findings from pre-application research and submit alongside planning application • Provisional entry on contributions database made if need for agreement confirmed 	<ul style="list-style-type: none"> • In straightforward cases it may not be necessary for a legal representative to be appointed

Planning application process	Actions for applicants	Notes
3. Technical appraisal of application	<ul style="list-style-type: none"> • Seek to agree Heads of Terms for S106 agreements with the Council's DC case officer at as early a stage as possible • Submit reasons if standard contributions not accepted, together with financial details of development costs where relevant • If agreement not reached the case officer will refer the matter to the Council's Development Control Manager. If necessary this matter can then be referred to the Assistant Director and then as necessary to the Council's Director • Complete full draft agreement ASAP (on a 'without prejudice' basis) 	<ul style="list-style-type: none"> • For cases where the Council's standard formulae are disputed on the basis that they would undermine the viability of the development, comprehensive evidence must be submitted to justify any departure from the normal process • If there is a need to adjudicate between different service demands and this cannot be resolved by the case officer the matter will be referred to the Development Control Manager. • Assessments are generally valid for six months from the date issued and should any circumstances change a new assessment will be required. Assessments are a 'snapshot' of requirements at a given time and variable factors may require regular reviews, particularly over the longer term
4. Determination of application	<ul style="list-style-type: none"> • The draft S106 legal agreement should be completed prior to a delegated decision on the application being made, or a report being submitted to the Development Control Committee • Full Heads of Terms will be included in all officer reports 	

Planning application process	Actions for applicants	Notes
5. Post determination	<ul style="list-style-type: none"> • After the planning application is determined, the S106 legal agreement should be signed and engrossed without delay. Medway Council reserves the right to refer all cases which have not been completed within six months of the decision back to committee with a recommendation for refusal, unless special circumstances have been clearly identified 	<ul style="list-style-type: none"> • The applicant and the Council should work to a target signing and engrossing the agreement/undertaking within one week of the decision
6. Post decision	<ul style="list-style-type: none"> • It is the applicants' responsibility to comply with the terms of the S106 legal agreement in a timely manner, including respecting 'trigger points' which may occur some time after a development has commenced • The Council will continually review all 'live' agreements and monitor against progress on site • It is the applicant's responsibility to write to the Development Control Manager informing him of expected date of commencement of works and confirmation of works commencing 	<ul style="list-style-type: none"> • Financial contributions, made payable to Medway Council, to be sent to S106 Officer • Invoices (if required) can be raised on demand by the S.106 Officer

7. Technical Guidance for Individual Service Areas

More detail is provided in the following pages regarding individual contributions and how these are calculated.

This information is set out in the following individual sections which are updated regularly.

- A. Affordable Housing: including social rented, shared equity, special needs housing, intermediate and sub market housing
- B. Open space : off site provision of outdoor playing space
- C. Sport and leisure facilities
- D. Environmental mitigation: including habitat creation, green grid etc.,
- E. Children's services: including primary, secondary education
- F. Community development: including community centres, youth provision, culture and the arts, libraries, adult social care, museums and archives
- G. Transport and travel : including highway improvements, public transport provision and infrastructure, car parking, cycling, pedestrian facilities and other transport initiatives.
- H. Community safety
- I. Training and workforce development
- J. Public realm
- K. Adult services social care
- L. Health
- M. Waste and recycling
- N. Environmental health : air quality

It should be noted that further technical sheets may be added. Please ensure you have the latest edition of this guide as published on the Council's website <http://www.medway.gov.uk/S106>.

Affordable Housing



Photograph of affordable housing at The Willows development, Chattenden

7A. Affordable Housing

1. What is covered?

- 1.1 Local Plan Policy H3: Affordable Housing states that where a need has been identified, affordable housing will be sought as a proportion of residential developments of a substantial scale.
- 1.2 The recent Housing Needs Survey clearly identifies a need for additional affordable housing and the Council is committed to meeting the need for more affordable housing in the area.
- 1.3 The aim of the Council's affordable housing planning policies and this guidance is to ensure the development of balanced and integrated communities and to deliver good quality affordable housing for local need in housing need for both present and future generations.

2. Where it applies

- 2.1 The application of the Policy is Medway wide and reflects the need for affordable housing throughout the area as identified in the latest Housing Needs Survey.
- 2.2 Affordable Housing will be required on residential developments of a substantial scale, which is defined as:
 - In settlements in rural areas with a population of 3000 or fewer, developments which include 15 or more dwellings or where the gross site area is 0.5 hectare or more;
 - Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more;
- 2.3 Agreements will be required to permanently retain the affordable housing. Matters to be taken into account when affordable housing is negotiated, will be:
 - (a) The suitability of the site for affordable housing development;
 - (b) The economics of provision;
 - (c) The proximity of local services and facilities and access to public transport;
 - (d) The realisation of other planning objectives
 - (e) The need to support Medway's regeneration agenda and to achieve a successful housing development, taking into account the appropriate mix of affordable housing types and the proportion of affordable housing and its subsequent management

3. Requirement

- 3.1 The Council's target is to achieve at least 25% of homes to be affordable homes on any site meeting the Council's site size thresholds.

- 3.2 The site size thresholds and the percentage of affordable housing are supported by the 2006/07 Housing Needs Survey. Where the Council considers that intermediate tenures are appropriate to the site they are included within the overall percentage of affordable housing.
- 3.3 This target will be the baseline for negotiations for affordable housing on suitable housing sites. Where a developer considers that this requirement significantly affects the viability, or where other matters (as set out in para 2.3) need to be taken into account, of residential development on a site, an “open book” approach will be taken to establish the extent of this case, based on a residual valuation methodology.
- 3.4. In many cases, when calculating how many dwellings the 25% target number of affordable dwellings on a site represents, the outcome will not be a whole number. Where the calculation results is a residual of 0.5 or more of a dwelling, the number of dwellings should be rounded up to the nearest whole dwelling and where it results in a residual of less than 0.5 of a dwelling it should be rounded down to the nearest whole dwelling.

4. Meeting Housing Needs

- 4.1 The scheme must meet the proven housing needs in Medway. The Council undertakes regular Housing Needs Surveys to establish the housing needs of Medway, the most recent of which was completed in 2007. The survey was undertaken in line with Local Housing Needs Assessment: A Guide to Good Practice published by the Office of the Deputy Prime Minister. The key objectives of the Housing Needs Survey are to:
- assess the level of need for affordable housing in Medway
 - identify the need for various types of tenure
 - inform the Council's housing strategy
 - give detailed and up to date analysis of need at a local level to inform and support affordable housing negotiations with planning applications
 - inform affordable housing policies in the Local Plan and assist target setting for site developments
- 4.2 The Housing Needs Survey identifies exceptional local constraints, which a significant number of local residents face. The Housing Needs Survey compared local house prices and the incomes of those seeking new accommodation. This showed that average house prices had increased by 42.4% between 2002 and 2006 and that access to owner occupation is restricted by rising house prices, with house price increases out stripping local income inflation
- 4.3 The figures indicate that income levels of around 57.3% of new households who formed in the past two years are below the level necessary to be able to buy and 50.7% are unable to rent privately in the local market.

- 4.4 The demand of the emerging households is for the smaller and affordable type of housing. The Housing Needs Survey has identified that there is an overall annual affordable housing shortfall of 1,281.
- 4.5 The Housing Needs Survey also identifies a requirement for special housing provision. In particular there is a need for 1,202 sheltered and 327 extra care units of accommodation over the next 3 years.
- 4.6 The survey indicates that 1,073 households with a wheelchair user do not live in suitably adapted premises. All new housing schemes must be compliant with Part M of the Building Regulations, but the Council will also require suitable affordable housing schemes to include some homes that are fully adapted to wheelchair standards.
- 4.7 Full details of the Housing Needs Survey is available for download from the Council website at <http://www.medway.gov.uk/index/housing/64756.htm>
- 4.8 The Housing Needs Survey is used in conjunction with the information of actual household demand held on the Council's Joint Housing Register, which is annually reviewed and updated, when looking at the mix and tenure requirement for affordable housing schemes.
- 4.9 Details of the size, type and location of actual housing need for Medway can be provided.

5. Definition of Affordable Housing

- 5.1 The primary definition that is used to assess need, suitability, and to inform the development of clauses for affordable housing is provided within Planning Policy Statement 3 (Housing), which defines Affordable Housing as:

'Affordable housing includes social rented and intermediate housing, provided to specified eligible households whose needs are not met by the market.'

- 5.2 Affordable housing should:
- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.
 - Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision'.
- 5.3 This policy then goes on to define in more detail both Social and Intermediate housing and again it is these definitions that are used to assess need, suitability and inform the development of clauses.

6. Social rented housing

- 6.1 Social rented housing is:

'Rented housing owned and managed by local authorities and registered social landlords, for which guideline target rents are determined through the national rent regime. The proposals set out in the Three Year Review of Rent Restructuring (July 2004) were implemented as policy in April 2006. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Housing Corporation as a condition of grant.'

- 6.2 To clarify, normally only households on local authority and RSL registers are eligible for social rented housing. Target rents are set under a national rent regime; are well below market levels; and, are normally based on relative property values, local earning levels and property size. When a household ceases to occupy a social rented home, it is normally made available to other households eligible for social rented housing. Social rented homes are normally owned and/or managed by a RSL (or other body agreed by the Housing Corporation), and will be required by regulation or contract to meet the criteria.

7. Intermediate Affordable Housing

- 7.1 Intermediate affordable housing is:
'Housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above. These can include shared equity products (eg. HomeBuy), other low cost homes for sale and intermediate rent.'

However the definition does not exclude homes provided by private sector bodies or provided without grant funding. Steps need to be taken to ensure that through the drafting of the agreement homes meet the definition above, they may then be considered, for planning purposes, as affordable housing.

- 7.2 Those homes that do not meet the definition, for example, 'low cost market' housing, may not be considered, for planning purposes, as affordable housing.

- 7.3 Types of housing between market and social rented housing include:

- *Intermediate rented* homes are provided at rent levels above those of social rented but below private rented. The Government offers these to some key workers who do not wish to buy.
- *Discounted sale* homes have a simple discount for the purchaser on its market price, so the purchaser buys the whole home at a reduced rate.
- *Shared equity* is where more than one party has an interest in the value of the home eg an equity loan arrangement or a shared ownership lease. there may be a charge on the loan, and restrictions on price, access and resale.
- *Shared ownership* is a form of shared equity under which the purchaser buys an initial share in a home from a housing provider, who retains the remainder and may charge a rent. The purchaser may buy additional shares ('staircasing'), and this payment should be 'recycled' for more

affordable housing. In most cases, a purchaser may buy the final share ('staircase out') and own the whole home, though this may be restricted in some rural areas.

- 7.4 Homes provided in any of these types should only be considered intermediate affordable housing if they meet the criteria in the definition. If they do not, even if offered at less than market price, they should be considered 'low cost market housing', outside the definition of affordable housing. For example, a shared ownership home is likely to be affordable if access is restricted to households from a target group at a price they can afford. The purchaser may staircase out, but there should be secure arrangements for subsidy to be recycled to provide more affordable homes or buy back the home if needed.
- 7.5 Low cost market housing is not part of the Government's definition of affordable housing although it can play an important role in meeting housing demand. Local authorities should consider the potential to provide low cost market housing as part of their approach to achieving a mix of housing (PPS3, paragraph 26).

8. Pre-application Discussions

- 8.1 Negotiations where affordable housing is involved often require considerable input. Contact should be made with the Council at the earliest opportunity and well in advance of any planning application being submitted. Negotiations must be concluded before the council decides on the planning applications, or schemes will be recommended for refusal.

9. Affordable Housing Type

- 9.1 The social rented stock in Medway at 14% is low relative to the national average of 19.3% and does not provide adequate turnover to meet the scale of need identified. The scale of need could justify the whole allocation as rented units but a balanced approach is now the core of the strategy in Medway and a balanced approach will be pursued.
- 9.2 There is a variance at local level between demand and existing stock supply and the localised balancing housing markets report has been used to help determine area targets, both to address affordable housing and in particular house type and size.
- 9.3 The Council's preferred options are for mixed tenure schemes of social rent and Shared Ownership. It is accepted that for smaller sites there may be reasons for not mixing tenures in some situations. Therefore where there are to be 10 or less affordable housing units provided in a scheme we may accept that they can be of single tenure that will be determined on a site by site basis based on local needs by the Housing Strategy & Development Service.
- 9.4 Where the number of affordable housing units to be provided is to be more than 10, there will be mix of 60% social rent and 40% Shared Ownership.

9.5 In terms of the units type across the whole area the Council will generally seek to achieve the following mix:

- 10% four-five bed
- 20% three bed
- 30% two bed
- 40% one bed

The above breakdown of both housing tenure and size is to be regarded as a guide. The exact percentages for each site will be determined following discussion between the Housing Strategy & Development Team, Development Control and the developer prior to the drafting of a Section 106 Agreement.

10. Affordability

- 10.1 Control of rent levels is the most effective way of ensuring that homes remain affordable. Social rented housing is subject to guideline target rents set under a national rent regime; are well below market levels; and, are normally based on relative property values, local earning levels and property size.
- 10.2 Social rented housing requires some form of subsidy to achieve these rent levels, which can be in the form of a reduced land value, Social Housing Grant or a developer contribution, or a combination of these.
- 10.3 Intermediate housing is at prices above social rented housing but below market prices or rents. This can include shared ownership/equity sale or intermediate rent. The Council will insist that intermediate housing products are affordable to local people in housing need, before agreeing to their inclusion within an affordable housing scheme. The Council collects data on local incomes and house prices/market rents, to establish the income levels required to access the local housing market. This will be used to assess the affordability of intermediate products, based on mortgage and rental costs equating to no more than 30% of gross income of households unable to access the open market.

11. Affordable Housing Providers

- 11.1 Medway Council does not want to adopt restrictive practices, which could preclude innovation and competition between potential affordable housing providers. The best use of resources is to engage with the most effective and best value provider, whether that is a Registered Social landlord or unregistered body, as long as good management and ownership are ensured.

12. Partner Registered Social Landlords

- 12.1 The Council does not prescribe the organisations that developers use to deliver affordable housing. However, in common with many other local authorities we have selected preferred partner RSL's.

- 12.2 Medway is part of the North Kent Housing Partnership. This includes Gravesham, Dartford and Swale Councils, the Housing Corporation and 6 partner Registered Social Landlords:
- Amicus-Horizon
 - AffinitySutton Housing
 - Hyde Housing Association
 - L&Q
 - Moat Housing Group
 - Town & Country Housing Group
- 12.2 These partners were selected in association with Housing Corporation and the Council encourages landowners and developers to form partnerships with these RSL's as they have considerable development experience in the area and are fully aware of the Council's objectives in respect of affordable housing. They also have the infrastructure and housing management structures that provide levels of service to occupants that the Council has confidence in and are part of the Medway Choice Based Letting Scheme, HomeChoice.
- 12.3 It is recognised that the way the Housing Corporation distributes its grant funding is changing, with it streamlining the amount of RSL's that it funds in order to improve efficiencies. The Council notes continuing innovation within the RSL sector that could have benefits for affordable housing provision. However, at the very least, it will have to be assured that the housing provided by non-partner RSL's would be genuinely affordable and suitable to meet local needs.
- 12.4 The Council reserves the right not to support applications to the Housing Corporation for schemes from non-partner RSL's. This will be particularly so if they do not meet the Council's criteria for selection or performance, or where the proposed scheme does not represent best value. For example, the Council will expect RSL's to have four green traffic lights under the Housing Corporation Assessment. Non-partner RSL's may want to form links with the Council's partner RSL's to assist in providing management arrangements that the Council regards as acceptable.
- 12.5 It is recommended that the skills and experiences of partner RSL's be used at an early stage of the design process. Design and management issues in relation to affordable housing are far better resolved at this stage. These organisations will also be able to advise on the financial implications of the affordable housing requirement.
- 12.6 The appointment of a partner RSL to manage the affordable housing on any given site should, in the majority of cases, be an effective way of controlling occupancy and affordability levels without the need for additional controls in S.106 agreements.

13. MHS Homes

- 13.1 MHS Homes is not a registered social landlord but owns and manages a substantial number of affordable homes in the Medway area. The Council will consider MHS as a potential partner in the provision of new affordable dwellings provided as part of a S.106 agreement on the same terms as if it were a partner RSL. See also 'Other Affordable Housing providers' below.

14. Other Affordable Housing Providers

- 14.1 The Council works with other Affordable Housing Providers and non-Registered Social Landlords to secure affordable housing through the planning system.
- 14.2 This is primarily achieved where a non registered organisation is developing the Affordable Housing for a scheme under the Housing Corporations Management Accreditation Scheme *and* where this development is being funded in accordance with Section 27A of the Housing Act 1996 (as amended by the Housing Act 2004) and will be retained by non-RSL or transferred to a RSL on completion.
- 14.3 A key requirement of these schemes is that the Affordable Housing provider is able to demonstrate that it is working closely with local authorities to address their local housing needs component to the success of this scheme. It is therefore essential that early contact is made with the Council to develop a successful working relationship.
- 14.4 Where the scheme is to be delivered by an Affordable Housing provider not through the Housing Corporations Affordable Housing Programme the Council will not accept proposals unless the Affordable Housing provider/developer can demonstrate that the homes will be affordable and how this will be maintained in perpetuity and that a nominations agreement in favour of the Council has been maintained. Rents must be guaranteed in line with the national rent regime, and providers will have to demonstrate that their proposals will at least meet the standards of management set by the Housing Corporation and the Council's performance criteria. The developer/affordable housing provider will be responsible for ensuring that the Council will not suffer any additional costs to ensure that the affordable housing provider continues to meet these standards in perpetuity.

15. Funding for affordable housing

- 15.1 Developers must make arrangements for the securing of affordable housing on a long-term basis before planning permission can be granted.
- 15.2 The cost of providing affordable housing should be accounted for in the land purchase price. The Council does not accept situations where developers purchase land with the assumption that the requirements for affordable housing will be residualised in order to ensure financial viability.

16. Availability of Housing Corporation Grant Funding

- 16.1 Affordable housing is normally only viable where a subsidy is provided, usually the Housing Corporation National Affordable Housing Programme (NAHP). The Housing Corporation sets out the basis upon which they will assess bids and allocate grant so as to achieve agreed national and regional outputs in an initial prospectus. The NAHP is open only to affordable housing providers who have pre-qualified as suitable grant recipients.
- 16.2 Bids for the NAHP are assessed by the Housing Corporation to ensure that funding decisions must be made on the basis of the most pressing priorities and best use of scarce funding. Key criteria considered in the bid assessment process include value for money, fit with local needs, deliverability and sustainability.
- 16.3 To ensure bids are eligible and increase likelihood of success, bidders are advised to read the Housing Corporation's guidance, the Regional Housing Strategy and Medway Housing Strategy and other plans carefully. They are also advised to contact the Corporation and the Council at an early stage and work closely with them to identify development opportunities and priorities.
- 16.4 In making assessments the Housing Corporation will canvass the view of Medway Council and proposals will need to be accompanied by an economic appraisal of the site and proposed level and mix of affordable housing using a recognised tool preferably the Housing Corporations Economic Assessment Tool and the values produced for the grant required.

17. Site viability and abnormal development costs

- 17.1 The Council recognises that requiring developers to allow part of their site to be used for non-market housing will result in a cost. In order to offset these costs, developers will be expected to take the requirement into account in negotiating realistic land values with site owners.
- 17.2 Other planning related requirements such as education and community facilities, children's play areas etc., will likewise be treated as known costs.

18. Design and Layout

- 18.1 In accordance with Government guidelines on sustainability, the Council favours a mix of housing types and tenures throughout a development. The Council expects affordable housing to be so designed that it cannot be easily distinguished from market housing.
- 18.2 However, it is recognised that available grant funding may not be able to finance some elements of the proposed housing (e.g. garages) and in such circumstances some differences may be accepted. The developer and RSL are advised to work together to ensure that the affordable housing forms an integral part of the overall development.

- 18.3 Developers will need to satisfy the Council that the mix of unit types will address the housing need that has been identified and that the standard of construction is suitable.
- 18.4 The Council is committed to good quality design in housing and in particular will require that:-
- Schemes must be built to meet or exceed the Housing Corporation's Design and Quality Standards (April 2007) details are available and can be downloaded from the Corporation's website and the Housing Corporations regional offices can provide further clarification. The performance measures, which indicate compliance, are:
 - For each home, Housing Quality Indicator unit minima scores for Size of 41, Layout of 32, Noise, services, light of 22. In meeting the housing quality indicators unit layout minimum score, it is expected that internal and external storage provision at least meets the requirements for storage specified in the HQI guidance for the occupancy and does not fall short in any aspect.
 - The achievement of the Code for Sustainable Homes level 3 (three star) as a minimum. Please note that full points need to be achieved in the security section.
 - An assessment against the 20 "Building for Life" criteria which demonstrates a minimum achievement of:
 - 10 out of 20 positive responses (rural and street-fronted infill)
 - 12 out of 20 positive responses (all other developments)
 - The provision of at least 50% of all affordable homes to be constructed to the Joseph Rowntree Lifetime Homes Standard. Details of which are available at www.lifetimehomes.org.uk.
 - A minimum of 2% of dwellings across the site to be built to the Wheelchair-user Housing as set out within the Housing Corporations Design and Quality Standards (April 2007).
 - Where, as part of the scheme, it has been agreed that the housing will be designed to provide specialist provision this will be for either:-
 - Housing For Older people – including for sheltered and extra care
 - Wheelchair Housing
 - Supported Housing
 - All developments on key strategic sites will be expected to use Modern Methods of Construction
 - The housing development should meet the general current Secure by Design standard, details of which are available from www.securedbydesign.com, and where suitable the additional provisions for specialist provision.
 - Internal space standards should, as a minimum, comply with current Housing Corporation Design and Quality Standards, however, the Council seeks to achieve higher standards wherever possible. The following table gives indicative minimum space standards for selected dwelling types:

Type	Size m ²
1 bed 2 person	45 – 55
2 bed 3 person	60 – 65
2 bed 4 person	70 – 75
3 bed 5 person	80 – 85
4 bed 6 person	90 – 110

- 18.5 Specific advice on individual sites should be sought at an early stage from the Housing Strategy & Development Service.
- 18.6 On sites that are large enough for there to be a choice of where affordable housing might be located, the opportunity should be taken to locate it near bus routes and local facilities if these are available. Land should be provided as development progresses, phase by phase, taking into account the needs of both the developer and the RSL. The land should be provided without any encumbrances and with services and access readily available for connection.
- 18.7 It is expected that developers will take part in a Considerate Contractor scheme.

19. Supported housing

- 19.1 The need for supported housing is set out in the Council's Housing Strategy. This reflects the Government's Supporting People objectives to provide high quality, value for money housing and support services to vulnerable people. There will be occasions where the Council will seek to negotiate an element of supported housing as part of the affordable housing requirements.

20. Equality Guidance

- 20.1 Medway Council recommends that all affordable housing providers wishing to operate in Medway ensure that their practices are compliant with the [Housing Corporation Good Practice Note 8: Equality and Diversity \(November 2007\)](#). It is aimed at the elimination of discrimination and the promotion of equality in delivering their services to the community through the people they employ.
- 20.2 Affordable housing providers should observe and act upon the Commission for Radical Equality code on housing and associated guidance, produced by the Equality for Human Rights Commission (EHRC).
- 20.3 The Council also encourages affordable housing providers to take due regard of guidance produced by [Habinteg Equality Centre, Housing Association Guide to Disability Equality Schemes and Action Plans \(October 2007\)](#)

21. The 'Planning Gain' Requirement

- 21.1 When negotiating on sites for a proportion of affordable housing, the contribution that the Council will seek from the developer is the provision of the affordable housing land fully serviced to the site boundary for free.
- 21.2 Serviced land includes provision of all services (electricity, gas, water, sewerage, telephone, lighting etc) to the site boundary necessary for development, connection costs, infrastructure (roads, footpaths, boundary walls etc), and demolition, decontamination and archaeological costs and site clearance where applicable. Services must be provided to the edge of the land and there must be no legal, physical or financial barrier (i.e. unencumbered access) to the servicing of the land by the builder constructing the affordable housing.
- 21.3 In cases where the developer is to build the affordable homes, rather than just transfer the land for free, the Council will expect the planning gain to be demonstrated by the cost that the developer charges the affordable housing provider for the built units. The price should reflect build costs (rather than the value of the dwellings) and exclude the value of the clean serviced land. A benchmark for this will be quoted to developers by the Housing Strategy & Development Service, based on information from the Housing Corporation and updated using the "all items" index figure of the Index of Retail Prices published by the Office of National Statistics.
- 21.4 The Council follows an "open book" approach to valuations and development economics on affordable housing schemes where developers do not meet the requirements of the affordable housing policy. In these cases the applicants should be prepared to discuss the various cost components of their schemes with the Council, and will be required to meet the costs of an independent assessment of these costs commissioned by the Council.

22. Sustainable Integrated Communities

- 22.1 On sites where an element of affordable housing is required, it should be provided within the site. This supports the creation of balanced sustainable communities. Normally the affordable housing element of a site should be of a similar size and character to the market housing on the site, unless this does not reflect the local need.
- 22.2 The Council believes that to create integrated communities the affordable homes should be indistinguishable from market housing and distributed individually or in small groups of no more than 5 dwellings, throughout the development. Small clusters of affordable housing will only be permitted where it is demonstrated to be essential to ensure high standards of estate management and maintenance.
- 22.3 On larger sites, the Council will negotiate a phased release of affordable housing to ensure an even distribution of social mixing. This will be secured by way of the Section 106 Agreement which will include appropriate triggers

to deliver the affordable housing which is linked to occupation of open market sales.

23. Off Site Provision

- 23.1 The Council will generally expect affordable housing to be provided on the development site in order to create balanced communities. The Council will nevertheless take into account the size of the site and the type of development proposed in considering whether, in exceptional cases, to seek provision on an alternative site within Medway or a financial contribution towards such provision, in lieu of on-site provision.
- 23.2 Government Guidance advises that where a requirement for an element of affordable housing is appropriate it should be provided as part of the development. However, where the local authority and the developer both consider it is preferable that such provision would not be suitable alternative arrangements will need to be made.
- 23.3 In the exceptional cases where off-site provision is acceptable, a developer will be expected to make the equivalent contribution of an agreed number, size and type of affordable dwellings on a different site (or sites) elsewhere in the area as agreed by the Housing Strategy & Development Service.
- 23.4 Where it is agreed that it is not possible to provide an alternative site or buildings, then the Council will seek a level of financial contribution that will actually result in the provision of affordable housing elsewhere in the relevant area. The sum involved must be adequate to ensure that affordable housing can be provided in that location

24. Mortgagee-in-possession clauses

- 24.1 The Council will make provision in section 106 agreements for mortgagees in possession to be exempted from covenants to use land only for affordable housing and from occupancy restrictions to assist with the development of the affordable homes.

25. Procurement/Partnering

- 25.1 All schemes are to be procured in accordance with the Housing Corporation's Construction Clients' Group – The Clients' Charter unless agreed otherwise in writing by the Housing & Strategy & Development Service.

26. Timing of affordable housing provision

- 26.1 The affordable housing provision to be made on a site should be an integral part of the development. Where a development is to be provided in phases, it may also be appropriate for the affordable housing element to be phased. In cases where the potential developer of the site is unknown or the developer does not have a partner RSL, the Section 106 agreement will require the developer to offer the affordable housing to a RSL prior to the commencement

of development. A further development threshold will be incorporated into the agreement to secure the affordable housing provision before a specified date or stage in the development.

27. Occupancy controls

- 27.1 Occupancy criteria will not be imposed on schemes in which one of the Council's RSL partners is involved. Where a landowner/developer proposes to develop and manage the affordable homes without the involvement of a RSL, which is a member of the North Kent Housing Partnership or an approved specialist RSL, planning obligations will be used to ensure that the occupancy criteria are complied with and the homes provided are occupied only by people in local housing need.

28. Affordable Housing Plan

- 28.1 Developers will be required to provide an Affordable Housing Plan (AHP) See below for items that should be incorporated within the AHP. The AHP will be appended to the section 106 agreement.

29. Outline Planning Permission

- 29.1 Where an outline planning application has been made the planning permission will require that the Affordable housing requirements set out in this document in respect of tenure and house type are reflected within the s106. The submission of an agreeable Affordable Housing Plan will also form part of the approval.

30. Detailed Planning Permission

- 30.1 Where a detailed planning permission has been made the planning permission will require that the Affordable Housing requirements set out in this document in respect of tenure and house type are reflected within the s106 agreement and that an agreed Affordable Housing Plan will form part of that agreement.

31. North Kent Housing Partnership Registered Social Landlords Members

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32. Local Partners

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33. Other Contacts

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34. North Kent Housing Partnership Contacts

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Dartford Bough Council
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35. Affordable Housing Plan

- 35.1 Developers will be required to provide an Affordable Housing Plan (AHP), which will be appended to the section 106 agreement. This should illustrate/include the following:
- 25% affordable housing to be provided across the entire site;
 - The sizes and types of affordable housing;
 - Tenure of affordable housing - normally 60% rented and 40% Shared Ownership on all sites
 - Affordable housing to be provided at agreed stages of development (triggers) to require either:
 1. Provision to be agreed for the whole site six months in advance of the commencement of development or, in the event of phasing;

2. The provision for Phase 1 to be agreed six months in advance of the commencement of development and arrangements for each subsequent phase to be agreed six months in advance of the commencement of their development; and
3. The provision in 1 and 2 above to be mutually inclusive and not prejudicial to the affordable housing provision for the whole site.
- Affordable homes to be shown in two colours (reflecting the two different affordable tenures) on a layout plan (or floor plans in the case of flats), for approval by the Housing Strategy & Development Service;
 - The developer to submit floor plans and a schedule of floor areas for the proposed homes on a total tenure basis;
 - The location of the proposed affordable homes to be shown on a site plan to be agreed.
 - The developer is to provide written evidence that the scheme has been assessed and meets the required design and quality standards.

Housing Strategy and Development Service

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Open Space - off site provision of outdoor playing space



Photograph of children's play area

7B. Open Space : off site provision of outdoor playing space

1. What is covered?

- 1.1 Equipped Play Facilities, Informal Open Play Space, Formal Open Space for Sport and Metropolitan Park.

2. Where it applies?

- 2.1 There is a significant deficit in both outdoor sports facilities and play areas throughout Medway (see Para 7.5.12 Medway Local Plan 2003)
- 2.2 The full contribution level will apply on developments of 10 dwellings and above, and where there is no, or unsuitable, on-site provision of outdoor playing space made in accordance with the National Playing Fields Association (N.P.F.A.) Standard. Where part or all of the outdoor play space is to be provided on site the contribution will be reduced on a pro rata basis.
- 2.3 The occupancy rate is an average of the three "Occupancy of Dwellings Ratio" figures shown in the Local Plan, Para 7.5.18 which reads:
- "In calculating the formal open space requirement, the population of a site should be calculated by considering the type of dwellings proposed and the estimated number of inhabitants. The following population per dwelling ratio will be used for calculating the contribution of new development towards open space;
- | | |
|------------------------------|---------------|
| Occupancy of dwellings ratio | |
| 1 bedroom dwelling | 1.33 persons |
| 2 bedroom dwelling | 2.44 persons |
| 3+ bedroom dwelling | 3.59 persons" |
- 2.4 In the case of sheltered housing and special needs housing for the elderly, formal open space and children's play/casual space will not be required.
- 2.5 Local Plan Policy L4 states that where the existing formal open space provision in the vicinity exceeds the National Playing Fields Association minimum requirement for outdoor play space, an informal open space element will be sought on site in lieu, applying the same standard.
- 2.6 The Countryside & Open Spaces Strategy identifies a shortfall of metropolitan park facilities for Medway. The Great Lines City Park will be an asset for the whole of Medway, and demands on its upkeep and maintenance increase proportionately with population. A standard tariff will apply to all developments of more than 10 units. For developments within 700 metres of the Great Lines City Park this standard tariff will be doubled.

3. Requirement

- 3.1 Standard Charge: £828 per person, charged on the basis of the average occupancy rate of 2.45 persons per dwelling.
- 3.2 National Playing Fields Association Standard: 2.4ha per 1,000 of population, made up of:
- 1.7ha for outdoor formal sports provision with a minimum of 1.2ha for pitch sports
 - 0.7ha for children's play space, subdivided into
 - 0.2 ha of equipped play areas
 - 0.5ha of informal open space

4. Charging system

- 4.1 Outdoor Equipped Play Areas (0.2ha/1,000 people): £158 per person
Informal Open Space (0.5ha/1,000 people): £113 per person
Formal Sports Provision (1.7ha/1,000 people): £506 per person
Metropolitan Park £ 51 per person*
£828 per person

*contribution x 2 (£102) per person for developments within 700 metres of the nearest boundary of the Great Lines City park.

5. Formulae

- 5.1 Calculation: No. of housing units x 2.45 occupancy x £828 = contribution

Example : 50 dwellings x 2.45 occupancy = 122.5 persons
122.5 persons x £828 = £101,430 contribution, based on no on-site provision

6. Policy/evidence base

- 6.1 Medway Wildlife, Countryside and Open Space Strategy 2008 - 2016
National Playing Fields Six-Acre Standard
Medway Local Plan 2003 www.medway.gov.uk/wwwlocalplan
Service Costs for Open Play Space Capital & Revenue (available from Greenspace Services)
CABE : Paying for Parks 2006 www.cabe.org.uk
The Milton Keynes Tariff www.miltonkeynespartnership.info

7. Additional notes

- 7.1 The provision of open space in Employment Areas will be negotiated on a case-by-case basis having regard to the likely scale of the workforce that will be employed within the development.

- 7.2 Greenspace Services will not usually accept the transfer of any land to Medway Council (play grounds, allotments, parks, informal open space, sports pitches) which would create additional landscape maintenance responsibilities and costs to the Council. Developers should therefore ensure they make their own arrangements for the management and maintenance of landscaping associated with a development to be agreed with Greenspace Services.
- 7.3 Greenspace Services will seek payment of S106 contributions at an early stage of the development to enable the funding of project work associated with that development. Accordingly, the trigger for payment of the contribution will be on commencement of civil engineering works, or in exceptional circumstances on the 1st occupation. Where developments are subject to significant phasing it is acknowledged that payment of S106 contributions could be phased in accordance with progress of that development.

8. Service contact

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Sport and Leisure Facilities



7C. Sport and Leisure Facilities

1. What is covered?

- 1.1 Sports halls and equipment.

2. Where it applies?

- 2.1 Development of 10 dwellings and above.

3. Requirement

- 3.1 The planned increase in the number of houses and flats in Medway will create demand for additional indoor sports and leisure facilities, including a shortfall of a sports hall deficiency equivalent to 10 badminton courts in the Medway area.

4. Charging system

- 4.1 £200 per person x 2.45 occupancy = £490 per dwelling.

5. Formulae

- 5.1 According to national guidelines the area of one badminton court open for 11 hours per day will provide for 50 users. This is for 10% of the population and therefore will be adequate for 500 population. A sports hall and facilities for an area of six badminton courts will typically cost £600,000 i.e. £100,000 per court area. This equates to £200 per person.
- 5.2 The standard charge for leisure provision per person is therefore £200 per person.

6. Policy/evidence base

- 6.1 Sport England Active Places Planning Model www.sportengland.org
Medway Regeneration Framework 2006 – 2016
www.medway.gov.uk/index/business/medwayrenaissance

7. Service contact

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Environmental Mitigation



7D. Environmental Mitigation

What is covered?

- 1.1 Where possible on site management is required to offset biodiversity loss which cannot be adequately covered by planning conditions. Off site provision will be required if on site option is not practical or available.

2. Where it applies?

- 2.1 All developments in the borough which would have a direct or an indirect impact on the natural environment through the loss of protected sites and species or priority habitats, and mitigation impact of noise, light pollution or increased disturbance.
- 2.2 All built developments where the site has a biodiversity interest which would be adversely affected and which has been identified through:
- Ecological Surveys / Environmental Impact Assessment / an Environmental Statement
 - Consultation with the Kent Biological Record Centre, or site surveys by Medway Council officers, independent ecologists / and local, county and national conservation organizations

3. Requirement

- 3.1 See Medway Local Plan policies BNE 35-39 as below :

POLICY BNE35: INTERNATIONAL AND NATIONAL NATURE CONSERVATION SITES

International and National Nature Conservation Sites, as defined on the proposals map, will be given long term protection:

- (i) classified and potential Special Protection Areas (SPAS);*
- (ii) listed and proposed Ramsar sites;*
- (iii) National Nature Reserves;*
- (iv) Sites of Special Scientific Interest.*

Any new areas subsequently proposed or confirmed for these designations will also be subject to this policy provision, as would any subsequent proposed or designated Special Area of Conservation (SAC).

Development that would materially harm, directly or indirectly, the scientific or wildlife interest of these sites will not be permitted unless the development is connected with, or necessary to, the management of the site's wildlife interest.

Development for which there is an overriding need will exceptionally be permitted if no reasonable alternative site is (or is likely to be) available. The overriding need will be judged against the national and/or international ecological importance of the affected nature conservation designation.

When a Special Protection Area or Special Area of Conservation is affected this need must comprise imperative reasons of overriding public interest. If the affected Special Protection Area or Special Area of Conservation hosts a priority habitat or species, then the need must relate to human health, public safety or beneficial consequences of primary importance to the environment, or to other imperative reasons of public interest established by the European Commission. In such exceptional circumstances, the detrimental impact upon the scientific or wildlife interest should be minimised and appropriate compensatory measures will be required.

POLICY BNE36: STRATEGIC AND LOCAL NATURE CONSERVATION SITES

Strategic and Local Nature Conservation Sites, as defined on the proposals map, will be given long term protection:

- (i) Sites of Nature Conservation Interest;*
- (ii) Designated and proposed Local Nature Reserves.*

Development that would materially harm, directly or indirectly, the scientific or wildlife interest of these sites will not be permitted unless the development is connected with, or necessary to, the management of the site's wildlife interest.

Development for which there is an overriding need will exceptionally be permitted if no reasonable alternative site is (or is likely to be) available. The overriding need will be judged against the strategic and/or local importance of the affected nature conservation designation. In such exceptional circumstances, the detrimental impact upon the scientific or wildlife interest should be minimised and appropriate compensatory measures will be required.

POLICY BNE37: WILDLIFE HABITATS

Development that would cause a loss, directly or indirectly, of important wildlife habitats or features not protected by policies BNE35 and BNE36 will not be permitted, unless:

- (i) there is an overriding need for the development that outweighs the importance of these wildlife resources; and*
- (ii) no reasonable alternative site is (or is likely to be) available if ancient woodland, inter-tidal habitats and calcareous (chalk) grassland would be lost; and*

- (iii) *the development is designed to minimise the loss involved; and*
- (iv) *appropriate compensatory measures are provided.*

POLICY BNE38: WILDLIFE CORRIDORS AND STEPPING STONES

Development should, wherever practical, make provision for wild life habitats, as part of a network of wildlife corridors or stepping stones.

POLICY BNE39: PROTECTED SPECIES

Development will not be permitted if statutorily protected species and/or their habitat will be harmed.

Conditions will be attached, and/or obligations sought, to ensure that protected species and/or their habitats are safeguarded and maintained

- 3.2 Direct loss of habitat and damage to species should be avoided where reasonably possible but mitigation and/or compensation will be sought when such loss is unavoidable.
- 3.3 The re-creation of habitat on site will always be sought as the first preference and off site compensation should only be considered when all other means have been exhausted. The off site costs associated with survey, translocation, species protection, habitat enhancement and site purchase, management and monitoring will be sought based on the circumstances in each case.
- 3.4 Where it can be recognised that development could lead to increased pressure on adjacent sites of nature conservation interest, due to noise, disturbance, increased predation (disturbance by domestic pets), light pollution, or through increased amenity use of the site a financial contribution will be sought to minimise these impacts.
 - 3.3.1 The extent, nature and management of required habitat enhancement or creation will depend on the size of the development, its location in the context of designated sites and likely impact on biodiversity.

4. Charging system

- 4.1 Actual costs based on the identified needs arising from each site. Where the Council is willing to take over responsibility for on-going management, an endowment payment equivalent to 15 times the estimated annual maintenance cost will be required.

5. Formulae

- 5.1 Contributions must, at a minimum, ensure like for like provision. In accordance with established ecological standards this will normally require a 2

for 1 replacement ratio. This is to compensate for the loss of quality when creating new habitats.

- 5.2 Mitigation and / or compensation measures should be ecologically functioning prior to the commencement of the development – this is particularly important for the protection of protected species.
- 5.3 Long-term management costs will be based on annualised costs set out in a site-specific management plan.

6. Policy/evidence base

- 6.1 Planning Policy Statement 9: Biodiversity and Geological Conservation
<http://www.communities.gov.uk/publications/planningandbuilding/planningbiodiversity>
'Working with the Grain of Nature': A Biodiversity Strategy for England
Kent BAP Steering Group (1997) Kent Biodiversity Action Plan: a framework for the future of Kent's wildlife. (See web site reference for more recent BAP data) <http://www.kentbap.org.uk/>
Consultation Draft Countryside and Open Space Strategy 2007, Medway Council http://www.medway.gov.uk/consultation_draft_coss.pdf

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Children's Services



7E. Children's services : schools

1. What is covered?

- 1.1 Primary, secondary, special schools, and early years provision.

2. Where it applies?

- 2.1 All housing developments suitable for family occupation of 10 units and over. "Suitable for family occupation" includes all units of two or more bedrooms (flats or houses) not specifically reserved for non-family occupation.
- 2.2 Areas where there is, or it is predicted that there will be, a shortfall in site/school places to meet the demand from new housing. The calculation will take into account not only the proposed development but also other developments planned in the vicinity.

3. Requirement

- 3.1 A contribution towards the cost of new school places to meet the demand arising from the proposed development.
- 3.2 An assessment will be made of each application to calculate the forecast demand for all schools in an area against existing capacity. This assessment takes account of all current planning permissions and allocated sites in the area.
- 3.3 The requirement includes provision for 3+ age pupils for whom foundation stage facilities are being provided within primary schools.
- 3.4 A proportion of the assessed demand will be utilised for pupils with special needs.

4. Charging system

- 4.1 Nursery :
£8,320 per pupil where accommodation will be provided by extending an existing school
- 4.2 Primary :
£8,320 per pupil where accommodation will be provided by extending an existing school
£11,700 per pupil where accommodation will be provided in a new school
- 4.3 Secondary (and sixth form) :
£11,960 per pupil. It is assumed accommodation will be provided within existing schools (therefore no cost for new school places has been included).

- 4.4 All current costs quoted are 2006/7 based on projects undertaken in the past year + all items price index increase to April 2008 (4%). These are in line with national costs and data issued by the Department of Education and Skills.
- 4.5 The above costings do not take into account any land acquisition which maybe required.

5. Formulae

- 5.1 A survey was commissioned through MORI to look again at the pupils coming from newly built dwellings, but with the aim of achieving a broader sample - of flats v houses, dwellings size and type with sufficient samples.
- 5.2 The survey was carried out during the summer/autumn of 2005 to assess the numbers of pupils living in newly built housing, with a view to amending the existing Pupil Product Ratios (PPRs) dating from 1998.
- 5.3 The survey is now complete and further analysis has been undertaken by Kent County Council. This forms the basis of recommendations for the changes to the PPRs which follow. Other changes in the way PPRs are used are also made, based on the findings and on experience gained over the last eight years in both development contributions and forecasting.
- 5.4 New Pupil Product Ratios (PPRs) following the MORI study 2005/6

	Flats (excluding 1 bed)	Houses (excluding 1 bed)
Nursery	0.03	0.11
Primary	0.09	0.27
Secondary	0.06	0.19
Sixth Form	0.02	0.05

- 5.5 For example : a housing development of 10 x 2 (or more) bedrooms would incur the following charge where accommodation will be provided by extending an existing school:

Nursery provision :

$$0.11 \times 10 = 1.1 \text{ (children)} \times £8,320 = £9,152$$

Primary provision :

$$0.27 \times 10 = 2.7 \text{ (children)} \times £8,320 = £22,464$$

Secondary provision :

$$0.19 \times 10 = 1.9 \times £11,960 = £2,272$$

Sixth form provision :

$$0.05 \times 10 = 0.5 \times £11,960 = \underline{£5,980}$$

TOTAL £39,868

6. Policy/evidence base

- 6.1 School Organisation Plan (SOP)
MORI study 2005/06
Annual Forecast Rolls
Annual return to DfES re: net capacity.

7. Service contact

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(photograph of St Mary's Island Primary School)

Community Development



7F. Community Development

1. What is covered?

- 1.1 Youth provision, community centres, provision of neighbourhood community facilities, libraries and archives.

2. Where it applies?

- 2.1 For development of 10 or more dwellings in areas of current deficiency (see 'requirement' below) where that deficiency would be made worse by new development, or on new developments of a scale justifying the provision of new facilities to serve the development concerned.
- 2.2 Residential and town centre developments.

3. Requirement

- 3.1 The provision of youth facilities within new or existing facilities including provision for sport and games development.
- 3.2 The provision of neighbourhood facilities to the local community to meet service deficiencies exacerbated by the new developments. This will include community buildings to meet a wide range of needs across all sections of the community
- 3.3 Provision of library accommodation in accordance with the South East Museum Library & Archives Council (SEMLAC) standards.
- 3.4 Archive capacity related to population increase.

4. Charging system

- 4.1 Youth provision: £23.85 per person based on 13 -19 year olds making up 16.88% of the population.
- 4.2 Community centres and neighbourhood facilities : £55.80 per person based on provision of 31 sq. metres of space per 1,000 population.
- 4.3 Libraries: £92.13 per person based on a minimum of 30 sq. metres of new library space per 1,000 population and a construction and initial equipment cost of £3,071 per sq. m.
- 4.4 Archives £12.48 person based on projected population increase to 2024.
- 4.6 As indicated 'community development' covers a range of services and facilities, all of which are carrying current deficiencies. In all appropriate cases a single consolidated charge of £451.44 be levied per dwelling where an average occupancy of 2.45 persons per dwelling can be assumed.

5. Formulae

- 5.1 Youth provision: based on construction cost of £2,000 per sq. m.
- 5.2 Community centres: based on a construction cost of £1800 per sq. m.
- 5.3 Libraries: see 'charging system' above
- 5.4 Archives: based on construction cost of £2500 per sq. m.

6. Policy/evidence base

- 6.1 Resourcing Excellent Youth Facilities
South East Public Library Tariff January 2007
www.mlasoutheast.org.uk/assets/documents/10000984RevisedPublicLibraryTariffJanuary2007

7. Service contacts

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Transport and Travel



7G. Transport and Travel

1. What is covered?

- 1.1 The majority of new development results in the need for travel and these movements place additional demands on local and regional transport infrastructure and can have a negative impact on local air quality. It is therefore reasonable for developers to make a contribution to cover the movement needs generated by their development.
- 1.2 Obligations can cover a broad range of transport initiatives, including:
- highway improvements, including increasing highway capacity and changes to layout
 - public transport improvements including new bus services, railway stations, improving existing bus services, improvements to bus stop infrastructure, expansion of real-time information and bus network reliability measures
 - public car parking provision
 - cycling facilities, such as new cycle tracks, road crossing facilities and secure cycle parking
 - road safety schemes, including measures to reduce existing and potential accident problems
 - pedestrian facilities, such as new pedestrian routes, road crossings and accessibility improvements
 - traffic calming measures, to reduce traffic speed or to reduce the volume of traffic flows
 - travel plans, including plans covering residential, education and workplace land uses
 - other initiatives to encourage use of public transport, walking, cycling, sustainable transport systems including information packs to new residents and car clubs

2. Where it applies?

- 2.1 Key capital projects to address increased movement demands associated with residential and non-residential developments are set out in the statutory Medway Local Transport Plan 2006-2011. These include:
- high quality public transport along strategic bus corridors and at key interchanges
 - Urban Traffic Management Control (UTMC) system to manage the capacity of the existing network
 - high quality, safe routes and facilities for pedestrians and cyclists
 - better car park management and new Park & Ride schemes
 - improved bus services in areas of poor accessibility
 - highway capacity improvements
 - innovative transport solutions and
 - increased use of the river and its banks

2.2 The applicability of each element of the movement obligations will normally be grouped under the following categories:

1. Accessibility
2. Safer routes to school initiatives
3. Highway capacity
4. Highway safety improvements
5. Cumulative impact on strategic road network
6. Traffic calming works
7. Travel plans
8. Items 1, 2, 5 and 76 are likely to result in improvements to local air quality.

Further details are provided in Table 3.

2.3 The table T1 details the applicability of the various obligations for the scale of development.

Table T1 - Transport obligation applicability		
Obligation	Medium size developments	Large developments
1. Accessibility	Applicable to all development. <i>See table T2 for thresholds.</i>	Applicable to all development <i>See table T2 for thresholds</i>
2. Safer routes to school initiatives	Applicable to residential units of two or more bedrooms (flats or houses) not specifically reserved for non-family occupation. <i>See table T2 for threshold.</i>	Applicable to residential units of two or more bedrooms (flats or houses) not specifically reserved for non-family occupation. <i>See table T2 for threshold.</i>
3. Highway capacity	Not applicable.	Applicable where a Transport Assessment (TA) identifies highway capacity issues. <i>See table T2 for threshold.</i>
4. Highway safety	Where a Road Safety Audit or Road Safety Assessment (RSA) identifies road safety concerns. <i>See table T9 for threshold for a SA.</i>	Where a Road Safety Audit or Road Safety Assessment (RSA) identifies road safety concerns. <i>See table T9 for threshold for a SA.</i>
5. Cumulative impact	Applicable to all development <i>See table T2 for threshold</i>	Applicable to all development. <i>See table T2 for threshold.</i>
6. Traffic calming	Where a Safety Audit identifies issues that can be resolved by traffic calming. <i>See table T9 for threshold for a SA.</i>	Applicable where a TA identifies rat-running or where a Safety Audit identifies issues that can be resolved by traffic calming. <i>See table T2 for threshold for TA. See table T9 for threshold for a SA.</i>
7. Travel plans	Not applicable.	Applicable where there is a planning requirement for a travel plan. <i>See table T2 for threshold for a travel plan.</i>

- 2.4 The table T2 details the thresholds for developer contributions for the various land uses listed; specific guidance will be provided for land uses not listed. Where mixed-use developments are proposed, the triggers will be revised to take account of the cumulative scale of the development. For the highway capacity category, the threshold is also the point where a Transport Statement or a detailed multi-modal Transport Assessment is required; the results of this work may trigger the need for a contribution under highway capacity, highway safety and traffic calming categories. For more information refer to Guidance on Transport Assessment published by the DfT.
- 2.5 Contributions associated with accessibility and cumulative impact obligations will be reduced 'in principle' where other interventions are delivered by the development which contribute to these obligations.

Table T2 - Thresholds for triggering developer contributions

Use class	Land use	Unit	Accessibility	Safer routes to school	Highway capacity	Highway safety	Cumulative impact	Traffic calming	Travel plan
	Residential		Thresholds						
C3	Residential – housing	HH	10	10	50	50	10	50	50
C3	Residential – flats	HH	10	10	50	50	10	50	50
	Non-residential								
A1	Food retail	GFA	250	-	250	250	250	250	800
A1	Non-food retail	GFA	800		800	800	800	800	1500
B1	Business	GFA	1,500	-	1,500	1,500	1,500	1,500	2,500
B2	General industrial	GFA	2,500	-	2,500	2,500	2,500	2,500	4,000
B8	Storage and distribution	GFA	3,000	-	3,000	3,000	3,000	3,000	5,000
D1	Medical & health services	GFA	500	-	500	500	500	500	1,000
Key to abbreviations:									
HH	Household	GFA	Gross Floor Area measured in m ²						

3. Requirement

- 3.1 The requirement for various obligations associated with movement will be robustly tested by the developer and assessed by the council, using various objective methods, including:
- Accessibility Assessment: this will determine how accessible a site is to key services such as health, schools, employment and major retail centres by non-car transport modes. Where necessary, the assessment will propose interventions to improve accessibility to these services. The threshold in table T2 shall be taken as the point where an Accessibility Assessment is required, except for residential development where the threshold shall be 25 units.
 - Multi-modal Transport Assessment: this will assess the impact of a development on the local (and in appropriate circumstances regional) strategic transport network taking into account other committed development, and where necessary identify interventions to mitigate any detrimental impacts.
 - Safety Audit: a Stage 1 Road Safety Audit will be undertaken when any of the thresholds in Table 9 are met.
- 3.2 For appropriate scale of development identified in table T2, there is a requirement for developers to make a contribution to the cumulative impact on the strategic transport network by regeneration. Medway is situated within the Thames Gateway regeneration area, which will significantly contribute to growth in movements on both the local and regional strategic transport networks. Whilst it may be demonstrated that individual development sites may have little impact on the strategic road network the further traffic dissipates away from a site, the impact of movement generated from a combination of development sites will cumulatively cause operational capacity problems on the overall strategic network. In conjunction with this, the council will seek to ensure that provision is made for appropriate mitigation measures for the highway network, including A2/M2 junctions, to manage residual traffic levels after applying sustainable development techniques to minimise traffic generation. Therefore, in accordance with Circular DfT 02/2007 (www.dft.gov.uk), the council will, in appropriate circumstances, seek contributions in partnership with the Highways Agency to deal with traffic impacts to the motorway and trunk road network.
- 3.3 A strategic capacity assessment of the A289 (Medway Towns Northern Relief Road) has been undertaken for the council by independent transport consultants. This demonstrates that this strategic piece of transport infrastructure will be operating over capacity as a result of the regeneration of Medway unless new travel initiatives are funded and put in place to reduce the potential growth in car use. The report recommends the application of the principle of Total Access Demand, derived from a number of factors which all contribute to the level of impact.

- 3.4 Developer contributions will be required for a broad range of movement interventions. Table T3 details the measures for which developer contributions will be used, listed under the key movement obligation headings. These interventions link closely to the objectives and action plans in the statutory Medway Local Transport Plan.

Table T3 – Movement interventions for which developer contribution will be sought		
	Obligation	Intervention
1	Accessibility improvement	Local: Interventions located in close proximity to the development site to aid local movement and remove barriers. Contribution to new road crossings, real-time information, better bus services and boarders at bus stops, pedestrian surfacing improvements, removal of street clutter and cycle route connections. Strategic: Initiatives covering a larger geographical area to reduce social exclusion. Contributions to better bus and rail services (including area wide infrastructure improvements, increased bus services to improve accessibility, and improvements to environmental and operational conditions); strategic cycle and pedestrian route improvements, and accessibility improvements to the key destinations served by the development.
2	Safer routes to school initiatives	Initiatives that reduce the impact of the school run on highway network capacity, generated from new residential developments that are likely to accommodate families with school age children. These developments will be expected to financially contribute towards the operation of local school travel plans, which shall include education and promotion initiatives in schools together with route improvements.
3	Highway capacity improvement	Developments that generate traffic movements that result in the operation of the highway network exceeding capacity or significantly exacerbating existing capacity problems will be required to fund off-site highway capacity improvements to ensure the operation and accessibility of the highway network is not compromised by movements arising from development.
4	Highway safety	Developments that generate traffic movements that result in additional hazards to highway safety will be required to fund off-site road safety improvements.
5	Cumulative impact	Interventions across the strategic transport area of Medway, not necessarily in close proximity to the site, that either increase the capacity of the strategic highway network or aim to reduce growth in car use by encouraging alternatives. Contribution to capital and operational costs associated with high quality public transport along strategic bus corridors and at key interchanges; improved frequency of bus services; Urban Traffic Management Control system to manage the capacity of the existing network; safe routes and facilities for cyclists and pedestrians, better car park management, highway capacity enhancements and new Park & Ride schemes.
6	Traffic calming works	Developments that generate traffic movements that result in additional hazards to highway safety or are likely to result in rat-running causing harm to residential amenity may be required to fund off-site traffic calming improvements. The objective of these works will be to reduce vehicle speed and traffic flows.
7	Travel plans	There will be an obligation on the developer to produce, implement and maintain a travel plan for developments over a certain size. These plans may be applicable for workplace, residential and educational developments. Where travel plans are required, there is an obligation to fund the council's involvement in the monitoring and coordination of the plan during its early years of operation to ensure the intervention is achieving its stated targets.

- 3.5 Table T4 details the charging multipliers that shall apply where applicable for residential development. Justification for the multipliers is given in tables T7a, b, c & d. Safer routes to schools charge may not be levied where local schools already have a strong Safer Routes to School interventions in place.

Table T4 – Charging multipliers for residential development			
	Medium developments (10 – 25 unit)	Large developments (Over 25 units)	Notes relating to large developments
Obligation	Unit value	Unit value	
Accessibility	£220 per unit ⁽¹⁾	£220 per unit ⁽¹⁾	Local accessibility improvements delivered by the development can reduce the total contribution.
Safer routes to school	Nil	£72 per residential unit with 2 or more bedrooms	Excludes flats. Applies to developments of 50 units or more.
Highway capacity	Nil	Individual assessment	Applies to developments of 50 units or over
Highway safety	Individual assessment	Individual assessment	Applies to developments of 50 units or over
Cumulative impact	£1,810 per unit	£1,810 per unit	Local improvements delivered by the development can reduce the total contribution.
Traffic calming	Nil	Individual assessment	Applies to developments of 50 units or over
Travel plan	Nil	£4,000 per development	Up to a maximum of 250 units; unit value increased for developments above the maximum.

Notes:

1: Charging multiplier to be increased by 50% in areas of poor accessibility to contribute to the provision of improved bus services. See table T8 for minimum accessibility criteria below which accessibility will be assessed as poor, measured at the time the planning application is submitted.

2. Contributions associated with accessibility and cumulative impact obligations will be reduced 'in principle' where other interventions are delivered by the development which contribute to these obligations.

- 3.6 Table T5 details the charging multipliers that shall apply where applicable for non-residential development. Justification for the multiplier is given in table T7d.

Table T5 – Charging multipliers for non-residential development			
	Medium developments	Large developments	Notes relating to large developments
Obligation	Unit value	Unit value	
Accessibility	Nil	Individual assessment	Accessibility Assessment required
Safer routes to school	Nil	Nil	
Highway capacity	Nil	Individual assessment	Highway capacity improvements may be identified by a Transport Assessment for the site
Highway safety	Individual assessment	Individual assessment	Highway safety improvements may be identified by a Transport Assessment for the site
Cumulative impact	Nil	Not normally required	Assumes that area wide, strategic trip-making originates from residential development.
Traffic calming	Nil	Individual assessment	
Travel plan	Nil	£4,000 per development	Applicable to each phase of development.

- 3.7 Table T6 details the normal time triggers for the collection of movement contributions that shall apply throughout the development process for the various transport obligations.

- 3.8 For developments over 50 units the trigger can be phased by negotiation.

Table T6 – Triggers for the collection of movement contributions			
	Medium developments	Large developments	Notes relating to large developments
Obligation	Trigger – prior to:	Trigger – prior to:	For developments over 50 units, the trigger can be phased by negotiation
Safer routes to school	Not applicable	First occupation	
Highway capacity	Not applicable	Development commencing	
Highway safety	Development commencing	Development commencing	
Traffic calming	Not applicable	Development commencing	
Travel plan	Not applicable	First occupation	

4. Formulae

- 4.1 The Tables T7a, b, c & d set out the justification for the charging multipliers. The various base charges are periodically reviewed; details of the charges in operation at the time of publication are shown in the tables.
- 4.2 The charging multiplier for cumulative impact detailed in table T7c currently incorporates two elements:
- the likely budget shortfall to deliver the strategic bus corridor scheme agreed by South East England Regional Assembly (SEERA) as a key priority project for implementation post 2011
 - the budget shortfall to deliver appropriate objectives of the statutory Medway Local Transport Plan during the life of the plan to 2010/11. Medway's LTP and Strategic Bus Corridor projects have been developed taking account of regeneration impacts and the needs arising from development. Insufficient funds have been secured to mitigate the **full** impact of development. Many other authorities have comparable arrangements including the Kent Thameside Strategic Transport Programme.

It is planned to incorporate a third element addressing the potential impact on highways that are the responsibility of the Highways Agency when detailed strategic transport modelling is complete.

Table T7a – Justification for Accessibility charging multiplier			
<i>The charging multiplier for Accessibility takes the identified budget requirement set out in the adopted Local Transport Plan, deducts the agreed level of funding from Government and then divides the remainder by the predicted number of units over the remaining life of the LTP.</i>	£m's	Units	Charging multiplier
Local Transport Plan 2006/11 required budget profile for Objective 3 – Accessibility	£4.40m		
Local Transport Plan 2006/11 confirmed budget profile for Objective 3 – Accessibility	£3.69m		
Budget shortfall (a)	£0.71m		
Predicted residential units completion per year		800	
Predicted total number of units completed between 2007/08 & 2010/11 (b)		3,200	
Accessibility charging multiplier (Formula = a / b) (equals the budget shortfall divided by the predicted number of completed units over the remaining life of the LTP)			£220 per unit

Table T7b – Justification for safer routes to school charging multiplier			
<i>The charging multiplier for safer routes to school multiplies the average number of students per school with the estimated number of school age children per dwelling (excluding flats) to obtain a project sharing factor per unit. The approximate cost of implementing a safer routes to school project is then divided by the project sharing factor.</i>	£m's	Units	Charging multiplier
Approximate cost of implementing a safer routes to school project (a)	£0.04m		
Estimated number of school age children/dwelling (excluding flats) (b)		0.72	
Average number of students per school (c)		400	
Safer routes to school charging multiplier (Formula = a x b / c) (Equals cost of works per school multiplied by the average number of school aged children per dwelling then divided by average number of students per school)			£72 per residential unit with 2 or more bedrooms

Table T7c – Justification for cumulative impact multiplier					
			£m's	Units	Charging multiplier
Element (i) – Strategic bus corridor					
Estimated cost of strategic bus corridor major project			£27.00m		
Budget shortfall assuming 50% of project funded by Government. (a)			£13.50m		
Predicted number of units to be delivered by 2016 (b)				12,500	
Cumulative impact contribution per unit for element (i), equals budget shortfall divided by the predicted number of completed units over the life of the LDF (Formula = a / b)					£1,080
Element (ii) – LTP 2006-2011 budget shortfall					
	Required budget	Confirmed budget			
LTP objectives:	£m's	£m's			
1: Supporting regeneration	£4.13m	£3.06m			
2: Movement in Medway	£2.31m	£1.98m			
3: Public Transport	£2.83m	£1.96m			
4: Accessibility	Included in table 7a				
5: Improve travel safety	£4.29m	£4.29m			
6: Encouraging river movement	£0.16m	£0.08m			
7: Supporting freight	£0.10m	£0.10m			
8: Road maintenance	Not applicable to planning				
Total	£13.82m	£11.47m			
LTP Budget shortfall (required budget minus confirmed budget) (a)			£2.35m		
Predicted total number of units completed between 2007/08 & 2010/11 (see table 7a) (b)				3,200	
Cumulative impact contribution per unit for element (ii), equals budget shortfall divided by the predicted number of completed units over the life of the LTP (Formula = a / b)					£730
Total cumulative impact contribution per unit					£1,810

Table T7d – Justification for Travel plan charging multiplier		
<i>The charge for travel plans relates to the cost incurred by the council in monitoring and coordinating travel plans to ensure the delivery of the plan by the developer is on trajectory to achieve agreed targets</i>		Charging multiplier
Estimated staff charge out rate per hour (a)	£50	
Estimated time involved in monitoring and coordinating plan (b)	80 hours	
Travel plan charging multiplier (Equals staff charge out rate multiplied by estimated time involved in monitoring and coordinating plan) (Formula = a x b)		£4,000 per development (see note)
Note: Residential: Applicable for development up to a maximum of 250 units; travel plan charging value negotiated for developments above the maximum. Non-residential: Per phase of development		

5. Policy / evidence base

- 5.1 Medway Local Plan 2003 (Medway Council)
 Medway Local Transport Plan 2006-2011 (Medway Council)
 Medway Accessibility Strategy 2006 (Medway Council)
 Medway Housing and Mixed Use – Development Plan Submission Document (Medway Council)
 Transport Advice Notes (DfT)
 Regional prioritisation of major transport projects 2011-2016 (SEERA)

6. Minimum criteria

- 6.1 Residential developments will be assessed as having poor accessibility if the minimum criteria set out in table T8 are not fully met.

Table T 8 – Minimum accessibility criteria for residential development					
Local Services	Maximum travelling time on public transport	Maximum walk distance to public transport	Minimum service frequency (minutes)	Days of the week service available	Period service is available
GP and Hospital	30 minutes	400m	60	Monday to Friday	08.30 - 20.00hrs
Major retail centre ⁽¹⁾	30 minutes	400m	60	Monday to Saturday	10.00 - 17.00hrs
Primary and secondary school	30 minutes	400m	30	Monday to Friday	08.00 - 09.00hrs and 15.30 - 16.30 hrs
Major employment area ⁽¹⁾	30 minutes	400m	30	Monday to Friday	07.00 - 09.00hrs and 16.30 - 18.30hrs
Notes: 1. 'Major retail centre' and 'Major employment area' are defined in the "Local Development Framework Core Output Indicators Update 1/2005"					

7. Safety Audit

- 7.1** A Stage 1 Safety Audit will be undertaken when any of the thresholds in Table 9 are met.

Table T9 – Stage 1 Safety Audit requirements
a) vehicular access to parking for in excess of 50 residential units is formed directly from an existing public highway; b) the scale of a proposed development is considered significant enough to warrant the production of a Transport Assessment; c) the proposal creates a new vehicular access or intensifies an existing vehicular access onto a distributor road; d) the proposal is in a location of high risk, for example, where there is a history of road traffic accidents; or e) in excess of 5 residential units are proposed to be accessed from a new vehicular access that is potentially adoptable by Medway Council as Highway Authority.

8. Contacts

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Community Safety



7H. Community Safety

1. What is covered?

- 1.1 CCTV provision, street lighting and pedestrian improvements required to address community safety, police points and contact centres etc.,

2. Where it applies?

- 2.1 Across area but more likely to apply in areas with known community safety issues. Larger housing and commercial developments, particularly in and adjacent to town centres

3. Requirement

- 3.1 Dependent on local circumstances. Possible examples of where contributions might be sought include:
- Provision of CCTV in well used pedestrian areas and publicly available car parks associated with commercial developments
 - Improvements to street lighting along alley or pedestrian ways adjoining a new residential development
 - The provision of a police drop-in point in conjunction with a neighbourhood community facility.
- 3.2 Such contributions will only be sought where there are already defined community safety issues, which would impact on the development concerned, or new public areas were being created/modified and which required active management from a community safety perspective.

4. Charging system

- 4.1 Based on actual costs in each case.

5. Formulae

- 5.1 N/A

6. Policy/evidence base

- 6.1 Community Safety Audit 2006

7. Service contact

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Training and Workforce Development



7l.Training and workforce development

1. What is covered?

1. Training and workforce development for existing and pre-entrant trainees. Developer contributions will enable a coherent, systematic and coordinated application of construction training in Medway:

Workforce training

- Upskilling and qualifying existing workforce
- Apprenticeships
- Foundation degree placements or other undergraduate placements

Pre-entrant opportunities

- Work experience placements
- Schools visits
- On-site visits
- Teacher placements
- Development of curriculum materials for schools in partnership with representatives of local schools. (This would apply to a wide range of Medway students, including those schools working towards new construction diplomas for 14-16 year olds)

2. Where it applies?

- 2.1 This is a necessary scheme to address both current and forecast skills shortages in the construction industry. The calculation / formula used will take into account the proposed development and other developments planned in Medway.
- 2.2 Applicable on all residential developments of 10 units or more, and on all commercial developments.

3. Requirement

- 3.1 A contribution towards the cost of the management and administration of an Constructions Skills (NoKCS) project.
- 3.2 A contribution towards the annual Construction Expo (Meet the Buyers event)
- 3.3 Developers will also be required to provide developer/contractor representatives to advocate workforce development and training, to act as a point of liaison for site based training and learning and to devise a training profile in conjunction with an approved Constructions Skills project.

4. Charging system

- 4.1 Houses/Residential units:
£150 per house or flat (up to 2 bedrooms)
£200 per house or flat (up to 3 bedrooms)
£250 per house (4 bedrooms +)
- 4.2 Commercial development
£1 per m² of development
- 4.3 The level of developer contribution is based on the existing costs of NoKCS, and the Construction Skills *National Skills Academy* model.

5. Formulae

- 5.1 These are considered to be nominal charges based upon projected completion rates and scheme administration costs.
- 5.2 As these costs are nominal charges, they should not pose an issue to developers, particularly as the scheme can access supporting training funds as the development progresses.

6. Policy/evidence base

- 6.1 *Construction Skills Employment Forecasting Model – Forecast for the South-East*, James Hastings – Experian, Business Strategies
<http://www.constructionskills.net/pdf/constructionskillsnetwork/membersarea/semodeoutputs.pdf>
Realising the Potential – A review of the future role of further education colleges, November 2005; Sir Andrew Foster
<http://www.dfes.gov.uk/furthereducation/uploads/documents/REALISING06.pdf>
The Leitch Report, 2006 - *Skills in the UK: The Long Term Challenge*
SEEDA North Kent Direct Investment Programme 2006-8
http://www.hm-treasury.gov.uk/media/2/3/pbr05_leitchreviewexecsummary_255.pdf
Construction Skills Network – Labour Market Intelligence 2007
http://www.constructionskills.net/pdf/research/outputs/SE_LMI.pdf

7. Service contact

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Public Realm



Photograph : the Fishing Village, St Mary's Island

7J. Public Realm

1. What is covered?

- 1.1 Public Realm areas situated within Chatham Centre & Waterfront, Gillingham, Strood, Rochester and Rainham District Town Centres¹. Public realm can be broadly defined as all parts of the external environment that are openly accessible to the general public. This public realm section specifically covers the streets, squares and public rights of way located within these areas that are owned and maintained/controlled by Medway Council.
- 1.2 A raised standard in the quality of design, construction and specification of the materials used in these spaces, applied in a consistent and well planned manner, will have long term benefits in terms of economic sustainability. The perception, character and appearance of the town centres and waterfront will be improved and long term maintenance costs will be reduced.
- 1.3 Benefits of an improved and higher quality public realm will be felt by people who live, work in and visit Medway.

2. Where it applies

- 2.1 The regeneration area boundaries as defined in the Medway Waterfront Renaissance Strategy 2004, and including Gillingham & Rainham Town Centres.
- 2.2 Chatham Centre and the four district centres are focal points for the Medway region. The attractiveness and maintenance of a high quality external built environment in town centres is supported by central and local government policy.
- 2.3 The principle behind the proposed approach to Developer Contributions for Public Realm is that residents and businesses within Medway will benefit from improvements to town centres and the waterfront.

3. Requirements

- 3.1 All new developments above set thresholds (see Part 1, item 5.1) are expected to contribute towards improvements to public realm in their immediate vicinity, in order to upgrade the setting and character of the new development and achieve significant improvements to the surrounding areas. This principle will apply across the whole of Medway.

¹. Hierarchy of centres as defined in Medway Local Plan 2003 with Chatham as the Main Retail/City Centre and Strood, Gillingham, Rainham and Rochester as District Centres. Hempstead Valley Shopping Centre has been excluded because much of the public realm is in private ownership. The boundaries for these town centres as defined in the Local Plan for retail core and surrounding ancillary uses.

- 3.2 In addition to the above principle, it is expected that within the principal regeneration areas (as defined under item 2.1), pooled contributions are made to cover public realm improvements to town centres and the waterfront.
- 3.3 The pooled contributions will be allocated to the nearest district centre, to the main centre at Chatham or to waterfront improvements. The allocation of these contributions will be judged on a case by case basis and according to the particular needs and situation of the development site in question.
- 3.4 The allocations will be related to a town centre and waterfront public realm improvement programme. This programme will be updated annually. It is not intended that these contributions will be the only source of funding to pay for public realm improvements. Additional funding to cover these costs will also be sought elsewhere.
- 3.5 These improvements and those covered under item 3.1, will be related to more detailed design guidance, standards and associated costings for Town Centre and Waterfront improvements that are being prepared by the Council. This design guidance will be based on the developing proposals for the regeneration of the principal town and district centres within Medway.
- 3.6 As a general principle public realm contributions will be proportionate to the scale of development. The larger the development the greater the contribution will be.
- 3.7 Thresholds – the smallest scale of development (principally change of use of small shops and businesses) is exempted. Individual extensions of less than 200 sq m to all categories of development would be exempted from contributions.
- 3.8 Large scale developments within a site area of over 0.5 hectares. These developments are likely to deliver significant new public spaces within their schemes and as such will already be contributing to broader town centre and waterfront aspirations. This may be taken into account and could be discounted against the full public realm contribution that will be expected. However the main purpose of collecting developer contributions for public realm will be to fund an agreed programme of works within the town centres and along the waterfront.

4. Formulae

Contributions Matrix

Use Class 2005	Land use description	Size of eligible scheme ¹	Scale of contribution (£ per sq m)
A1	Retail	In excess of 200 sq m gross	£50
A2	Financial & professional services	In excess of 200 sq m gross	£50
A3	Restaurants & cafes	In excess of 200 sq m gross	£50
A4	Public houses & bars	In excess of 200 sq m gross	£50
A5	Takeaway & fast food	In excess of 200 sq m gross	£50
B1(a)	Office	In excess of 200 sq m gross	£40
B1(b)	Research	In excess of 200 sq m gross	£40
B1(c)	Light industrial-workspace	In excess of 200 sq m gross	£20
C1	Hotel & guest house	In excess of 200 sq m gross	£20
C2	Residential institutions	In excess of 200 sq m gross	£20
C3	Residential	All schemes of 10+ units ²	See formula below
C3	Affordable housing	0	£0
D1	Non-residential institutions	In excess of 200 sq m gross	£20
D2	Assembly & leisure	In excess of 200 sq m gross	£50
Car Parking	Private non-residential	All schemes	£25
Sui generis	Theatres, nightclubs, retail warehouse, club etc	In excess of 200 sq m gross	£50
Extensions	All use classes	In excess of 200 sq m gross	See use class

¹ contributions liable only on measurements (gross floor space/no of units) that exceed threshold levels

² Formulae for residential developments based on occupancy rates/dwelling – no. of housing units x 2.45 average occupancy rate x £100

5. Policy/evidence base

Planning Policy Statement 6: Planning for Town Centres (PPS6)
Manual for Streets (2007)
By Design: Urban Design in the Planning System (2000)
Medway Local Plan 2003 – Strategic policies S2, S3 & S4
Medway Local Transport Plan (2006-2011) – Objective 1
Medway Waterfront Renaissance Strategy (2004)
Medway Renaissance Regeneration Framework (2006-2016)
Medway Waterfront Public Realm Strategy (Draft - March 2007)
Gillingham Town Centre Development Framework (2007)
Chatham Centre & Waterfront Public Realm Strategy (2007)
Rochester Riverside Development Brief (2004)
Rochester Riverside Design Codes (2007)
Rochester Riverside Landscape, Management & Public Art Strategies (2006)
Star Hill/Sun Pier Planning & Design Strategy

6. Minimum criteria

See Contributions Matrix (item 4)

7. Service Contact

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Adult Services Social Care



7K. Adult Services Social Care

1. What is covered?

- 1.1 Social care covers a wide range of services provided to the most vulnerable people in the community. It includes care management team, service providers who support older people, adults with physical disabilities, adults with learning disabilities, adults with mental ill health and their carers.

2. Where it applies?

- 2.1 All developments of 10 or more dwellings.

3. Requirement

- 3.1 A contribution towards purpose built facilities to meet the needs of the increased, ageing population in Medway, i.e. the redevelopment of units such as Queens Court, the Napier Unit and the Balfour Centre.

4. Charging system

- | | | |
|-----|-----------------|------|
| 4.1 | 1 bed dwelling | £404 |
| | 2 bed dwelling | £440 |
| | 3 bed dwelling | £450 |
| | 4+ bed dwelling | £540 |

5. Formulae

- 5.1 The Contribution Model was broken down into sections and then combined at the end to produce an overall contribution. Please see next page.

Calculation of Adults Contributions

Development Snapshot: Household Composition in River Wards 2001 (Census)				
Age	Development: Dwellings in River Wards 2001	River Wards Pop: (Census 2001)	People per dwelling	No. in age group per 500 dwellings
18-64	2,911	4,877	1.68	838
65+	2,911	587	0.20	101

18-64

Service Type*	Medway – Pop: 18-64 (PCT 2005 predictions)	SUs: 18-64 (Sept 2005 Actual)	No. SUs per person of Pop.	Places needed per 500 dwellings	Cost of unit	No. beds in unit	Cost per bed/place	Contributions per dwelling
MH residential	223,893	32	0.00015	0.12778	£3,300,000	42	£78,571.43	£34
MH nursing	223,893	0	0.00000	0.00000	£4,857,120	60	£80,952.00	£0
LD residential	223,893	209	0.00100	0.83457	£886,662	7	£126,666.00	£354
LD nursing	223,893	3	0.00001	0.01198	£2,220,000	18	£123,333.33	£0
PD residential	223,893	69	0.00033	0.27553	£475,710	6	£79,285.00	£73
PD nursing	223,893	13	0.00006	0.05191	£855,554	7	£122,222.00	£4
Day Care	223,893				£160,000	20	£8,000	£25
Overall 18-64 Contribution per dwelling								£491

65+

Service Type*	Medway – Pop: 65+ (PCT 2005 predictions)	SUs: 65+ (2005 Actual)	No. SUs per person of Pop.	Places needed per 500 dwellings	Cost of unit	No. beds in unit	Cost per bed/place	Contributions per dwelling
OP Residential	36,759	525	0.001428	1.44000	£3,428,544	48	£71,428.00	£41
OP nursing	36,759	333	0.00159	0.16005	£3,026,169	41	£73,809.33	£5
Day Care	36,759				£160,000	20	£8,000	£1
Overall 65+ Contribution per dwelling								£47
Total Contribution per dwelling								£538

* KEY

PD = Physical Disabilities
LD = Learning Disabilities

OP = Older People
MH = Mental Health

The example below outlines how the contribution costs to older persons services was produced.

Development Snapshot *River Ward* Housing Composition 2001 (65+)

No. people aged 65+ in River ward 2001 587	÷	No. new dwellings in River ward 2001 2911	=	Adults aged 65+ per new dwelling $587 \div 2911 = 0.202$	X	Adults aged 65+ per 500 dwellings $X 500 = 101$
---	---	--	---	---	---	--

Older Persons Service User Numbers in Medway

Adults 65+ receiving a service for OP Residential 525	÷	Medway Population aged 65+ at 2004= 36,759	=	OP Residential services users per person 65+ $525 \div 36,759 = 0.014$	=	No. places needed per 500 dwellings $X 101 = 1.440$
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Older Persons Services Cost of Redevelopment

Wick House (Swindon) as typical OP Residential Unit £3,428,544	÷	Cost of unit ÷ no. beds (48) = cost per bed $£34,285.44 \div 8 = £71,428$	=	Cost per bed x OP places per 500 dwellings $£71,428 \times 0.202 = £14,428.46$	÷ 500	Contribution per dwelling $£14,428.46 \div 500 = £28.86$
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Older Persons Services Contributions Needed

No. places needed per 500 dwellings $X 101 = 1.440$	X	Contribution per dwelling $£14,428.46 \div 500 = £28.86$	=	No of places needed for 65+ adults x contribution per dwelling = $1.440 \times £28.66 = £41$
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Contributions to Social Care by House Type

Dwelling Size	Average persons per Household
1 Bed	1.33
2 Bed	2.44
3 Bed	3.59

Average household occupancy = 2.45 persons

Source: Medway Local Plan 2003

Contributions per dwelling

Adult social care contribution sought per dwelling = £538

Contributions per person occupying an average dwelling = £220 (£538÷2.45 people).

6. Policy/evidence base

- 6.1 White Paper 'Our Health, Our Care, Our Say, Dept. of Health, January 2006
(this document sets out the national vision of more effective health and
social services outside hospitals)
Medway Council's Community Plan 2007
Planning Policy PPS1 2005

7. Service contact

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Health



7L. Health

1. What is covered?

- 1.1 Healthcare provision: to expand / improve existing facilities, although some developments may be so significant as to warrant a new facility in the development area.

2. Where it applies?

- 2.1 On developments of 10 or more units.
- 2.2 The following areas are exempt as there is currently sufficient physical capacity in that locality due to new facilities having recently opened:
- St Mary's Island, Chatham
 - Lordswood, Chatham
 - Rainham Town Centre excluding the Twydall or Parkwood boundaries
 - The Delce, Rochester excluding City Way or New Road areas

3. Requirement

- 3.1 Medway Primary Care Trust (PCT) has responsibility for the commissioning or direct provision of health services in Medway. Medway is a growth area and increasing developments place many demands on the resources available to health including existing infrastructure, e.g. premises and staffing. For primary and community services in Medway, the services and facilities are at full capacity.
- 3.2 Planning obligations will require developers to make a contribution towards the capital costs of local health facilities proportional to the impact of the proposed development, taking into consideration the existing level of supply in the area.
- 3.3 Where a development of improved/expanded health facilities is not immediately imminent, or where a residential development is of a small scale, the money will be pooled until the improvement/expansion is required and/or all the funding is in place.

4. Charging system

- 4.1 The modelling tool produced by the Healthy Urban Development Unit is known as HUDU. This modelling system has been prepared by a joint Local Authority and NHS unit. The unit based in London has been set up to assist in the infrastructure development for health in the Thames Gateway.

- 4.2 HUDU is designed to help the health community respond to the challenges of predicted population growth. The model takes full account of the demographics of the existing population, and the future predicted population growth. Using standard NHS cost and floor space requirements for the various facilities, the model is able to quantify the impact in terms of physical space and subsequent cost, and estimate a cost per dwelling based on the future expansion of the population.
- 4.3 The HUDU model was used to determine a figure for local health facilities, based on Medway demographics. This has generated a figure of **£191 per person**.

5. Formulae

- 5.1 Calculation: No. of housing units x 2.45 occupancy x £191 = contribution

Example for a 10 dwelling development :

$$10 \times 2.45 \times £191 = £4,679.50$$

- 5.2 Where a new facility is required on a large development, the building may, with the agreement of the developer, be built, developed and funded by the developer and the freehold or long leasehold interest handed over to the PCT. This would be instead of the financial contribution set out in para 5.1 above and would only take place where the developer agrees to this approach.

6. Policy/evidence base

- 6.1 Key parameters within the HUDU model are set to match local conditions regarding population, land values, building costs and health service practice.
- 6.2 Medway information has been used in the model but further information can be viewed at the following website: www.healthyurbandevelopment.nhs.uk .

7. Service contacts

The Medway Council planning officer dealing with the development who will liaise with the Assistant Director Primary Care and Provider Services, Medway PCT, as appropriate.

Waste and recycling



7M. Waste and Recycling

1. What is covered?

- 1.1 As a unitary authority, Medway Council is responsible for the collection and disposal of all household municipal solid waste. Whilst municipal waste arisings increase annually by around 1.4% (Defra 2007), the cost and complexity of managing Medway's waste also mounts. Each local authority has to meet ever-tougher landfill diversion obligations for biodegradable waste and achieve extremely challenging recycling targets that are set to increase progressively over the next decade.
- 1.2 Services covered by these contributions include household waste & recycling centres (HWRC), transfer & bulking facilities, waste receptacles, bring sites, public conveniences, graffiti removal, on-street recycling, litter & canine bins, and the provision of waste information/education.

2. Where it applies?

- 2.1 All developments of 10 dwellings or more.

3. Requirement

- 3.1.1 The council provides new residents with a 55 litre blue box for dry co-mingled recycling & a 240 litre wheeled bin for garden waste.
- 3.2 Upkeep and maintain a ratio of approximately 1x litter bin and 1x canine bin per 100 households
- 3.3 Upkeep and maintain a ratio of approximately 1 bring site for every 1800 households
- 3.4 Upkeep and maintain a ratio of 1x public toilet for every 3,750 households
- 3.5 Upkeep and maintain a ratio of 1 x household waste and recycling centre per 35,000 households
- 3.6 Provide good, regular and accessible information and education relating to waste, recycling and waste minimisation to all of Medway's residents
- 3.7 Removal of offensive and racist graffiti

4. Charging system *(based on current ratios detailed in section 3)*

- 4.1 Household waste receptacles (typical cost of 2 receptacles including delivery)
= £32 per household
- 4.2 Litter & canine bins (typical cost including installation & 1 year's emptying)
= £707.70 per 100 households
= £7.01 per household

- 4.3 Bring sites (Typical set-up for site of 8 banks & maintenance for 10 years)
- 8 banks = £4000
 - Delivery to site = £320
 - 1 x litter bin = £707.14 (including 1 years emptying)
 - 1 x plastic carrier bag bin = £575
 - 1 x standard metal sign = £250
 - Hardstanding construction/fencing = £5000
 - General maintenance per 10-year period = £4000
 - = £14,852.14 per site
 - = £8.25 per household
- 4.3.1 For developments greater than 500 dwellings but less than/equal to 1,000, the Council can either request contributions as per 4.3 or, if the area is lacking in facilities, request that the developer provides a suitable, accessible and adequate area of fenced, hardstanding land that can accommodate at least 6 banks.
- 4.3.2 For developments greater than 1,000 dwellings but less than/equal to 1,800, the developer must provide suitable space, project manage and install at least 6 underground bring banks purchased jointly with the Council.
- 4.3.3 For developments greater than 1800 dwellings but less than/equal to 3,600, the developer must bare all costs associated with 4.3.2.
- 4.3.4 For developments greater than 3,600 dwellings, in addition to 4.3.3, the developer must also make a reasonable financial contribution towards the expansion of the collection vehicle fleet.
- 4.4 Public conveniences (Typical annual spend for maintaining, repairing, and refurbishing each toilet for 10 year period)
- = £50,000 per toilet
 - = £13.33 per household
- 4.5 HRWCs & waste transfer facility (estimated expansion and maintenance cost of current sites over 10 year projection)
- = £3,000,000 per site
 - = £84.11 per household
- 4.6 Information/education provision (based on WRAP's estimate for a typical cost-per-household campaign repeated annually plus contributions towards education officer post and waste minimisation/reuse/recycling projects for 10 year period)
- = £24.69 per household
- 4.7 Graffiti removal team comprising of two operatives, two vehicles/plant (typical annual cost of service over 10 year period)
- = £600,000
 - = £5.61 per household

4.8 **Total** cost per dwelling **£175**

5. Formulae

5.1 Calculations per household based on maintaining ratios stated in section 3 and on 2006 property-count data collated by the Office for National Statistics

6. Policy/evidence base

6.1 Environmental Protection Act 1990
Waste Minimisation Act 1998
EU Landfill Directive
Waste and Emissions Trading Act 2003
Household Waste and Recycling Act 2003
Clean Neighbourhoods and Environment Act 2005

7. Additional notes

7.1 Developers are invited to work alongside the council by making sure each new home is provided with adequate information relating to waste services. Printed information will be supplied to developers or their agents upon request.

7.2 Currently, the Council does not operate a waste transfer facility whereby waste collection vehicles can bulk their loads. With reliance on private sector facilities, a rapidly increasing population and increased waste arisings, this is a provision that may be sought in the future. To enable flexibility in satisfying needs as they occur, contributions for HWRCs may be deemed more suitably allocated to establishing such a council-owned facility

8. Service contact

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Environmental Health : Air Quality



Air Quality monitoring

7N. Environmental Health – Air Quality

1. What is covered?

- 1.1 Poor air quality affects human health and the environment. Local developments have the potential to affect local air quality significantly, through the location and design of receptor locations and through an associated increase in traffic volumes.

2. Where it applies?

- 2.1 All developments in the borough which would have a direct or an indirect impact on air quality. This will apply across the whole of Medway.

3. Requirement

- 3.1 All new developments above set thresholds are expected to contribute towards the maintenance or improvement of the Council's roadside air quality monitoring network, and other initiatives that contribute to local air quality management.

4. Charging system

Land use description	Size of eligible scheme	Scale of contribution
Residential	10 units or more	£25 per dwelling
Office	100 sq.m or more	£10 per m ²
Industrial	250 sq.m or more	£10 per m ²
Warehouse	500 sq.m or more	£10 per m ²
Retail	100 sq.m or more	£10 per m ²

5. Policy / evidence base

- Air Quality Strategy for England, Scotland, Wales and Northern Ireland, 2007
The strategy sets out the air quality standards and objectives to be achieved and sets out a way forward for work on planning and air quality issues.
- Planning Policy Statement 23: Planning and Pollution Control, Annex 1: Pollution Control, Air and Water Quality
States that air quality is a material planning consideration.
- Kent and Medway Structure Plan
Policy NR6: Development Sensitive to Pollution
Development which would be sensitive to adverse levels of noise, air, light and other pollution, will not be supported where such conditions exist, or are in prospect, and where mitigation measures would not afford satisfactory protection.

Policy NR7: Air Quality Management Areas (AQMAs)

The local authorities are required to: Review and assess air quality and, where necessary, declare AQMAs

Work towards improving air quality in AQMAs through preparation of an Air Quality Action Plan.

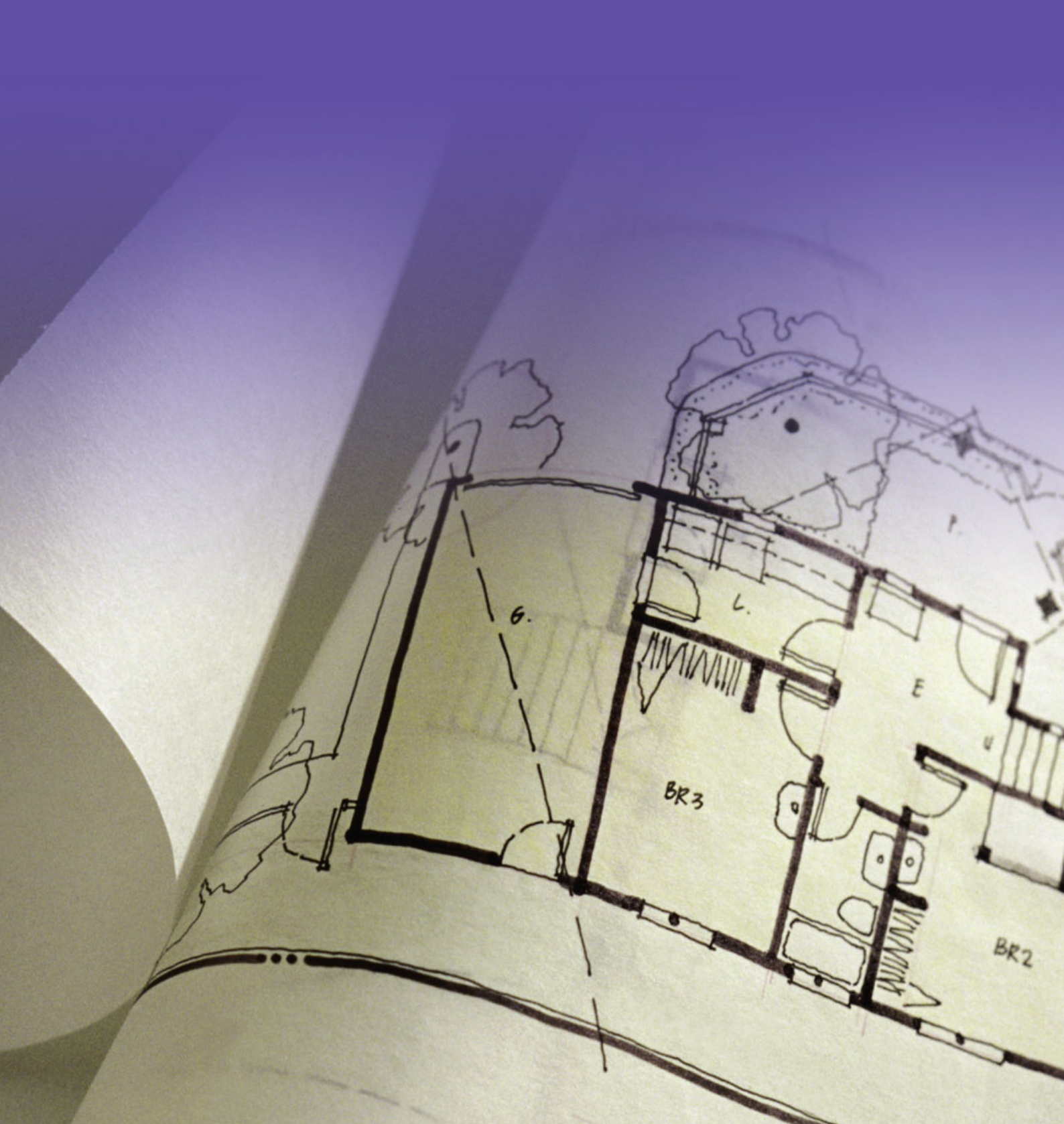
The scale and character of development in, or adjoining such areas, should be controlled so as not to adversely affect this improvement.

- Medway Local Transport Plan 2006 – 2011
Priority 4 of the six transport priorities is better air quality.
- Medway Air Quality Action Plan 2005 (Medway Council)
The plan concludes the first round of local air quality review and assessment and outlines how the council will use its powers to work in conjunction with other organisations in pursuit of the air quality objectives.
- Rogers Review, National enforcement priorities for local authority regulatory services, March 2007
Air quality is highlighted as a national enforcement priority.
- Development Control: Planning for Air Quality guidance produced by NSCA
Promotes a consistent approach to the inclusion of air quality in development control decisions taken by local authorities.

6. Service Contact

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