



Cabinet

Notice of a Meeting, to be held in the Council Chamber, Civic Centre, Tannery Lane,
Ashford, Kent TN23 1PL on Thursday, 14th July 2016 at 7.00 pm.

The Members of the Cabinet are:-

Cllr Clarkson – Leader of the Council

Cllr N Bell – Deputy Leader and Portfolio Responsibility for Government Policy Interface & Democracy

Cllr Mrs Bell – Portfolio Responsibility for Public Interaction and Borough Presentation

Cllr Bennett – Portfolio Responsibility for Planning, Development and Enforcement

Cllr Mrs Blanford – Portfolio Responsibility for Culture, Leisure, Environment and Heritage

Cllr Bradford – Portfolio Responsibility for Highways, Wellbeing and Safety

Cllr Clokie – Portfolio Responsibility for Housing and Home Ownership

Cllr Galpin – Portfolio Responsibility for Town Centres Focus and Business Dynamics

Cllr Knowles – Portfolio Responsibility for Information Technology and Communications

Cllr Shorter – Portfolio Responsibility for Finance, Budget and Resource Management

NB: Under the Council's Public Participation Scheme, members of the public can submit a petition to the Cabinet if the issue is within its terms of reference or ask a question or speak concerning any item contained on this Agenda (Procedure Rule 9 refers)

Agenda

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| a) Disclosable Pecuniary Interests (DPI) | |
| b) Other Significant Interests (OSI) | |
| c) Voluntary Announcements of Other Interests | |
| See Agenda Item 2 for further details | |
| 3. Minutes – To approve the Minutes of the Meeting of the Cabinet held on the 9 th June 2016 | |
| 4. To receive any Petitions | |
| 5. Leader's Announcements | |

Part I – Matters Referred to the Cabinet

None for this Meeting

Part II – Consideration of Reports from the Overview and Scrutiny Committee

None for this Meeting

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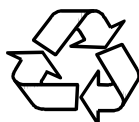
None for this Meeting

Part VI – Ordinary Decision Items

None for this Meeting

KRF/AEH
6th July 2016

Queries concerning this agenda? Please contact Keith Fearon:
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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- Membership of outside bodies that have made representations on agenda items, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, with revisions adopted on 17.10.13, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **9th June 2016**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Mrs Blanford, Bradford, Galpin, Knowles, Shorter.

Apologies:

Cllrs. Bennett, Britcher, Clokie, Michael.

Also Present:

Cllrs. Bartlett, Krause, Link, Pickering, Smith, Wedgbury.

Chief Executive, Deputy Chief Executive, Corporate Director (Law & Governance), Director of Development, Health, Parking and Community Safety Manager, Policy and Performance Manager, Head of Environmental and Customer Services, Head of Finance, Accountancy Manager, Head of Planning Policy and Economic Development, Principal Solicitor – Strategic Development, Policy and Performance Officer, Head of Housing, Grounds Maintenance Operations Manager, Environmental Contracts and Operations Manager, Team Leader Parking, Senior Communications Officer, Member Services Manager.

17 Declarations of Interest

Councillor	Interest	Minute No.
Bartlett	Made a "Voluntary Announcement" as a resident of Imber, Cheesemans Green Lane which was relatively near a site mentioned in the Local Plan; made a "Voluntary Announcement" as a shareholder in the Farriers Arms, Mersham which was also relatively near such a site; and made a "Voluntary Announcement" as a Governor of the East Kent NHS Trust whose William Harvey Hospital was adjacent to a site referred to in the Plan.	23
Shorter	Made a "Voluntary Announcement" as a shareholder in the Farriers Arms, Mersham which was relatively near a site in the Local Plan and made a "Voluntary Announcement" as he was a tenant farmer of land adjacent to a parcel of land referred to in the Plan and advised that he would take no part in any discussion or voting on that land.	23

18 Minutes

Resolved:

That the Minutes of the meeting of the Cabinet held on the 12th May 2016 be approved and confirmed as a correct record.

19 Financial Outturn 2015/16

The report presented the outturn revenue position for the General Fund and Housing Revenue Account. The actual outturn position for the General Fund was a small overspend of £27,000 and the Housing Revenue Account had resulted in a surplus of £2,143,000 against a budgeted deficit of £370,000. The reason for this variance was detailed in the report.

The Portfolio Holder said that he considered that the outturn of £27,000 over budget was a good position given that the overall budget was in the region of £15 million. He believed that the Officers had done an excellent job in managing the overall budget which was in line with the proposals set out within the Council's Corporate Plan. In terms of revenue, he explained that the collection rate for Council Tax had been 98.34% and for Business Rates this had been 99.49%. He explained that the reserves of £15.5 million were identified against expenditure in the future and he also outlined the Council's initiatives to increase revenue income to take account of the loss of Revenue Support Grant from the Government. This included net income received in respect of International House and the Wilko Store.

Resolved:

- That**
- (i) the financial outturn for 2015/16 be noted.**
 - (ii) the transfers to and from earmarked and general reserves as outlined within paragraphs 22 – 25 of the report be approved.**
 - (iii) the carry forward of New Homes Bonus in year underspends be approved.**

20 Fixed Penalty Notice Enforcement for Littering and Dog Fouling

The report provided information on the recommended utilisation of a private company, Kingdom, for a trial litter enforcement initiative for a period of one year. If the trial proved successful the Council would look to procuring a contracted service going forward.

In accordance with Procedure Rule 9 Mr Relf, a member of the public said that he had family members who were landowners and as such had to, at their own expense, clear up fly tipped rubbish. He said that with the Council having not issued a littering ticket for over three years he asked how many prosecutions had the Council brought against fly tippers in the last five years and was the Council aware that the Forestry Commission were fighting a losing battle trying to keep up with the prolific amount of fly tipping in the Borough which was costing money that could be

better spent in the forests. He also asked whether there was a reason why little effort was made to catch the perpetrators.

The Portfolio Holder explained that the Council had not issued littering tickets in the past three years as the Council did not have an enforcement policy to support that action until now. She said that Members would have seen that a litter enforcement policy was included within the report on the Agenda and explained that this was intrinsically linked to the provision of the service.

With reference to prosecutions for fly tipping, the Portfolio Holder said that with a new manager in post in the Environmental Service, revision of how fly tipping was being dealt with throughout the Council had begun in January this year. Currently there was one case with the Legal section for prosecution and two more cases being considered for prosecution. The reporting of fly tipping was required by DEFRA through data sent to them quarterly. At a presentation on the 6th June 2016, Ian Hill from DEFRA had accepted that fly tipping was potentially under-reported.

The Portfolio Holder explained that the Environmental Team was now working with the Fraud Investigation Team, the Housing Team, Kent County Council, the Forestry Commission and Kent Police on a joint project to ensure fly tipping was accurately reported, hotspots identified and a strategy and policy to deal effectively with those areas was identified. This would be reported to the Enforcement and Compliance Board and to the Cabinet later this year.

The Chairman emphasised that the Council was taking steps to improve its overall performance in terms of enforcement and he said that Mr Relf could rest assured that these steps would improve the position and help to generate pride in Ashford.

Recommended:

- That (i) the development of the enforcement initiative for the trial period of one year be approved.**
- (ii) the littering and dog fouling enforcement policy at Appendix 2 to the report be approved.**
- (iii) the Head of Environmental and Customer Services and the Portfolio Holder for Public Interaction and Borough Presentation be tasked to procure a Contract for the service long term.**

21 Anti-Social Behaviour and Enforcement

The report proposed a change to the delegations relevant to the Anti-Social Behaviour, Crime and Policing Act 2014.

The Portfolio Holder said that he believed setting the Fixed Penalty Notice fine at the highest level would clearly signal the Council's position on enforcement and further delegating these powers to the Council's Heads of Service would make this process and future enforcement more effective across the Council's overall enforcement spectrum.

In accordance with Procedure Rule 9 Mr Relf, a member of the public said that the report stated that the Borough of Ashford had had the lowest reported anti-social

behaviour in the County for the last two years. He said that seeing as fly tipping was a crime and not showing on crime figures and with the Weald South Ward showing from May 2015 to April 2016 crime figures for the whole year of 164, 38 of them violence and sexual offences, it appeared that the Borough of Ashford had one of the highest unreported crime figures in the County.

The Chairman said that it was difficult to comment on unreported crime figures but said that it needed to be borne in mind that the legislation covering fines for Fixed Penalty Notices had only been introduced in 2014.

Recommended:

- That (i) **the revised delegations as relevant to the enforcement provisions contained within the Anti-Social Behaviour, Crime and Policing Act 2014 and as set out within paragraph 10 of the report be approved.**
- (ii) **a penalty of £100 for Fixed Penalty Notices that can be issued by authorised Officers of the Council as relevant to the Anti-Social Behaviour, Crime and Policing Act 2014, be agreed.**

22 Housing Enforcement Policies

The report presented Housing Policies that contained enforcement actions and explained how they were consistent with the corporate approach agreed by the Policy and Compliance Task Group and the previous Cabinet meeting in May. The Policies were; Private Sector Housing Enforcement and Prosecution Policy; Anti-Social Behaviour Policy for Ashford Borough Housing Tenants, and Housing Income and Arrears Management Policy.

Recommended:

- That (i) **the Private Sector Housing Enforcement and Prosecution Policy; Anti-Social Behaviour Policy for Ashford Borough Housing Tenants and Housing Income and Arrears Management Policy be approved.**
- (ii) **it be noted that the Policies referred to in (i) above align with the Corporate Enforcement Policy.**

23 The Local Plan to 2030 – Regulation 19 Draft Plan for Publication

The report presented the Publication version of the Local Plan to 2030, which set out the Council's proposed set of Planning Policies for new development over the next 14 years including new allocations of land for housing and other uses and policies to inform the Council in its development management functions. It was proposed to publish the Draft Plan for an eight week public consultation period following which the Council would need to consider the representations received and decide whether to make any amendments to the Plan prior to its formal submission to the Planning Inspectorate for public examination.

The Chairman said that he was sure that there would be huge public interest in the document but he emphasised that it was only a Draft Plan at this stage and was being approved for consultation which at eight weeks was longer than the statutory six week period. He explained that the Council would consider carefully all comments received during the consultation period and therefore emphasised that it was important for the community to consider the Draft and make their comments on the content at this stage. The Chairman also referred to the tabled paper which included a series of comments from Mr Davison, a member of the public regarding the section within the Plan which dealt with Hamstreet. He assured Mr Davison that the comments would be considered by the Planning Officers as part of the consultation process.

In accordance with Procedure Rule 9, Mr Herlihy a member of the public advised that he was speaking as a representative of the Village Alliance, a non politically aligned organisation of local residents which was seeking to preserve the rural setting of the village of Mersham. Mr Herlihy asked that the Borough Council use the new Local Plan to preserve the rural character and setting of Mersham village by providing a strategic gap in perpetuity by declaring that site WE15 (land east of Highfield Lane) was not suitable for any development in any circumstances. Mr Herlihy explained that WE15 was the large field between Mersham and the proposed large-scale development of site U19 around Sevington Church. He said that it had always been accepted that U19 was zoned for some form of development. However, WE15 was very different, it had never been zoned for development and the Village Alliance believed that it was extremely important that it was never designated for development in the future. They were pleased to note that the Draft Local Plan did not identify WE15 as a potential site for development, however, he considered that this was not nearly enough and the site had to be positively protected from development as part of a green corridor and the 'Mersham Wall', including land at Cheesemans Green. The site came right up to the heart of Mersham village and was next door to existing residential properties. He said that if any form of development was to be permitted on WE15, Mersham would cease to exist as a separate entity and would merely be a residential area tucked away at the back of the industrial estates of east Ashford. This would be a sad end for a vibrant and distinct community and attractive, rural village. Protecting this site for agricultural uses would reinforce a number of strategic statements already made by the Council including "Ashford 2030 – A Framework" which stated that "we are adamant that growth should support strong, viable local communities – we aspire to communities in Ashford Borough that we are all proud to be part of". Mr Herlihy said that all could be proud of Mersham and it deserved to be protected. Protecting this site also directly enforced Policy CS1 – Protection for the Countryside, Landscape and Villages from adverse impacts of growth and the promotion of strong rural communities. The Village Alliance was greatly heartened to hear a number of speakers at the recent Planning Committee meeting supporting the concept of a strategic gap in perpetuity for Mersham and he thanked those Members for their support. He said that they were particularly pleased to hear the Leader of the Council say words to the effect that "we will have to do something to protect Mersham from future development".

Mr Herlihy said that he believed that it was an opportunity for the Council to deliver its crucial strategic aim on behalf of the people of Mersham and that it could make it absolutely clear that the Council understood the valuable role that rural villages played in the life of the Borough. It could show that the Council were willing to protect villages like Mersham from being absorbed and destroyed as separate

entities by the continuing expansion of Ashford. In conclusion he said that the Village Alliance urged the Council to use the Local Plan to make a positive statement that development on any part of WE15 would not be acceptable and thus to provide Mersham with a strategic gap in perpetuity which it needed to protect its future existence.

The Chairman, in response, urged Mr Herlihy, his colleagues and the Parish Council to marshal and submit their comments and wishes during the eight week consultation period.

A Member advised that he had submitted detailed comments on three issues to the Director of Development which related to affordable housing provision; HGV operations and parking; and the establishment of a buffer zone between Highfield Lane and Blind Lane, Mersham which he believed would help to improve the quality of the air within this and the Sevington area and also in the vicinity of the William Harvey Hospital. The Member also said he had concerns that the highest proportion of new housing provision would be in the Kingsnorth and Sevington area but there was still a lack of accessibility via public transport to the Town Centre. He believed that there was a need to demonstrate how this particular issue would be dealt with.

Another Member said he wished to thank the Officers for all their work on the production of the Draft Plan and he said it was important that a robust Local Plan was put in place to protect the Borough from piecemeal development.

Resolved:

- That (i) the content of the Regulation 19 Publication Draft Local Plan to 2030 be agreed.**
- (ii) the Publication Draft Local Plan to 2030 be subject to eight weeks' public consultation.**
- (iii) the Head of Planning Policy and Economic Development, in consultation with the Director of Development be authorised to make any necessary clarifications or minor textual changes to the Publication Draft Local Plan to 2030 prior to its publication.**
- (iv) any delay to the above decisions becoming implementable would seriously prejudice the Council's and the public's interests for the reasons set out in the report, and therefore with the consent of the Chairman of the Overview and Scrutiny Committee these decisions are being made at this meeting as urgent decisions within Overview and Scrutiny Procedure Rule 15 (j).**

24 Community Infrastructure Levy Preliminary Draft Charging Schedule Consultation

The report set out the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule proposed for consultation.

Resolved:

- That (i) the proposed Community Infrastructure Levy Preliminary Draft Charging Schedule attached to the report (subject to (ii) below) be approved for public consultation for an eight week period.**
- (ii) authority be delegated to the Head of Planning Policy and Economic Development to make any minor changes to the text and format of the document attached to the report as may be necessary prior to public consultation.**
- (iii) any delay to the above decisions becoming implementable would seriously prejudice the Council's and the public's interests for the reasons set out in paragraph 59 of the report, therefore with the consent of the Chairman of the Overview and Scrutiny Committee, these decisions are being made at the meeting as Urgent Decisions within Overview and Scrutiny Procedure Rule 15 (j).**

25 Parking Charges Review

The report set out proposals to remove evening parking charges within Ashford Town Centre, an increase in on-street and off-street parking charges and the introduction of a new overnight flat rate of £1. The recommendations took into account current and anticipated economic developments for the Borough.

The Portfolio Holder advised that parking charges had not been increased for five years and hence the current review. In terms of the proposed removal of the evening parking charges in the High Street, Bank Street and North Street, he believed that this would be of great benefit to the Town Centre and the night time economy. He also explained that this would operate for an initial trial period of six months together with the introduction of a new flat rate £1 overnight charge. This would be monitored over the next six months prior to a decision being taken on whether to establish these on a permanent basis or not.

The Portfolio Holder for Town Centres Focus and Business Dynamics said that he believed that this was a responsive piece of work and an initiative both residents and visitors would welcome.

Resolved:

- That (i) the removal of parking charges in the High Street, Bank Street and North Street in Ashford Town Centre from 6pm to 10pm (only charging period) be agreed to support economic development and the night time economy. An initial trial period of six months will operate with delegated powers granted to the Head of Service in consultation with the Leader and Portfolio Holder for Highways, Wellbeing and Safety to agree permanent removal or not after the trial period.**
- (ii) an increase in on-street and Council run off-street parking charges, from 1st April 2017 be agreed, across the borough by approximately 10% on current tariffs (e.g. £1.00 to £1.10, £2.00 to**

£2.20 etc.) and in accordance with the specific rates detailed within the report.

- (iii) the introduction of a new flat rate £1.00 charge overnight in all available overnight Council car parks Monday to Saturday be approved. Data to be collected on type and number of users over the next 6 months. Delegated power be granted to the Head of Service in consultation with the Leader and Portfolio Holder for Highways, Wellbeing and Safety to implement on a permanent basis or not as appropriate.**
- (iv) a policy to review the parking charges every three years as part of the Council's regular fee and charging processes be agreed.**

26 Ashford Borough Council's Performance – Quarter 4 2015/16

The report updated Members and the public on the performance of the Council during Quarter 4. This included information on what the Cabinet had achieved through its decision-making, key performance data and consideration of the wider Borough picture which impacted upon the Council's work.

The Portfolio Holder advised that Management Team had been working on the development of a new "dashboard" system to monitor performance. He explained that this system would be available to show trends and information presented in a graphical form. The new format would be rolled out for the next report in three months' time. In terms of the current report, the Portfolio Holder said that he was pleased to see the reduction in unemployment in the 18 to 24 year old age bracket and the fact that 150 homes had commenced construction. The number of persons in bed and breakfast accommodation was 14 and although this level was not considered satisfactory, the Portfolio Holder believed that the systems the Council had put in place and initiatives such as Christchurch House had ensured that the situation was managed in an efficient and cost effective way.

In terms of disabled adaptations the level undertaken had nearly doubled over the last quarter and in terms of food premises 97% were compliant.

Resolved:

That the Council's performance against the Corporate Plan in Quarter 4 of 2015/16 be noted.

27 Local Plan and Planning Policy Task Group – 25th April 2016

Resolved:

That the Notes of the meeting of the Local Plan and Planning Policy Task Group held on the 25th April 2016 be received and noted.

28 Trading and Enterprise Board – 9th May 2016

Resolved:

That the Minutes of the meeting of the Trading and Enterprise Board held on the 9th May 2016 be approved and adopted with the exception of the recommendation in Minute No. 421.

Recommended:

That the recommendation in Minute No. 421 be approved.

29 Joint Transportation Board – Nomination of Membership

Resolved:

That the following Members be appointed to the Joint Transportation Board:-

Councillors Bartlett (VCh), Bradford, Burgess, Chilton, Feacey, Mrs Martin, Mrs Webb

30 Schedule of Key Decisions to be Taken

The report set out the latest Schedule of Key Decisions to be taken by the Cabinet.

Resolved:

That the latest Schedule of Key Decisions as set out within the report be received and noted.

(KRF/AEH)
MINS:CAXX1623

Agenda Item No: 6

Report To: CABINET



Date: 14th July 2016

Report Title: Adoption of Chilmington Green Design Code as a Supplementary Planning Document

Report Author: Mark Chaplin, Principal Urban Designer

Portfolio Holders: Cllr Bennett, Portfolio Holder for Planning and Development

Summary:

From the inception of the Chilmington Green project the ambition has been to create a place of special character with a strong community. The Design Code is an integral part of the process of delivering quality development – it moves down a level from the overall masterplan to deal with many detailed aspects of delivery and will help to guide planning applications as they come forward. The Quality Monitoring Initiative will help to check that the Design Code is delivered on site. Following consultation on the draft some amendments are suggested and the SPD is recommended for adoption.

Key Decision: Yes.

Affected Wards: Great Chart with Singleton North; Singleton South; Washford; Weald South.

Recommendations: Cabinet is asked to:-

- i. Note the representations received on the content of the draft Design Code document resulting from the public consultation process, and;**
- ii. Consider the Officer's analysis of these representations and agree the recommended changes to the Design Code set out in Annex 2 to this report;**
- iii. Approve and agree to recommend to Full Council the adoption of the draft Design Code as a Supplementary Planning Document to the 2013 Chilmington Green Area Action Plan, subject to the identified amendments resulting from the representations received.**

Policy Overview: The Chilmington Green development was agreed by Councillors in the Ashford Borough Local Development Framework Core Strategy and Chilmington Green Area Action Plan.

Links to the Five Year Corporate Plan include supporting the delivery of high quality housing to meet 'Priority 2 Living Ashford: Quality Housing & Homes for All'. Chilmington Green will be in accordance with the Council's aspiration to secure quality homes across the borough, catering for a range of ages, tenures and need, in well-planned and attractive new places.

Financial Implications: There are no direct financial implications for the Council. Under the legal agreement attached to the planning permission the developers will fund the Quality Monitoring Initiative to check on the quality of delivery.

Risk Assessment: Not applicable.

Equalities Impact Assessment: Yes.

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Agenda Item No. 6

Adoption of Chilmington Green Design Code as a Supplementary Planning Document

Purpose of the Report

1. The purpose of the report is to seek Cabinet approval and to recommend to Full Council to adopt the Design Code to guide the implementation of the Chilmington Green development, as a Supplementary Planning Document to the 2013 Chilmington Green Area Action Plan. The report is seeking this approval subject to the identified amendments to the content resulting from the comments received as part of the formal Public Consultation.
2. The report will therefore;
 - Briefly describe the role and background to the Chilmington Green Design Code in relation to the Local Development Framework (LDF) and Development Plan;
 - Set out the consultation process that has been undertaken so far and how it has broadly influenced the evolving content of the Code;
 - Set out the next steps in the formal adoption process required for the Design Code to become a Supplementary Planning Document to the Chilmington Green Area Action Plan;
 - Analyse all the comments and suggested amendments from stakeholders received as part of the formal public consultation exercise;
 - Invite the Cabinet to endorse the content of the document;
 - Explain why the Cabinet should approve and recommend to Full Council the adoption of the Design Code as a Supplementary Planning Document to the Chilmington Green Area Action Plan, subject to recommended amendments resulting from Public Consultation of the document.

A copy of the Design Code document is attached.

Background

3. Since 2005, the aspiration for a large scale new settlement south west of Ashford has featured in the Council's strategy for the strategic growth of the town.
4. As Ashford's Local Development Framework (LDF) subsequently took shape the scale and vision for a new settlement Chilmington Green emerged through a comprehensive programme of public consultation. The LDF documents and subsequent planning application led to wide acceptance that the role of design codes was crucial to the success of Chilmington Green. These documents included;
 - The Greater Ashford Development Framework (GADF) (2005)
 - Ashford Core Strategy (2008)

- Chilmington Green Masterplan (2007-2012)

Chilmington Green Area Action Plan 2013 (CGAAP)

5. The Chilmington Green Area Action Plan was adopted by the Council in July 2013. The Plan recognised the key role of a Design Code to make sure that the high standards set for Chilmington Green are delivered and a place of real quality created. It states;
 - *The AAP must be supplemented where needed by development briefs and design codes (para 2.1)*
 - *Site-wide design code are an important link between AAP/illustrative masterplan and the Main Phase Masterplans/Character Statements (para 11.41)*
 - *A site-wide design code (for the whole of Chilmington Green development area) will be needed first and this will deal with common standards and approaches to issues.....The public realm work will identify the key public spaces, streets and landscaped areas where codes will apply.....The relationship of the code to existing regulatory and policy guidance will also be set out with a clear distinction between mandatory and discretionary guidance. (para 11.42)*
 - *The codes will be clear and succinct and avoid being too prescriptive or detailed – but will need to convey the distinctiveness of each area. (para 11.45)*
 - *Codes will deal with issues such as housing types and typical designs responding to the character areas (para 11.45).*
 - *Local people, service providers and other stakeholders will be involved in the creation of the site-wide design code (para 11.46)*
 - *The Quality Agreement will underpin the detailed planning for Chilmington Green and support the site-wide design code. (para 11.52)*
 - *POLICY CG22 - Phasing, Delivery And Implementation (a) Prior to the approval of any reserved matters or grant of detailed planning permission for development within the AAP area, a detailed site-wide design code will be required to be agreed by the council (p.124)*
6. The **Chilmington Green Outline Planning Application** (ref 12/00400/AS) was submitted in 2012. Members resolved to grant permission in October 2014, but the planning permission has not yet been issued as it is still subject to the signing of a s106 legal agreement expected in the near future. The importance of the Design Code was emphasised further in this outline application and firmly engrained in the original reasons recommended for approval as;

'...(E) with delegated authority to either the Strategic Sites and Design Manager or the Development Control Manager to approve after taking into account the results of public consultation thereon any Development Briefs or Design Codes Strategies, Business Plans, or other documentation required pursuant to conditions or planning obligations;'
7. The report to Planning Committee also highlights the importance of the Design Code in several sections including:

- *The emphasis in...design codes...is on the importance of delivering a high quality designed garden city themed homes and places, takes into account how people might want to live in the future and supports different lifestyles fit for the challenges of the 21st century. (para 370)*
 - *The site-wide Design Code is a comprehensive document that looks at all aspects of the development. The application of the design code will be particularly important for the first phase of development, as a means of setting a benchmark for design quality against which future phases can be judged. (para 372)*
 - *Much of the fine detail relating to this outline application and masterplan will be developed further in the emerging Design Code (para 374).*
 - *The Code will need to be in place before reserved matters applications are considered (para 375)*
 - *The Code will remain a 'living document' as it will need to be regularly updated in the light of experience. Conditions attached to the outline permission will refer back to the masterplan and approved Design Code to ensure that their principles are implemented. (para 375)*
 - *In my view, this proposal has clear potential to become a successful, sustainable community if the detail continues to be carefully thought through within the Design Code (para 380)*
 - *The Quality Monitoring Team will focus on the build phase in particular but will also have a role in the design stage and in the post- completion reviews stage. The following list indicates some examples of the tasks involved.... Checking planning and Design Code compliance.(para 391)*
8. The concept, format and role of the Design Code emerged through all these Local Development Framework and other documents. The need for a Chilmington Green Design Code was recognised as having a critical role to play by setting out clear requirements and guidance on the design of homes, neighbourhoods, streets and open spaces. A code was seen as being able to introduce an increased level of design control in an attempt to exert greater assurance over the quality of the product.
9. Codes are not a new idea. They have been used in one form or another since the Renaissance, and possibly earlier. Some of our most cherished developments, from the Georgian period through to the Garden Villages and New Towns, were based on adopted codes. Over the last 15 years there have been several high profile examples in the UK of the use of urban design codes including The Prince of Wales' development at Poundbury and Upton on the edge of Northampton. Here in Ashford the Council have had success with the implementation of the Repton Park Design Code to help achieve high quality new neighbourhoods and a thriving new community there. Similarly a Design Code for Chilmington is aimed at securing the quality objectives for this large scale development that the Council, the consortium and local stakeholders aspire to.

Handling

10. Two workshops were held in 2013 that specifically informed the content of the Design Code along with meetings with the Chilmington Green Community Group.

Equalities Impact Assessment

11. A key principle of the Code is based on inclusive design principles and set out to deliver a diverse vibrant community based on the Garden City concept. It promotes ease of access and movement in all designs to try and deliver a place that is accessible for all able bodied and disabled bodied people.

Other Options Considered

12. The following options have been considered:-
 - (i) Do not produce a Code – Officers do not recommend this option as the Code will offer more certainty to developers and stakeholders on their expectations and will aim to help applications be determined in a timely and efficient manner. This will have substantial economic benefits for the town and wider area and create a lasting place of high quality.
 - (ii) Produce a basic Design Code focussing on building design only. This would miss the opportunity to influence the other key components of good quality place making; namely the qualities of the public realm through the design of streets and open spaces, which this Design Code also focusses on. This option would not achieve the exemplar qualities of a large scale Garden Village settlement that the Council and stakeholders are seeking to deliver here at Chilmington Green.

Assessment

Who Produced the Code?

13. The Chilmington Green Design Code has been produced by consultants John Thompson & Partners working in close collaboration with Ashford Borough Council and the developer consortium. A full copy is included as an *appendix* to this report. The Consultants have been collectively funded by the developers, but with close scrutiny and regular assessment of the content provided primarily from Ashford Borough Council's Strategic Sites & Design Team working closely with other Ashford Borough Council officers and a range of other stakeholders from other organisations and bodies.

The Purpose of the Design Code.

14. The Code provides rules and principles that apply to the process of making this new place and captures this in written and plan form. The Chilmington Green Design Code will therefore give the place a good start by making sure the fundamental basics are right and by setting some clear parameters as to what can be done and what can't be done in changing and evolving the physical fabric of the neighbourhood. The key objectives of the Chilmington Green Design Code are therefore:

- to set clear guidelines and establish design controls within a well-structured masterplan framework;
- to provide technical advice on the vision to deliver 5750 high quality new homes in a unique new Garden Village settlement with neighbourhoods, streets and open spaces of distinctive character and clear identity;
- Ensure the aims and objectives of the original masterplan, The Chilmington Green Area Action Plan policies and requirements of the Outline Planning Application are delivered;
- to meet the principles set out in the Quality Charter;
- Seek to inform the forthcoming work to create the first phase detailed masterplan layout through dialogue with a range of stakeholders;
- To assist in the preparation and approval of reserved matters applications for the different phases and land parcels;
- Inform applications to discharge conditions;
- Help inform and enforce Quality Monitoring of all building, streets and open space elements that make up the place.

15. The Design Code is primarily aimed at architects, landscape architects planners and urban designers working for landowners, housebuilders and developers. It also sets out the design starting point for the expectations of Ashford Borough Council, Kent County Council and the proposed Community Management Organisation which will evolve over the next 20-25 years.

16. However the Design Code will also be a useful tool to aid discussions with stakeholders and communities so that they are engaged in the shaping of the new communities and neighbourhoods, and can hold developers, ABC and KCC accountable to these standards.

17. Accordingly, the Design Code acts as a framework containing important design principles and standards. It cannot and does not deal with all points of detail. Points of detail will flow as part of the masterplanning and reserved matters applications. Furthermore, the Design Code does not deal with requirements to be covered by other, specific strategies eg Discovery Park masterplanning and Public Art.

18. The Cabinet is being asked to adopt the Code as a Supplementary Planning Document to ensure it becomes part of the current Local Development Framework and a material consideration when determining individual planning applications. This gives the document sufficient weight so that the Council and emerging communities have a much stronger negotiating position to help it deliver a clear reference point on the quality of the place.

19. **Annex 1** called '*A Brief Introduction to the Design Code*' contains some further background as to how the Code is structured, and summarises the main design principles that lie at the heart of the Code. This annex also includes some illustrations of one neighbourhood to give a sense of the sort of distinctive garden village residential character that is envisaged for one part of the settlement.

The Formal Supplementary Planning Document (SPD) Adoption Process

20. The following formal steps have been undertaken to date in order to ensure the SPD complies with the Town and Country Planning (Local Planning) (England) Regulations 2012 and Ashford's adopted Statement of Community Involvement (SCI) 2013.

- March 2016 - Production of an on-line Consultation Statement notifying how Ashford Borough Council has undertaken previous consultation in preparing draft versions of the Chilmington Green Design Code SPD and the process it went through.
- Holding a Statutory Public Consultation Period for minimum of four weeks that ran from 4th March 2016 until 18th April 2016, with Design Code document available to download online with hard copies available for inspection at Council offices. This forms the main basis for this report. A number of key stakeholders, including residents, were directly contacted as part of the SPD process.

21. If members are minded to approve the Design Code SPD on 14th July subject to amendments the next steps are:

- Final document changes to be completed by Consultants.
- Full Council to ratify Cabinet's decision on 21st July which would potentially be the official date of its adoption as SPD.
- Production of an Adoption Statement setting out the following;
 - i. The date the SPD was adopted, any changes between the consultation version and the adopted version;
 - ii. That any person with sufficient interest in the decision may apply to the High Court for permission to apply for judicial review of that decision; and
 - iii. That any application must be made promptly and in any event no later than 3 months after the adoption date.
- This adoption statement and the adopted SPD has to be put on the website, made available for viewing at the Civic Centre, and at such other places as we consider appropriate. It has to remain there as long as the SPD is in force.
- Notification of the adoption of the SPD to anyone who requested so.

Analysis of the Public Consultation Responses

22. In total 23 representations were received from a range of respondents including local residents. In total 235 individual comments were received covering a

range of themes within the code. The table in **Annex 2** contains a full list of all the comments received (with corresponding reference number for each comment). Alongside each comment is an assessment of each comment and where appropriate, suggested changes to the Code that are recommended to Cabinet.

23. A considerable number of the points made focussed on very specific issues that are well beyond the scope of a Design Code; others deal with issues to be resolved at the planning application stage. Many important points were raised that need to be considered as part of the masterplanning of each phase of the development and a record of each of these has been made to feed into that process so that the points are not missed.
24. After the Design Code is adopted, in subsequent years further refinement will continue to be needed as the development moves forward. The Code will therefore remain a 'living document' as it will need to be regularly updated in the light of experience and to assess how effectively it is working against the finished products on the ground. Further public consultation is expected to be key to any such reviews.

Conclusion

25. It is recommended that members adopt the code subject to the amendments set out in the comments table in **Annex 2** of this report.

Portfolio Holder's Comments

26. **Cllr Bennett – Portfolio for Planning** commented as follows;
'Quality is key to all development in the borough and after extensive consultation with all interested parties this Design Code document shows our determination to make Chilmington Green a shining example of how through Masterplanning a new community can, and will, be created and be a credit to our council in future generations. I commend the report to members'

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A Brief Introduction to the Code.

1. The code provides a strong direction on the Council's expectations of architecture, landscape and public realm. Where possible the requirements set by the Design Code are mandatory. For instance it is deliberately more exacting in terms of the urban design principles of good placemaking which include;
 - The character and distinctiveness of the place;
 - A street network and hierarchy of routes to make place easy to move around
 - An interesting holistic street design with structural tree planting, junction design, lighting and parking that is also attractive;
 - High quality open spaces and green landscape
 - Built Form and key groupings of buildings responding to the rich local context
 - Relationship between homes and streets/open spaces in terms of boundary treatment, scale, architecture, materials, access and day to day functioning (refuse collection, cycle storage, visitors, deliveries etc).

The Code is flexible in respect of many elements of the more detailed design of individual buildings, streets and open spaces in order to encourage creativity and not to stifle innovation.

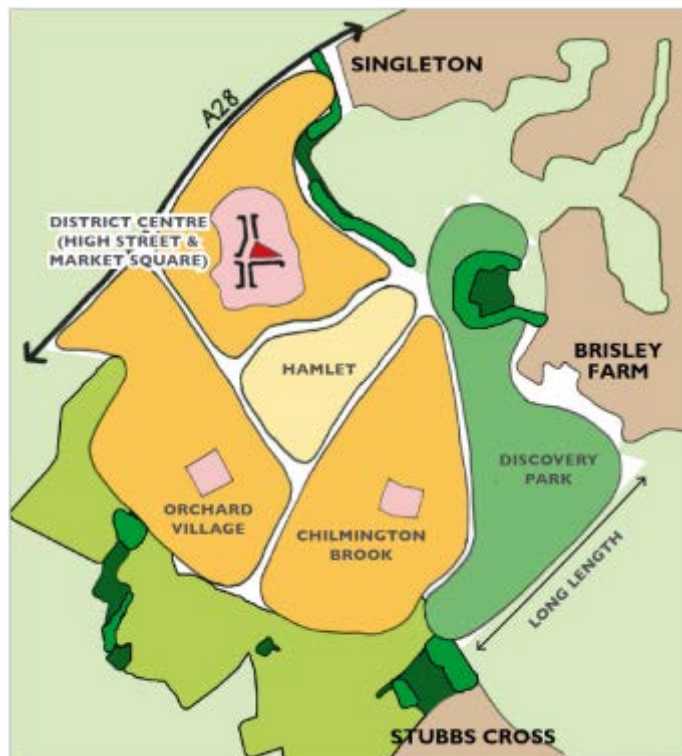
2. It is prudent to point out that to a large extent the high quality design principles need to be executed with a good degree of pragmatism, to ensure any long term maintenance costs are realistic for owners and any relevant adopting authorities.
3. The Design Code consists of the following three main elements;
 - The Written Code – The Code offers a range of introductory guidance in Part A (Background to understanding the context and vision) but the crucial design led sections are Part B (Understanding the character of areas) and C (Detailing The Place). Parts B and C are essentially a detailed design manual based on a 13 step process through which the residential parcels should start to be designed in order to create the distinctiveness set out in the masterplan vision. **Annex 1 'A Brief Introduction To The Code'** contains further useful guidance and advice.
 - A Regulatory Plan – Read in conjunction with the Code and its manual section, the Regulatory Plan sets out all the mandatory requirements on a single scalable drawing that must be adhered to, to achieve the vision for Chilmington Green
 - A Design Code Compliance Checklist form which is intended to be completed by all applicants submitting reserved matters planning applications to try and ensure the relevant parts and steps in the process to be followed closely.
4. The content of the code is structured into three main parts (A) Background Information, (B) Establishing Character and (C) Place and the layers that make up the spatial qualities of the place. These sections are colour coded to enable the reader to navigate the Code effectively. Given the complexity of the Design

Code and Regulatory Plan there are clear instructions provided on how to use the code on pages 17-18.

5. The Code sets very strong expectations for Chilmington that build on the wider vision that has taken shape in former years, which essentially means that Chilmington Green will be a great place to live – a place that:
 - is lively and fun, with an attractive High Street
 - provides community, education and health facilities for people of all ages;
 - sets challenging standards of innovative design, becomes a place of special and varied character;
 - has sustainability integrated into all aspects of design;
 - offers a range of local jobs,
 - has its own, strong, identity in a landscape setting,
 - respects the local environment as part of a well-planned layout;
 - fosters local pride and a strong community with the capacity to help manage Chilmington Green on a day to day basis, and
 - is flexible in design and resilient to change, and able to respond positively to advances in technology and changing lifestyles.

6. A critical part of the Code that is instrumental to achieving this vision is the aim to create a place with distinctive neighbourhoods and identities, which includes 5 key areas of different uses and qualities;

- The District Centre (High Street & Market Square);
- Chilmington Brook;
- Orchard Village and
- The Hamlet
- Main open space of Discovery Park.



7. Initially the visions for the different character areas are along the following lines;



8. Taking Chilmington Brook neighbourhoods as an example, the Code envisages that the place will have distinctive qualities and the images below reflect these. The Code sets standards for the design of buildings and their materials, the varied hierarchy of differently designed streets and also the design qualities that the open spaces may have which includes parks, play areas and SUDs. The following images taken from the code give an indication of the sort of design qualities expected at Chilmington Brook, what it might look and feel like and the sort of qualities it will offer the community.





PALETTE I
(Chilmington Brook Neighbourhood)

Roofs

- Orange / red plain clay tile
- Dark red plain clay tile
- Profiled tile red orange/dark red
- Grey slate natural or good quality reproduction
- Standing seam metal

Walls

Predominant

- White stained or painted weatherboarding
- Stained or painted weatherboarding various colours
- Natural stained weatherboarding

Limited

- Stone
- Red stock brick
- Red multi mix brick
- Brown multi mix brick
- Self coloured render

Windows

- Timber natural stain
- Timber white
- Metal
- Grey UPVC

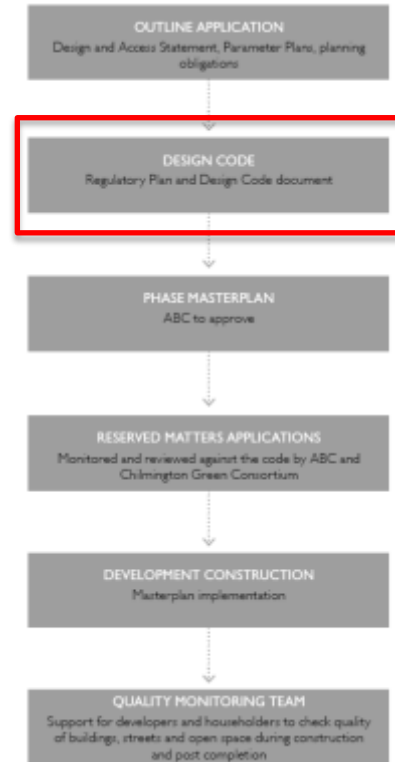
Balconies

- Timber painted white
- Timber stained
- Grey or black metal



Intended Status of the Code

9. The diagram to the right broadly illustrates how the Design Code (highlighted) sits in relation to the Outline Application and how it will be a tool to guide the next design and planning stages of the development. The Code will directly inform the emerging layout detail of the Phase Masterplans and Reserved Matters Applications. Its role will continue to be vital throughout the construction period and monitoring of build quality to ensure the expectations of the Code are being met.
10. At the end of each of the first three of the four phases the success of the Code will be tested and any necessary changes to its content will be implemented.



Consultation Process on the Evolution of The Code

11. The draft content of the Design Code has been shaped through a robust consultation over a number of years. This involved dialogue with the developer consortium, task groups, local people, professional bodies and organisations and a range of key stakeholders primarily including ABC and KCC officers. It also involved advice from an Independent Highway Design Consultant working collaboratively with ABC, KHS, the Consultants and the Consortium.
12. A series of events were held to discuss Design Codes at Chilmington Green including;
 - Workshop on Role of Design Codes Sep 2005 (35 attendees)
 - A ½ Day Design Code Workshop including the housing consortium, local people and other stakeholders - June 2013 (51 attendees)
 - A ½ day follow up Chilmington Design Codes Workshop - October 2013 (42 attendees)
 - Update on Design Codes to Chilmington Green Community Group (Feb 2014)
 - Update on Design Codes Chilmington Green Community Group (March 2016)
13. Regular Design Code meetings have been held with the Consultants JTP who wrote the Code. Regular feedback on drafts were provided by the Strategic Sites & Design Team Officers. In late 2015 the first working draft version was circulated to key stakeholders for comment. In excess of 340 comments were received and the main themes of representations received were;
 - Clearer differentiation between Character Areas

- Integrate with the 32 objectives of The Quality Charter
- Seek to encourage Garden City Principles in the design
- Architectural Styles that achieve a high quality modern Kentish vernacular.
- Ensure a gradation of density across the site.
- Street Designs that are attractive and robust.

These comments were discussed with the consultants and the draft Code was consequently adapted.

Issue	Ref	Consultee	Comments	ABC Response
LAYOUT/STREET ISSUES				
Highways Infrastructure	1.	Kevin Bown (Highways England)	Road Network: Highways England will be concerned with proposal that have the potential to impact on the safe and efficient operation of the Strategic Road Network(SRN) in this case the M20 and A2070. Having examined the above document , we do not offer any comment on its content.	Noted. No action necessary.
	2.	Ian Wolverson	Connections (p. 13): There is no proper plan for an eastward exit from the development with its long list of destinations: Two Tesco stores, Asda, B & Q and associated retailing, Ashford Business & Retail Park, The Designer Outlet, Orbital Park, Junction 10 (and eventually J 10 A), the William Harvey, Ashford International – used by many commuters. There is clearly a recognition of “increased traffic”, east to west and it can only go down Magpie Hall Road, where KCC currently only have plans for traffic calming. Can the results from the recent traffic monitoring be considered when correcting this problem? The honest reason this problems is being ignored is all due to lack of finance.	This traffic issue was analysed under the Outline Planning Application and has been dealt with through relevant planning conditions and obligations approved by members accordingly. This includes the need to monitoring traffic levels in Magpie Hall Road and elsewhere. Further discussions will be held at first phase Masterplan and Reserved Matters stages.
	3.	Ian Wolverson	Bus (pg. 140): The proposed bus route falls in line with the whole traffic plan problem of the Chilmington Development-which is currently a giant cul-de-sac off the A28. No exit via an easterly route to cope with the mass of commuters who will be living here. For example, commuters will NOT use a bus if it takes longer than the car to reach the station. The currently proposed traffic loading on the A28 will lengthen the bus journey time to the station.	The efficient movement of buses was considered under the Outline Planning Application and has been dealt with through relevant planning conditions and obligations approved by members including upgrades to the proposed route. The first phase masterplan and reserved matters applications will also need to make sure buses access the site easily and efficiently and serve the community.

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Highways Infrastructure (cont)	4.	John Durrant (resident), Chilmington Cottage, Chilmington Green.	Burden on existing roads: The Code implies that the Hamlet will remain much the same and possibly enhanced. When completed, the Chilmington Development is planned to incorporate 5,750 units which equates to some eight to ten thousand cars or more operating in the area. No mention had been made on the effect that this number of cars will have on the lanes around the Hamlet. For example: Code states that Bartlets Lane and Chilmington Lane will be retained in their current form as much as possible. Both Bartlets Lane and Chilmington Lane are little more than one car width. How can they cope with the potential number of cars accessing the Cricket Green and Super Play Area?	Traffic calming in Bartletts Lane and Chilmington Lane was secured through the Outline Planning Application, planning conditions and obligations approved by members. There will be a hierarchy of roads serving the development and traffic monitoring will take place at several agreed points around the development. The design and layout, including restrictions to traffic, will be discussed in more detail at first phase Masterplan and Reserved Matters Application stage.
	5.	Karen Hopkins, (resident), Chilmington Green.	Electric charging stations (p. XI): Where is the street level electric charging infrastructure? By the time this 'design' goes live most cars will run on electricity. So where are the plans for charging points and high current electrical infrastructure? Every residential street will require this (p.225 omission) as will the public areas mentioned in Vision on pg. 49).	Best dealt with through evolution of first phases of masterplan and Reserved Matters Applications. The aim will be to provide these stations in public car parks and in larger flatted developments where justified.
	6.	Katie Stewart (KCC, Director of Environment, Planning and Enforcement)	Further conversation: In light of the KCC's Highways comments, KCC would welcome further co-operation with the Borough Council and relevant stakeholders in addressing the Highways & Transportation matters.	Regular dialogue has been had with Kent Highways into Design Code. Further discussions will also be essential soon to discuss the phase 1 masterplans and Reserved Matters applications.
	7.	Will Train (ABC, Health, Parking and Community safety)	Speed restrictions: With regard to a blanket 20mph speed restriction across the development (design code part C, p.102, 10.0.1), this will either require regular repeater signs (if applied as a 20mph limit) or extensive traffic calming	Kent Highways have confirmed that 20mph repeater signs are not required. Signs are only required where speed limits

Issue	Ref	Consultee	Comments	ABC Response
<p>Highways Infrastructure (cont)</p>			<p>measures for the restriction to become ‘self-enforcing’ (if applied as a 20mph zone). These elements should be worked into the design from an early stage and it should be recognised that parking controls may be required to reinforce and protect formalised road safety features, and these should also be worked into the design from an early stage.</p>	<p>alter. The principle of 20mph street has been discussed and agreed with Kent Highways. KHS have accepted that CG streets will have subtle sensitive self enforcing traffic calming solutions designed into them</p>
	8.	Shadoxhurst Parish Council	<p>Access roads mph: Apart from short lengths of the access roads from the A28 which will be 30mph, all the rest will be permanently 20mph. There will eventually be a strategic road connecting Magpie Hall Road and some of Chimington Green Road to go to Access C at Sandy Lane on the A28. Although this would be a through route, due to the road network spreading from it, it will mostly be 20mph. We envisage that many drivers will opt to come down Tally Ho road and join the A28 through Bethersden Road rather than take the slower speed road. We therefore need protection and some form of calming to prevent/restrict through traffic using the village. We understand that this will come as a S106 agreement at the end of Phase 4, but this is too little too late.</p>	<p>Any issues with vehicle speed in Shadoxhurst is not an issue for the Design Code to tackle. The impact of traffic on Tally Ho Road and Shadoxhurst generally was analysed under the processing of the Outline Planning Application and has been dealt with through relevant planning conditions and obligations approved by members.</p> <p>Traffic monitoring/mitigation at several agreed positions around the development, including Tally Ho Road and Criol Lane, was agreed and will be secured in the Planning Obligation.</p> <p>Further conversations will be held at first phase Masterplan and Reserved Matters Applications. The code will attempt to ensure all streets are designed to restrict vehicles to sensible speeds and mostly no more than 20mph and to direct traffic to the main access points</p>

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
	9.	Shadoxhurst Parish Council	Criol Lane is shown as a chosen route onto the development, even with its own "Welcome to Chilmington Green" sign, we are very concerned that this road will need to be improved/protected in the western half of this road which is single track and in poor condition outside the scope of the Design Code which will need to be considered.	Not an issue for the Design Code. Traffic monitoring at several agreed positions around the development, including Criol Lane, was agreed during the processing of the planning application, and will be secured in the Planning Obligation.
Street Layout	10.	Ian Wolverson	Cul-de-sacs (pg. 108): How far is the outline street layout now a 'given'? There seem to be many cul-de-sacs, yet on page 1-2 it states these should be avoided.	The precise layout of minor street configuration is not an issue to be resolved in Design Codes and will be dealt with at first phase masterplan and reserved matters applications. The preference is to generally avoid cul-de-sacs.
	11.		The typical plan would obstruct commercial/services access. Good concept- needs some adjustments. (10.3)	Access for commercial and service vehicles will be considered at a reserved matters stage.
	12.	Karen Hopkins, (resident), Chilmington Green.	Existing poor layout design: Typical examples of poor/impassible local streets are Violet Way/Bluebell Road (Park Farm/ Bridgefields). And the newest section of Repton Park (Cars parked both sides reducing width to less than one medium size vehicle in places). Is this the expectation for CG?	Important to avoid these sort of problems but this is an issue that should be discussed at Phase 1 Masterplan stage and reserved matters applications.
	13.		Mock Lane should be blocked off in a similar way to how Chart Road has been blocked on the Brisley Farm estate. Since being developed, access is available to properties only at Brisley Court, but traffic is no longer able to use Chart Road as a cut through- access only. Mock Lane cannot be considered as part of the new plans. It is a single track at best and wholly unsuitable for new traffic. Mock Lane should be retired and used as access only	The planning application showed the southern section of Mock Lane being up-graded in order to serve the District Centre, and this was made clear in the report to Planning Committee. Careful attention to detailed design will be needed.

Issue	Ref	Consultee	Comments	ABC Response
<p>Street Layout (cont)</p>		<p>Karen Hopkins, (resident), Chilmington Green.</p>	<p>when these new plans are being considered. It is especially important that this lane is not used when the proposed secondary school is built as a dumping ground for parents bringing their kids to school. Paper provision must be made at the school and the A28 for parking and dropping off. The map on p140 is at odds with the design statement on p107. It shows a bus route using Mock Lane instead of the new strategic road. Having a bus route use Mock Lane is totally inappropriate and at odds with the design statement. It needs to be routed on the new road. The key strategic highway is via Chilmington Gardens and any bus service should obviously be routed where there are sufficient properties and people to use it. The service is shown passing through the District Centre and onward to the bottom of Mock Lane (Which is totally unsuitable for this purpose) before turning left into Chilmington Green Road. There is no requirement for any service to run past two existing properties at the bottom of Mock Lane. The obvious route should be from the District Centre through the strategic route into Chilmington Gardens (great many more users) and then onward along the new Orchard Way.</p>	
	14.	<p>William Train (ABC, Health, Parking and Community Safety)</p>	<p>Vehicular domination: Regarding point 18 of the 'Quality Charter' (a place designed with the needs of all users in mind) the imposition of parking control or physical impediments to vehicle movement such as street furniture may be required to ensure that cycle routes, pedestrian spaces and footpaths do not become dominated by vehicle parking.</p>	<p>Understood and agreed. Code encourages well designed on street parking. Fine detail will be discussed as part of phase 1 layout masterplan and reserved matters applications.</p>
	15.		<p>Parking: With regard to point 10.0.2 (p. 102, para 2) an orthogonal [gridded] street layout will likely require parking controls to function effectively.</p>	<p>Parking issues will be discussed as part of phase 1 layout masterplan and reserved matters applications.</p>

Issue	Ref	Consultee	Comments	ABC Response
Street Layout (cont)	16.	William Train (ABC, Health, Parking and Community Safety)	Radii: Regarding point 10.0.3 (p. 103), small junction radii will require the imposition of parking controls in order to preserve a sufficient visibility splay for motorists at junctions and so preserve safety for all road users. Such controls should be incorporated into the design at an early stage. Several local housing developments in recent years have shown that a preference for raised carriageway surfaces at small radii junctions have led to significant instances of vehicle overrunning to the detriment of pedestrian safety and footway integrity. In such designed junctions footways should be constructed to highway standard with regard to depth of services and strength of materials.	<p>Precise detail of junctions and on street parking solutions will be discussed as part of phase 1 masterplan and reserved matters applications.</p> <p>The strength of hardstandings and footways is a key issue for the Design Code as vehicles often encroach onto hard landscaped areas that are not designed to cope with the weight of refuse trucks, maintenance vehicles, delivery vehicles or parked cars. On page 26 after 4th paragraph or p104 after section 10.0.7 the following text should be added;</p> <p><i>“Construction Detail -At the corners of all junctions or other vulnerable areas, footways or other hard-standings will be constructed to the same quality as the carriageway to avoid being damaged by vehicles overrunning the footways or parking. All details of trees, tree pits, utilities will need to be factored in to ensure a holistic design of the sub base and surfaces to ensure longevity.”</i></p>
	17.		Local Access Streets: The provision of inset on-street parking should not be placed in locations which would present an obstruction to vehicle movement between the street and any on-plot parking facilities; or in locations where the presence of vehicles would present a visual	<p>Understood and agreed. Code encourages well designed on street parking. Fine detail and solutions will be discussed as part of phase 1 layout</p>

Issue	Ref	Consultee	Comments	ABC Response
Street Layout (cont)			obstruction to driveway visibility splays. Such incident may discourage the use of on-plot parking in favour of on-street parking to the detriment of traffic flow on the access streets.	masterplan and reserved matters applications.
	18.		Shared Space: A high prevalence of on-street parking in shared spaces will be to the detriment of pedestrian and cyclist priority within the streets. The absence of kerbs alone does not imply pedestrian priority, and strong consideration should be given to a differentia in carriageway level between shared spaces and connecting distributor streets (as in the precedent image) to reinforce the change in status.	Fine detail and solutions will be discussed and tested as part of phase 1 layout masterplan and reserved matters applications.
	19.	Matt Whitby Guy Holloway Architects & Ian Bull (Consultancy ltd, on behalf of client Pentland Homes LTD.)	Pedestrian Route Road Code: There are two instances on Land Parcels A & E and F & G that would benefit from a more pedestrian orientated road. The implementation of gates, shared surfaces and changes in materials would all help to reduce the presence of cars on the street, while emphasising pedestrian priority and safety. Although this option is not specifically prohibited by the code it should be incorporated as an additional option/ variation for the above land parcels.	A narrow lane typology is considered appropriate in some areas with an intimate character which can be designed with pedestrians primarily in mind but which might accommodate the occasional vehicle. The following text is recommended to be added to end of section 10.0.10 p109 - <i>“ Occasionally a pedestrian orientated surface could be appropriate which might have the look and feel of a traditional narrow rural lane or tight homezone. Here the introduction of low automatic rural-style gates or rural gateway features, shared surface materials listed above and contrasting materials would all help to reduce the dominance of motor vehicles on</i>

Issue	Ref	Consultee	Comments	ABC Response
Street Layout (cont)				<i>these tight surfaces while emphasising pedestrian and cycle priority and safety. A locked gated community would not be acceptable so any discrete gates would need to remain unlocked and would only seek to restrict vehicle access but would be open to sides to allow pedestrian and cyclist to pass.'</i>
	20.		Rights of Way: The Design Code should also make clear that in order to facilitate easier access and design continuity Rights of Way should be extinguished and/or redirected if they converge to the same point or would benefit from taking a route that integrates into the proposed design.	Fine detail and solutions will be discussed and tested as part of phase 1 layout masterplan.
	21.	Bill Barrett (Singleton South Ward Councillor)	Minor Access streets p. 129: Pinch points will create blockages as at Singleton Hill. As with the main use streets there should at ALL POINTS on these roads be the ability for cars to pass each other on either side if no cars are parked. To do otherwise would be to create undue parking issue for residents. As these roads will be quieter than the main roads, crossing them isn't going to be unduly dangerous for residents, thus pinch points are not needed.	A varied street width is important to creating high quality minor streets by helping to naturally slow streets and make it more pleasant for pedestrians and cyclists. Tight pinch points in the carriageway will be minimised and carefully considered.
	22.	Mark Cobley, (resident), Great Chart.	'Marker' building locations: There are 'marker' buildings indicated for either side of the access roads into the new development. However, Access B is not classed as a main access, therefore I see no reason for 'marker' buildings for this access. Or, at least no requirement for additional storey 'Marker' buildings at access Junction B.	The form and design of these units will be in keeping with the scale of the related junctions. The detail will start to be discussed during the relevant phase masterplan and reserved matters applications.

Issue	Ref	Consultee	Comments	ABC Response
<p>Street Character</p>	23.	Ian Wolverson	<p>Transitions: No mention at all has been made on dealing with the transitions between the four neighbourhoods, nor indeed the transition between one developer style and the adjacent style. ABC site visits have clearly shown us how well <u>or badly</u> this can be carried out. There were excellent transitions in Bolnore Village, but a very varied mix of standards at Ingress Park. This is a major omission in the Design Code Draft.</p>	<p>Code highlights need for sensitive transitions between adjoining areas in several sections. Ultimately the primary aim of a successful Code should be to achieve a visually coordinated place and its objective is to prevent an inappropriate transition from happening. This will be closely assessed in early phase masterplans and reserved matters applications</p>
	24.		<p>Street Furniture (p. 204): As Seen on ABC visits, boundary typologies seem to be the most quickly changed (by residents) out of regulation. How will this be policed.</p>	<p>ABC will have some control over boundary treatment through reserved matters applications, and can be partially covered by planning conditions. The CMO will be expected to have a key role to play in educating and informing residents.</p>
	25.	<p>Karen Hopkins, (resident), Chilmington Green.</p>	<p>Existing area: As part of the character section of the document, the proposal is entirely out of context with current surroundings and will totally change the character of our property (which has been in place for decades) and does not adhere to the design code's principles. What plans are in place to compensate existing residents for the unwelcome blight we are expected to suffer?</p>	<p>The character of the place will be refined in phased masterplan. The detailed layout will be discussed as part of reserved matters applications and will seek to minimise impact on existing residential properties.</p>
	26.	<p>Wendy Roger (KCC, Senior Archaeological Officer)</p>	<p>Section 5 Character Areas: I note the guidance to explain how the form of development in each character area should respond to built /cultural heritage assets; This is welcome positive consideration of and active encouragement to use the historic environment but this it not really highlighted in the opening core principle sections.</p>	<p>Understood and agreed. In order to ensure built and cultural assets and distinctiveness is considered carefully at Chilmington the Design Code should highlight</p>

Issue	Ref	Consultee	Comments	ABC Response
Street Character (cont)			To ensure guidance is clear, could the aspiration to use the historic environment as a design tool be mentioned in the core principles section.	this as a core principle. The following text should be added to page 23 under Built Form heading; <i>“The form of development in each character area should respond creatively to the built and cultural heritage assets within the locality to emphasise the distinctiveness and identity of the new place”</i>
	27.		Ancient influence: Chilmington Rise (p.27) and Orchard Village p.31 both contain sections on Built/Cultural/Heritage Assets and encourage design character and public art to draw inspiration from the important Iron Age, Roman and 20 th century military archaeology nearby and on the site itself.	Understood and will be discussed through phased masterplan and reserved matters stages.
	28.	SallyAnne Logan (on behalf of CMO Project Team & Culture and the Environment)	p. 47 Market Square and Highstreet: There is significant opportunity at this destination to create a sense of place and distinctiveness through public art, landscaping and the provision of facilities which sets the space apart from the surrounding development. It is heartening to see this explored in greater detail in this section.	Agreed and an issue to be developed further through each phase masterplan and reserved matters stage.
Street Design	29.	Ian Wolverson	Sign design: Street sign (names) design, will this incorporate a logo for each district, or the complete development be incorporated by logo style. Not much wrong with using the current logo as per the cover on this document?	Agreed and an issue to be developed further in character areas within early phase masterplans
	30.		Street lights: -The need for spare stocks to match for replacement purposes, if bespoke designs are used. Replacements elsewhere do not match. p. 213 all this lighting is new design. Continuity of same design supplies for replacements may be a problem in the longer term. As stock of spares perhaps?	This point will be explored further with CMO and KHS.

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)	31.		Cycle racks (pp. 211/12): No references/examples of cycle racking. Steel finish perhaps?	Cycle racks are included on page 212 of Design Code.
	32.		Occlusion of meter/utility units: No mention of hiding green junction boxes and meter cupboards and other services as seen on ABC visits. (whereas external piping is illustrated).	Advice on utility boxes set out on page 227 of code. A condition asking for these details will be applied to reserved matters.
	33.	John Durrant (resident), Chilmington Green.	Definition of Verges: Code states that the lanes themselves have characteristic wide grass verges which underline the rural character of the Hamlet, retaining these is particularly important. Unless these verges are protected, it is inevitable that cars will park on the grass verges particularly when using the public footpaths. Most of these verges are soft during the winter months and car wheels sink in.	Agreed and a detailed issue to be developed further through first phase masterplan.
	34.	Katie Stewart (KCC, Director of Environment, Planning and Enforcement)	Lighting clutter: KCC. Recognises that paragraph 10.0.7 (pg. 104) proposes lighting to be situated on buildings to reduce street clutter. This is a practice that the County Council no longer undertakes due to issues regarding maintenance and access. During initial discussions regarding lighting at Chilmington Green KCC specified that wall mounted units would not be adopted.	This is a worthy aspiration and could help with creating a strong identity and character of the place. KCC policy could evolve in future and in some rare circumstances could adopt lighting on a building in their ownership in a key public space. Will retain in Code to ensure there is some flexibility in key places in future years, but detail will be resolved with these parties through reserved matters application process.
	35.		Column Height: With regard to column heights, the County Council considered that the height of columns will be dictated by the required lighting class and spacing. Whilst KCC previously considered 5m columns as a standard height for residential roads, 6 metre columns are currently	Lengthy discussion held with KHS on this. KCC Policy is evolving on this and it is important it doesn't undermine quality. Agreed position was Design Code responds to

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)			used as the lighting spread and uniformity are regarded to better compliment LED luminaries. Therefore, it is advised that the proposed use of 5m columns should not be to the detriment of the lighting for the benefit of aesthetic vision.	flexible position on height of columns relating to context but to try and keep height to a minimum. Detail to be discussed with KHS in at reserved matters applications stage.
	36.		Woodhouse manufacturers: p. 213. Refers to Woodhouse manufactures columns and lanterns and the County Council does not consider these as acceptable.	Understood and other standard KCC lighting units have recently changed. Not all streetlights to be adopted by KCC so other options suggested to ensure flexibility and promote quality. On page 214 - Reference to specific units and suppliers to be amended to refer to 'options' rather than stating ' KCC approved'. An image of a CU Phosco unit needs to be added to page 213 as this is now the preferred Ashford model. Also the following reference to be added on page 213. 'There is likely to be a need to install a CMS – Central Management System, allowing all new LED's street lights to be controlled remotely. Early dialogue with KCC is crucial.'
	37.		Trees: The County Council also has concerns regarding tree planting at the development site. The proposed road and footpaths appear to be heavily tree lined, which conforms to the Borough Council's preferences, but this is counterproductive as it limits space for locating columns and would have an immeasurable negative effect on	The need for the early coordination of the siting of lighting columns and street trees when designing streets is crucial so the following text is recommended at the end of the 1st paragraph under Public

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)			lighting levels and uniformity.	Realm section on page 26 to read as follows; <i>'The need to carefully consider the location of tree planting in relation to the location and height of lighting columns (and windows to homes) is vital to create an attractive place with comfortable lighting levels suitable for the street.'</i>
	38.	Will Train, (ABC, Health, Parking and Community Safety)	Entrance/Exits: The street design would also have to account for entry and exit signs being placed at the terminal point of each zone and repeater signs detailing the restriction in force at 30 metre intervals along the carriageway throughout the zone. Given the desire within the SPD to reduce street clutter from signage I have erred in comments towards a 'traditional' lining solution.	Implications of parking restrictions on signage issues needs to be discussed in detail with KHS at reserved matters application stage.
	39.	Will Train, (ABC, Health, Parking and Community Safety)	Regarding hard landscaping: Shared surfaces should be discouraged unless these are designed to facilitate pedestrian movement on clear desire lines. At all other points there should be an overriding preference for a clear delineation in height between carriageway and footpath to discourage footway parking by vehicles and reinforce pedestrian priority at raised table crossings around the district centres and key crossing points.	Code indicatively suggests some solutions to this and a detail that needs to be carefully considered at each phase of masterplan design
	40.		Market Square accessibility: The design of the Market Square street layout (design code Part B, p. 50) raises a concern with bus accessibility across the development. Bus stops should not be sited on stretches of carriageway where the surface of the road has been raised to meet the level of the pavement as step-free access to bus services cannot be provided. A raised kerb boarder should be provided at all stops to ensure stops are DDA compliant.	The design of bus shelters is important on inclusive design and accessibility grounds. A well designed area and surface around shelters needs to ensure a level pavement to provide step-free access to bus services as a key objective. On page 139 the following text should be

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)		Will Train, (ABC, Health, Parking and Community Safety)		added to read as follows; <i>'The provision of good quality bus kerbs and bus boarders that are well integrated with bus shelters and the street, is important to ensure a level step free access onto buses for people with impaired mobility, wheelchairs and pushchairs.'</i>
	41.		The Avenue (Gateway): Marked parking controls will be required if the 'occasional permitted' nature of on-street parking is to be enforced adequately and two way traffic enforced. The nature of the Avenue as the principal access form the A28 may remove the need for controls as the wider development is built out and vehicle flows increase, however in early stages it is likely that parking will occur on-street outside of the in-set parking bays. Marked bus stop clearways will also be required to prevent obstruction of bus stops by parked vehicles.	Understood. Code urges restraint on signs and lines within highway and a carefully integrated design approach which accepts that sometimes they are inevitable.
	42.		The Avenue (typical): Marked parking controls will likely be required to prevent on-street parking beyond the confines of the in-set bays. Marked bus stop clearways will also be required to prevent obstruction of bus stops by parked vehicles.	
	43.		The High Street: Street furniture and raised kerbs should be employed to reinforce a distinction between the pedestrian and vehicle areas of the adopted highway. Marked parking controls and waiting limits on the parking bays will be required to ensure an adequate turnover of on-street parking stock. Marked bus stop clearways will also be required to prevent obstruction of bus stops by parked vehicles.	Code suggests ways of designing the High Street in this integrated manner. Detail needs to be carefully considered through reserved matters applications.
44.	Orchard Way: Marked parking controls and waiting limits	Understood. Code urges		

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)		Will Train, (ABC, Health, Parking and Community Safety)	on the parking bays may be required on the approach to the mixed use centre to ensure an adequate turnover of on-street parking stock. Marked bus stops clearways will also be required to prevent obstruction of bus stops by parked vehicles.	restraint on signs and lines within highway and a carefully integrated design approach.
	45.		Chilmington Brook: On-Street parking may likely occur on the shared space street beyond the confines of the indicative laybys if an insufficient on-plot parking standard is applied. Marked bus stop clearways will be required to prevent obstruction of bus stops by parked vehicles.	Detail needs to be carefully considered at each phase of masterplan design.
	46.		The Green Spine: Marked bus stops clearways will be required to prevent obstruction of bus stops by parked vehicles.	Code urges restraint on signs and lines within highway.
	47.		In order to ensure longevity timber elements should not be utilised in the design of lighting columns.	Lighting design to be in accordance with what the adopting authority agrees. Code seeking to be flexible so planning to retain reference to timber.
	48.		Discovery Park link road: Future provision of a bus route will require the implementation of hard standing bus stops with raised kerb borders directly linked to the adjacent shared footway/cycleway.	Code deals with bus stop design and need for bus boarders in section 10.6
	49.		Local Access Streets: Parking controls may be required in areas of high property density and lower per-dwelling parking provision to prevent obstructive parking practices at junctions and pinch points to facilitate vehicle movement.	Detail needs to be carefully considered at each reserved matters application stage.
	50.		Minor Access Streets: On-street parking should only be provided in areas where the carriageway I widened to preserve a suitable access for vehicles.	

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)	51.		Street furniture: The enforcement of non-permitted vehicle access to plot frontage will require the imposition of parking controls or suitable street furniture to prevent vehicle access via footways, cycleways and verge spaces. Where occasional access (as noted in 11.2, page 144) is required, the limits of highway adoption should extend to the property boundary in order that parking controls may be implemented to prevent tandem parking in obstruction of the combination footway/cycleway.	
	52.	Luke Mockeridge (KCC) Luke Mockeridge (KCC)	Lighting p. 26: There is reference to the Kent Design Guide section 2.4 of the document. As far as I am aware, this is currently under revision as it is fairly out of date in terms of street lighting. As such, it may be best for the lighting consultant to contact me directly with any questions or queries.	Lighting will need to meet the requirements of the adopting authority. Kent Highway Services policy is evolving so full discussion with KHS and others regarding street and amenity lighting will be required. There does not appear any obvious need to change design code as lighting will be adequately dealt with at reserved matters stage. Future option may be to produce a technical lighting addendum to the code if KHS and CMO see fit.
	53.		Lighting mounts p. 104: 10.0.7 mentions lighting is to be situated on buildings to reduce street clutter. Whilst KCC do historically have lanterns mounted on buildings, this is a practice we no longer undertake, and have been trying to move away from where possible. For example, The High Street in Ramsgate, where many of the wall mounted luminaries have been changed for column mounted due to the associated issues of ongoing maintenance and access. Some time ago, during initial discussion about the lighting	Noted. The CMO will not be adopting lighting normally adopted by KCC Highways. CMO will only adopt amenity lighting where it is within open space. Lighting to meet the requirements of the adopting authority. Detailed designs will be dealt with at reserved matters

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)		Luke Mockeridge (KCC)	at Chilmington, KCC Street Lighting did specify that wall mounted units would not be adopted, and there was mention that the management company could potentially retain these as private fitting, and maintain them.	stage.
	54.		Column Heights: Referring again to p.104 the column heights are made note of with 5 metre columns being stated as the norm. The heights of columns will very much be dictated by the required lighting class and spacing. KCC used to use 5 metre columns as standard or residential roads. There has been a move to 6 metre columns as the lighting spread and uniformity are generally better with LED luminaries. Whilst we do not have an aversion to the proposed 5 metre columns, this should not be to the detriment of the lighting for the sake of aesthetic vision.	This has been agreed through discussions with KHS as a good starting point. At reserved matters stage further discussions on precise technical detail of lighting with KHS will be essential at detailed design stage to ensure it responds to locality.
	55.		Control nodes: p213 makes reference to the Urbis Axia lantern as our standard unit. This was the case until recently, but under the county wide LED replacement project this will be replaced with the CU Phosco P852 (to Kent spec) in the residential roads in Ashford. We are also using Central Monitoring System from Telematics Wireless to have full control over the lighting levels and switching of the lanterns. As such, the lighting within the development will need to be fitted with the appropriate control nodes and associated collectors to be able to link to this system.	Identifying specific lighting unit types as only option is not flexible enough. KHS position on lighting units inevitably needs to be flexible to reflect evolving policy position and commercial supplier issues. Lighting will meet the requirements of the adopting authority and detailed designs will be dealt with at reserved matters stage. Page 213 will be amended as follows; <i>“Ashford is also using Central Monitoring System from Telematics Wireless to have full control over the lighting levels and switching of the lanterns. As such, the lighting within the development will need to be fitted with the appropriate control</i>

Issue	Ref	Consultee	Comments	ABC Response
Street Design (cont)	56.		Woodhouse manufacturers p. 213: There is reference to woodhouse manufacturer columns and lanterns. Unfortunately, KCC street lighting will not consider or accept these even with commuted sums.	<p><i>nodes and associated collectors to be able to link to this system.”</i></p> <p>To ensure flexibility the reference to these units will be retained as these lights simply represent higher quality aspirations. CMO will not be adopting lighting normally adopted by KCC Highways. It will only adopt amenity lighting where it is within open space. All lighting to meet the requirements of the adopting authority and types and detailed designs/suppliers will be discussed at reserved matters stage.</p>
	57.	Shadoxhurst Parish Council	Street Lighting: It would appear that every road will be lit. There will be 8 metre poles on the main roads and 6 metre poles on lesser roads. We asks that the lighting design will be state of the art for minimising light spillage and skyward light pollution as we already have the Ashford glow which will come very near and affect residents. This is important to the village who have so far resisted having street lighting on our village roads. Will there be provision for some/alternate light columns to be switched off to a) reduce cost and b) reduce the light impact in the night?	Agreed. It is not confirmed all streets will be lit as KHS policy is subject to review. KCC/ABC/CMO are keen to reduce light pollution and use more energy efficient units. All lighting issues must meet the requirements of the adopting authority. Lighting should comply with Dark Skies, so reference will be added to section 10.0.7. Lighting issues will be discussed at reserved matters stage.
	58.		Edge Design: Much is made of the edges of the development for different sections. The western side however appears to just let the edges melt into the farmland. This I suspect will make the house facing out village very stark and very visible. We therefore ask for	A common theme of the code along the south-west edges is to secure very low density development with detached homes in large plots.

Issue	Ref	Consultee	Comments	ABC Response
<p>Street Design (cont)</p>			<p>some distinct hedging to soften the appearance and reduce the visual impact. The planting of trees would also help break the starkness and retain the rural aspect that is present. Whilst we appreciate that future residents facing west would love direct visual views onto farmland, there are likely to be 2 metre high fencing and so we would like this softened with early hedgerow planting to establish successfully growth once building commences. We appreciate the decision that a maximum of two storey dwellings will be at the edges.</p>	<p>A detailed landscaping scheme for edges will be crucial to achieve a sensitive transition to the countryside. Advance planting and landscaping will be discussed at each masterplan phase and reserved matters application.</p>
	<p>59.</p>	<p>Ian Wolverson</p>	<p>Utilities: Statutory Utility Provision needs more descriptive depth. We cannot predict if we may have another replaying- to match Fibre optic cable laying for example, - other utilities yet to be invented.</p>	<p>Agreed. The design of streets will have an integrated approach to underground utilities</p>
	<p>60.</p>	<p>Karen Hopkins, (resident), Chilmington Green.</p>	<p>Subterranean plans: Modern designs should include detailed plans of the underground provisions, including but not limited to subterranean walkways, roads, water, electricity, gas, tele-communications. A modern design should include detailed plans that ensure the co-ordination of service deployment. It should include the requirement that a master plan is held and enforced to ensure that the roads are not constantly being dug and re-laid by different third parties and proper mapping of all the pipes and services is maintained. This should be done upfront alongside the over-ground mapping and thoroughly planned in advance, manhole planning should be performed and mapped in advance of the roads and pavements being laid. We can't see any mention of this in the document.</p>	<p>Agree this is important matter that needs to be addressed in all reserved matters applications. Utilities have been dealt with principles on page 89 and need for a strategy on page 227 of Design Code. The need for a co-ordinated approach to underground utilities is also illustrated on pages 110-160. This will seek to ensure the streets are designed as best we can to future proof requirements. For instance service ducts will help coordinate and combine works with specialist providers.</p>
<p>Community &</p>	<p>61.</p>	<p>Karen Hopkins,</p>	<p>Emergency Services: In the design, I would expect a</p>	<p>Agreed. All streets will be designed to allow vehicles to</p>

Issue	Ref	Consultee	Comments	ABC Response
Public services		(resident), Chilmington Green	mention of emergency services. What are the benchmark timings for each emergency service to reach any of the new locations given all the other planned growth in the area? How long to get a heart attack to the hospital at 8:45 in the morning? Or the Fire brigade to the district centre on Friday evening? What plans, are there plans for any local site based services? Fire, Police, Hospital, Flooding? Any special access considerations for these special vehicles ie.Fire Engine size?	navigate them at sensible speeds including emergency vehicles.
	62.	Katie Stewart (KCC, Director of Environment, Planning and Enforcement)	<p>Education Funding Agency (EFA): KCC's school development programme is operated through the Education Funding Agency (EFA), with objective to build new school buildings where there is an identified need. As part of this funding programme, the EFA imposes strict requirements on any development including the size and range of facilities, cost per square metre and programme. In order to meet these targets, the EFA has implemented a range of standardised Baseline Designs for schools, with the assumption that these will be utilised In the vast majority of cases. The uses proposed on the school sites and within the stand-alone building itself have been dictated by the spatial area requirements set out in the Baseline Design model and BB103.</p> <p>(Further statement from KCC Property- KCC's school development programme is operated through the (EFA), with objective to build new school buildings where there is an identified need. As part of this funding programme, the EFA imposes strict requirements on any development including the size and range of facilities, cost per square metre and programme. In order to meet these targets, the EFA has implemented a range of standardised Baseline Designs for schools, with the assumption that these will be utilised in the vast majority of cases. The uses proposed on the school sites and within the stand-alone building itself have been dictated by the spatial area requirements set out in the Baseline Design</p>	Understood. This is one of the reasons why Code does not stipulate specific design standards for schools or community buildings. Flexibility is critical as KCC school development programme and education policy may change in future and also the EFA impose strict requirements on the design and delivery of new schools. Some broad parameters on school design are contained in p49 of Code. Also the Code states on page IV that there is an ambition for public buildings to be of excellent quality, designed to an agreed brief, subject to architectural competition where possible, and with strong involvement of KCC, EFA, the community and the Regional Design Panel in Ashford. It is critical that the Code maintains flexibility on

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Community & Public services			model and BB103. The County Council recognises that reference is made to the materials palette associated with housing and community facilities within the development. In designing new schools, and within the resource available, KCC's design team will review the design code of the particular development to compliment the surrounding development and enhance its setting. In addition, KCC will strive to provide an economic design solution to meet financial requirements, reflect the County Council's and school's aspirations and encourage distinctive and striking modern design.	school design and that these issues are discussed at each phase masterplan stages and detailed applications.
	63.	SallyAnne Logan (on behalf of CMO Project Team & Culture and the Environment)	Lack of community building discussion: We feel the mention of community buildings and their design and statement within the streetscape is limited. This should be an important principle and that more mention of this should be made to ensure the buildings themselves are seen as destinations, fostering a sense of community pride from the outset? Given so much emphasis is placed on community aspects of the development, little mention of the role the community buildings will play is creating a sense of place is at odds with the overall aspirations.	Code focuses on tackling house building primarily. However some broad principles for community buildings are set out in page XIII pt9 which states that high quality architecture will be sought on all community and public buildings. Detail and solutions for public/community buildings will be discussed and tested as part of design briefs, the phase 1 layout masterplan and reserved matters application.
	64.	Karen Hopkins, (resident), Chilmington Green.	Postal Service: No mention of post boxes or collections/deliveries for the development.	This is a service delivery issue that needs to be followed up with discussions with service providers at phase masterplan and reserved matters stages.
	65.		Facilities for Internet postal drops similar to those being created in the old Tube station ticket officers in London	
Public Realm	66.	SallyAnne Logan (on behalf of CMO Project	Public Realm : Page Xiii is excellent to see a page insertion for Management and Maintenance. This is very welcome and makes the clear connection between form	As SUDs will need to be integral part of the design of streets and open spaces it's appropriate to emphasise their importance by

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
		Team & Culture and the Environment)	following function, the application of best practice guidance and the strong link between good quality design and the connection to long term maintenance resource and financial implications for the CMO. It also makes the strong need for stakeholder and community engagement throughout the development of assets and facilities which is heartening to see in this document. We feel there should be an inclusion here for SuDS to in the title, given they are so much part of the public realm and can be featured themselves without opens pace. Is this possible?	adding SUDs to main heading on page XIII.
Street Trees	67.	Sally Anne Logan (on behalf of CMO Project Team & Culture and the Environment)	Image use of street trees: p. 28 we welcome the diagram which illustrates the point above, whereby trees have been sculpted to create interest and a sense of character. However, the picture above is of a high street with no trees! It is not a good match. Again there are better examples from elsewhere that could be inserted here to express both the creative opportunity and expressing functional vitality.	A better image of a street café with trees needs to be included on page 28.
	68.		Trees to distinguish areas: p.30 Use trees to create character and distinction between public parks, open space and squares as well as distinction between villages within the development. Trees can be public art in themselves.	Agreed and Code reflects this. This is a key detail to be resolved through early phase masterplans.
	69.	Luke Mockeridge (KCC)	Tree planting concerns p.77: Though not finalised, I have concerns over the tree planting at the site. From looking at the proposal on p.77 the proposed roads and footpaths appear to be very heavily tree lined. Whilst this is nice aesthetically, and falls in line with Ashford Borough Councils proclivities, from a lighting perspective it is completely counter productive and leaves little room for locating columns. It will also have an immeasurable effect on the lighting level and uniformity. The problems associated with tree planting seem to be a constant issue	Understood. This is an early diagram to illustrate density and is not a design solution for the trees or lighting. Clearer concepts for this area are developed under character sections and lighting and trees will be resolved through further discussions with KCC and CMO. A technical note to support the Code will be drawn up with

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
			at the majority of the S38 sites I receive from review. The planting seems to be agreed at the planning stage before lighting has been properly consider. This is in contravention to the guidance within the BSEN 5489, which states 'In new streets where trees are to be planted, the lighting should be designed first and the planting sites fixed afterwards'.	KCC,KHS,CMO and ABC. These issues will then be analysed at reserved matters stages.
Highways Maintenance	70.	Will Train (ABC, Health Parking and Community Safety)	As an overriding point, where parking controls are identified as necessary within the development these should be included within the development design from an early stage and their provision co-ordinated with the Highway Authority (and their agents) in order that enforceable controls can be brought into force at the point at which roads become open to the public.	Understood and agreed and early dialogue on street design is key part of the Code.
Parking	71.	Dr & Mrs Frohnsdorff (residents) Chilmington Green	Proposed Cricket Green/Soft play area: No Parking has been allocated for these facilities. A minimum of 25/30 car parking spaces would be required for a cricket match.	P71 of Code states car parking facilities for cricket green will be behind the building. Will be addressed in early phase masterplan and in reserved matters applications.
	72.	Ian Wolverson	Market Square & High Street & Chilmington Square: Apart from chevroned area, what other parking will be provided to attract crowds to this 'vibrant' centre? Parking should be free as in other out of town retail areas.	Has been provisionally considered in original masterplan and outline application. More detailed assessment needed as detailed plans emerge for district centre and at first stage masterplan.
	73.		Recreational parking: The Cricket Green has similar problems- where there is no parking provision indicated.	P71 of Code states car parking facilities for cricket green will be behind the building. Will be addressed in early phase masterplan and reserved matters applications.

Issue	Ref	Consultee	Comments	ABC Response
Parking	74.		Parking allocation (p. 228): 3+ bed house with 2 spaces is the absolute minimum.	<p>The standards listed here will need to reflect ABC’s Residential Parking Standards and Policies set out in draft Local Plan. The Design Code will need to include the following in the table on page 228;</p> <p><i>Residential parking requirements for Chilmington this will be ;</i></p> <p><u>Central Areas</u> <i>Minimum of 1 space per residential unit on average, and to be provided on-site.</i></p> <p><u>Residential Areas</u> <i>Minimum of;</i></p> <ul style="list-style-type: none"> • <i>1 BED FLAT OR HOUSE - 1 SPACE PER UNIT</i> • <i>2 BED FLAT OR HOUSE - 2 SPACES PER UNIT</i> • <i>3 BED DWELLING - 2 SPACES PER UNIT</i> • <i>4 BED HOUSE – 3 SPACES PER UNIT</i> <p>Visitor parking requirements will not change. NB below table on page 228 needs to remain in Code.</p>
	75.	John Durrant, (resident),	Recreational parking facilities: No mention is made of how many car parking spaces will be made available for the Cricket Ground or the Super Play Area ow how it is to be accessed?	Will be addressed in early phase masterplan. P71 of Code states car parking facilities for cricket green will be behind the building.
	76.	Karen Hopkins,	Insufficient parking provision for school : Chilmington is	Not a role for Design Code to

Issue	Ref	Consultee	Comments	ABC Response
Parking		(resident), Chilmington Green.	promoted as an ‘exemplar development’, but with an entire lack of parking provision for schools will mean result in more similar chaos and gridlock as evident daily at John Wesley/Great Chart Primary Schools. These two schools were planned at the inception of their housing scheme, but poor planning at the outset now traps residents twice a day due to severe congestion. Many objections were raised over further expansion including plans for 60 more homes because of this major flaw, yet both appear approved. Reckless planning creates misery for residents Get it RIGHT at CG. Once the first school is ready sufficient parking MUST be available for drop off/collection. Once again will ABC/Developers fail to provide adequate parking at key points in CG- District Centre/Schools?	resolve. Original masterplan and outline application have looked at car parking levels for schools in broad terms. Detail to be refined at next stage masterplans and reserved matters stages in liaison with Local Education Authority.
	77.		Recreational parking facilities: Also other community facilities ie. Cricket Green does not show ANY parking for visitors or users.	Parking for cricket green will be behind the building.
	78.	Will Train, (ABC, Health, Parking and Community Safety)	Formalised parking scheme: Need for marked parking controls to formalise parking behaviour at many points through the development. Whilst the possibility exists that yellow lines can be dispensed with in certain areas of the development through the implementation of restricted parking zones (As seen in the Ashford Shared Space), such zones require that all areas of the street are subject to a formalised parking scheme- even if no conditions of use are applied to parking areas. As such, parking spaces would have to be marked out in all areas where enforcement as an alternative to yellow lines marking prohibited waiting areas.	Understood. Will be addressed through a technical protocol to follow on from the Design Code to handle parking controls systematically. Will be discussed with Kent Highways, ABC and CMO. Fine detail will be refined through reserved matters applications.

Issue	Ref	Consultee	Comments	ABC Response
Parking	79.	Will Train, (ABC, Health, Parking and Community Safety)	District centre parking demand: Regarding point 17 of the 'Quality Charter' (a varied, memorable place that residents are proud of), the district centre must be adequately provided for in respect of parking in order to cater for the varied functions it is envisaged to fulfil. It will be necessary for the public facilities and residential elements in these areas to have a sufficient on-plot parking to accommodate demand; however the imposition of parking controls may be required to facilitate vehicle movement and prevent the likelihood of danger to road users from arising within high-traffic areas.	Detail to be refined at next stage masterplans and reserved matters stages.
	80.		Retain land long-term for parking: Regarding point 22 of the 'Quality Charter' (a flexible layout with space to accommodate changing future needs), parking demand within the development will only increase as development progresses. Consideration should be given to the long-term or permanent retention of 'spare land' put into temporary use for parking if it is not developed within a set timeframe. This will allow for the development to adapt to increase parking demand as phases are built out and retain a baseline of parking provision. Consideration should also be given to stipulating that undeveloped land within built out phases be committed in the first instance as an off-street parking resource to alleviate parking pressures which may arise within a development phase.	Noted. Not a detailed issue for Design Code to resolve. Detail to be refined at next stage masterplans and reserved matters stages.
	81.		Employee/staff parking: Ensure that an appropriate level of staff and customer parking provision is included in the development.	Noted. Not a detailed issue for Design Code to resolve. Detail to be refined at next stage masterplans and reserved matters stages.
	82.		Under provision: Regarding point 32 of the 'Quality Charter' (Taking stock and learning from completed phases before	Not a detailed issue for Design Code to resolve. Detail to be refined at the relevant phased

Issue	Ref	Consultee	Comments	ABC Response
Parking		Will Train, (ABC, Health, Parking and Community Safety)	moving on), phases of the development should not be viewed in isolation from each other with regard to the generation of parking demand. An under provision of parking within one phase of the development must be both avoided within a subsequent phase both through imposing a higher parking standard and compensated for by providing an additional off-street parking resource or additional on-street parking on roads which maintain at least 6 metre width of carriageway for vehicle movement.	masterplans and reserved matters stages. On street parking is crucial to all streets however wide.
	83.		District centre (Design code part B, p. 28): the streets surrounding the District Centre and Market Square will require the imposition of parking controls in order to ensure a suitable turnover of any on-street parking spaces within the street design and prohibit instances of obstructive and dangerous parking.	A detailed issue beyond the scope of Design Codes. Discussion with KHS, ABC and CMO seeking to agree on the need for a technical protocol for all parking control points after. Issues then to be refined in phased masterplans and reserved matters stages.
	84.		Chilmington Rise parking controls: The urban structure of Chilmington Rise (design code Part B, p. 29) described in paragraphs 3 and 4 will likely require the imposition of parking controls at junctions and bends in order to prevent obstructive parking and facilitate the free movement of vehicles (particularly large vehicles) within a high density, orthogonal street layout. The use of orthogonal street layouts within some local housing developments in recent years have shown that uncontrolled on-street parking in such a street layout can give rise to congestion and obstruction of traffic flows. A suitable parking provision which reflects the suburban location of the development should be stipulated for all dwellings.	
	85.		Orchard Village, parking controls: The centre of Orchard Village (design code Part B, p.31, para. 3) may require the imposition of parking controls in order to ensure a suitable turnover of any on-street parking spaces within the street	A detailed issue beyond the scope of Design Codes. Discussion with KHS, ABC and CMO seeking to agree on the

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
<p>Parking</p>		<p>Will Train, (ABC, Health, Parking and Community Safety)</p>	<p>design and prohibit instances of obstructive and dangerous parking. These controls should be included in the street design and their consultation/ introduction co-ordinated with the Highway Authority (and their agents) in order that enforceable controls can be brought into force at the point at which roads become open to the public.</p>	<p>need for a technical protocol for all parking control points after. Issues then to be refined in phased masterplans and reserved matters stages.</p>
	86.		<p>Orchard Village: The defined higher density housing area, within Orchard Village (design code Part B, p. 32, para 4) will likely give rise to a significant on-street parking demand. This will necessitate the imposition of parking controls in area where road user safety will be compromised, and such controls should be included in the street design and their consultation/introduction co-ordinated with the Highway Authority (and their agents) in order that enforceable controls can be brought into force at the point at which roads become open to the public. Where possible, front gardens should be set to a minimum depth of 4.8 metres throughout in order to allow for the potential future conversion to driveway space.</p>	
	87.		<p>Chilmington Brook Centre: The urban form of the Chilmington Brook local centre (design code part B, page 36, paragraph 2) may require the imposition of parking controls to prohibit instances of obstructive and dangerous parking. These controls should be included in the street design and their consultation/introduction co-ordinated with the Highway Authority (and their agents) in order that enforceable controls can be brought into force at the point at which roads become open to the public.</p>	<p>Not a detailed issue for Design Code to resolve. Detail to be refined at the relevant phased masterplans and reserved matters stages.</p>
	88.		<p>The sports hub at Discovery Park (design code Part B, p. 36, para. 4): Will need to provide sufficient off-street parking to accommodate a potentially high number of users, and surrounding streets may require the imposition</p>	<p>A detailed issue beyond the scope of Design Codes. Discussion with KHS, ABC and CMO seeking to agree on the</p>

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
<p>Parking</p>		<p>Will Train, (ABC, Health, Parking and Community Safety)</p>	<p>of parking controls to prohibit instances of obstructive and dangerous parking. These controls should be included in the street design and their consultation/introduction co-ordinated with the Highway Authority (And their agents) in order that enforceable controls can be brought into force at the point at which roads become open to the public.</p>	<p>need for a technical protocol for all parking control points after. Issues then to be refined in phased masterplans and reserved matters stages.</p>
	89.		<p>The Cricket Green (design code Part B, p. 38, para 3): Will likely generate a number of additional vehicle trips and a higher parking demand which should either be accommodated within a suitable off-street parking facility or on-street within a suitably wide street frontage to facilitate vehicle movement. The imposition of parking controls to prohibit instances of obstructive and dangerous parking in surrounding streets may be required. These controls should be included in the street design and their consultation/introduction co-ordinated within the Highway Authority (and their agents) in order that enforceable controls can be brought into force at the point at which roads become open to the public.</p>	
	90.		<p>The Hamlet parking: The urban form for The Hamlet (Design code part B, p. 38, para 5-6) should avoid the use of parking to the rear of plots within higher density areas such as rows of cottages. The use of parking facilities situated to the rear of properties have been widely underused within some local housing developments in recent years in preference to parking on-street to the front of properties. If such parking occurs the imposition of parking controls may be required.</p>	
	91.		<p>Mixed use with residential: The use of parking facilities situated to the rear of properties have been widely underused within some local housing developments in recent years in preference to parking on-street to the front</p>	

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Parking		Will Train, (ABC, Health, Parking and Community Safety)	of properties. Within this area on-street parking is likely to occur and the imposition of parking controls will be required to provide a suitable turnover of spaces to support trade and prohibit obstructive and dangerous parking practices.	Residential Parking standards and policies set out in draft Local Plan, and guidance in Residential Parking SPD or its replacement.
	92.		Formal Urban: Allocated parking for residents will only be feasible within off-highway parking area. The imposition of parking controls will likely be required within adjoining streets to prohibit obstructive and dangerous parking practices and facilitate vehicle movement.	
	93.		Medium Density Urban: Allocated parking for residents will only be feasible within off-highway parking area. The imposition of parking controls will likely be required on approach and distributor streets to prohibit obstructive and dangerous parking practices and facilitate vehicle movement.	
	94.		Medium Density Suburban: The imposition of parking controls may be required on arterial streets to prohibit obstructive and dangerous parking practices and to facilitate vehicle movement.	
	95.		Low Density Suburban, The Hamlet, Rural Edge: It is unlikely that parking controls will be required in these areas provided that a suitable level of parking provision is adhered to.	
	96.		Definition of parking areas: Several local housing developments in recent years have shown that point 10.0.5 (p.104) is incorrect with regard to design cues providing an obvious indicator of acceptable areas for parking and pedestrian movement, and clear delineation through lining or highly contrasted surfacing to replicate lining should be used to define suitable and unsuitable parking areas.	Designs to resolve this parking issue will be explored as part of early phase masterplans and reserved matters applications.
	97.		Parking typology P5 (p. 202): Rear of plot parking will	The Code will reflect ABC's

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Parking		Will Train, (ABC, Health, Parking and Community Safety)	likely give rise to a preference toward on- street parking as described at paragraph 24 (7.1) above. The imposition of parking controls on property frontage access roads may be required to prohibit obstructive and dangerous parking practices and encourage use of any rear of plot parking facilities.	Residential Parking standards and policies set out in draft Local Plan, and guidance in Residential Parking SPD or its replacement.
	98.		Parking typology P7 (rear parking courts, p. 203): Will likely give rise to a preference toward on-street parking as described at paragraph 24 (7.1) above. The imposition of parking controls on property frontage access roads may be required to prohibit obstructive and dangerous parking practices and encourage use of a rear of plot parking facilities.	
	99.		Parking typology P9 (Detached car barns, p. 203): Use of detached barns will likely fall as the distance from the main property increases, giving rise to a preference for on-street parking. The imposition of parking controls on property frontage access roads may be required to prohibit obstructive and dangerous parking practices and encourage use of allocated car barns/garages.	
	100.		Parking typology P10 (on-street visitor parking, p. 204): On-street parking will be used by residents in preference to rear of plot or remote parking facilities (as described above at paragraphs 34-36). In such circumstances parking controls will be necessary to enable a turnover of spaces to accommodate a visitor parking demand. Such controls should be imposed from the earliest build stages.	
	101.		Suburban location parking standards: Regarding car parking standard, the only public transport service development will be a singular bus route. Due to the distance between the development and the closest transport interchange/principal long distance transport	The Code includes reference to ABC's Residential Parking Standards and Policies set out in draft Local Plan. The Design Code will include an updated

Issue	Ref	Consultee	Comments	ABC Response
			mode, the development as a whole should be subject to a 'suburban location' parking standard in accordance with the Ashford Borough Council residential parking SPD.	table on page 228 to reflect the new ' <u>minimum</u> ' standards for Central Area and Suburban Area parking requirements. (see <i>earlier parking points discussion above comment ref - 74</i>)
	102.		Regarding the plot layout rules on car parking (p. 220), the imposition of parking control will be required to ensure that streets are not used for resident parking in preference to rear of plot and set back parking. The removal of cars from the street scene and property frontage will only be achievable through the imposition of parking controls.	The Code like the original masterplan and outline application, reflect ABC's Residential Parking SPD.
BUILDING & PLOT ISSUES				
Building Uses	103.	Karen Hopkins, (resident), Chilmington Green.	District Centre: assumptions that commercial space will be utilised are unproven- no supporting evidence in other recent Ashford Developments.	Comment noted but not an issue that Design Code can address.
	104.		Consumer Demand: "Includes both shops and office space" – there are several issues associated with this idea: Firstly, any provision of retail outlets will be commercially driven and outside control of ABC or the Developers. There is a decline in Ashford Town Centre, with many retail units unoccupied, including in the flagship County Square, and Park Mall remains desolate. It is hard to envisage an estate on the outskirts of Ashford attracting business of any size to fulfil the promised employment opportunities and thus meet the 'key element' requirement for a 'sustainable community'. Secondly, even if the promised 1000 job opportunities materialise this seems woefully inadequate when 5750 houses are planned, and any jobs may not necessarily be offered to local residents. The development will become a 'commuter estate', adding more vehicles to the road with its practical and environmental implications	Understood. These issues are wider points on the development proposed and not a detailed issue for Design Code to resolve. Original masterplan is flexible and will not in itself prevent commercial units or land reserved for this use, converting to residential use. This issue will be discussed in response to market demand and as development evolves through evolution of relevant phase masterplans.

Issue	Ref	Consultee	Comments	ABC Response
			<p>and destroying all sense of ‘community’. Thirdly, if there is no interest by the commercial sector in these units, how likely is it they will revert to more housing? This could also be true for other planned amenities that lie outside the Council or the Developers control, such as schools, surgeries, cricket pitches, badminton courts etc.</p>	
<p>Affordable Homes</p>	<p>105.</p>	<p>Jennifer Shaw (ABC housing strategy manager)</p>	<p>Proximity to services: It would be expected that the affordable housing provided in any phase meets the same high standard design criteria as those set out in the design code, to be visually indistinguishable from the open market homes and is integrated with residential area which will contribute to the sense of community that is strived for. The affordable housing should be located within easy access of services and facilities including transport hubs. Any affordable homes should meet the standards expected (or higher) across the development for energy efficiency.</p>	<p>The Code does not stipulate any difference between market or affordable housing design as design expectations are the same.</p>
<p>Heritage/ Archaeology Issues</p>	<p>106.</p>	<p>Dr & Mrs Frohnsdorff (residents) Chilmington Green</p>	<p>Old Chilmington Moat: Our home, Old Chilmington is a medieval property which is 2-star listed. It is mentioned by Hasted in his ‘History of Kent’ and is described in the Royal Commission on medieval houses in Kent, the subject of a report by English Heritage. It was formerly the home of Sir Roger Twysden MP. There is a moat in the grounds containing many species of wildlife. Your plans show that you intend to build up to the boundary hedges of our property which we feel is inappropriate and insensitive to a building of such historic importance. You state on page 11 “the relationship of the new development to the hamlet will be carefully considered to provide an appropriate setting for the listed buildings”. Yet your diagrams show the intention of building close to Old Chilmington. When this proposed development was first mooted an archaeological buffer zone was shown around</p>	<p>Understood. As more detailed design work is carried out at 1st stage masterplan and reserved matters the development will need to respect the setting of this important building, in consultation with local stakeholders.</p>

Issue	Ref	Consultee	Comments	ABC Response
Heritage/ Archaeology Issues			the hamlet. Now there is none why? Boy's Hall in Willesborough and Singleton Manor have both been given space around them- will not Old Chilmington?	
	107.		Farm buildings: No mention is made in the design code of the existing farm buildings in the hamlet. Presumably they will be demolished (except the listed one)?	Detail to be refined at first phase masterplan and reserved matters applications.
	108.	John Durrant (resident), , Chilmington Green	Protection of Hamlet: We believe that the Design Code, as far as the Hamlet is concerned, is unrealistic and unachievable in its present form by ignoring the fact that there will be a vast number of extra cars. The Hamlet is of historic nature, contains many listed buildings and needs better protection.	Any pressures will need to be managed and issues of car parking to be refined in detail in first phase masterplan and reserved matters applications.
	109.	Wendy Rogers (KCC, Senior Archaeology Officer)	Initial lack of historical inclusion: It is disappointing that in the initial setting out of the principles of the Design Code there is virtually no mention of the historic environment. The heritage of this area could contribute in a positive and significant way to the quality and sustainability of Chilmington Green and this need to be recognised in the principles. Where the principles highlight the need for creating a sense of place and achieving a high quality environment, especially for the public realm, heritage is a fundamental tool for achieving this and could be highlighted more clearly in these opening sections.	This is an important point but there are significant references made to the historic and archaeological features of this area, including buildings, landscape, routes and social history in opening pages 7, The Vision on p15, and in each character area principle from page 23-42. However a reference will be added to page Xiii at end of bullet point 5 to read ‘... and local heritage assets will also play an important role in achieving quality and creating local distinctiveness’. Clearly this important context will need to inform the next
110.	Wendy Rogers (KCC, Senior Archaeology Officer)	Local heritage + community: Para 20 mentions the careful use of trees. Should there not be a corresponding mention of the use of local heritage to contribute to the distinctive character of the key area; to contribute to the quality of each place; to provide key tools for community facilities and activities. Interest in heritage binds communities and		

Issue	Ref	Consultee	Comments	ABC Response
Heritage/ Archaeology Issues		Wendy Rogers (KCC, Senior Archaeology Officer)	gives depth to a home and village centre especially.	stages of phase masterplans and reserved matter applications through heritage statements and contextual analysis.
	111.		Extend consideration of the historic environment: The Design Code needs to provide more clarity on the care and consideration of the historic environment as a guiding principle as well as the positive use of the historic environment in each phase of the new development. Page Xi. Highlights “Development which enhances the natural environment” and so there should be a paragraph on how “Development conserved important heritage assets in a manner appropriate to their significance and carefully integrated the old with the new”.	
	112.		Integrate history in environment: Although the historic environment may not necessarily be a stated principle with the Quality Charter and principles of Garden Cities (p. xii) it should be for Chilmington Green. This particular Garden City could be specially distinctive by clearly stating the aspiration to positively integrate the new development with the historic environment as a broad standard.	The Code is simply summarising what is in these background documents. The Design Code for Chilmington Green helpfully emphasises the importance of the natural features of the site and its heritage assets in pages 7, 15, and 23-42. Further reference will also be added as highlighted.
	113.		Although the opening sections of the Design Code do not clearly and strongly encourage consideration of the historic environment, the details of the Design Code, especially the Character Areas, does clearly encourage use of the local heritage. This is a very welcome approach and should ensure the heritage can contribute positively to the quality	Understood

Issue	Ref	Consultee	Comments	ABC Response
Heritage/ Archaeology Issues			and sustainability of the Chilmington Green development.	
	114.		Highlight heritage: I welcome the section on Heritage and Archaeology on page 7. I particularly welcome the mention of the Roman roads and the consideration of the Ashford Airfield and the alignment of the airstrip in the proposed layout of streets. However, I would encourage mention of the nationally important Iron Age funerary site at Brisley Farm, including the warrior burials. Furthermore, can this section also mention that the Roman road alignments are also reflected in the layout of footpaths towards Stubbs Cross Wood. Such positive heritage measures need to be highlighted.	The important heritage assets need greater emphasis. The following text should be added to Heritage & Archaeology section after paragraph 1 on page 7; <i>‘The alignment of this Roman road is also reflected in the layout of footpaths towards Stubbs Cross Wood. The Iron Age funerary site at Brisley Farm including the warrior burials are also important heritage assets.’</i>
	115.		Heritage Protection: I welcome the reference to <i>heritage protection</i> in CS5 policy context (c) setting out core aims (2 Context 2.3 policy context p. 9)	Understood.
	116.		In note the reference in section 3.2 Vision for Chilmington Green (p. 15; 3 Masterplan) that it will be a place which – <i>respects and integrates heritage buildings, landscape features and wildlife habitats as part of a well planned layout;</i>	Understood.

Issue	Ref	Consultee	Comments	ABC Response
Heritage/ Archaeology Issues	117.		Heritage guidance: Although the historic environment is not highlighted sufficiently in my view as a key issue in the opening principle section, the rest of the Design Code clearly encourages consideration of the local heritage assets: historic buildings, historic landscapes and archaeological sites. I would like to encourage robust consideration of this heritage guidance throughout the decision making process of each planning application to ensure this positive heritage approach is implemented throughout the scheme, even through to legacy community activity .	The Heritage & Archaeological context will inform the next stages of phase masterplans and reserved matter applications.
	118.	Bill Barrett (Singleton South Ward Councillor)	p. 31 Street Names: Orchard Village should have at least one road named Roman road to reflect the historical heritage straight Roman road towards London has around the local village of Stubbs Cross.	Understood and agreed that the street naming process can play a key role in creating a sense of place to a new development and an opportunity to share and celebrate the heritage of the site. The street naming process is yet to be decided but the CMO could potentially play a role here. The CMO will also be a consultee.
	119.	Wendy Rogers (KCC, Senior Archaeological Officer)	Public Realm no mention of heritage Page Xiii: The historic environment and local heritage assets can be major contributors to the distinctiveness and quality of the public realm and community facilities. Point 5 mentions the ambition to create a strong sense of place and community but this can only be achieved sustainably if use of the local historic environment is embedded as a core principle.	Although this is the Maintenance & Management section, a reference will be added to page Xiii at end of end of bullet point 5 to read <i>'... and local heritage assets will also play an important role in achieving quality and creating local distinctiveness'.</i>

Issue	Ref	Consultee	Comments	ABC Response
	120.	Susan Good (resident) Chilmington Green,	My immediate and most serious concern about the Chilmington Green development is the preservation of the hamlet itself. The hamlet is mentioned in documents in 792 and contains several listed buildings and a medieval moat. My property is "Twysden", a Grade 2 listed house attached to "Old Chilmington", a rare Grade 2* listed property. Only 5.5% of listed buildings are Grade 2*. Both Twysden & Old Chilmington date back at least 500 years.	Agreed and understood. A reference will be added to page Xiii at end of end of bullet point 5 to read ‘... and local heritage assets will also play an important role in achieving quality and creating local distinctiveness’. The setting of these buildings and wider Heritage & Archaeological context will also sensitively inform the next stages of phase masterplans and reserved matter applications.
	121.		We know that the medieval moat runs down the side of 'Little Netters', continues under the unnamed lane, beneath the footpath next to the Great Chilmington farm buildings and into Old Chilmington. This water course could be a feature of the green cordon.	The local context needs to be analysed as part of the next stages of phase masterplans and reserved matter applications, to help inform the detailed design.
Scale of Buildings	122.	Ian Wolverson	District Centre floors (p.28 &45): Flexible ground floors. Will the centre be built as a result of demand for such spaces? If not, how will the quantity of Market Square 4m floor to floor height be calculated/justified.	The evolution of the district centre is important and a separate workstream will progress this with ABC and CMO leading rather than the Code. The CMO would clearly welcome a place at the table when discussing the evolution of the district centre as it is a key destination and focal point within the development. The CMO will be a consultee at master planning and Reserved Matters stage alongside others.

Issue	Ref	Consultee	Comments	ABC Response
<p>Scale of Buildings (cont)</p>	123.	<p>Ian Wolverson</p>	<p>Building height on ridge: Worried that the building in this drawing is shown as three stories. Surely as buildings rise towards the ridge the height should be restricted- to maintain as much of the visual wooded ridge-line as possible. An essential edge condition here. This also needs to be re-considered in 12.9.(Discovery Park) and 12.15(Green Corridor)as well. They do not comply with Policy 2.3 (c).</p>	<p>Masterplan and Code stipulate that Great Chart Ridge edge is defined by 3 storey properties with a well-designed roofscape and landscaping. It will be set well back from ridge. Important to have this subtle extra scale onto most prominent green spaces to enclose edge and in keeping with Policy 2.3(c) p9, and is thus considered to be an acceptable scale.</p>
	124.	<p>Karen Hopkins, (residents), Chilmington Green</p>	<p>Surrounding building heights: There is no mention of <u>any</u> other properties in Chilmington Green, many are single storey and spread around the area. What measures are being made to compensate for loss of seclusion, or disturbance of lifestyle for duration of the build and beyond? The diagram on p. 28 shows our property, The Gables, in relation to the proposed district centre and Chilmington gardens. Chilmington Gardens will be immediately behind our single storey house. We consider the fact buildings of this height immediately adjacent to our property will have a detrimental effect on our environment and seriously blight our life. Our garden and home will be overlooked 24/7 and the associated noise and disruption will be immense. Also, maintenance of our boundary will be limited by implementing these plans.</p>	<p>Original masterplan and outline application have looked at indicative layout. The Design Code emphasises the importance of the local context informing the next stages of phase masterplans and reserved matter applications. Detailed relationships to existing homes and buildings will be considered then.</p>
<p>Materials</p>	125.	<p>Ian Wolverson</p>	<p>Paving: Check private paths and driveways for types of paving stones. Should they not- as far as possible- also be permeable?</p>	<p>Permeable surfaces are important in streets lane and private drives and paths. The following text should be added to page 109 (section 10.0.10) after final 6th paragraph ‘Private driveways and private pathways</p>

Issue	Ref	Consultee	Comments	ABC Response
Materials				<i>should ideally be constructed of permeable surfaces.'</i>
	126.		Painting: Painting timber. Evidence from ABC visits suggest painters do not know how to do this. We should specify all painted items to have primer, undercoat and a specified number of top coats etc. The same applies to standards on metal coatings. A subject for deeper discussion with developers.	Agreed and understood but beyond planning control. We will need to work closely with developers to address this..
	127.	Katie Stewart (Director of Environment, Planning and Enforcement)	Slab paving: Should not be used where vehicular overrun can occur	Text highlighting the importance of strengthened sub-base structure to be added to page 26 or 104.
	128.		Granite Setts: Should not be used in vast areas (due to maintenance issues regarding re-bedding which can create lengthy road closures due to the time taken for the concrete bed to set).	The public realm materials section includes high quality and standard KHS materials to enable flexibility for developers should they want very high spec and are willing to pay commuted sums. Previous discussions with Kent Highway Services have been held to address a standard materials palette. We all accept there are practical issues but we agreed to aspire to quality solutions which may at times require more flexible responses from highway authority. A further technical note or protocol is needed to support Design Code which will be drawn up with Kent Highways and CMO. Also further discussions with
	129.		Block paving: Weinerberger Foru and Vandemoortel is not a stock item for KCC and will be difficult to source and maintain and should therefore not be located in an adoptable highway.	
	130.		Fine surfaced asphalt: Clear specification should be provided and the word 'fine' should be removed.	
	131.		Breedon gravel: This is an unbound material and is therefore not acceptable for us within the highway.	
	132.		York Stone: This is not a stocked item for KCC and will therefore be difficult to match when maintenance is required. This should not be used within adoptable areas.	
	133.		Pre-Case concrete kerb: Should be used unless in a Conservation Area as these items will create a commuted sum and is used only for aesthetics.	
	134.		Conservation Edge: Conservation edges will be replaced with Pre-cast Concrete (PCC) and therefore it is	

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Materials	135.	Katie Stewart (Director of Environment, Planning and Enforcement)	recommended that standard PCC should be used.	KHS/ABC/CMO will be arranged at detailed design stage through phased masterplan and reserved matters applications.
	136.		Footway Construction: Remove fine surface asphalt and replace with asphalt concrete and remove conservation trims as this should be standard PCC.	
	137.		Kerb at Pedestrian Crossings: Remove conservation trims.	
	138.		KCC design input: With regard to paragraph 15.1, the County Council recognises that reference is made to the materials palette associated with housing and community facilities within the development. In designing new schools, and within the resource available, KCC's design team will review the design code of the particular development to compliment the surrounding development and enhance its setting. In addition, KCC will strive to provide an economic design solution to meet financial requirements, reflect the County Council's and school's aspirations and encourage distinctive and striking modern design.	This can be covered by agreeing a brief at an early stage with all stakeholders for school designs at Chilmington including KCC, EFA, ABC, CMO and community. The Code through the wording of the Quality Charter stipulates this on page VI.
	139.	Will Train, (ABC, Health, Parking and Community Safety)	Internal fences: The County Council welcomes the proposed inclusion of school boundaries as discussed in page 209 and 2010, in particular internal fences, as this reflects what is used throughout KCC's school designs.	Agreed and understood.
	139.	Will Train, (ABC, Health, Parking and Community Safety)	Surfaces and Parking control: Line 2 of point 10.0.6 should be removed based on likely driver behaviour and the lessons learned from a number of local housing developments in recent years. The 2016 Traffic Signs Regulations and General Directions allows for contrast surfacing to be used to indicate certain parking controls and this can be included as a design option for the development where valid environmental concerns exist over the use of Thermoplastic and Mixed Methyl Acrylate lining. The use of contrast surfacing will support the imposition of parking controls at a design and initial construction phase; however contrasting materials must	Agreed. Remove the second line from para 10.0.6 (page 104)... <i>'With the exception of some parts of the Avenue it should not be necessary to introduce lines.'</i>

Issue	Ref	Consultee	Comments	ABC Response
Materials			provide a clear indicator to road users if enforcement is to be effectively carried out. Line 2 should still be removed in order that traditional line marking can be carried out in the event that any contrast surfacing employed is later deemed unenforceable.	
	140.		Chilmington Gardens: Contrasting surface materials should be employed by developers to ensure that designated cycle routes are visibly separate from vehicle parking areas to discourage ‘echelon’ parking by motorists to accommodate increased numbers of parked vehicles on street. Marked parking controls will likely be required to prevent off-street parking beyond the confines of the in-set bays. Marked bus stop clearways will also be required to prevent obstruction of bus stops by parked vehicles.	No need to change text. This is a detail to work up with KHS at detailed design stages.
	141.	Bill Barrett (Singleton South Ward Councillor)	Play Space material p. 97: Attention should be given to the materials used for “longevity” and ease of maintenance, as often these large project have large ambitions, with expensive play objects which the CMO may find hard or expensive to replace maintain at a later date.	Add to page 95..... ‘All equipment and associated materials in Super Play Areas, Local Play Areas and Naturalistic Play Areas, will need to ensure they are constructed to the best possible specification to ensure their longevity and ease of maintenance.
	142.		Windows palette p.182: In my opinion no wooden windows, cladding or soffitts and cladding should be used anywhere in Chilmington Green. Various colours of UPVC should be used instead. This has a life of 25 years, compared to barely 8 years before the need for redecoration of wood.	Understood. A good variety of window styles listed to offer flexibility. Timber option included as can be preferred by some developers and has sustainability benefits.
	143.		Balconies p.182: No balconies should be made of wood. All in metal. Again, 25 to 40 years useful life, with painting every ten years, as opposed to every 5 years for wood. If	A variety of balcony styles are shown to offer flexibility to developer and to achieve a varied character. The benefits of

Issue	Ref	Consultee	Comments	ABC Response
			wood isn't treated or painted every 5 years it will become materially useless outside in normal UK climate within 15 years or less. (I'm a decorator!)	low maintenance are crucial, but the correct use of timber can be as effective as alternatives and timber can be preferred by some developers. The materials of balconies issues will be discussed at reserved matters stage.
	144.		Weatherboarding p.182: No weatherboarding in wood, UPVC lifespan estimates, 25 to 35 years. Compared to wood. Various areas of CG will degrade in visual quality (thus affecting the visual amenity) if too much wood is used. It has happened at every single housing estate in the past, which is why developers now use UPVC. We don't want to turn the lock backwards by trying to be too artistic. Quality rather than art. Also it puts a heavy maintenance burden on owners of properties going forward.	A variety of weatherboarding and cladding options listed to offer developers flexibility. Timber option included as can be preferred by some developers and house buyers and can have sustainability benefits if well looked after.
	145.		Painting p. 182: As a decorator I would advocate the used of knot black undercoat to be put into the planning proviso for all woodwork to be painted within all residences. This will future proof the interior look of the properties as so many estates I visit this has not been done and I find knots showing through. Whilst this may seem a detail too far, it is actually the "foundation" of all the interior decoration. And if it is done, then the subsequent undercoat and top coat will stay good for many years.	Understood. ABC does not have planning control over timber painting specifications, but this can be discussed with developers as part of quality monitoring regime.
Renewable Energy & sustainability	146.	Ian Wolverson	Photovoltaic equipment (p. 227): New, better panels are available. A subject needing constant updating as models improve.	Understood. Extra image on page 227 to be added to include images of current best practice in photo voltaics.
	147.	Katie Stewart (KCC, Director of Environment,	Sustainable building: In relation to pages 223 to 228, designing for sustainability is integral across the County Council's school development programme. Orientation,	This can be covered by agreeing a brief with all stakeholders for school designs

Issue	Ref	Consultee	Comments	ABC Response
		Planning and Enforcement)	construction materials and detail design are included within the coordinated strategy contributing to the performance, financial sustainability and environmental impact of the building. KCC considers that the designs submitted comply with the Approved Document Part L2A (2013) emissions criteria.	at Chilmington which The Code requires on page IV.
	148.	Jennifer Wilson (Environment Agency)	Water resources: Although the government has now officially withdrawn the Code for Sustainable Homes, we welcome the intention to build homes to its level 4, and to provide water butts to each property. The measures proposed will allow the development to meet the tighter Building Regulations optional requirement of 110 litres/person/day including external use, for which there is a clear local need, arising from the region's being characterised by us as one of serious water stress.	Water resource issues addressed on page 224 Technical Guidance.
Garages	149.	Karen Hopkins, (resident), Chilmington Green.	Garage size: The large majority of vehicles today at 4x4 or MPV- garage space MUST be sufficient length and width to accommodate them. The result of small size garages is they end up being used as a junk room, or are converted into an extension, leading to all cars parked on the street or blocking pavements.	Addressed by ABC's Residential Parking Standards SPD and this supported by Design Code.
	150.	Matt Whitby Guy Holloway Architects & Ian Bull Consultancy LTD, on behalf of client Pentland Homes LTD.	Garages to rear of properties: Setting the garages to the rear boundary line of the property reduces the visual impact of cars on the road by setting back the parking spaces. The additional room created can then be used for the expansion of the garages to include purpose built cycle & refuse storage which further improves both the street scene and reduces the necessity for garden sheds, ensuring continuity in architectural language. The rear of the garage can also become part of the boundary wall improving security and design quality. Although this option is not specifically prohibited by the code it should be	To provide flexibility extra images will be added to page 201 diagram ref P3 and also page 204, diagram ref p11. This will need to mention that this should not impact on garden sizes.

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
			incorporated as an additional option/variation.	
Wheelie Bins	151.	Ian Wolverson	Hiding of Wheely-bins (pg. 226):needs to be more strictly define. The illustration on page 226 is fine for bicycles, but non-ventilated units for wheely bins will inevitably cause odours. A brick built unit by the door will probably be converted to hold a washing machine. No instructions on this for the central area where restaurants and shops (commercial premises) can cause problems- this need much firm defining. ABC visits show bins stored in ventilated units parking areas.	Agreed - extra images of best practise high quality residential and retail/commercial bin storage solutions to be added to page 226.
Crime/ Safety	152.	Karen Hopkins, (resident), , Chilmington Green.	Effect on Crime Rate: Will the plans increase or decrease the average crime rate in the area? And how will that be catered for? CCTV, dedicated PCs/PCSO? Any planned traffic measures? Apart from the 20mph limit and staggered roads? Speed cameras, traffic lights?	P228 deals with crime and security issues. Nearly all streets are to be designed well with 20mph speed limits specifically to help ensure environment is safe without need for cameras and traffic lights.
Public Transport	153.	Karen Hopkins, (resident), , Chilmington Green.	Train provision: When planning a town like CG why are there no provisions for a train station? This should be a key element to any proposal, and the development should be created around this feature. Commuters either drive, or take the train- or both. The High Speed rail link to London is already at capacity during peak times. What measures have been taken by developers/ABC 7 rail companies to guarantee delivery of additional rolling stock/increased capacity sufficient to cope with demands cause by thousands of newcomers to the borough? Where are the additional parking facilities for these commuters? (They will <u>not</u> catch the bus!) If you are designing a dormitory garden city, wouldn't the focal point be a railway stations with good links to Ashford town so that the executive and their family can commute. Even the Victorians knew about this, so why	The extension of the railway into Chilmington Green would be prohibitively expensive, but the transport needs of residents have been considered. The plans provide for a fast bus route directly to the train station in the town centre, together with bus tokens upon occupation of dwellings to encourage residents to use the bus. Also provided for are improvements to the A28 to increase capacity and accommodate background growth and the additional traffic generated by Chilmington Green

Issue	Ref	Consultee	Comments	ABC Response
Public Transport			in 2016 is there no mention of train infrastructure in these plans? Please don't try to mitigate and pass the buck by saying this is networks rails' business, it's not- serious talks should be taking place, and these meetings should be documented and minuted as to that the obstacles are. We've seem the buck passing with regard to Park Farm's rail infrastructure, so lets put this on the table and show that a concerted effort has been made not to let Chilmington go the same way as Park Farm.	travelling north towards J9 of the M20.
	154.		Unrealistic usage : Lets be honest here, no executive worth their titles will be bussing it to work! Every executive who buys an executive house will expect to have at least two cars, and they will expect their partner to be able to drive their children to the multitude of schools while they drive to the railway station in their executive electrically powered green company car to get on the executive high speed train and perform their executive job in London. Frankly, they don't care if the bus costs 50p or £5, its not part of their world.	Understood.
	155.	William Train, (ABC, Health, Parking and Community Safety)	Reliability of bus service: Regarding point 28 of the 'Quality Charter' (Quality public transport that can compete with private cars), the appeal of the public transport offer within the development will be heavily affected by the reliability and punctuality of the services provided. The street design for bus routes should account for the need to protect these routes and bus stops from obstruction by parked cars through the imposition of parking controls.	Design Code has fully considered flexible high quality street design to support and balance needs of all users including public transport. Future management of parking and roadspace will be addressed in a technical protocol to support principles of Design Code
	156.	William Train,	Park and Ride: In Part A of the design code (p.10), a park and ride site is shown on the northern periphery of the development, however this is not covered In the phased masterplans shown in pages 11-14. This will likely provide	Page 11-14 include simple diagrams to explain evolution of concepts rather than forming part of masterplan. The Park and

Issue	Ref	Consultee	Comments	ABC Response
<p>Public Transport</p>		<p>(ABC, Health, Parking and Community Safety)</p>	<p>a useful facility for parking in connection with the planned secondary school, and a pedestrian footbridge crossing the A28 should be stipulated in the design for this area to enable this.</p>	<p>Ride land is simply safeguarded in AAP and no implications for Design Code. Options and design issues could be discussed in phased masterplans and reserved matter applications if P&R was to come forward.</p>
	157.		<p>Bus siting: In Part A of the design code (p.13,bullet 8) it is noted that ‘A bus will follow a circular route so that all homes are within a 5-8 minute walk of a bus stop’. Walking times will be heavily subjective based on user, and so should not be used as a measure for siting bus stops. Bus stops siting should be set in line with the guidance contained in section 6 of the Department for Transport circular ‘Inclusive Mobility’; which suggest that ‘in residential areas bus stops should be located ideally so that nobody in the neighbourhood is required to walk more than 400 metres from their home’. Consideration should also be given, at later phases of the development and subject to sufficient patronage, to the provision of bus services on a ‘hail and ride’ basis on the circular route.</p>	<p>The route of the bus was agreed following discussions with Stagecoach and Kent Highways. The siting of the bus stops will have to have regard to the need to provide a fast route to the town centre but this will be finalised with the providers of the service once it is procured.</p>
	158.		<p>Bus route and stops (10.6, p. 139): Marked bus stop clearways will likely be required in area of high on-street parking demand to prevent obstruction of bus stops by parked vehicles. Bus stop siting should be undertaken in line with the comments at paragraph 12 above. There may also be a need for the imposition of parking controls along the bus route to facilitate vehicle movements and the reliability of the bus service as described in paragraph 7 above.</p>	<p>Discuss with stakeholders as early phase masterplans emerge and at reserved matter application stages.</p>

LANDSCAPE ISSUES

Issue	Ref	Consultee	Comments	ABC Response
<p>Landscaping</p>	159.	<p>Susan Good (resident) Chilmington Green,</p>	<p>I consider a green cordon protecting the hamlet is vital. There should be a protective green band surrounding the hamlet both to protect it and retain its heritage and integrity as the building proposals state as their purpose</p>	<p>As more detailed design work is carried out at first stage Masterplan and Reserved Matters applications the setting of this important building will need to be respected.</p>
	160.		<p>I think it possible that the owners of the land at Great Chilmington and the other spaces in the hamlet not yet included in the building plans will apply for permission to build at a later stage. If such an application took place and was approved this would reduce the green space yet further. Could not these green spaces be part of the creation of a wider and more complete green cordon around the hamlet? We know that the medieval moat runs down the side of ‘Little Netters’, continues under the unnamed lane, beneath the footpath next to the Great Chilmington farm buildings and into Old Chilmington. This water course could be a feature of the green cordon. On such as basis;</p> <ol style="list-style-type: none"> 1.The integrity and heritage of the hamlet are better protected. 2. The interests of the residents of the hamlet are better protected – that is those comparatively few residents whose properties are not owned by either the biggest landowner involved in the development or by one of the developers. 3. Grade 2 and Grade 2* listed buildings are protected. 4. The potential traffic flow is improved. 5. Fewer cars, more bicycles and pedestrians are encouraged. <p>We would like to think that ABC is trying to preserve the hamlet and its spirit. We believe that ABC has a duty towards its aforementioned residents. We consider that</p>	<p>These Hamlet related issues will need to be discussed with stakeholders at first phase masterplan stage and at reserved matter application stages to ensure layout and detailed design responds carefully to the local context and character of the place.</p>

Issue	Ref	Consultee	Comments	ABC Response
			our proposed green cordon will help to protect the hamlet and reduce the impact of the massive building development at Chilmington Green.	
Green Space Maintenance	161.	Ian Wolverson	Maintenance authority (p. 60 & 93): A28 Interchange shows mown pathways and wildflower beds. If this is to be controlled by KCC Highways it will mean the grass is mown at best once a year and the wildflower beds will contain weeds rather than wild flowers- as can quite clearly be seen at Drover’s Roundabout right now. Either a simpler design is required- or far better- the responsibility is removed from KCC. Wild Flower meadows/beds are highly labour intensive and need constant renewal planting/seeding and are therefore very costly. A positive case for the CMO taking over design and maintenance- as had happened with other roundabouts in Ashford eg. Two at the Designer Outlet- to positive effect. Another area taken from KCC highways and landscaping into Ebbsfleet Station- is neat and positive. Same applies to Northern Gateway (p. 93).	KCC/KHS will maintain the A28 highway. The design and materials are expected to be based on KHS’s standard materials palette and maintenance regime. We all accept there are practical issues but we agreed to aspire to quality solutions which may at times require more flexible responses from highway authority. A further technical note or protocol is needed to support Design Code which will be drawn up with Kent Highways and CMO. Also further discussions will be arranged at detailed design stage through phased masterplan and reserved matters applications.
Green Space Maintenance	162.		P89 “ inclusive” and “high quality” environment: What does this actually mean and how will this quality be achieved?	The high quality environment means designing cohesively to address all the issues on page 89 including creating a unique cohesive identity, retain existing landscape features, trees, space, effective drainage to high standards. Inclusive design is explained on page 103 and 228. It refers to the need to design for all able and disabled bodied people. It is a key aim of Design

Issue	Ref	Consultee	Comments	ABC Response
Green Space Maintenance	163.		Care & skill required: Green clutter is even worse than street furniture clutter, as it keeps growing back. Green maintenance is a complex skill, not only horticulturally and ecologically but it also needs to consider many plants' invasive tendencies. We have seen disastrous consequences on ABC site visits.	Code. A robust Management & Maintenance Strategy is a key issue for the Community Management Organisation (CMO) and which will be discussed at master planning and Reserved Matters stages.
	164.	Karen Hopkins, (resident), Chilmington Green.	Maintenance of Trees, shrubs and flowers: While planting trees is a great idea, fallen leaves occur, causing slip hazards. Problems with branches and tree roots ripping up the pavement are all common problems in Ashford. Given the amount of trees in CG, we think that a dedicated professional tree surgeon needs to be allocated from the outset to ensure good tree maintenance as well as a Chilmington Gardener. A good example of how <u>not</u> to maintain street planting can be seen at Park Farm and Britannia Lane which have become a homage to overgrowth, rubbish and weeds.	A robust Management & Maintenance Strategy for trees and landscaping is important to the Community Management Organisation (CMO) and which will be discussed at master planning and Reserved Matters stages.
	165.	Katie Stewart (KCC Director of Environment, Planning and Enforcement)	KCC Maintenance : KCC advised that it would not accept the provision of grass, shrubs, hedges, planting and trees in the adopted highway due to maintenance costs.	This is specifically why a Community Management Organisation will be set up to reduce any burden on KCC/KHS. ABC and KCC agreed in September 2014 that KCC would accept planting on verges where the CMO agrees to take on verge maintenance under licence from KCC. A further technical note or protocol is needed to support Design Code which will be drawn up with Kent Highways and CMO. Also further discussions will be held at

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Green Space Maintenance				detailed design stage through phased masterplan and reserved matters applications.
	166.		Visibility Splays: KCC recommends that all vegetation should be clear of visibility splays, including either side of private driveways.	Streets will be designed to create a high quality environment which carefully balances sight lines and landscaping to create safe vehicle speeds mainly of 20mph.
	167.		Easily maintainable: All vegetation should also be maintainable without the need for having vehicles on the highway.	Understood but this might be difficult to achieve. This should be addressed by a Maintenance Strategy
	168.	SallyAnne Logan (on behalf of CMO Project Team & Culture and Environment)	Over-elaborate design: p.59+60 the success of such proposals at the gateway to the site (or indeed other similar areas of landscaping) will lie in the detail. Careful consideration to the edging of the scheme, density of planting, use of materials and species planted will in turn create an aesthetically pleasing ‘welcome’ and a low maintenance arrangement or the opposite! This is a key principle for both now and to carry through at the detailed masterplanning stage. We feel the A28 gateway is an example of potentially over-elaborate design, when simplicity and clean lines may achieve better impacts.	This is a conceptual design. The detail will be refined as part of early phase masterplans and reserved matters applications with stakeholders and future CMO. Management & Maintenance will be a key consideration alongwith creating a distinctive entrance to the new settlement.
	169.		Quality not quantity: Strong emphasis is placed on the presence of high quality landscaping and tree planting, alongside the architectural form of the buildings. However, we feel as a principle that quality does not always mean quantity, particularly with reference to trees (see p.77+79 [bottom] images as an example of where this does not work). The team are keen to drive home this point and those below in order that there is no illusion at the master planning stage that high density planting will be acceptable	These images illustrate a conceptual design. The detail will be refined as part of early phase masterplans and reserved matters applications with stakeholders and CMO. Its accepted that a best practise balance will be struck between the importance of tree planting and these other practical issues.

Issue	Ref	Consultee	Comments	ABC Response
		SallyAnne Logan (on behalf of CMO Project Team & Culture and Environment)	<p>to either the council or CMO. This is for the following reasons;</p> <ul style="list-style-type: none"> a) Maintenance liabilities and long term cost implications b) The potential detriment to the long term character of the development including practical concerns about the loss of light to those residing in both housing and using community/commercial buildings and may act to make it difficult to appreciate the local architecture (think Letchworth Garden City where very mature and dense tree and shrub planting in several areas acts to cut out much natural light from properties, and where in time decisions have been taken to remove areas of tree planting. c) Then the impacts of high density planting beneath the trees; weed/little grass growth as canopies mature, and difficulties in accessing such areas for maintenance- visually this can be uninviting, as well requiring more intense management. 	<p>Species selection is critical as great trees and landscaping adds considerable value socially and economically to a place as well as the significant environmental benefits they bring.</p> <p>Planting on Highway verges may also be addressed through a technical note to support Design Code</p>
	170.		<p>Use of specific plant species with regards to maintenance: It is accepted that the Consortium and Council will be looking for high impact from the outset and part of delivering on this will be the green infrastructure .What is required at the beginning of the development to set the tone could turn into a long term maintenance headache from the CMO. It is therefore possible to consider two approaches;</p> <ul style="list-style-type: none"> a) Plant species which mix in long term value with those that have a shorter lifespan but that which create a more instant impact. Those with a shorter lifespan will die away within a 20-30 year lifespan, leaving a more mature and acceptable landscape design into the longer term. There is clearly a capital investment impact here in 	<p>This is not something a design code can tackle.</p> <p>A robust Management & Maintenance and Landscape Strategy will address these issues and this should be developed alongside the early phase masterplans and reserved matters applications.</p> <p>Planting on Highway verges may also be addressed through a technical note to support Design Code that seeks to ensure best</p>

Issue	Ref	Consultee	Comments	ABC Response
			<p>the short term and a maintenance implication to take away the trees with a shorter lifespan.</p> <p>b) Plant at a higher density from the outset, knowing that in time some species will die off but in the knowledge that the CMO will remove some planting as the schemes mature. Thus, create a maintenance plan which accepts this principle and account for it in the plan in terms of physical maintenance and the cost associated with this.</p>	<p>practise. This will be produced with input from KHS and CMO.</p>
<p>SUDs</p>	171.	Ian Wolverson	<p>Key SuDS design principles: No indication, other than via the main green routes, that SUDs and the currently shown road layouts work in concert within the contours? The clay oils on the site tend to hold heavy rainfall on the surface. Has this been taken into consideration? Will the SUDs truly 'go with the flow'?</p>	<p>The SUDs on original masterplan and outline application are to some extent indicative and will need to be worked up as part of early phase masterplans and reserved masterplans.</p>
	172.	Ann Davies (ABC. Assistant Street Scene & Open Space Manager)	<p>Integration: Code could have said more about the design of SuDS and their integration with public open space.</p>	<p>SUDs are dealt with sufficiently. A range of flexible and high quality options have been identified but the detail needs to be worked up based on site context with creative landscape solutions, when precisely this sort of detailed, practical consideration will need to be taken into account.</p>
	173.	Karen Hopkins, (resident), Chilmington Green.	<p>Monitoring: SuDS - needs to be regularly kept in check. Many vigorous non-native species are prone to invasive habit. As seen on Park Farm estate- the SuDs are weed chocked with a liberal sprinkling of shopping trolley and household rubbish bags.</p>	<p>Agreed. This is a key issue for Management & Maintenance Strategy rather than Design Code</p>
	174.	Bronwyn Buntine (KCC)	Reference to SuDs Manual should be C753 (p.223)	<p>A change to the text on page 223, is required to replace '(C697)' with '(C753)' .</p>
175.	SuDS design code amendment: Revise the statement		<p>Ref 188 – The SUDs advice on</p>	

Issue	Ref	Consultee	Comments	ABC Response
SUDs		Bronwyn Buntine (KCC)	<p><i>“initial design should assume that infiltration is not feasible from the outset and sufficient space provisions made throughout the development of facilitate the integration of open and green SUDs” p. 223. To perhaps “Feasibility of infiltration should be appropriately assessed to inform design and sufficient space provisions made through the development...”</i></p>	<p>page 223 needs to be revised. The statement; <i>‘initial design should assume that infiltration is not feasible from the outset and sufficient space provisions made throughout the development to facilitate the integration of open and green SUDs’</i> should be replaced with <i>‘Feasibility of infiltration should be appropriately assessed to inform design and sufficient space provisions made through the development...’</i></p>
	176.		<p>p.223.“strategic SUDs”: It is recommended that consideration is given to how individual land parcels are accounted for within the strategic provision. As development occurs this should be accounted against the strategic provision to ensure that when the final phases are delivered that attenuation volumes are still available. This is important as designs go through detailed design changes in impermeable area will impact the attenuated volumes required to be accommodated on-site. A process should be clearly stated within the Design Guide as to how a developer may approach this requirement.</p>	<p>The siting of the SUDS will be determined during each main Area Action Plan Phased Masterplan in consultation with the relevant statutory bodies. It is not a matter for the Design Code.</p>
	177.		<p>KCC has other guidance documents for surface water management in additional to local guidance which will also inform review of surface water drainage proposals. Reference should also be made to the Kent Design Guide.</p>	<p>This section on SUDs and surface water management on page 223 needs to include the following reference under the local guidance list bullet points; <i>‘Kent County Council’s Kent Design Guide section 2.2.7 (p95) and Making It Happen Technical Appendices (section C-</i></p>

Issue	Ref	Consultee	Comments	ABC Response
SUDs				<i>Sustainability).</i> '
	178.	Jennifer Wilson (Environment Agency)	Planting and SuDS: KCC has commissioned a project to investigate planting options for SUDs with research being carried out in the Spring of 2016. The Design Code was prepared before the project commenced but it is suggests that it should now include the guidance that will be produced in the project.	This needs to be addressed in a SUDs Strategy which should be developed alongside the early phase masterplans and reserved matters applications.
	179.		Invasive Species: Great care should be taken to ensure that invasive species are not planted in the SUDs or introduced during planting. The reason being that the spreading of many invasive species in to the wild is an offence under the Wildlife and Countryside Act 1981, as amended.	This needs to be addressed in a future SUDs detailed Strategy
	180.	Katie Stewart (KCC, Director of Environment, Planning and Enforcement)	KCC recommendations: In its response dated 12 April 2016, KCC sustainable drainage set out its recommendations regarding Key Sustainable Urban Drainage Principles (p. 223).	Design Code deals with this on page 223-224.
	181.	SallyAnne Logan (on behalf of CMO Project Team & Culture and Environment)	Open space SuDS: Reference to use of SuDS in the design and function of public open space is welcome in Part B p.67 onwards. It is considered further opportunities could be made to strengthen this principle throughout the development (and the design code) using an approach which defines the SuDS as open space features from the outset, limiting the need for any underground SuDS equipment.	SUDs details needs to be worked up alongside the early phase masterplans and reserved matters applications. The site context, character and function of open spaces needs to be considered with SUDs provision and a creative landscape solution will be required to integrate the two..
182.		Maintenance: Consideration to planting within SuDS features such as Swales, should be carefully considered with regard to maintenance, balancing the requirement for aesthetically pleasing spaces versus challenging maintenance routines and costs. P. 105 draws attention to	This detail will need to be addressed in a future SUDs detailed Strategy and/or Management & Maintenance Strategy	

Issue	Ref	Consultee	Comments	ABC Response
SUDs	183.	SallyAnne Logan	<p>such opportunities and is welcome.</p> <p>Planning of SuDS: The success of the SuDS scheme will be at masterplanning stage where it will be possible to see how the SuDS fit within the wider site layout. Best practice guidance must be used on this scheme and be in keeping with the latest CIRIA SuDS guidance as well as our own SPD guidance. With the intention of the scheme being clear from the outset we would expect to see very little pipework to deal with the surface water across the site. There is no reason that we should be seeking tanked storage on this site if master planning is undertaken comprehensively and SuDS infrastructure is integrated with green spaces from the outset. Thought should be given to whether our own SPD is robust enough and aligned closely enough with the current best practice guidance to ensure the two documents are not in conflict, but that together they set a premise here innovation, high quality and (wherever possible) over ground features are encouraged.</p>	<p>Agreed. The design of SUDs need to be addressed in discussions with stakeholders to evolve early stages of each phase masterplan and reserved matter applications.</p>
	184.	Simon Good (resident) Chilmington Green.	<p>Drainage will be a significant concern, given the low lying nature of the site, especially the hamlet. As it is, drainage ditches in the hamlet are overflowing (or close to it) following heavy rain. The massive reduction of agricultural land will reduce the soak anyway.</p>	<p>Agreed. Drainage must be addressed in early stages of each phase masterplan and reserved matter applications.</p>
	185.		<p>Hamlet SuDS ribbon: Wrapping a green and watery SuDS ribbon around the main historic buildings of the hamlet would, I suggest, add to the visual appeal of the setting and allow for a natural pedestrian/ cyclist flow around and through the hamlet. I feel it is important that the hamlet is protected but not totally isolated from the development. This is, I realise, a difficult balance to strike.</p>	<p>Options will be explored in early stages of each phase masterplan layout and reserved matter applications.</p>
	186.		<p>Inserting a watery cordon: Developer's profitability may need to be accommodated but the interests of the existing</p>	

Issue	Ref	Consultee	Comments	ABC Response
SUDs			residents should and must be respected to. A green and watery cordon around the western part of the existing hamlet would significantly alleviate the inevitable objections from residents. I also suggest that it will enhance the development and add value to the developed land.	
	187.	Mark Cobley (resident) Great Chart	Ditch and SuDS Diagram 12.3 and 12.4: There is to be a new balance pond to the south side of the A28, next to the Pig Whistle cottage. However, I believe there is currently a ditch that runs parallel with the A28 to the south side verge, approximately running the length from Singleton Hill to the Pig and Whistle, possibly further. Due to the current groundwater saturation issues around this area, would it not be worthwhile retaining this ditch and incorporating into the new SuDS scheme. It is not currently included in the section diagram for 12.3 but is at point of 12.4. It should also be incorporated in 12.3.	Diagrams are indicative to give an impression of starting point for designs. Solutions will need to be discussed and tested in early stages of each phase masterplan layout and reserved matter applications
Community Sports/ Recreation/ Play areas	188.	Ian Wolverson	Discovery Park funding: "Facilities for all in South Ashford", but will costs be solely borne by CG residents? An oft-repeated question- not yet positively answered. Not a 'design' question as such but how can the design be executed out without prior knowledge of the funding source?	The part of Discovery Park that will meet the needs of the development will be CMO adopted and maintained on behalf of the residents of Chilmington. The developer consortium is only responsible for the delivery of that part of Discovery Park. The remaining areas of Discovery Park will need to be delivered by a third party, most likely the Council and brought forward as timing and funding permits. Funding for the acquisition of this remaining land is expected to come forward through a variety of sources, such as developer

Issue	Ref	Consultee	Comments	ABC Response
Community				contributions, New Homes Bonus or Council Tax.
	189.	John Durrant (resident), Chilmington Green.	Super Play definition: Extent of the term Super Play Area is not defined?	Page 35 and 95 explains how Super Play Areas will be at least 1.5hectares in size; all residents will be within 10 minutes walking distance; they are to be located in a landscape setting along green open space corridors; they will have good pedestrian and cycle links; they should contain equipment for all age groups; and could provide for informal play and recreation. It should also include reference to Roman themes. The Code could provide some further images on this key space.
	190.	Karen Hopkins, (resident), Chilmington Green.	Dog bins: We note that there are plenty of parks and recreation area planned for CG, but no mention of dog bins and how these will be maintained and payed for.	Design Code does mention ideas for dog litter bins in street furniture section p 211. Maintenance and costs an issue to consider in a Maintenance Strategy. The CMO will be responsible for their maintenance where these are part of public open space.
	191.	Katie Stewart (KCC, Director of Environment, Planning & Enforcement)	Allotments: The County Council welcomes the intention to locate allotments adjacent to schools as set out in paragraph 9.10	Understood.
192.	Ian Bull Consultancy LTD,	Lack of non-residential info: Whilst supportive of the draft Design Code in principle, Pentland are concerned that the	I agree this is an important issue. The Design Code predominantly focusses on	

Issue	Ref	Consultee	Comments	ABC Response
Community		on behalf of client Pentland Homes LTD.	code does not include reference to the non-residential elements of the development. The District Centre, neighbourhood centres, schools and the recreational facilities are essential elements in the overall concept of Chilmington Green. Without design guidance there is no confidence that these facilities will accord with the design and layout sought for the residential element of the scheme.	residential schemes. The Code would have become too long and unwieldy with even more coding for relatively few other buildings. The decision was taken to deal with all these community and commercial buildings through specific briefs agreed with stakeholders and potentially new residents and the community. Some broad principles features in p49 and the Code states on page IV that public buildings will be expected to be of excellent quality, designed to an agreed brief, subject to architectural competition where possible, and with strong involvement of the community and the Regional Design Panel in Ashford.
	193.	Wendy Rogers (KCC, Senior Archaeological Officer)	Heritage links at Chilmington Brook: 5.3 Chilmington Brook refers to heritage assets and particularly the Roman character, even for the super play area, which is extremely welcome and should raise awareness, understanding and enjoyment of the rich Roman heritage of this particular area of Ashford.	Understood.
	194.	SallyAnne Logan (on behalf of CMO Project Team & Culture and the Environment)	Allotments: No. 26, same comment as before applies, use of open space for allotment have not been agreed as part of the outline application or subsequent section 106 negotiations, or is necessarily appropriate given the different land uses here.	It is not intended that any allotment land allocation will form part of the open space allocation. Allotments and open space provisions are different uses and therefore will be brought forward independently

Issue	Ref	Consultee	Comments	ABC Response
				of each other under different formula. Will be discussed at early stages of each phase masterplan and reserved matter applications.
	195.		Trees and Art: p. 41 Great to see mention of opportunities for public art at Discovery Park.	Understood.
	196.		Discovery Park: No inclusion had been made for the Discovery Park (We made this point before). It is a key destination in the development and equally as significant as others mentioned. Is there a reason it is not included?	In due course further work is required on Discovery Park as a dedicated project alongwith involvement of CMO, ABC and local people. The Discovery Park master planning process will need to carry a key principle to explore and set the principles for the quality of provision, giving clear reference back to how it will deliver on the Design Code principles.
	197.	Simon Good (resident) Chilmington Green	Green Corridor confusion: There seems to be a contradiction in where the Green corridor is to run. Page 12 shows a green cordon curving around Old Chilmington/Twysden Chilmington Oast towards the Cricket Pitch. Whereas the map on pages 12, 24, 37, 75 & 76, 92 imply that houses will be built up on the boundary hedge that surrounds Old Chilmington and Twysden.	Agreed. However these diagrams are indicative to convey broad themes not a precise layout. The detail of any layout will be refined with stakeholders at first phase masterplan discussions and also as the detail for reserved matters applications begins to take shape. The setting of heritage assets will be an important issue.
Ecology/ Wildlife	198.	Ian Wolverson	Wildlife Advice: Much wildlife advice needed generally- also no maintenance at the right times of year. This has to	A critical part of a Maintenance & Management Strategy

Issue	Ref	Consultee	Comments	ABC Response
			be organised at an early stage.	
Landscape Species	199.	Ian Wolverson	Suitability: Species listed do not seem to have taken the poor soil structure or maintenance costs into account, nor in the case of trees, their root patterns. This needs a review.	A flexible provisional starting points for a range of species for a range of soils and conditions has been drawn up. Details to be refined as layouts begin to emerge.
	200.	Jennifer Wilson (Environment Agency)	Native Species: Planting in the Chilmington Green area should only be of native species of local provenance. Contrary to the statement on page 1-5 (“include non-native wetland species” and “non-native species can be used in good measures etc”), aliens such as some of the species suggested, irrespective of the length of time that others have been planting them elsewhere, should not be included in the Design Code or in the development. Section 109 National Planning Policy Framework states that the planning system should contribute to and enhance the natural and local environment by minimising impacts on biodiversity and providing net gains in biodiversity. Planting alien species is contrary to this objective.	Agree with the principle but specimen trees etc may be acceptable as an exception to general rule to create variety. Details on species to be refined as discussions with stakeholders on the detailed layouts begin to take place so that clear Landscape Character Strategies are formulated.
Landscape Species	201.	Katie Stewart (KCC Director of Environment, Planning and Enforcement)	Fruit Trees(p34): The planting of fruit trees in the adopted highway would not be suitable due to slip and trip hazards associated with falling fruit.	Details of suitable species to be refined as layouts and reserved matters applications begin to emerge.
	202.		Herbaceous Borders (p. 53): These would not fit with the current maintenance contract and would self-seed and in turn create weeding problems.	
	203.		Wildflower Meadows (p. 93): These would not fit with the current maintenance contract and would self-seed and in turn create weeding problems.	A comprehensive Landscape Character Strategy needs to be formulated as layouts start to emerge.
	204.		Visibility Splays: In addition, the County Council recommends that all vegetation should be clear of visibility splays, including either side of private driveways.	Landscaping needs to respond to a range of constraints as detailed layout stages come

Issue	Ref	Consultee	Comments	ABC Response
Public Art	205.	Ian Wolverson	Public Realm Public Art: Links to RAF Ashford, agriculture and early pre-history? We have a good deal of material.	<p>forward.</p> <p>Agree that the heritage of the site should be celebrated on the development given the key role it plays in creating a sense of place and ownership for its residents. We will be exploring how heritage can play a role in the delivery of Public Art as part of the work to produce a Public Art Strategy.</p> <p>The Planning Obligation has specific triggers for the provision of public art throughout the development and each Phase Masterplan will be required to show the indicative locations of public art within that phase.</p>
	206.	Wendy Rogers, (KCC, Senior Archaeological Officer)	Advisors needed on historic character of art: I thoroughly applaud the encouragement of using the historic environment to inspire public art, the design of the public realm and community spaces and general character in key areas but reflecting the historic character needs to be appropriately informed and guided by specialist advisors. Guidance on historic character needs to be appropriately informed and guided by specialist advisors. Guidance on historic character for Chilmington Green Garden City should stem from the investigations on Chilmington Green area itself or the neighbouring archaeological discoveries within Ashford, such as Brisley Farm or Westhawk Farm. Inspiration should not be sought from general heritage reference material.	<p>A public art strategy and brief will be required as the first detailed layouts begin to emerge.</p>

Issue	Ref	Consultee	Comments	ABC Response
Public Art	207.	SallyAnne Logan (on behalf of CMO Project Team & Culture and the Environment)	Turning landscape into Public Art: It is great to see reference to Public Art on p.27 (and throughout the document) and the connection between the importance of celebrating the heritage of the site and how this can be achieved through Public Art. Could greater connection be made (throughout the whole document) to the opportunity to landscape key destinations within the site (Market Square for eg) in a way which allows the landscaping to be a Public Art feature in itself? There is a prime opportunity here to make good use of budgets and create design features that change through the seasons and which works with the proposed landscape features. We would like to promote this principle from the outset. There many examples the Design Code could draw on to illustrate this point. An explanation of 'who and how' public art is delivered should also be added to emphasise the requirement for a professional artist or artists in this context.	Public art is mentioned regularly in character area vision sections. Fully agree Chilmington needs to deliver such interesting, fresh and innovative approaches to Public Art . However rather than be spatially specific within the Design Code a Chilmington Art Strategy promoting the production of specific art briefs for early phase masterplans should then help inform the first discussions with stakeholders about the detailed reserved matters layouts that emerge.
Flooding	208.	John Durrant, (resident), Chilmington Green	Existing buildings: The code makes no mention for protection of flooding of existing dwellings. As owners of Chilmington Cottage that is of particular concern. During times of high rainfall, our grounds flood due to a high water table and the existence of springs all of which drain into a large pond. The only thing that stops our dwelling from flooding is a large overflow pipe which passes under Bartlets Lane, which drains into existing ditches and land drains in the surrounding fields. It is unlikely that this pipe, is shown on any map. It is likely that developers will put in their own drainage system to serve their needs, destroying the existing system which would be regarded as redundant. We consider that we have in legal term an easement over adjoining land which should be recognised	Details on surface water and drainage will be refined as discussions with stakeholders on the masterplan and reserved matters detailed layouts begin to take place so that a clear strategy is formulated.

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
	209.	Jennifer Wilson (Environment Agency)	in the Code Groundwater: The submitted document provides no additional information regarding ground conditions or risks to groundwater to what has already been reviewed and commented on through planning application 12/00400/AS. Therefore, we have no comments.	Details on drainage will be discussed as detailed layouts begin to come forward.
	210.	Mr Robert Thompson (resident), Great Chart	Threat to existing residents: Whilst it is pleasing to see that emphasis is being placed on the provision of high quality SUDS, the possibility of flooding is of considerable concern to existing residents. As is noted, there is low filtration. The water table is frequently at or very close to ground level. It would be good to see more meaningful and tangible expectations regarding this development. For example, where any ground levels within a certain distance of the development (50 metres?) are lower than the development site, we would welcome a requirement within the planning application for those area to be identified, together with consideration of the risk of increased chance of flooding in those areas and how this will be prevented.	Prior to any development commencing within any of the Main AAP Phases, the developers will be required to have had approved a SUDS Strategy for that Phase. Each application for the approval of Reserved Matters shall require detailed SUDs plans and no development within that site shall be commenced until the SUDs scheme has been approved.
Miscellaneous Issues	211.	Ian Wolverson	Design Code: The suggested period for review of The Design Code is too infrequent. Every 2 years is a good minimum and even then a regular review of any timing agreed will be needed to see if that timing is correct.	We will monitor the situation to see how the code is working and keep that under review on the basis of experience. Its crucially important that we stay on top of design issues.
	212.	Karen Hopkins, (resident), Chilmington Green	Employment: Major construction companies retain employees and contractors and move them around the UK as needed for large scale developments. A handful of local's are hired for labouring etc. Local companies may get to tender for work, but cannot compete with work rates offered by the multi-nationals. As a matter of interest – exactly how many local people are employed on Repton Park, Finberry/Bridgefields/Conningbrook Lakes? Your	Understood. The Council and CMO's role will be to explore way to promote building jobs for local people. However this is not an issue for Design Code.

Issue	Ref	Consultee	Comments	ABC Response
<p>Miscellaneous Issues</p>			<p>claims of employment are unquantifiable without figures? Exactly which local businesses have been/are involved in the above projects? How much were their contracts worth to the local economy? Where are these figures published? We need to measure your success to believe your assertions! Why not actually list the contractors used by the proposed developers for CG-are they local? For example what is the breakdown of contractors used by Ward Homes at Brisley Farm?</p>	
	213.		<p>Personal Attack: We believe our home is deliberately targeted purely because we have been the most outspoken against the plans. The proposed placement is clearly an act of vindictiveness by the council and the developers and is a deliberate attempt to blight our property given the unnecessary proximity of high rise density building directly next door to us when there are 100s of empty acres to choose from.</p>	<p>This assertion is not correct. The masterplanning process has balanced a wide variety of issues and has been an inclusive process not one dictated by the Council. The particular concerns of individual householders can be tackled best at the first phase masterplanning and then as Reserved Matters applications come forward with a view to mitigating impacts as far as is reasonable.</p>
	214.	<p>Ian Bull (Consultancy LTD, on behalf of client Pentland Homes) & Matt Whitby Guy Holloway Architects</p>	<p>Derogation of the Code: Where a design solution is proposed that is not strictly in direct accordance with the Code, but is felt to be more applicable, a possible derogation from the code should be permitted with a justification provided.</p>	<p>If a good case can be made then this may help inform subsequent review of Design Code.</p>
	215.	<p>SallyAnne Logan (on behalf of CMO Project</p>	<p>Amendments for Document: a) Wording relating to the CMO is not slightly outdated in Exec Summary, 4th para. Can we amend?</p>	<p>The wording relating to the Community Management Organisation is out of date so the entire 4th para on page IV in</p>

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
Miscellaneous Issues		Team & Culture and the Environment)	<p>b) Additional previous comments still apply where we suggested that a reference to this as a major condition of the AAP and Planning Approval should be made. We also suggested the phrase ‘self sustaining’ need to go in as this is part of the condition.</p> <p>c) Finally whether Letchworth should be sited as ‘the’ model is debateable.</p>	<p>‘Executive Summary’ section needs to be replaced with the following text; <i>‘The ambition is to make Chilmington Green an exemplar Garden Suburb emerged from a collaborative design process involving many stakeholders. The concept of a Community Management Organisation (CMO), evolved from the Letchworth model, is agreed with the Developer Consortium and Ashford Borough Council and whom have refined the Trusts’ form and remit. The CMO will take responsibility for safeguarding endowed assets and managing facilities and unadopted open space for the benefits of the community, using funding from residents contributions, income from CMO assets and a developer cash endowment. The CMO will be self sustaining. This approach to community management and development is a major condition within the AAP and Planning Approval.’</i></p>
	216.	SallyAnne Logan (on behalf of CMO Project Team & Culture and the	Design code document comments: Page. VIII, point 20; can we add in the word ‘affordability’ to the maintenance plan given that a Plan is great and appreciated, but the CMO needs to be able to deliver its contents within its available resources. Same with point 21- affordable maintenance plan is also important here.	<p>This section is simply repeating the content of the Quality Charter and cannot be changed.</p>

Issue	Ref	Consultee	Comments	ABC Response
Miscellaneous Issues	217.	Environment)	Design code document comment : page.Xii The bottom paragraph is good and captures the role of CMO against the design principles well.	Understood.
	218.		Design Code: p. 31-36 ; no mention of public art or trees.	Trees & public art are mentioned
	219.		Language of Design Doc.: p. 105. My feeling is this is a bit of a sweeping statement and actually depends on each location and the statement & function the landscaping is trying to provide. What does 'double rows' mean? Either side of the street I presume?	Evidence about value of soft landscaping backs up content of paragraph 1 (10.0.8) Double rows mean trees aligned together on both sides of street
	220.	Shadoxhurst Parish Council	Construction Traffic: We are very concerned that there is an important and urgent need to get preferred construction routes in place that avoid the village of Shadoxhurst. This includes the placement of clear signs prohibiting construction traffic on key roads to afford proper protection. This does not appear to be in the Code, but must be addressed before work commences.	The planning permission will require, prior to the commencement of development in each Main AAP Phase, that a Construction Environmental Management Plan for that Phase to be submitted and approved.
	221.	Bronwyn Buntine (KCC)	Climate change impact: The need to accommodate climate change is referenced. Given that the EA has recently revised guidance on climate change it would be beneficial to reference that "climate change allowance should reference the latest guidance on climate change as published by the EA "as some point within the document.	The Code needs to highlight link between green infrastructure & climate change. On page 89 an extra point should be added to include <i>" The design of landscaping has a key role to play in tackling climate change problems. Also Climate change needs to feature on page 223 with the following text added;. "climate change allowance should reference the latest guidance on climate change as published by the EA "</i> .
Editing	222.	General	The important street geometry diagrams and related text on page 103 need to be larger and clearer to emphasise	Changes to be implemented

Table - ABC Response to Consultation Comments

Issue	Ref	Consultee	Comments	ABC Response
			the importance these junction designs will have on the quality of the place.	

Table - ABC Response to Consultation Comments



ChilmingtonGreen

DESIGN CODE

Prepared by JTP
FEBRUARY 2016

jtp

REGULATORY PLAN

CHILMINGTON GREEN

This Design Code has been prepared in response to conditions of the Outline Planning Permission* and to support the delivery of Chilmington Green, a new 21st century garden suburb for Ashford, Kent.

This document has been prepared by JTP, Neil Tully Associates, Vectos and The Landscape Partnership on behalf of the Chilmington Green Consortium.

The Design Code is to be read in conjunction with the Design and Access Statement submitted with the Outline Planning Application.

Where projects are based on the requirements set out in this Design Code it is the responsibility of the Lead Designers and Principal Designers of those projects to ensure that their designs comply with the current buildings regulations, CDM regulations and all other statutory planning and construction regulations.

Chilmington Green Consortium



Design team



* Application Reference - 12/00400/AS

Application drawings and documents can be downloaded from Ashford Brough Council's planning portal - <http://planning.ashford.gov.uk/>

EXECUTIVE SUMMARY

The Chilmington Green Design Code aims to ensure that Garden City principles are embedded in the detailing of the place.

Chilmington Green will be a new 21st century garden suburb for Ashford providing around 5,750 new homes arranged in three distinctive neighbourhoods, as well as retail, community, social and recreational facilities. It will have its own high street, a secondary school, four primary schools, a park and extensive areas of green space. The aim is to create a high quality environment in which residents and businesses choose to live and work and feel proud of their community.

An outline planning application for Chilmington Green was submitted in August 2012, by a group of developers known as the Chilmington Green Consortium and a decision was made to grant planning approval in October 2014. The Design and Access Statement (DAS) which forms part of the application includes an illustrative masterplan and sets out principles for land use, movement, height and housing density. The DAS also defines a number of different character areas and concept designs for important pieces of public realm.

The Chilmington Green Design Code aims to ensure that the consortium's aspirations for delivering a high-quality environment with a memorable sequence of public spaces and a variety of character areas will be achieved as the masterplan is built out over a period of around 25 years by a series of different developers.

The ambition to make Chilmington Green an exemplar Garden Suburb emerged through a collaborative design process involving many stakeholders. The concept of a Community Management Organisation (CMO), based on the Letchworth model, is now being promoted by the Consortium members who are working closely with Ashford Borough Council (ABC) to define the form and remit of the Trust. Current discussions are focused on refining a model for Chilmington Green that will take responsibility for safeguarding assets and managing facilities and open space for the benefit of the community, using funding from resident contributions and income from CMO assets.

A collaborative approach has also been adopted in developing the Design Code. Regular meetings with ABC have been instrumental in defining the scope and content of the code and agreeing the implementation and enforcement strategy. Stakeholder workshops in July and October 2013 provided an opportunity for ward and parish councillors, borough and county council officers, consultants, relevant national agencies, local interest groups and local residents to identify issues to be addressed in the code and to review and comment on the draft code before finalisation.

A shared commitment to delivering a high quality of development at Chilmington Green led to the drafting of a 'Quality Charter.' This important document, which is reproduced in the preface to this Design Code, was prepared by Ashford Borough Council in close consultation with the Chilmington Green Developer Consortium.



Ebenezer Howard

Garden City Principles: 3 Magnets



Garden City vision poster



Letchworth Garden City



PREFACE

The Chilmington Green
'Quality Charter'

Garden Cities & Suburbs

'Quality Charter' & Garden City
Principles

Management & Maintenance Principles
for Community Facilities, Open Space
& Public Realm

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 - 1.2 How to navigate the Code
 - 1.3 Chilmington Green Outline Application
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 - 1.7 Review of the Code
 - 1.8 Quality monitoring
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PREFACE

THE CHILMINGTON GREEN 'QUALITY CHARTER'

This 'Quality Charter' has been entered into by the developers at Chilmington Green and Ashford Borough Council. It is not a formal legal agreement but is a statement of intent and a set of practical steps that both parties are committed to. The intention is that these will apply not just to the current developers but also to future house-builders working at Chilmington Green.

It will guide progress towards our shared goal of creating a vibrant community and a very special place. The agreement will be reviewed regularly. Any additional development costs arising may need to be reflected in discussions about the overall contributions package so that the project remains viable.

This Quality Charter is divided into several key themes, with a set of specific actions for each theme:

- Making a successful community...
- Great homes that meet changing needs...
- Designing a great place...
- Delivering a great place...

MAKING A SUCCESSFUL COMMUNITY

1. Commitment to 'grow' a strong, self-managed community

The developers will provide sufficient funding for staff and accommodation/running costs to allow for a community development programme. This will start when new residents arrive and expand as the community grows, until such activity can be funded from other sources. This will include a community website to help communication and will allow any issues or problems to be reported easily.

2. A community able to manage and run local facilities in the way local people want

There will be a carefully designed, bespoke approach to community-led management at Chilmington Green produced with the close involvement of key stakeholders such as the Parish Councils. The operating principles of this model will be based on a business plan that is fully funded and robust. This will include an agreement to an endowment, the transfer of assets and a residents' levy (or 'rent charge') that will provide an income for the management model set up.

3. Community, health and school facilities provided when people need them

The legal agreement supporting the planning permission will reflect the phased delivery of all the key infrastructure needed - as set out in the Area Action Plan. Delivery will be monitored by the Council to make sure facilities are delivered on time and that the developers will work with the community management organisation to produce and distribute an annual report. This will explain progress made and future proposals to residents.

4. Local authority leadership and determination

The Council will continue to work with local people to make Chilmington Green a great place - for example, by having a senior councillor with a specific brief to champion Chilmington issues; working with the existing and new community and helping to develop their capacity to help shape future plans; working to deliver the community-led management model; tracking down 'best practice' to learn from and arranging visits and training opportunities; and bringing in experts from elsewhere to be 'critical friends.'

5. Long term community involvement in design decisions

As the designs for Chilmington Green progress, representatives of the local community will play an important role in helping to shape the overall design code and detailed designs emerging for each phase of the project. The developers will play an active part – making their designers available for meetings when appropriate and helping to fund workshops and share best practice.

6. A place with a heart – a centre of activity and a focus for the community

The town square will bring together shopping and eating/drinking places; places to work and get together along with community, health and school facilities. The square will be laid out to an especially high specification – there will be a flexible space for markets, parking, events, a café, meeting people and relaxing. Public buildings will be expected to be of excellent quality, designed to an agreed brief, subject to architectural competition where possible, and with strong involvement of the community and the Regional Design Panel in Ashford. The community facility buildings will be clustered in a user-friendly way, making best use of space and shared facilities but also leaving space for expansion, to cater for changing community needs in the future. Upper floors of buildings around the square will include apartments and ground floor spaces will be designed flexibly and made available at rents that will attract appropriate tenants.

GREAT HOMES THAT MEET CHANGING NEEDS

7. Homes that are big enough and have privacy

The Council is one of only a few in the country that has adopted demanding space standards for internal and garden spaces and the developers at Chilmington Green have agreed to meet these.

Internal space standards will be met throughout the development – over-looking/reduced garden size standards will only be allowed on an exceptional basis where there is a strong urban design reason for doing so, in which case future residents will be able to make an informed choice about their priorities. Larger gardens will be encouraged where this can help to create more varied character; a greater sense of spaciousness and provide greater choice for buyers.

8. Homes that can respond flexibly to changing needs

The changing needs of households can often be met by flexibly designed homes – for example, roof-space designed to allow conversion and plot dimensions and building layouts that allow for small-scale extensions or adaptations that could accommodate changing family needs.

The developers will agree a series of 'flexibility targets' with the Council at the masterplanning stage for each main phase of the development and detailed designs coming forward will be assessed against these. Careful internal design in line with Lifetime Homes standards will be applied to a significant proportion of new homes, and agreed at the same time. This approach will help to allow families to stay longer and establish a stronger community, catering for all household types. Information on flexible homes will be added to householder packs for future residents.

THE CHILMINGTON GREEN ‘QUALITY CHARTER’

9. Homes that are light enough

Research shows that one of the highest priorities for new homeowners is strong natural lighting. House types will be developed that maximise natural lighting and passive solar gain to help achieve excellent living space and high standards of energy efficiency, without creating problems of over-heating in the summer. Daylight factors should meet, and where possible, exceed the Code for Sustainable Homes standard in principal rooms.

10. Homes that are energy and water efficient

Homes created at Chilmington Green will be delivered to the high standards of energy efficiency and all round sustainability that will increasingly be required – the target for initial phases is to achieve the Code for Sustainable Homes level 4.

In addition to a range of water saving measures, all houses will be provided with water butts as one simple way to help reduce mains water use. Sustainability measures should be a seamless part of a home's design. Advice and support will be made available to help people take best advantage of the sustainability measures incorporated into their homes – this will be supported by the community management organisation and the developers through Home User Guides.

11. Homes where noise is not a problem

Poor sound insulation is one of the biggest failings that new homeowners report, often causing inconvenience and sometimes a real nuisance for local residents. To avoid these problems at Chilmington Green, the quality standard set will be to deliver the highest Code for Sustainable Homes standard for airborne and impact sound insulation in separating structures in new homes. This will be demonstrated with a sound test.

12. Homes for all tenures and incomes

Chilmington Green will eventually be the size of a small town – so it needs to provide for the varied needs of the people who will live there, in just the same way as any established town does. Everyone's housing needs depend on what they can afford; their household size and make-up; and special needs they have – for example, people with physical or sensory disabilities.

The target range is that 30% of new homes at Chilmington Green will be affordable and cater for a wide range of needs – in the early years when development costs are especially high, this proportion is unlikely to be achieved but in later years, when the value of the scheme overall should be increasing, the aim is to try to make up any early under-provision if it is financially possible to do so. The range of accommodation needed will be specified in the planning permission and agreement.

13. Homes for all stages of peoples' lives

Chilmington Green will be a town for people of all ages and backgrounds with a range of social and market accommodation that caters for varying requirements.

Many local housing developments in recent years have provided for young families moving in, but cater much less well for changing households' needs as those families grow up; children move away; parents retire and eventually may need supported accommodation. A clear approach will be developed to identify the range of accommodation needed to cater for all stages of peoples' lives for example, supported accommodation. This will be specified in the planning permission and agreement.

14. Homes designed for Chilmington, setting high standards

Chilmington Green will be large enough to accommodate a wide range of housing and variation in style and character. However this variation must have a logic and pattern to it so that the place becomes a coherent blend of smaller neighbourhoods.

A Chilmington Green palette needs to be developed in a Design Code that tackles building style, architectural elements and layout (including street design) and the range of materials suitable in different parts of the area.

The developers fully support the Design Code approach and its application to create a place of real character – for example, by applying the materials palette to public realm works and not allowing the arbitrary use of 'off the peg' standard house types without adapting these as necessary to fit in with the code.

15. Homes with high-speed internet access

The developers have committed to provide high speed, fibre optic internet access to all homes and businesses at Chilmington Green. Fibre optic cabling will be provided direct to homes, workplaces, schools and public buildings, making it an enjoyable place to live and a great place to do business or study. Emerging technologies will be monitored as future phases of the development take place so that the best practical solution of the day can be used.

16. A clearer basis for home buyers to compare what's on offer

Buyers have a lot to assess beyond the obvious issues of the number of bedrooms and price and it can be confusing. A simple system will be designed with the developers that shows how every home performs in terms of internal and external space standards; sustainability features; flexibility and scope for expansion as well as applicable standards such as Lifetime Homes; Building for Life 12; and Energy Performance Certificate energy efficiency ratings.

This information will help purchasers choose the best all round home they can within their budget. The system will be agreed with the developers at the outset so that there is a model that all future housebuilders will be encouraged to adopt.

PREFACE

THE CHILMINGTON GREEN 'QUALITY CHARTER'

DESIGNING A GREAT PLACE

17. A varied, memorable place that residents are proud of

Chilmington Green will be a place with a series of residential communities, each with their own character, with a strong district centre at its heart. Different parts of Chilmington Green will have very different characters – from the historic hamlet with its strong Kentish vernacular amidst lower density new homes drawing materials from a similar palette; to the lively district centre where people will go for daily shopping, schools, medical services and for leisure trips to eat and drink. Design Codes will be produced to guide the masterplan layout for each stage, working with local people. These will show how varied character areas can be achieved but, just as importantly, how some key elements of consistency or 'rhythm' can be created (for example, in street layouts, signage and street furniture, and the pattern of window types).

18. A place designed with the needs of all users in mind

If Chilmington Green is to be a genuine, broadly-based community, it must be designed with the needs of all users in mind. The way public spaces and paths are designed, for example, will have a huge impact on the quality of life for people with disabilities; parents with young children; and cyclists. Sensitivity to people's needs is crucial at every level – from the masterplan layout for each phase, to the Design Code specifying materials and best practice design and delivery. The developers and the Council are committed to working with stakeholder groups at each key design stage in the evolution of Chilmington Green and critically reviewing each phase so that learning points are applied.

19. Streets that are pleasant for all and contribute to the sense of place

Some streets give a place a positive character - they work well for all users and offer attractive ways of getting around. Others can be oppressive, soulless and feel unsafe. It is not a matter of chance which sort of street is created – by careful design, attention to the needs of all users and regular maintenance, good streets can be created. At Chilmington Green the challenge is to do just that. Streets and other routes will be designed to provide for traffic but control speeds, encourage safe walking and cycling, bring forward a network of street trees and cater unobtrusively for parking. Careful attention to these and other design details can help to minimise any anti-social behaviour. For each phase of Chilmington Green's development a Movement Strategy will be agreed which shows how the network of routes in each phase relates to the wider patterns of movement at Chilmington Green and how the Design Codes will be applied.

20. Trees to help shape the garden town

Trees are a key, green 'building block' of the great garden town the developers and the Council want to create. Carefully selected street trees will help to create a strong character for the main streets and the public squares at Chilmington - in smaller, tighter residential streets smaller tree species will be needed in scale with their surroundings. Detailed planting specifications will be drawn up to make sure that the trees' future growth is taken into account and to set out the maintenance plan that will be needed. In the more informal nature conservation areas a mix of native tree species will be used to help encourage ecological value.

This approach will feed out along the green corridors running through the development that provide links for flora and fauna with existing countryside, greenspace and woodland surrounding Chilmington. There are also plans to innovate - for example, with community orchards and the planting of specimen, landmark trees. Over 4,000 trees will be planted at Chilmington Green and, to help every new homeowner feel at home in this garden town, the developers propose to provide a fruit tree for the garden of every home that wants one.

21. A place that responds to the challenges of climate change

Many aspects of this 'Quality Agreement' will help to deliver more sustainable development by reducing energy use, making better use of water, creating more flexible homes and so on. But climate change may lead to more weather 'extremes' and there is much that can be done with careful design to help tackle this. Sustainable Urban Drainage helps to reduce run-off in periods of heavy rainfall, reducing flooding and returning water to the aquifers, as well as creating attractive green areas and habitats. Open spaces and tree planting can help to reduce 'heat islands' and provide shading in hot weather. These and other steps will be integrated into each phase of the masterplan layout to help mitigate the possible impacts of climate change.

22. A flexible layout with space to accommodate changing future needs

Normally places grow organically and adapt flexibly to meet changing demands over time. Flexibility needs to be built in to allow for changing needs – especially in the main centre and neighbourhood centres. There will need to be sufficient spare land in layouts for these centres to allow for changing needs in the future – meanwhile it can be put to temporary use (for example open space or parking). The planning agreement will leave scope for changes in the ways local facilities and services may be provided – for example, by agreeing budget ceilings within which provision will be made, but not fixing the exact form of provision.

23. Shops, office and workspace providing varied local jobs

A realistic range and quantity of local jobs will help provide for local residents' needs; reduce overall levels of commuting and help to make the place lively during the day. The target set in the plan is for 1,000 jobs within the development – the aim will be to meet and exceed this figure. A jobs strategy will be agreed before planning permission is given showing how the planned number of jobs will be provided, including appropriate land allocation. Job creation will be monitored as the development proceeds so that any under-provision that might occur can be tackled in future phases.

24. Well equipped and excellently maintained public and green spaces

Quality public spaces that are well looked after are a central feature of our plans. The community management organisation will take responsibility for all open spaces and apply the service charge from residents and wider funding 'endowed' by the developers to make sure that excellent standards are set. The intention is to create a real sense of community 'ownership' of public spaces and a financial model that will deliver a special quality of maintenance for the long term. At the planning permission stage there will be a headline agreement on the way this model will operate and how it is funded.

THE CHILMINGTON GREEN ‘QUALITY CHARTER’

25. Space to relax and play

The facilities needed by a community of this size include play areas, parkland, nature areas, sports pitches and community buildings that can be used for a variety of sports and leisure uses. The legal agreement attached to the planning permission will set out what is required and when. As the community grows and demands may change, these spaces will need to be adaptable. Detailed masterplanning will need to allow sufficient scope to cater for this sort of flexibility in the future.

26. Space to grow food

A principle of the early Garden Cities was the ability for residents to grow their own food either in gardens or on allotments. In a different age, the importance of providing similar opportunities remains important as people's demand for 'grow your own' has increased dramatically in recent years. At Chilmington Green the full standards for allotments set out in the Council's adopted guidance will be met and some properties will have larger gardens with ample space for growing produce. In addition, suitably located parts of public open spaces will be identified that could realistically be used in future to provide for at least a 50% increase in allotment provision.

27. Space for wildlife and an easy transition to the countryside

Chilmington Green is a planned community within clear boundaries. Handling the transition from town to countryside in a sensitive way is crucial. Special care will be taken to reduce densities along countryside margins. A 'Landscape Management Strategy' will be agreed before development starts which includes advance strategic tree planting proposals, habitat creation plans and practical countryside management plans that make sure that where appropriate land can be kept in productive agricultural use until it is required for other purposes.

DELIVERING A GREAT PLACE

28. Quality public transport that can compete with private cars

Chilmington will be very much part of Ashford – residents will want to access town centre shops and facilities, workplaces and the railway station. Good quality public transport is crucial if residents are to have a realistic alternative to using their cars, so that traffic levels in the town can be kept at manageable levels. A costed public transport plan will be agreed with the developer consortium at the outset and regularly reviewed – this will include patterns and quality of bus provision needed as the area grows; estimates of any subsidy needed; and genuine incentives that will be provided to encourage residents to use public transport from the outset.

29. Working to minimise the impacts of construction with local people

Local people will inevitably be affected by construction impacts as the development takes place. With careful and detailed management controls these can be minimised. The developers will apply the 'Considerate Contractor' scheme and a Construction Management Plan will be agreed with the developer consortium before development starts. Local people will be closely involved in this. The plan will be monitored continuously by Council staff and the community management organisation, working with residents. The developer consortium will make sure that there is a nominated site manager/community liaison contact for local people throughout the construction period. Regular meetings will be held – involving community representatives – to make sure the plan is working and to tackle any problems before they become serious.

30. Delivering a high build quality and sorting out problems

Poor build quality has been a problem in the past in Ashford. Approved plans have not always been followed and specified materials not always used. In some cases the quality of the approved building inspectors' assessment has been inadequate. The solution is to have a well-resourced monitoring regime applied consistently throughout the development. Having skilled monitoring staff on hand it should be possible to generate a positive working approach with contractors on site to tackle issues before they become problems. A 'joined up' service will provide a co-ordinated pattern of approval and monitoring – including building control; planning conditions and agreement monitoring; Construction Management Plan and waste management plan monitoring; specialist services such as energy efficiency certificates and sound insulation testing. Regular reviews will be held with the local community management trust, developers/site managers and local residents to capture and respond to any issues arising.

31. Skills development and construction opportunities targeted to local people

There will be many construction related opportunities created at Chilmington over a long period that can help the local economy and meet local employment needs. The Council will work with the development consortium and other agencies, for example further education providers, to set up skills training programmes and an agreement that will give local people easy access to jobs and create opportunities for local companies to tender for work. The agreement will also secure training and apprenticeship opportunities for local people.

32. Taking stock and learning from completed phases before moving on

There are always lessons to learn from each new approach to planning and delivering new development in Ashford, and elsewhere. It is crucial that over the long development period at Chilmington Green each new phase takes the best practice from those preceding it and avoids any previous mistakes. This learning cannot be left to chance – a regular review of what has been delivered, including resident opinion surveys, will be carried out at agreed intervals and will involve local people and the community management organisation. Best practice visits will help to learn from elsewhere. The results will feed directly into the design of further phases of the development.

PREFACE

GARDEN CITIES & SUBURBS

CHILMINGTON GREEN: a new 21st century Garden Suburb

Over the last century, the Garden City ideals have stood the test of time. Today we are still facing the same challenges of meeting our national housing shortage, generating more jobs and creating beautiful and inclusive places for people to live, however we also have an urgent need to mitigate the impacts of climate change. In light of the resurgence in interest and national focus on Garden Cities and Suburbs, Chilmington Green aims to become a new 21st century Garden Suburb.

WHAT IS A GARDEN CITY?

The Garden City vision was developed by Ebenezer Howard towards the end of the nineteenth century to “combine the very best of town and country living to create healthy homes for working people in vibrant communities.”

“The advantages of the most energetic and active town life, with all the beauty and delight of the country, may be secured in perfect combination”

Ebenezer Howard: To-Morrow: A Peaceful Path to Real Reform, 1898

A Garden City is a manifestation of sustainable and self-contained development, holistically planned by enhancing the natural environment and providing high-quality private and social housing and local jobs in a beautiful, healthy place with diverse communities. A Garden City is also strongly guided by the fair distribution of community assets.

The Garden City principles are designed to provide a robust framework for the delivery of high quality places.

WHAT IS A GARDEN SUBURB?

A Garden Suburb makes no attempt to be self-contained like a Garden City, however its success is synonymous with the Garden City principles.

Garden Suburbs are heavily dependent on reliable transport links allowing workers to commute into the city. By linking into existing transport, employment and social infrastructure, Garden Suburbs have the benefit of lower initial and short term costs. They are also more likely to have a lower detrimental impact on the environment.

Provided they are properly planned, with a mix of uses and adhere to Garden City principles, they should overcome any risk of being merely ‘bolt-on-estates.’

URBAN DESIGN CHARACTERISTICS

- Well planned town structure with efficient definition of blocks for development and routes for movement;
- Substantial areas of green space for gardens, allotments or recreation;
- Green, tree-lined streets; and
- Well designed groups of homes within the street (including quality domestic architecture and landscape design).

GARDEN CITY PRINCIPLES

The Town and Country Planning Association (TCPA) campaigns for the reform of the UK’s planning system to make it more responsive to people’s needs and aspirations and to promote sustainable development. Building on the legacy of TCPA founder Ebenezer Howard, the TCPA has been at the forefront of promoting Garden Cities and Suburbs.

For the TCPA, proposals which aspire to the Garden City and Suburb title must demonstrate a real practical commitment to the following principles:

Land value capture for the benefit of the community:

A distinguishing characteristic of the Garden City/Suburb is the fair distribution to the community of the profits that result from new development. Capturing rising land values created by the development of the town can repay infrastructure costs and provide a portfolio of assets which are proactively managed in perpetuity for the benefit of the Garden City/Suburb community. This requires the acquisition of land at, or near, current use value by a body with effective planning and land assembly powers. Ideally, this requires a Development Corporation which could be led by a local authority. Access to compulsory purchase powers is crucial as a power of last resort for such bodies. The development of land is one major source of asset values and income but the control of core utilities and, in particular, local energy companies, provides significant opportunities for capturing values and securing genuinely localised and resilient economies.

Strong vision, leadership and community engagement:

If Garden Cities/Suburbs are to be successful, they need strong political support and leadership, with a clear vision and firm commitment. This commitment should be made as early as possible in the planning process to provide reassurance and certainty for all parties. Both the designation process and the development of the Garden City/Suburb should demonstrate a real commitment to community participation.

Such participation must be set within the context of the needs of people already living in the area and those in the wider community who need a home. New Garden Cities/Suburbs require the very best of professional expertise. If a local authority decides to pursue the development of a new Garden City/Suburb, it will need a dedicated planning and delivery team with the right skills and expertise.

The long-term stewardship of assets:

A suitable body will need to be established to manage the assets of the Garden City/Suburb in the long term. This management body can take a variety of forms, and the most suitable approach should emerge through the design and delivery process. If the organisation that will manage the community in perpetuity is different from the organisation that has delivered the development, then at an appropriate time (no less than 25 years) the ownership of the Garden City/Suburb’s land and assets should be endowed to the management organisation to manage it in the long term, re-investing profits back into the Garden City/Suburb. It is essential that a plan for financing the maintenance and management of community assets is set out at an early stage and appropriate finance endowed to the long-term stewardship organisation.

Mixed-tenure homes and housing types that are genuinely affordable for everyone:

The majority of homes in a new Garden City/Suburb must be 'affordable' for ordinary people. The TCPA recommends that least 50% of the homes that are classified as 'affordable' must be for social rent. There are opportunities for the town developer (whether a Development Corporation/Community Interest Company/Community Land Trust etc.) to operate as a Housing Association, or to have a Housing Association as a subsidiary of the organisation, as part of a broad portfolio of assets and enterprises.

A robust range of employment opportunities in the Garden City/Suburb itself, with a variety of jobs within easy commuting distance of homes:

New Garden Cities/Suburbs must provide a full range of employment opportunities. While the changing nature of work means that the achievement of perfect employment self-sufficiency is impossible, the aim should be to reduce the need to travel to work as far as is practicable.

Beautifully and imaginatively designed homes with gardens, combining the very best of town and country living to create healthy homes in vibrant communities:

Garden Cities/Suburbs are defined by quality and innovation in all aspects of design and technology. Aesthetically this means aspiring to the very best domestic and commercial architecture with sensitivity to local vernacular design and materials. The original Garden City/Suburb designs reflected a fusion of the best of the past while embracing new materials and the needs of modern living. In building standards this requires innovation to reduce carbon emissions and in the use of materials and construction techniques. It also means considering life-time homes and the needs of particular social groups, such as the elderly. New Garden Cities/Suburbs should include opportunities for people to build their own home (either alone or collectively), and set aside land for future community needs. There is no single density requirement for Garden Cities/Suburbs but strong emphasis should be placed on homes with gardens and on space for both allotments and community gardens and orchards to provide for healthy local food.

Development which enhances the natural environment:

Garden Cities/Suburbs are places in which human development enhances and does not diminish the natural environment. This net gain to biodiversity is secured through master plans which link generous private and community gardens with wider public green and blue space and ultimately with strategic networks of green infrastructure and habitat creation. This will mean a surrounding belt of countryside to prevent sprawl, well connected and biodiversity rich public parks, and a mix of public and private networks of well-managed, high-quality gardens, tree-lined streets and open spaces. Garden Cities/Suburbs offer the opportunity to be highly climate resilient through extensive green and blue infrastructure. They must also demonstrate the highest standards of technological innovation in carbon reduction and energy positive technology to reduce the impact of climate emissions.

Strong local, cultural, recreational and shopping facilities in walkable neighbourhoods:

Garden Cities/Suburbs are places of cultural diversity and vibrancy with design contributing to sociable neighbourhoods. This means, for example, shaping design with the needs of children's play, teenage interests and the aspirations of elderly in mind. Creating shared spaces for social interaction and space for both formal and informal artistic activities, as well as sport and leisure activities.

Integrated and accessible transport systems:

Walking, cycling and public transport should be the most attractive and prioritised forms of transport in the Garden City/Suburb. This means ensuring a comprehensive and safe network of footpaths and cycleways throughout the development, and public transport nodes within a short walking distance of all homes. Where car travel is necessary, consideration should be made of shared transport approaches such as car clubs. New Garden Cities/Suburbs should be located only where there are existing rapid public transport links to major cities, or where real plans are already in place for its provision.

A strategic approach:

Ebenezer Howard saw the development of Garden Cities/Suburbs as part of a wider strategic approach to meeting the nation's housing needs. This was based on networks of new settlements well connected by public transport. A national policy for a new generation of Garden Cities/Suburbs should consider how these settlements contribute to the nation as whole; how they relate to aspirations for a more balanced economy; to long term climate resilience, and to new opportunities in industrial modernisation.

PREFACE

'QUALITY CHARTER' & GARDEN CITY PRINCIPLES

There is a strong co-relation between the Quality Charter and the Garden City principles summarised below:

A Garden City is a holistically planned new settlement which enhances the natural environment and offers high-quality affordable housing and locally accessible work in beautiful, healthy and sociable communities. The Garden City principles are an indivisible and interlocking framework for their delivery, and include:

- Land value capture for the benefit of the community;
- Strong vision, leadership and community engagement;
- Community ownership of land and long-term stewardship of assets;
- Mixed-tenure homes and housing types that are affordable for ordinary people;
- A strong local jobs offer in the Garden City itself, with a variety of employment opportunities within easy commuting distance of homes;
- Beautifully and imaginatively designed homes with gardens, combining the very best of town and country living to create healthy homes in vibrant communities;
- Generous green space linked to the wider natural environment, including a surrounding belt of countryside to prevent sprawl, well connected and biodiversity rich public parks, and a mix of public and private networks of well-managed, high-quality gardens, tree-lined streets and open spaces;
- Opportunities for residents to grow their own food, including generous allotments;
- Strong local cultural, recreational and shopping facilities in walkable neighbourhoods; and
- Integrated and accessible transport systems – with a series of settlements linked by rapid transport providing a full range of employment opportunities (as set out in Howard's vision of the 'Social City').

The principles set out in the Quality Charter can be seen as a contemporary re-interpretation of 'Garden City principles' and have helped to shape this Design Code. Together the Quality Charter, the phase masterplans and the Design Code will help to make sure that Chilmington Green is delivered in a way that reflects Garden City principles.

All these principles are reflected in this Design Code and the approach being taken in creating Chilmington Green. Setting up the Community Management Organisation will help to create a strong local community able to influence the way the area is managed and facilities operated for the benefit of local people. The scale of endowment and income of the CMO is such that the facilities will be able to be well managed and looked after and, in due course, altered or replaced. Whilst there is no formal 'capturing' of land value in the way garden cities traditionally operated, developer contributions to pay for the social and community infrastructure in the area and the funding of the CMO are substantial and achieve similar benefits for the community.

MANAGEMENT & MAINTENANCE PRINCIPLES FOR COMMUNITY FACILITIES, OPEN SPACE & PUBLIC REALM

The following principles should guide the detailed design of community facilities, open space and public realm:

1. Design Principles should demonstrate that form follows function and that agreed, desired outcomes have informed all design decisions and that;
 - a. all functions and users have been identified,
 - b. contextual qualitative criteria have been identified and
 - c. conflicts of interest have been resolved
2. There must be adherence to existing best practice and current BS Standards unless there is a specifically identified reason not to do so.
3. The construction and maintenance specifications are to be updated to reflect advances in research and technology.
4. There must be a clear path from design objectives through to management and maintenance to make it clear that;
 - a. the design is sustainable through affordable management and maintenance methods and
 - b. The specified maintenance will deliver the design objectives.
5. The ambition to create a strong sense of place and community at Chilmington is synonymous with the Garden City principles.
6. Where possible the implications of the use of specified materials and proposed design layouts should be discussed with the CMO, Parish Council, Borough Council and/or Kent County Council.
7. There is a need to ensure ongoing consultation with the emerging communities at Chilmington and the importance of the CMO in supporting the development of detailed designs and layouts and quality infrastructure.
8. Careful choice of variety, placement and planting of hard and soft landscaping , including trees, paving and street furniture should be made to ensure the CMO is not left with a cumbersome burden.
9. High quality architecture is also expected on all community and public buildings.
10. Working collectively with CMO, Parish Council, KCC, ABC and Sports Bodies & Associations, a clear strategy for informal and formal sports provision will be important, also in relation to surfaces, changing facilities, lighting, parking and security, to en-sure their provision is well designed, looks attractive and sits sensitively within the landscape. An agreed approach to the Management & Maintenance of these elements is crucial.

PART A: BACKGROUND

1. Introduction

- 1.1 The Regulatory Plan
- 1.2 How to navigate the Code
- 1.3 Chilmington Green Outline Application
- 1.4 Chilmington Green Consortium
- 1.5 Role of the Design Code
- 1.6 Compliance with the Code
- 1.7 Review of the Code
- 1.8 Quality monitoring
- 1.9 Relevant documents

2. Context

- 2.1 Physical context
- 2.2 Site features
- 2.3 Policy context

3. Masterplan

- 3.1. Masterplan principles
- 3.2. The vision for Chilmington Green

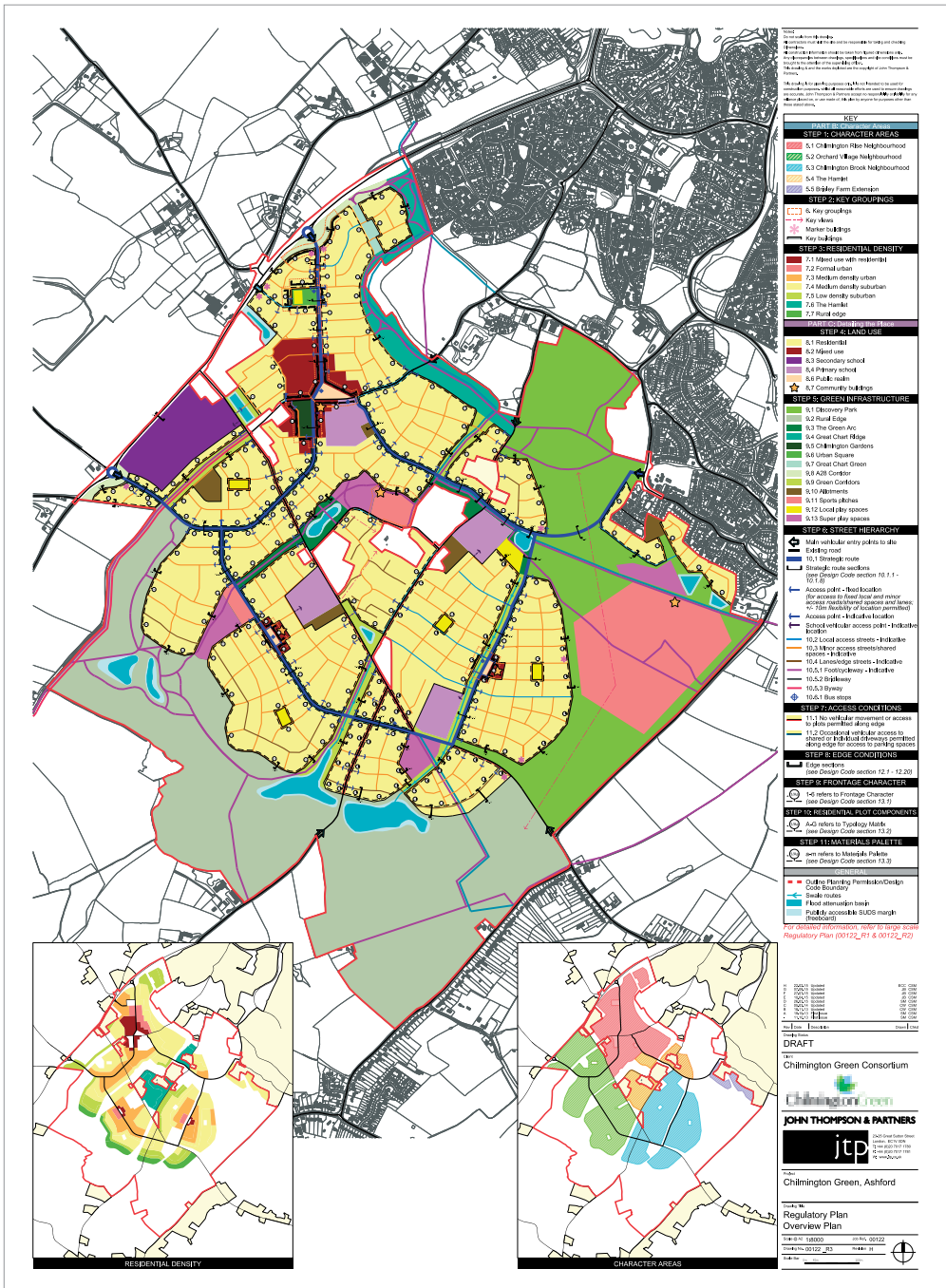
4. Regulatory Plan Manual

- Instruction Manual: how to read the
Regulatory Plan



I. INTRODUCTION

I.1 THE REGULATORY PLAN



Regulatory Plan

The Regulatory Plan can be found on the inside cover of this document. This plan provides all mandatory requirements, on a single scalable drawing, that must be adhered to in order to achieve the vision for Chilmington Green.

The structure of the key on the Regulatory Plan follows the structure of the Design Code. Requirements of the Regulatory Plan are set out in more detail within the Design Code and therefore these documents must be read in conjunction.

An instruction manual is provided on pages 17-18 to explain how to read the Regulatory Plan in conjunction with the Design Code. The manual sets out the layers of the plan in nine steps, identifying mandatory requirements and non-mandatory guidance. Mandatory requirements are more prescriptive along the edges of development parcels, where built form fronts key spaces and streets. More flexibility is permitted within the development parcels.



I.2 HOW TO NAVIGATE THE CODE

The Design Code is set out in three parts and is colour coded as illustrated below.





I. INTRODUCTION

I.3 CHILMINGTON GREEN OUTLINE APPLICATION

An Outline Application for the development of the Chilmington Green site was submitted to Ashford Borough Council in August 2012, by the Chilmington Green Consortium. A decision was made to grant planning approval in October 2014.

A Design and Access Statement (DAS) prepared by JTP was submitted with the Outline Application. The DAS explains the design thinking behind the proposals and illustrates how the masterplan has been informed by a process of consultation, testing and assessment.

The principles within the DAS are reflected in this Design Code and both documents should be considered in developing future reserved matters applications.

I.4 CHILMINGTON GREEN CONSORTIUM

The Chilmington Green Consortium comprises:

- Hodson Development Ltd
- Jarvis Homes
- Pentland Homes
- Ward Homes

I.5 ROLE OF THE DESIGN CODE

This Design Code has been prepared by JTP on behalf of the Chilmington Green Consortium, in consultation with Ashford Borough Council (ABC), Kent County Council and other stakeholders. The purpose of the Design Code is to set clear guidelines and establish design controls within a well-structured masterplan framework to assist in the preparation and approval of reserved matters applications.

The code will establish design principles for the streets and open spaces within the public realm and for the buildings themselves that reflect the principles of Garden City Design. It will also include guidelines for the different character areas which will provide variety across the masterplan area and assist wayfinding.

I.6 COMPLIANCE WITH THE CODE

All reserved matters applications submitted as part of the Chilmington Green development must demonstrate compliance with the Code by submitting a Compliance Checklist as part of the application. This checklist can be found in the appendix of this document.

A draft checklist must also be submitted by developers during pre-application process to assist Development Control Officers tasked with providing feedback on emerging scheme designs.

Deviations from the Code will only be possible through agreement with the Chilmington Green Consortium and ABC.



Chilmington Green Design and Access Statement



Precedent for the character of residential streets



Precedent for the character of Discovery Park



Precedent for the character of the strategic avenue



Diagram to show the role of the Code within the approval system

I.7 REVIEW OF THE CODE

Periodic reviews of the Design Code will be undertaken after each main phase and any updates made available via Ashford Borough Council's website:

<http://planning.ashford.gov.uk>

I.8 QUALITY MONITORING

Ashford has grown fast in recent years. Whilst a lot of effort has gone into masterplanning to improve the quality of places created, the delivery of development has to often been poorly executed.

The key to this initiative is a Quality Monitoring Team within the Borough Council that will provide a frequent and regular presence on site to support developers and householders. The aim is to develop a trusting relationship where all parties see the benefits of catching any problems early, householders get a better deal, and increased confidence in the quality of development will help the house-builder in terms of sales and values achieved.

At Chilmington Green the current developer team has signed up to a Quality Agreement and Design Code which will be extended to other house-builders who operate on the site in future. The Quality Monitoring Team will provide a wide range of services including:

- Sampling of dwellings under construction to check that typical mistakes are being avoided;
- Inspection of the quality of delivery of the public realm and tree planting;
- Working with the various agencies involved to co-ordinate the delivery and adoption of quality places;
- Liaising with the local community through the Community Management Organisation to make sure that people's concerns are recognised and dealt with;
- Making sure the Quality Agreement and the Design Code is being delivered – principles applied flexibly where needed but with no loss of quality.

I.9 RELEVANT DOCUMENTS

The following documents must be read in conjunction with the code to fully understand the evolution of the vision and masterplan for Chilmington Green:

- Chilmington Green Area Action Plan
- Chilmington Green Design and Access Statement
- Parameter Plans submitted as part of the outline planning application
- The Chilmington Green 'Quality Charter'

These documents can be found on ABC's website planning portal: <http://planning.ashford.gov.uk/>



2. CONTEXT

2.1 PHYSICAL CONTEXT

Chilmington Green is located on the south-western edge of Ashford in Kent. The new development will provide an extension to Ashford in the form of a garden suburb with its own district centre and a variety of facilities.

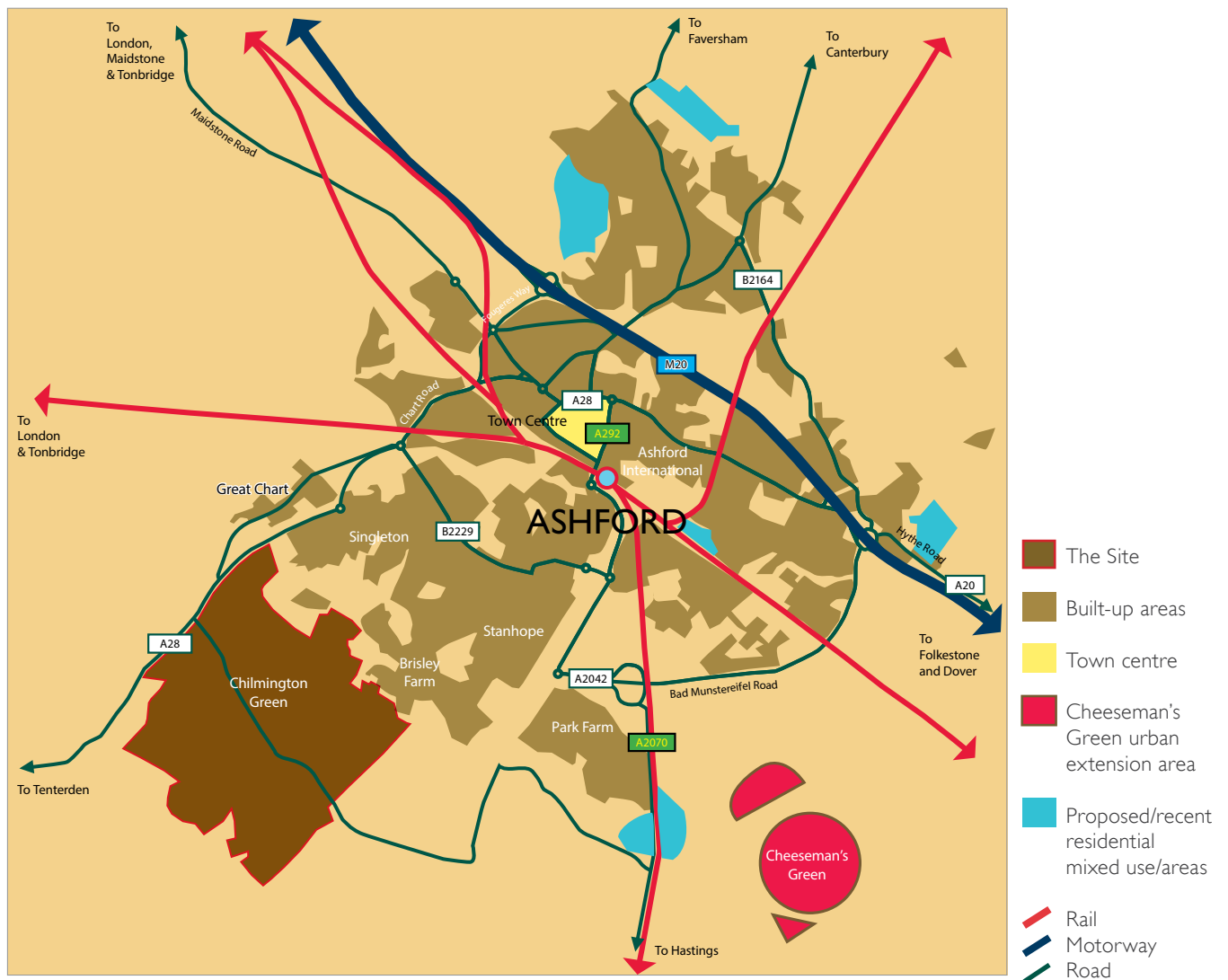
The site is bounded to the north west by the A28. No development is proposed to the west of the A28. This restriction reflects the need to respect the setting of the historic village of Great Chart which lies further to the north.

The northern site boundary is defined by the existing residential neighbourhoods of Singleton and Brisley Farm. A woodland edge which surrounds a Kent County Council owned landfill site also forms part of this boundary.

Long Length, a rural lane, marks the eastern extent of the site and the location of Discovery Park, a new strategic park for South Ashford.

To the south of the site lies the settlement of Stubbs Cross, areas of farmland and some fragments of ancient woodland.

Within the site a number of areas are excluded from the Outline Planning Application red-line boundary. These relate to properties that are not in the ownership of the consortium and where no development is proposed by the application. They include a number of Grade 2 listed buildings in Chilmington Green Hamlet.



Site location plan



Aerial view of site with outline planning permission/ Design Code boundary



2. CONTEXT

2.2 SITE FEATURES

There are some significant features within and adjacent to the site, which are either incorporated into the development or sensitively addressed through the design of the masterplan and the Design Code. A comprehensive description of the site constraints can be found in the Design and Access Statement however the features most relevant to defining the character areas that form an important element of this Code are:

Topography

Chilmington Green is situated at the very eastern extent of the Kent Weald where the slope begins to rise sharply to the greensand ridge which forms the boundary between the fertile Low Weald and the chalk of the North Downs to the north and north-east. The northern part of the site area slopes down from the ridge to the south-east towards Chilmington Green Road. The southern part of the Study Area, south of Chilmington Green Road, is relatively flat.

Heritage and archaeology

Two Roman Roads have been identified as crossing the site – a route which follows Chilmington Green Road and another route (now a footpath) just north of Stubbs Cross.

Great Chart village which lies to the north is a historic settlement with a number of listed buildings and a conservation area. There is also a scheduled ancient monument to the south west of the village. There is a listed building, formerly the Pig and Whistle pub on the A28 and a cluster of grade 2 listed houses in and around Chilmington Green Hamlet. The Hamlet is designated within the Code as an area of special character and guidance will be provided to protect the setting of existing heritage assets.

Eight distinctive historic landscape character areas have been recognised within the site. These areas have also been considered in developing the character areas of the proposed development. During WWII, land to the south of Chilmington Green Road was requisitioned for use as an air strip to support the D-Day operations. The strip was decommissioned in 1944 and the land returned to agricultural use leaving little evidence of its wartime role. However in recognition of the importance of the military presence during the war to local people, the alignment of the strip has been reflected in the proposed layout of the streets in the southern part of the site.



St Mary's Church Great Chart



Little Netters Chilmington Green Hamlet



View of Brisley Farm and Coleman's Kitchen Wood



View to south east from Great Chart Ridge

Landscape and ecology

The existing vegetation comprises of small blocks of woodland and mixed arable fields defined by hedgerows and occasional standard trees. Development pressure and mechanisation of farming has resulted in a loss of hedgerows and the finer grain of small and medium sized pasture and fields, particularly in the flatter areas close to Ashford.

Colemans' Kitchen Wood, a historic coppiced woodland situated on the south-eastern tip of the Great Chart Ridge, is the most prominent within the site due to its raised elevation. Another distinctive feature is the linear woodland associated with Long Length due to its form.

Individual large, mature trees also contribute to the landscape character of the site. Most occur within the existing or remnant hedgerows. Other significant isolated standard trees within arable fields are often remnants of historic hedgerows and field boundaries. The existing hedgerows have been identified and assessed in terms of their character and value as landscape, heritage and ecology features.

Drainage

The site contains the watershed between the River Stour and River Beult. The majority of the site drains from the ridge at the north of the site to the south and into the River Beult, with the eastern section of the site draining to the River Stour. A number of small watercourses and field drains crossing the site will be integrated into the development.



2. CONTEXT

2.3 POLICY CONTEXT

Ashford Borough Council's (ABC's) core strategy policy CS5 established the principle of development at Chilmington Green in the form of an urban extension to Ashford.

CS5 also sets out the following 'core aims' for Chilmington Green:

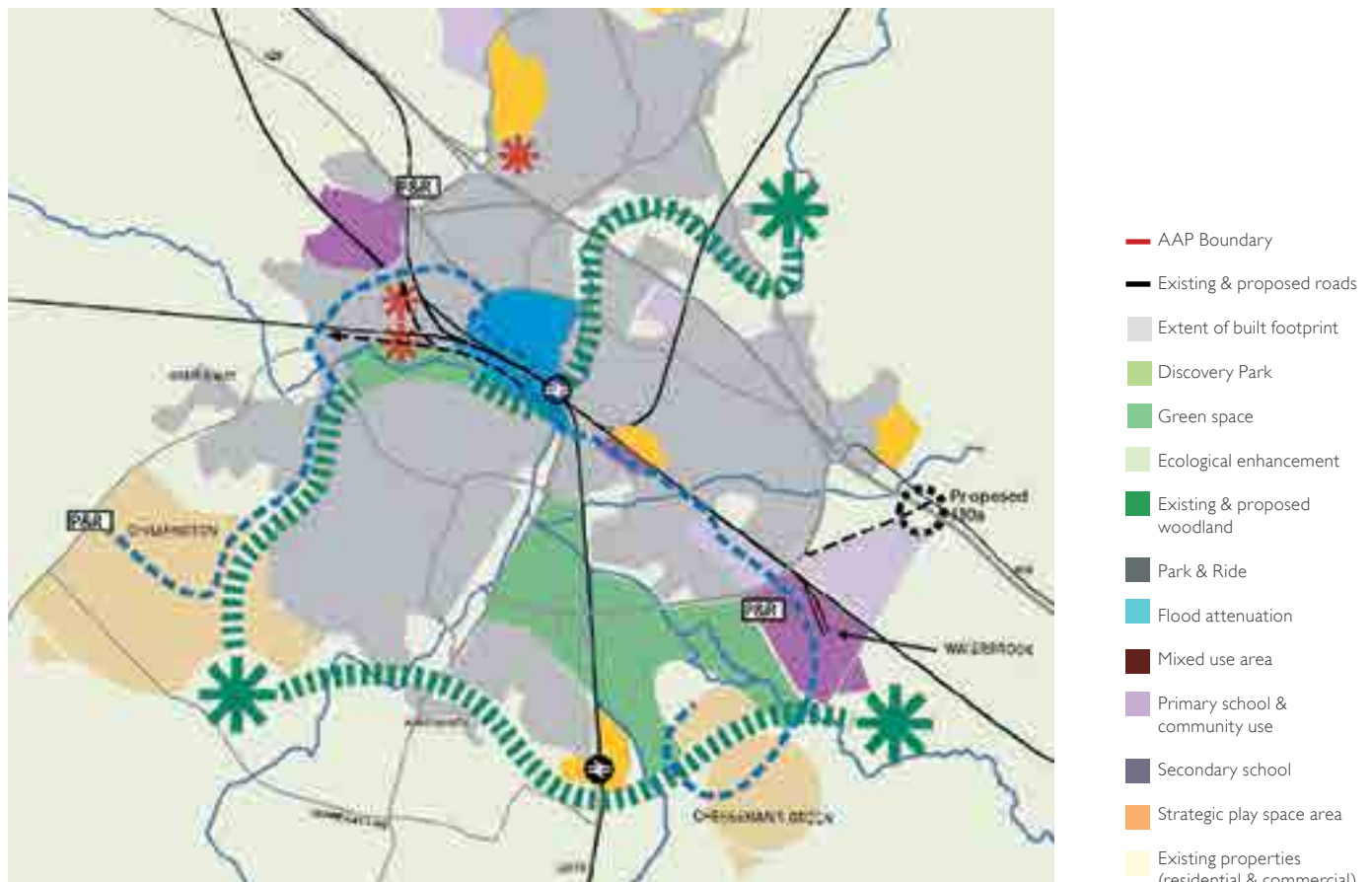
(a) to create flexibly designed, mixed-use places of real character, with well-defined Local Centres reinforced by variations in the density of development. The overall layout must be designed to maximise the potential use of public transport, walking and cycling;

(b) to incorporate high quality and innovative building design, public spaces and landscaping to create strong character areas within the development and, overall, a coherent sense of place. Innovative proposals will be needed to deal with the future management and maintenance of public spaces and facilities, and for community development initiatives to help create a vibrant local community;

(c) to be well related to the rural landscape surroundings by the creation of a well-designed and defined edge to development and a sensitive transition to adjoining areas and the wider countryside. Proposals will need to include plans for the long term use and management of these areas to best respond to the various interests at stake – including landscape and heritage protection, nature conservation and ecology, flood mitigation and sustainable drainage, public access and agricultural uses, and

(d) to be developed at a rate which is supported by the delivery of infrastructure and the elements required for a balanced, mixed community. Area Action Plans (AAP's) for these areas will need to relate both to the delivery of strategic off site infrastructure and to a detailed plan that shows how on-site infrastructure will be provided, when needed, linked to the rate of development on site.

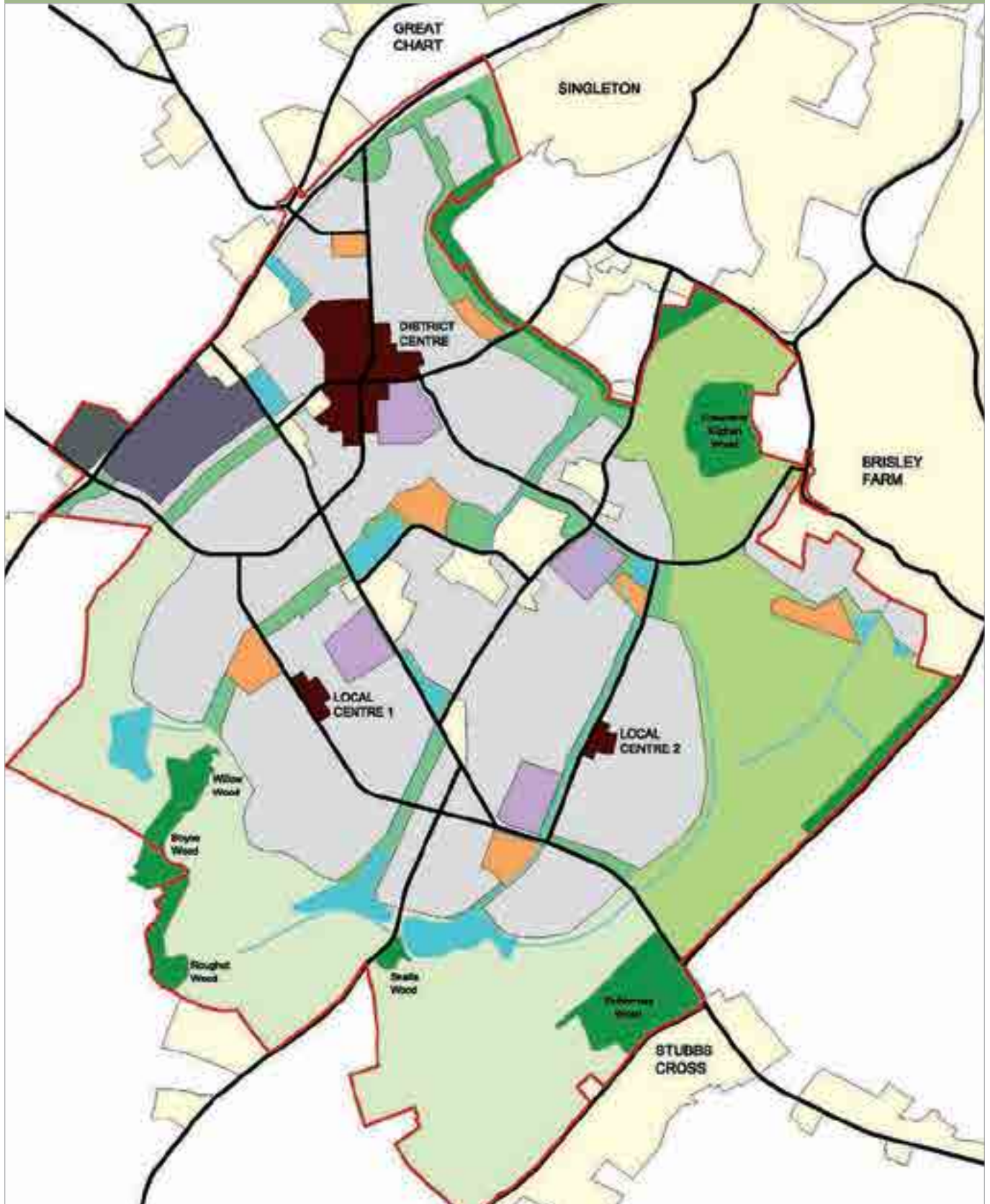
In July 2013 the Chilmington Green AAP was adopted. The AAP sets out a framework to which development proposals will be expected to accord, and includes plans which show where and when on-site infrastructure and facilities, including Discovery Park, will be provided. The Outline Planning Application and Design Code for Chilmington Green reflect the principles set out in the Core Strategy and AAP.



Core Strategy key diagram



AAP Land use diagram

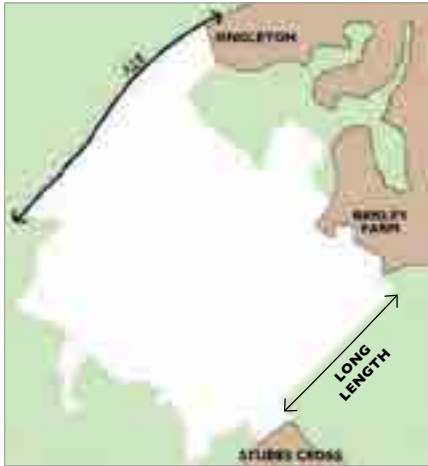




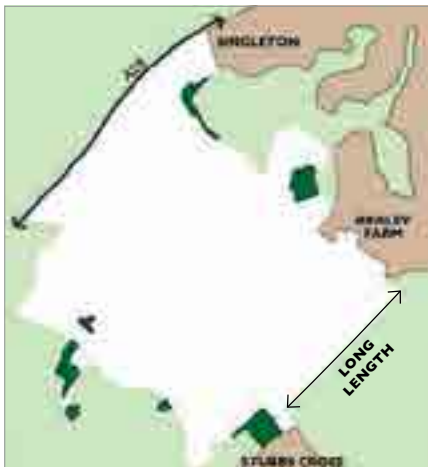
3. MASTERPLAN

3.1 MASTERPLAN PRINCIPLES

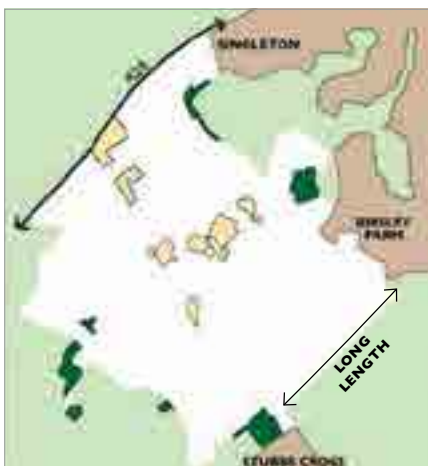
The masterplan for Chilmington Green reflects a response to the natural features of the site, its heritage assets and the principle of creating walkable neighbourhoods that are well connected to surrounding villages and the amenities of central Ashford.



The Site



Existing Woodland



Existing Buildings

The Site

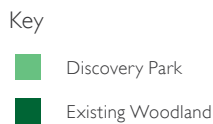
- The Chilmington Green site is bounded by the A28 to the north-west, Singleton and Brisley Farm to the north-east and Long Length to the east.
- The southern boundary is formed by agricultural land and the existing settlement of Stubbs Cross.

Retaining existing woodland

- The site includes fragments of woodland.
- The masterplan strategy is to retain existing woodland and to maintain the distinctive wooded ridgeline at Great Chart Ridge.

Respect existing buildings

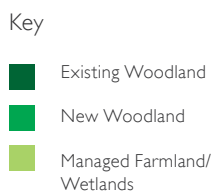
- There are several existing buildings within Chilmington Green. Most of these are clustered around the Hamlet where there are a number of listed properties.
- New development will be laid out to avoid impacting on sunlight and daylight to existing buildings.
- The relationship of new development to the Hamlet will be carefully considered to provide an appropriate setting for the listed buildings.



Discovery Park

Create a strategic park

- Discovery Park will be a new strategic park for Ashford.
- It will form part of a new green finger that links existing green spaces in Singleton with the countryside.
- There is potential to extend Discovery Park to the east of Long Length in the future.



Green Features

Connect green spaces around the development

- New planting will reinstate a tree line along Great Chart Ridge and screen the development at Singleton which has recently breached the ridge line.
- Existing woodland fragments will be linked and strengthened by new tree planting.
- An arc of green spaces including a number of watercourses and species rich hedgerows, will connect Discovery Park with the chain of woodlands and farmland to the south.
- The green arc will also provide an attractive setting for the Hamlet and include a cricket green as a focal point for the new development.



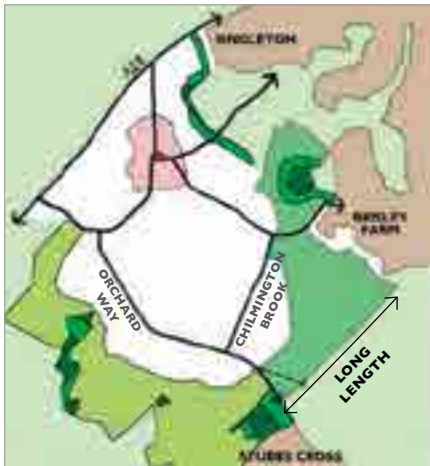
Green Fingers & Watercourses

Create green fingers integrating SuDS

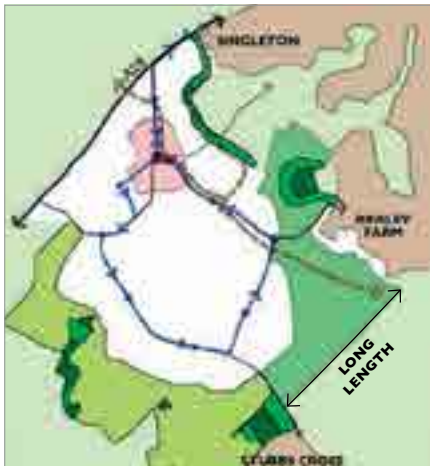
- Smaller green fingers will run through the residential areas and incorporate watercourses and existing hedgerows.
- A system of sustainable drainage (SuDS) will extend the network of existing watercourses.
- The green fingers will define the individual neighbourhoods within the new development.



3. MASTERPLAN



Main vehicular routes



Bus route

Key

- Bus Route
- Pedestrian Cycle Link

Provide good connections

- The main vehicular access will be from the A28
- Mock Lane will connect the new development to Singleton.
- A Market square and High Street will be located at the intersection of these key routes.
- A new road, Orchard Way, will follow the alignment of the former airfield runway.
- Brisley Farm will be connected by an extension of the existing road network across Discovery Park.
- Orchard Way will provide the main east/west route and avoid putting increased traffic onto Chilmington Green Road.
- There is potential to extend Orchard Way to serve future development in South Ashford if required in the long term.
- A bus will follow a circular route so that all homes are within a 5-8 minute walk of a bus stop.
- A pedestrian & cycle route extending Greensands Way, will link Discovery Park and Great Chart via the High street.



Mixed use centres and schools

Key

- Secondary School
- Primary School

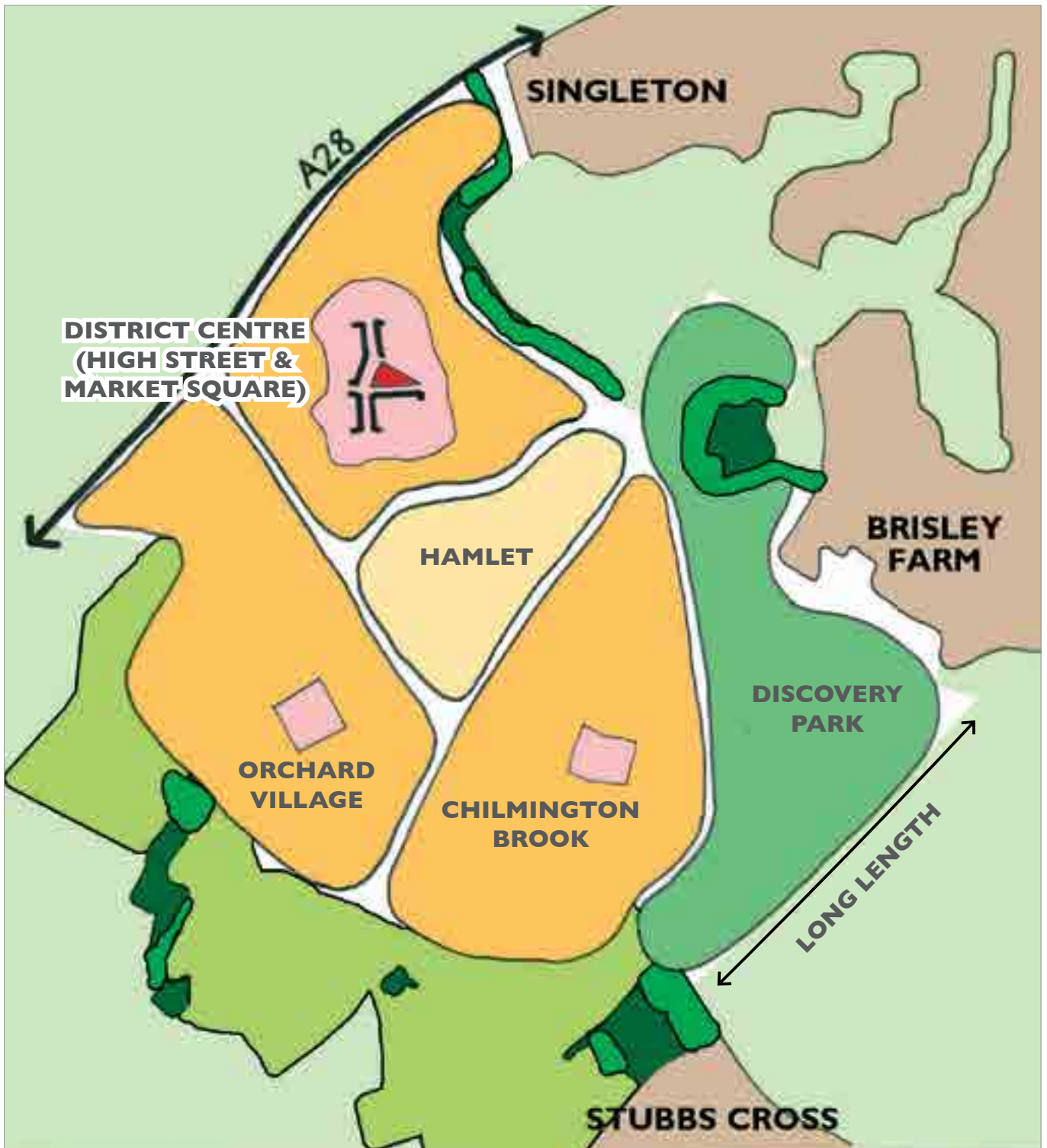
Create walkable neighbourhoods

- The High Street and Market Square will provide shops and services for the development in the form of a District Centre.
- Smaller Neighbourhood Centres are proposed at Chilmington Brook and Orchard Village to ensure that all homes are within easy walking distance of shops.
- The bus route will connect these local centres to the High Street and Ashford Town Centre.
- A new secondary school will be located adjacent to the A28 to allow good access for residents within the wider catchment area. The school will also be close to new and existing bus routes.
- Four new primary schools are proposed to ensure all homes are within easy walking distance of a school.



Concept

Chilmington Green will have a Park, a High Street and a Market Square: it will be made up of three distinct neighbourhoods with a hamlet at its heart.



Concept diagram



3. MASTERPLAN

3.2 THE VISION FOR CHILMINGTON GREEN

Chilmington Green offers a fresh start for Ashford in a well-connected, green and family friendly environment. With its spacious park, bustling High Street and direct bus link to Ashford Town Centre, it combines the very best of town and country living.

The new community will grow over time to create 3 distinct neighbourhoods with a hamlet at its heart.

The Vision for Chilmington Green seeks to set out the key features of Chilmington, which the planning of the site will address.

Chilmington Green will be a great place to live – a place that:

- is lively and fun, with an **attractive High Street** that meets peoples' daily needs;
- works for people of all ages and provides a **range of community, education and health facilities**;
- sets challenging standards of innovative design, becomes a **place of special and varied character**;
- has **sustainability** integrated into all aspects of design;
- offers a range of local jobs, but also caters for those working in the town centre and elsewhere with **high speed, high quality bus connections**;
- has its **own, strong, identity in a landscape setting**, but closely linked to the urban area and able to offer new opportunities to other residents of Ashford, in particular those in Brisley Farm, Singleton, Shadoxhurst and Stanhope;
- **respects and integrates heritage buildings, landscape features and wildlife habitats** as part of a well planned layout;
- **fosters local pride and a strong community** that develops a strong sense of pride and local ownership and the capacity to help manage Chilmington Green on a day to day basis, and
- is **flexible in design and resilient to change**, and able to respond positively to advances in technology and changing working and daily lifestyles.



High quality...



Well connected...



Green...



Community focused...



Well served...



New to Ashford...



Walkable...



Open...

Chilmington Green will be a new sustainable and walkable community



4. REGULATORY PLAN MANUAL

INSTRUCTION MANUAL : HOW TO READ THE REGULATORY PLAN

The following steps explain the process through which residential parcels are to be designed, using both the Regulatory Plan and the Design Code.

STEP 1

What to look for ?

Where to find info

Extract of the Regulatory plan

M Mandatory elements

G Elements for guidance / non-prescribed

STEP 1

CHARACTER AREAS
1. Location of 5 character areas

Section 5

M Character area

G Built form, architectural style, materials & public realm

STEP 2

KEY GROUPINGS
1. Location of 7 key groupings
2. Key views, marker & key buildings

Section 6

M Design principles

G Detailed design

STEP 3

RESIDENTIAL DENSITY
1. Location of different density bands

Section 7

M Design principles

G Detailed design

STEP 4

LAND USE
1. Type of land use
2. Community buildings

Section 8

M Land Use

G Location of community buildings

STEP 5

GREEN INFRA-STRUCTURE
1. Location of different green spaces

Section 9

M Size, scale, character & facilities

G Detailed design

Instruction Manual : How to read the Regulatory plan



STEP 6

STREET HIERARCHY
 1. Street typologies
 2. Sections sections
 3. Access points
 4. Pedestrian & cycle network
 5. Bus route & stops

Section 10

M Street type, sections, pedestrian & cycle routes

G Indicative access points, detailed location of bus stops

STEP 7

ACCESS CONDITIONS
 1. Access conditions

Section 11

M Access feature

G Detailed design

STEP 8

EDGE CONDITIONS
 1. Sections showing relationship between development parcel and open space

Section 12

M Delivery of all elements along edge section

STEP 9

FRONTAGE CHARACTER
 1. 'NUMBER' denotes frontage character

Section 13

M Frontage character type

STEP 10

RESIDENTIAL PLOT COMPONENT
 1. 'CAPITAL LETTER' denotes typology matrix

- dwelling typology
- parking typology
- front boundary
- set back
- height

Section 13

M Typology matrix

STEP 11

MATERIALS PALETTE
 1. 'lowercase letter' denotes materials palette

- roofs
- walls
- windows
- balconies

Section 13

M Materials palette

PART B: CHARACTER

5. Character areas

- 5.1 Chilmington Rise Neighbourhood
- 5.2 Orchard Village Neighbourhood
- 5.3 Chilmington Brook Neighbourhood
- 5.4 The Hamlet
- 5.5 Brisley Farm extension

STEP 1

6. Key groupings

- 6.1 Market Square & High Street
- 6.2 Chilmington Gardens
- 6.3 Chilmington Square
- 6.4 Northern Gateway
- 6.5 Orchard Village Local Centre
- 6.6 Chilmington Brook Local Centre
- 6.7 Cricket Green

STEP 2

7. Residential density

- 7.1 Mixed use with residential
- 7.2 Formal urban
- 7.3 Medium density urban
- 7.4 Medium density suburban
- 7.5 Low density suburban
- 7.6 The Hamlet
- 7.7 Rural edge

STEP 3

STEP 1

5. Character areas

5.1 Chilmington Rise

5.2 Orchard Village

5.3 Chilmington Brook

5.4 The Hamlet

5.5 Brisley Farm extension



5. CHARACTER AREAS

FIVE CHARACTER AREAS

Chilmington Green will have five distinct character areas:

1. Chilmington Rise;
2. Orchard Village;
3. Chilmington Brook;
4. The Hamlet; and
5. Brisley Farm Edge.

Each area will draw on their particular context and landscape setting to develop their own character and identity. Chilmington Rise will respond to its location on the toe slopes of Great Chart Ridge whilst Orchard Village and Chilmington Brook will reflect their location in the flatter Weald landscape. The Hamlet will respond to the existing buildings and remnants of the medieval field pattern in Chilmington Green. Brisley Farm Edge will form an extension to the existing Brisley Farm estate and along with Chilmington Brook will create new frontage to Discovery Park. The archaeological and heritage significance of Roman roads, the medieval farming community and the Second World War airfield will also be referenced.

Three of these character areas will take the form of neighbourhoods with their own mixed use centres. Orchard Village and Chilmington Brook will have small local centres whilst Chilmington Rise will include the District Centre which plays a wider role in providing services for the whole of Chilmington Green. These three centres will be particularly important in establishing the identity of the new community.

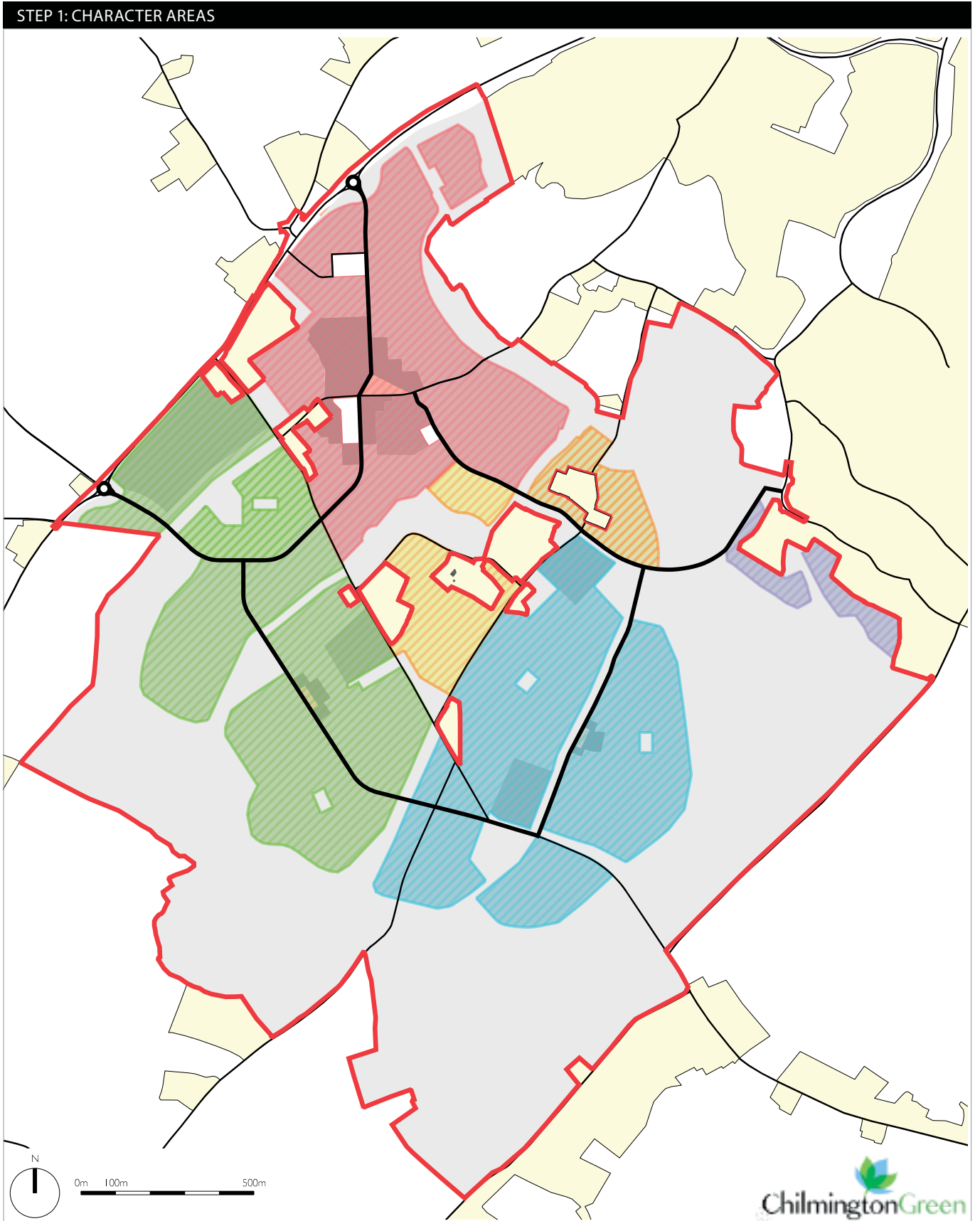
This section builds on the design principles set out in the Design and Access Statement submitted with the outline planning application, to explain how the form of development in each character area should respond to:

- natural features;
- topography;
- built/cultural heritage assets;
- aspects, views and vistas.

It explains the Vision for each character area that has informed mandatory requirements for the design of buildings, streets and open spaces set out in subsequent sections of the Design Code. The way in which Garden City principles have influenced the Vision for each area is also explained.

The plan opposite shows the extent of each of the character areas.

- Site Boundary
- 5.1 Chilmington Rise Neighbourhood
- 5.2 Orchard Village Neighbourhood
- 5.3 Chilmington Brook Neighbourhood
- 5.4 The Hamlet
- 5.5 Brisley Farm Extension





5. CHARACTER AREAS

Character and phasing

Each character area will be built out in sequence, starting with (most of) Chilmington Rise, including the new District Centre, followed by Orchard Village and Chilmington Brook respectively. The Hamlet and Brisley Farm extension are included in phase one, however the Hamlet is likely to be developed early in phase one while Brisley Farm extension is more likely to be developed towards the end of phase one.

The 20+ year development horizon means that each successive phase of development will be likely to acquire its own character naturally, because each successive phase will be a product of its time. Throughout the development period, however, the Design Code will continue to provide a degree of continuity and a coherent vision, whilst permitting sufficient flexibility for it to be updated and modified as needs and priorities change.

Built form

Character will be strongly influenced by the built form and layout of development. The Design Code sets out a range of controls that, taken together, will guide built form along main streets and development edges by regulating the characteristics of street frontage and residential plot components. Built form will also be influenced by residential density: the number of homes in any given area. The effect of density on built form is explained separately in Section 7, using illustrations of exemplar block layouts.

Architectural style and detailing

It is envisaged that each character area will embrace a particular architectural style to cement its distinctiveness. In line with the National Planning Policy Framework (NPPF) and the advice of the South East Regional Design Review Panel, the Design Code does not dictate what that style should be.

However, any chosen design style should respect the following principles:

- Avoid architectural 'pastiche';
- Respond positively to local context; and
- Use materials in a way that complements the chosen architectural language.

'Pastiche' refers to the application of architectural styles in a superficial way, without necessarily producing either good design, or well-proportioned buildings. Whatever architectural language is adopted, it should be applied coherently and consistently to avoid creating a 'zoo' of mismatching styles that compete for attention in the same place. Further guidance on architectural style is offered by the Kent Design Guide (section 2.4.2), which should be read in conjunction with this document.

Materials

Materials will play an important role in character formation. The selection of materials for Chilmington Green aims to ensure the new development maintains a sense of place by reflecting the colours and textures commonly found in this area of Kent. Older buildings in Great Chart and Chilmington Green hamlet are generally a mix of local Kentish ragstone, brick, red clay tiles and weatherboarding. Newer buildings include some with slate roofs, painted brickwork and render. Some of these materials are still in common use whilst others such as ragstone are not readily available or too expensive to use extensively. The selection of materials for Chilmington Green represents a range that reflects those used in the past with some modern additions to accommodate the form and function of contemporary design.

Section 15.1 sets out the full Chilmington Green palette of materials for roof cladding, walls, window frames, balconies and other features. Only a limited selection of these materials may be used for buildings within key groupings, streets and edges as identified in the Regulatory Plan. Away from these spaces the design code allows greater freedom to choose materials from the full Chilmington Green palette.

Within each limited palette one of the ranges is nominated as being the 'predominant' range of materials applicable within the character area. Materials may also be selected from the second range, but their application will be limited. The choice of materials from the palette should also have regard to the built form, local context and architectural language of the proposed buildings. It is neither practicable nor desirable for the design code to strictly define what proportion of materials constitutes 'predominant' or 'limited'. Rather it will be necessary for individual development proposals to be assessed on their merits as they come forward through reserved matters applications, having regard to the vision for the character area in which it is located.



Public realm

Public realm is the streets and open spaces between buildings. The design of the public realm will be amongst the most important factors influencing the character of the new neighbourhoods. The character and identity of the public realm is inseparable from the built form and design quality of the buildings that define it. The Design Code recognises this by setting out requirements for key groups of buildings that will define or enclose important public streets and spaces. It also sets out palettes of materials for key streets and spaces identified in the Regulatory Plan. Guidance for the landscape design of important public spaces has also been provided. Within these spaces the choice of public lighting, street furniture (bins, bollards, benches, signage etc.) will also play a role.

The coordination of street furniture (including signage and lighting) will be vital to creating a good impression. Applying different products to different areas is unlikely to create a good impression. It is more important in this regard, for street furniture to be used coherently and consistently throughout the development with reference to the hierarchy of streets. This is particularly important given that several key streets will connect different neighbourhoods together.

It is envisaged, therefore, that each street type in the hierarchy will use coordinated street furniture and signage to reinforce the legibility of Chilmington Green. The design and choice of materials for street furniture and signage will complement its function and status within the hierarchy.

For example, the formalised urban character area of the Avenue will be expressed predominantly by resilient materials such as steel. This will be reflected in the palette of materials applicable to buildings in the centre. In contrast, natural materials are more appropriate to more intimate residential streets such as lanes and homezones. Therefore natural materials will also be appropriate to street furniture and signage in this location. The appropriate selection is set out in Section 10, relating to different street types. Generic examples of appropriate products are provided in the public realm and hard landscaping section of the Appendix.

Public art and detailing of the public realm will reflect the distinctive character of each area and also the identity of Chilmington Green as a whole. The design of public realm must incorporate all elements that make up the space in an integrated design.

Further guidance on street furniture, signage and lighting is provided in the Kent Design Guide Section 2.4), which should be read in conjunction with this document.

The following sub-sections expand on the vision for each character area under the headings of built form, architectural design, details and materials. The same general principles apply to the design of public realm across the development area, so they are not repeated hereunder.





5. CHARACTER AREAS

5.1 CHILMINGTON RISE

The vision for Chilmington Green is for the new settlement to be a contemporary interpretation of a garden suburb. Chilmington Rise will deliver the District Centre which is a key aspect of the garden suburb concept – providing a focus for the social, spiritual, cultural and commercial life of the new community. Chilmington Rise will also be the ‘front door’ of the new development as it includes the main access from the A28. It will therefore play an important role in establishing the identity of Chilmington Green as a whole. As the first neighbourhood to be developed it will set the benchmark for design quality in subsequent phases.

Topography

Chilmington Rise lies on the toe slopes of the Great Chart Ridge and falls steeply, and then more gently towards the south west. The District Centre is located on the lower slopes with the approach down the Avenue from the A28 gently descending towards it.

Natural Features

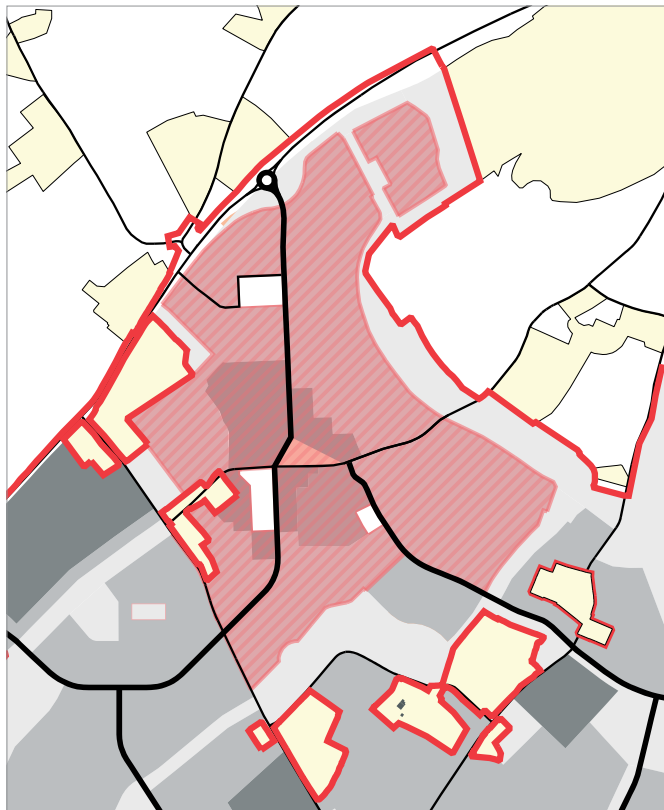
The site includes some mature trees, important hedgerows, ponds and watercourses. The design of Chilmington Gardens is structured around retention of a group of mature trees, a pond and watercourse which will add interest to the picturesque landscape design. A mature Oak tree will be retained within the Chilmington Square area and an important hedgerow will separate the northernmost cluster of housing on Great Chart Ridge - creating the opportunity for this area to develop a distinctive identity. Additional structural planting on Great Chart Ridge will aim to reinstate the tree lined ridge that is currently broken by new homes at Singleton.

Built/Cultural/Heritage Assets

There is an opportunity for public art at Chilmington Rise to draw inspiration from the history of the site. Important archaeological finds in the wider area include the Roman settlement at Westhawk Farm and the very significant Iron Age warrior burials at Brisley Farm. Chilmington Green was a medieval farming settlement and the WW2 airfield is still remembered by older residents in the area. The development of Chilmington Green brings with it the opportunity for further archaeological investigation that could enrich our understanding of the area's history. There are also a number of historic routes crossing the area. Within Chilmington Rise neighbourhood Mock Lane provides a link to Singleton and will remain in its current alignment as an important connection although there will need to be widening in places to accommodate the increase in of vehicular movements.

There is also an opportunity for public art to focus on the Garden City theme in order to reinforce this concept.

Another important influence on the character Chilmington Rise is the reflection of local distinctiveness. The High Street at Tenterden has provided a precedent for Chilmington Green's Market Square which is described in more detail in section 6.1. As described in the introduction to this section the materials palette has also been influenced by historic local precedents in order to ensure Chilmington Green feels strongly rooted in place.



Key plan



Precedent for style and materials in higher density areas



Precedent for The Avenue



The District Centre

The market square will be at the heart of the neighbourhood, serving the whole of Chilmington Green. Most traditional centres accrue their character over centuries as individual mixed-use plots change over time. The comprehensive planning and building of the district centre in phase one thus poses a particular challenge: how to re-create the character of a traditional centre in a short timescale, without a plot-based approach?

Three approaches are open to the developers:

1. Setting out the centre in individual serviced plots for sale to different developers or 'pioneering' individuals;
2. Employing a range of architects to design different buildings as part of a set-piece; or
3. Employing a single architect to design all of the buildings.

The first approach would achieve the most authentic sense of diversity and interest in the streetscape, because it would be the product of many individual decisions taken over a longer period of time. The second will achieve a more limited sense of diversity, and the third will achieve a single vision. The latter approach is evident in the case of parts of Letchworth Garden City, which is reasonably successful, but benefits from the variety provided by different designers (including several older buildings that predate it) and bespoke shop-front designs to create a sense of visual interest in the streetscape.

Consequently a hybrid approach will be employed in Chilmington Green, comprising some small plots with a variety of designers, and allowing flexibility in the design of facades to allow future shopkeepers to create their own bespoke shopfronts.

Flexible ground floors

A floor to floor height of at least 3.5m is required for ground floor of all buildings in the mixed use District Centre. Any building facing the Market Square must have at least 4m floor to floor height at ground floor level. This will allow for changes of use over time.



Precedent for the market square



Aerial view of District Centre



5. CHARACTER AREAS

Urban Structure

The urban structure of Chilmington Rise neighbourhood as reflected in the Outline Planning Application Parameter Plans and illustrated in the DAS draws inspiration from the town plans of Letchworth and Welwyn Garden Cities where the town centres have a formal composition and are approached along tree-lined avenues. The formality of the original Garden Cities clearly reflects the fact that they were planned settlements rather than places that grew organically.

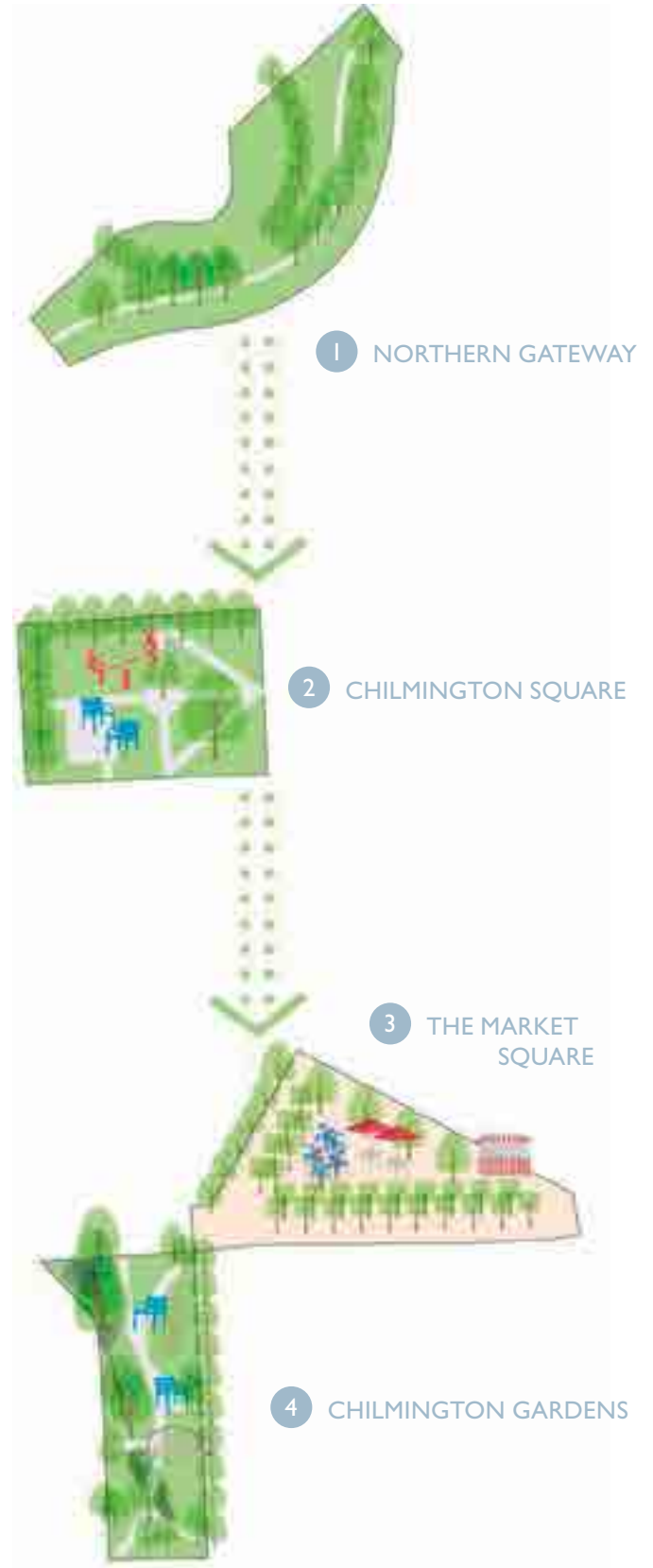
Chilmington Green is also a planned settlement and the approach to the District Centre through Chilmington Rise should reflect this concept. The tree-lined Avenue will lead south through a sequence of distinctive and memorable spaces including; the formal crescent at the Northern Gateway; the small urban park at Chilmington Square; the triangular Market Square and Chilmington Gardens with its more picturesque informal landscape design.

This strong structure of civic spaces forms the spine of the Chilmington Rise neighbourhood from which the residential streets will branch out to create an interconnected grid that is formal and orthogonal close to the Avenue and more organic towards the neighbourhood's edges.

The composition and density of the urban blocks will also reflect this transition from formality to informality. Areas of lower density were established in principle in the Chilmington Green Area Action Plan and reflected in section 7 of the Design Code. Higher density development with a more compact, orthogonal block structure and straight streets will line the Avenue and surround the District Centre. Medium and lower density development with a less rigid block structure, larger gardens and gently curving streets will characterise the areas on Great Chart Ridge and nearer to the Hamlet.



Plan of Welwyn Garden City



Series of spaces diagram



Trees

Trees will play an important role in establishing the garden suburb character of Chilmington Rise. The Avenue will be planted with limes that will reach a significant height to create a strong statement. Mature trees will be retained and new trees planted within the key civic spaces of Chilmington Square, Chilmington Gardens and the Market Square. There will also be significant tree planting within the car parks around the District Centre and in parking courts for housing of higher density.

In lower density areas plot sizes will be larger providing scope for trees within private gardens. Street widths will also decrease as they serve less homes and although street trees will be an important aspect of the design of minor access streets, lanes and homezones they will be less formally arranged and generally smaller than in the higher density areas.

Architectural design

In order to establish its identity as a neighbourhood within Chilmington Green it will be important for Chilmington Rise to achieve coherence in architectural design, however given the size of the neighbourhood there needs to be sufficient variety to avoid it being relentlessly repetitive or monotonous. There needs to be unity without uniformity. This will be achieved in a number of ways:

1. The Chilmington Rise neighbourhood will be characterised by high-quality, contemporary design.
2. The design individual buildings will respond to the degree of formality within the overall neighbourhood block composition – more formal along the Avenue and District Centre and less formal towards the Ridge and Hamlet.
3. Key groupings identified in the Design Code must have a coherence to ensure buildings enclosing these key spaces work together to make a harmonious composition.
4. Within these boundaries architects are encouraged to express individuality through the design of their housing product.
5. The development of sub areas with a different design emphasis is also encouraged – one example being the cluster of housing on Great Chart Ridge to the north where an important hedgerow is retained and creates a natural separation. Another is the area to the east of the District Centre which is approached from Chilmington Green Road across a SUDS area.

Building materials

As described within the introduction to this section, the full Chilmington Green palette of materials is limited by the Code for particular areas. Within Chilmington Rise the more resilient materials such as brick and stone will predominate. This is an environmental response to the more exposed position of the neighbourhood along the Great Chart Ridge, but also reflects the formality and urban context of the neighbourhood design.

Architectural details

Detailing for buildings of contemporary design will need to strike an appropriate balance between the desire to achieve clean lines with un-fussy details, and details that are robust in terms of weathering and maintenance. The intention in this regard, is to use traditional details in a modern way, such as deep window reveals, projecting sills, eaves and plinths etc., to avoid the unnecessary staining of facades by rainwater runoff.



Precedent images for architectural style



5. CHARACTER AREAS

5.2 ORCHARD VILLAGE

The name Orchard Village was selected to refer to many orchards that were once a common feature of this area. Fruit trees including small orchards will be common features of the new streets and open spaces. There will also be extensive areas of allotments to reflect the Garden City principle of providing opportunities for residents to grow food locally.

Orchard Village will provide a sensitive transition from the compact urban grain of Chilmington Rise in the north east to the settlement's countryside edge in the south west. Along this edge very low density development with detached homes in large plots will have a rural character and overlook areas of managed wetland and woodland. The urban grain will gradually loosen in the areas closest to the countryside edge with plots becoming larger and streets taking on the character of rural lanes rather than suburban streets.

The Orchard Village neighbourhood will be focussed on a local centre with a parade of shops and potential for community facilities and employment uses clustered around a small village square. Chilmington Green's secondary school will form the northern edge of the neighbourhood.

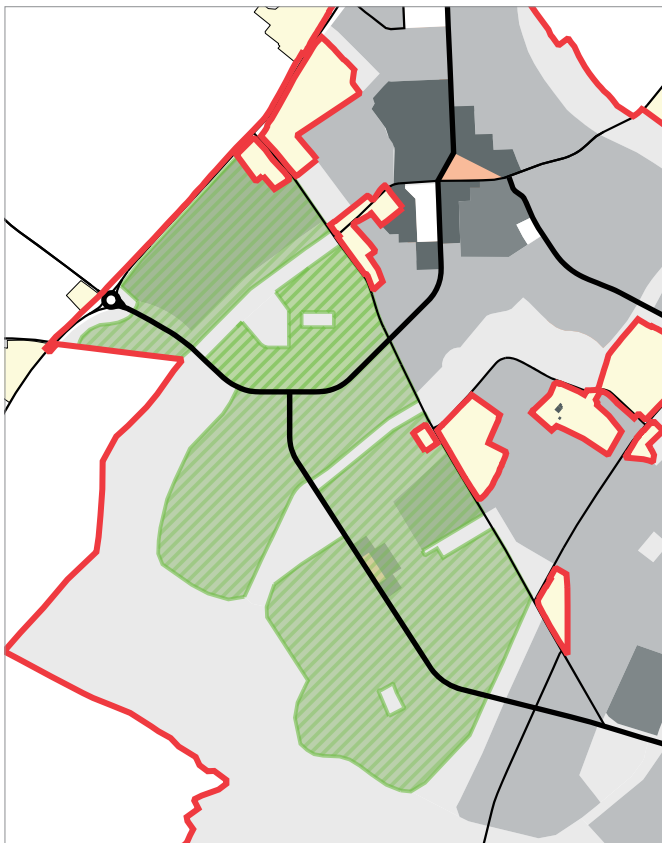
Natural features

The site lies on flat land to the south west of Chilmington Green Road and is characterised by strong belts of mature trees running along field boundaries and by Boyce and Willow Woods, fragments of ancient woodland that will be linked by new tree planting of native species. New wetland habitat will be created as part of the ecological mitigation strategy in the area to the west of Orchard Village.

Built/cultural heritage assets

In the Second World War an airfield, RAF Ashford was built on the site. The airfield was used by the Royal Canadian Airforce as well as by the RAF and the USAAF. Its key role was to provide tactical support for the US Third Army in northern Europe. Farm buildings and houses were requisitioned and Little Chilmington Farm was used for the main stores. Many airmen were billeted in tents amongst the orchards that were a key feature of the area. In the early morning of 22 May 1944 fourteen men from the 5003 Airfield Construction Squadron, Royal Air Force were killed by a Luftaffe bomb dropped on their camp. A remembrance corner at St Mary's in Great Chart has been established for them and others from the airfield who lost their lives during the war. There is an opportunity for the airfield's history to be referenced in naming of streets and public art.

Chilmington Green Road follows the alignment of a Roman road and Orchard Way will run parallel to it along the alignment of the former RAF Ashford airfield runway. These routes will provide key structuring elements for the new movement network.



Key plan





Aspect views and vistas

Views into the neighbourhood from the A28 and from the open countryside will be filtered by the lines of mature trees and woodland. Lower density along the settlement edge will also provide a greener and softer character adjacent to the wetland areas.

Open spaces

Broad fingers of green space incorporating hedgerows with lines of mature trees will cut through the development and provide wildlife corridors as well as recreational space. These linear green spaces will also be a key structuring element and provide homes in the neighbourhood with easy access to informal green space. They will provide a natural structuring device that divides Orchard Village into a series of well-connected but separate sub-neighbourhoods.

Streets, roads and lanes

Chilmington Green Road will form the north eastern boundary of the neighbourhood. A new strategic route, Orchard Way will form the main vehicular spine through the neighbourhood, providing access to homes and connecting the area to the wider road infrastructure. The northern section of Chilmington Green Road will lose its strategic role and become a secondary route. This will avoid the need for significant widening and allow green verges and hedges to be retained. A network of residential streets will connect Orchard Way and Chilmington Green Road and provide access to homes. The residential streets closest to the western edge will take the form of gently curving rural lanes and homezones.

Urban structure

The green fingers and strategic routes will form a strong structure for the neighbourhood. Residential density will be highest close to Orchard Way and around the mixed use local centre. In these areas the blocks will be characterised by a more compact urban grain with smaller plots and gardens. The urban grain will gradually loosen and plots become more generous the closer they are to the western countryside edge. Provision for relatively higher densities surrounding the village centre, and lower densities around the edges, will result in varied built form across the neighbourhood. Lower-density housing will facilitate a mix of house types including semi-detached and detached forms, with bigger front gardens and staggered or stepped building lines. Conversely, higher-density areas will manifest themselves in a higher proportion of terraced houses, town houses and apartments, with relatively small front gardens and more continuous street frontage.

Scale, height and massing

The height of buildings along the edges of the neighbourhood to the north and west are limited to 2.5 storeys. Buildings of up to three storeys are permitted within most other parts of Orchard Village and taller buildings up to four storeys are not only permitted but positively encouraged around the local centre.





5. CHARACTER AREAS

Roofscape/skyline

Along the western rural edge it is important to create a varied roofscape in character with the less formal arrangement of buildings on plots. Pitched roof forms including a variety of gabled, hipped and cat slide roofs should predominate. Chimneys should form part of the overall roofscape composition. Where chimneys are not required or needed to ventilate fireplaces or solid-fuel appliances (e.g. for environmental reasons), they should be incorporated in order to vent other building services. Provision of 'fake' features (i.e. that serve no function), however, should be discouraged.

Within the local centre and along the avenue a more formal and regular roofscape is appropriate. Taller roof features are encouraged within the local centre to mark the significance of the place for the community and to act as local landmarks. Within the medium and higher density areas street facing gables are encouraged to emphasise the individuality of homes.

Architectural style

Chilmington Orchard Neighbourhood is located in the Weald landscape. The architectural design of the neighbourhood will respond to this by combining traditional with modern re-interpretations of vernacular Wealden architecture. The natural division of the area by fingers of green space provides scope for creating sub character areas and offering a choice within a cohesive overall theme. As stated in the Kent Design Guide (Section 2.4.2), emphasis will be placed on the quality of the design solution, whether it is a reflection of a historic style or a contemporary approach, and avoiding modern buildings dressed in 'period costume'.

Architectural details

Where a traditional style is adopted traditional detailing will be favoured including eaves details, softwood bargeboards, cills and window frames. Any such details derived from local buildings should retain the scale and quality of the original.

Materials

The Design Code specifies a predominance of natural materials for key streets such as Orchard Way. The choice of materials reflects the neighbourhood's sub-urban to rural transition and its location in the Weald, and should be carried through to non-designated streets.

Mixed-use buildings

Orchard Village will have its own mixed-use centre. This will be low-key, with shops and apartments defining a modest village square. It is envisaged this will be manifested in traditional building forms with pitched roofs and natural materials, such as ship-lap cladding.

Following traditional precedents, buildings should be based on a fine-grain of small plots. Where this is not feasible, however, design will need to emulate some of the characteristic of traditional plot-based centres by incorporating a vertical emphasis in the design of building facades, an appropriate ratio of solid to void in the building façade, and vertically proportioned windows.

Flexible ground floors

A floor to floor height of at least 3.5m is required for ground floors of all buildings in the mixed use local centre. This will allow for changes of use in the future.







5. CHARACTER AREAS

5.3 CHILMINGTON BROOK

Chilmington Brook Neighbourhood takes its name from the existing stream which will run alongside the main thoroughfare and create a feature within the Chilmington Brook local centre. Its southern edge will be encircled by watercourses and new ponds providing many homes with views over water and naturalistic wetlands. The eastern edge of the neighbourhood will be encircled by a watercourse which will define the boundary of Discovery Park. The homes along this eastern edge will also play an important role in defining the character of Discovery Park. The relationship between new homes and adjacent water features will therefore be particularly important in developing the unique character of the neighbourhood. This water theme should be developed in the detailing of the public realm throughout the area with small water features forming an integral aspect to the design.

At the heart of Chilmington Brook neighbourhood there will be a small local centre with shops, community space and potential for employment uses in addition to apartments. A small square will provide space for café seating overlooking the brook. New bridges crossing the brook will be important elements in defining the character of the space. Bartlet's Lane forms the boundary between the Hamlet character area and Chilmington Brook neighbourhood. The areas closest to Bartlet's lane will be lower in height and density to reflect the sensitivity of the location.

Areas to the south bordering Stubbs Cross will also be very low density and rural in character – creating a sensitive transition to the countryside along the southern edge.

Topography

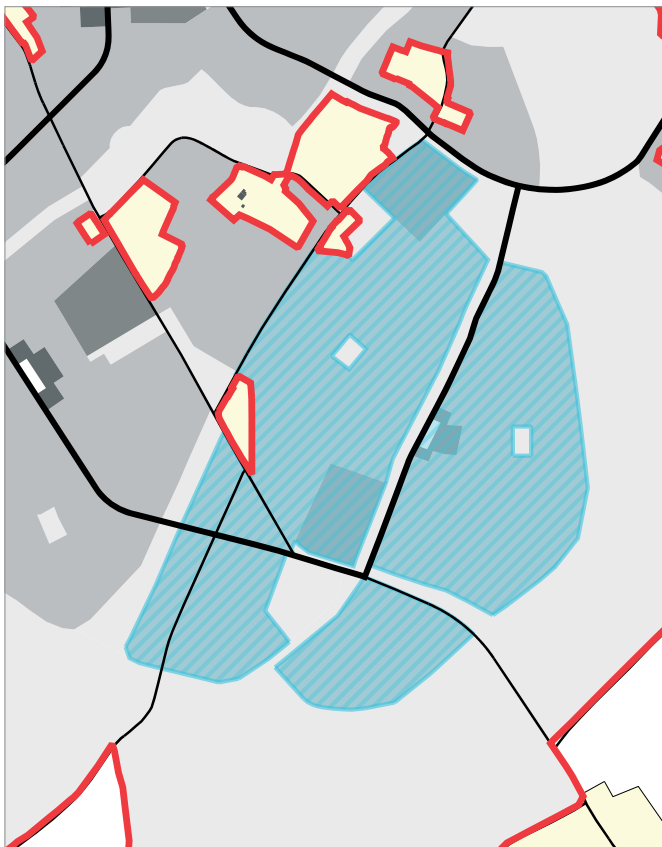
Chilmington Brook sits below the eastern end of the Great Chart Ridge on land that falls gently towards the south.

Natural features

Watercourses, ponds and woodland are important natural features for Chilmington Brook neighbourhood. These include existing and new ponds which together form part of the SUDS system. Coleman's Kitchen Wood and Stubbs Cross wood are important features in the wider landscape which will be highly visible from Discovery Park and parts of Chilmington Brook neighbourhood. However the majority of the neighbourhood will sit within land that has long been cleared of landscape features to facilitate arable farming.

Built/cultural heritage assets

Two Roman roads cross just north of Stubbs Cross. One runs east/west and connects to the Westhawk Farm site where evidence of a Roman settlement has been found. The other runs north/south along the alignment of Chilmington Green Road. Part of this north/south route crosses land where development is proposed. The Outline Planning Application Parameter plans acknowledge this and retain public footpaths along the alignment of the Roman Roads as they run through the super play space and housing areas. The detailed design of the super play space should include reference to a Roman theme.



Key plan



Precedent for buildings fronting SUDS corridors



Urban form

Chilmington Brook is conceived as a leafy suburban neighbourhood of quiet, yet interconnected residential streets. The street pattern will be a loose grid of streets that provide good pedestrian connections between Discovery Park and the rest of the neighbourhood.

There will be a variety of building heights and densities across the neighbourhood in response to context. These are reflected in the Regulatory Plan coding. Areas near the Hamlet will be lower in height and density with a less formal arrangement of streets. Homes will have larger gardens and a less formal relationship between frontage and street. In contrast the areas around the local centre will be more compact areas with smaller gardens and tighter streets. Homes will have a more formal relationship with the street and include more terraced types.

The edge of Discovery Park will include buildings of up to four storeys and more formal continuous frontage addressing the wide open space of the park. The roofscape of buildings facing the park should be varied to create an attractive skyline composition when viewed from the park.

Open space

Discovery Park, a strategic park for South Ashford wraps eastern edge of the Chilmington Brook neighbourhood. The park will include informal recreation space, a sports hub with indoor and outdoor pitches and a super play space.



Architectural design

Chilmington Brook will be the last phase of Chilmington Green to be built out and it is therefore inappropriate to restrict the architectural design at this stage. However the early phases will need to establish an architectural theme that can be developed as the neighbourhood grows over time to create a cohesive place.

Architectural details

The design of roofs will be particularly important for the neighbourhood as they will be highly visible from Great Chart Ridge as well as from Discovery Park. A variety of roof forms and materials are encouraged. Detailing should be appropriate for the style of buildings and any such details derived from local traditional buildings should retain the scale and quality of the original.

Materials

The design code specifies a predominance of natural materials for key streets such as Chilmington Brook. The choice of materials reflects its sub-urban to rural transition and its location in the Weald, and should be carried through to non-designated streets, where feasible.

Mixed-use buildings

Chilmington Brook Neighbourhood will be focal point for the neighbourhood with a parade of shops and apartments defining a modest village square. Following traditional precedents, buildings should be based on a fine-grain of small plots. Where this is not feasible, however, design will need to emulate some of the characteristic of traditional plot-based centres by incorporating a vertical emphasis in the design of building facades, an appropriate ratio of solid to void in the building façade, with vertically proportioned windows. It is envisaged this will be manifested in traditional building forms, with pitched roofs and natural materials, such as stained or painted ship-lap cladding. However this may be varied to reflect the wider concept for the architectural theme as this is developed in time.

Flexible ground floors

A floor to floor height of at least 3.5m is required for ground floors of all buildings in the mixed use local centre. This will allow for changes of use in the future.



Precedent for Discovery Park frontage - scale and varied skyline



5. CHARACTER AREAS

5.4 THE HAMLET

The Hamlet is a response to the challenge and opportunity presented by the existing heritage buildings and remnant landscape features located in the heart of Chilmington Green. The challenge is to conserve key views of the existing buildings and respond appropriately to their setting and context, without detracting from their character. The opportunity is to build on that character by taking design cues from the existing buildings, and to create a very high-quality and distinctive character area characterised by generously sized houses and set within large private gardens.

Bartlets Lane and the unnamed dog-leg lane that connects it to Chilmington Green Road are attractive rural lanes that will be retained in their current form as much as possible to maintain the Hamlet's rural character.

The Hamlet area defined in the AAP has been extended in the Design Code to include the land around Chilmington Green Farm.

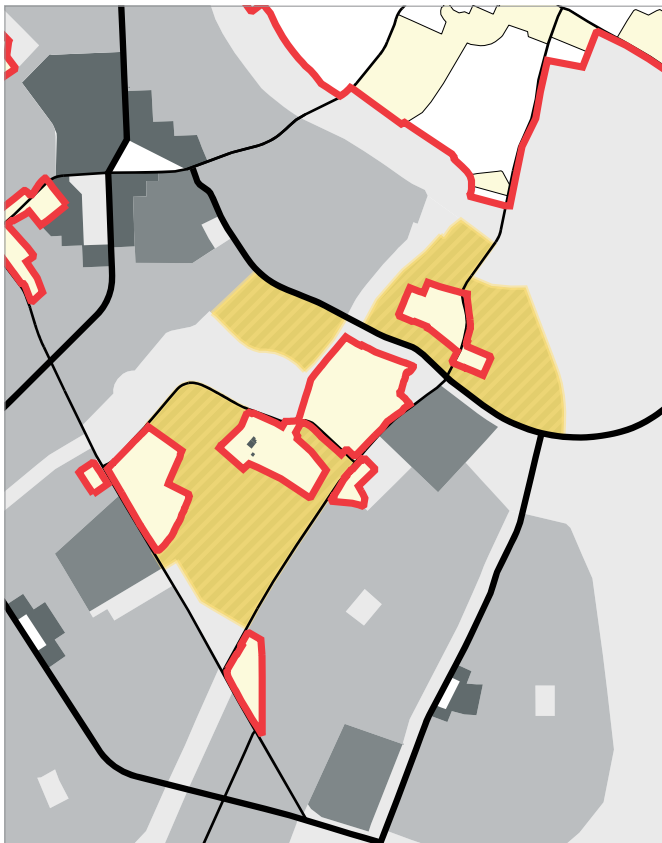
The Hamlet character area also includes important social spaces for the wider Chilmington community in the form of the super play space set in the Arc of Green and the Cricket Green and pavilion.

Natural features

There are many hedgerows around the hamlet that define the remnants of the historic field pattern. These will be retained where possible to create a sense of place and to encourage biodiversity by creating wildlife corridors. Around the existing properties many of the hedgerows have trees that have been allowed to grow to maturity. These, along with mature trees in private gardens create a secluded setting for many of the larger homes which can only be glimpsed from the lanes. Glimpsed views through trees of red peg tiled roofs are a particular characteristic of the existing settlement.

The lanes themselves have characteristic wide grass verges which underline the rural character of the Hamlet. Retaining these is particularly important.

A stream runs through the area and forms the northern boundary to the Hamlet near Chilmington Green Farm – dividing it from Chilmington Rise. The stream and adjacent footpath then run south west and form the southern boundary of the Cricket Green near Netters Farm. Retaining these features is an important aspect of Hamlet character area. The stream also feeds the historic moat within the grounds of Great Chilmington.



Key plan



Listed building within Hamlet



Precedent for materials, roofs and chimneys



Built/cultural heritage

There is a cluster of listed buildings within Chilmington Green – many dating from the medieval period when it was a farming hamlet. Remnant hedges and lanes around the cluster also date from this period and are important in maintaining the unique sense of place. During the Second World War many buildings were requisitioned and used in association with the airfield. Gas canisters dating from this period have been re-used as posts to the field gate from Bartlets Lane and should be kept as a memory of the area's cultural history. There is also an opportunity to reflect the area's farming heritage in public art within the play area, informal open space and cricket pavilion building.

Aspect views and vistas

The Regulatory Plan shows key views of existing listed buildings that must be maintained. The new housing layout must be designed to ensure these views are protected. However new strategic planting around the Hamlet is encouraged to maintain its quiet and secluded quality. The retention of existing hedgerows will also assist in supporting this characteristic sense of being a secluded enclave.

Open spaces

The Green Arc which follows the line of the dog leg lane will play an important role in maintaining the separate identity of the hamlet. The Green Arc includes informal open space, SUDS ponds, a super play space and the Cricket Green and pavilion. It provides a green setting for the older listed buildings and an important asset for the wider community. The Cricket Green and pavilion should be designed to create the impression of a traditional village green.

Streets and lanes

The layout of new streets and homes should follow the guidance within the Chilmington Green AAP and limit vehicular access from existing lanes in order to retain the distinctive hedgerows and verges and maintain a quiet rural character within the historic hamlet. New streets should vary in width and aim to be gently curving with a rural informal character.

Urban form

An informal and varied pattern of development should characterise the Hamlet area. The AAP sets maximum densities around the cluster of existing buildings. In the areas closest to the listed buildings densities are restricted to a maximum of 10 dph and further away to a maximum of 15dph. In the very northern part of the hamlet character area the density is set by the OAP parameter plan to a maximum of 25dph. The densities will be reflected in large plot sizes, generous gardens and a mix of mainly of large detached houses, with some semi-detached houses. In some areas closest to the existing hamlet properties only detached houses are permitted. Elsewhere some rows of cottages may also be included to provide variety a mix of dwelling sizes. Within the existing hamlet the Stone Cottages provide a precedent for short terraces of worker's accommodation mixed in with larger properties.

The emphasis will be on informality in the relationship between the frontage of homes and the street – avoiding a suburban character. Homes fronting the Cricket Green should be designed to form an attractive backdrop to this key space with particular attention given to creating a sense of enclosure and a varied roofline.



Precedent for terraced housing within Hamlet



5. CHARACTER AREAS

Scale, height and massing

The height of buildings within the hamlet character area is restricted to 2.5 storeys (up to 10m to the top of the ridgeline).

Architectural design

Housing design will follow traditional precedents, taking their design cues from the existing buildings. This will be manifested in rectangular and L-shaped plan forms, with pitched, cat slide, hipped and half hipped roofs..

Architectural details

As above, traditional detailing will be favoured in the hamlet, including traditional eaves details, softwood bargeboards, cills and window frames. Any such details derived from local buildings, however, should retain the scale and quality of the original.

Chimneys should form part of the overall roofscape composition. Where chimneys are not required or needed to ventilate fireplaces or solid-fuel appliances (e.g. for environmental reasons), they should be incorporated in order to vent other building services. Provision of 'fake' features (i.e. that serve no function), however, should be discouraged.

Materials

Within the Hamlet, the local ragstone will be used to visually 'anchor' selected buildings in the ground, in combination with visually 'lighter' materials such as tile-hung or weather-boarded upper floors. Brick may also be used on ground and upper floors together with brick quoin details at corners and around openings. Stone porches with curved roofs may be used to distinguish larger dwellings in key locations, making reference to local precedents. The incorporation of brick chimneys with gable walls will also be appropriate. Roofs should be predominantly plain clay tiles of a similar colour range to the existing historic properties. Garages may have clay tile or green roofs.



Precedent materials, roofs and style



Precedent for rural enclave housing



Precedent for new housing in northern Hamlet area



5. CHARACTER AREAS

5.5 BRISLEY FARM EXTENSION

Brisley Farm is located on the north-eastern site boundary, and is separated from the main body of Chilmington Green by the intervening Discovery Park. Existing homes have rear boundaries facing the site. The development of this parcel provides an opportunity to form a more appropriate edge to the existing neighbourhood at Brisley Farm, that will also respond to the new Park.

There are also opportunities to create pedestrian and green links between the existing and proposed development. Brisley Farm will thus form an extension to the existing neighbourhood while also taking its design cues from its relationship to the park.

Existing high voltage overhead power lines run across the site for the new neighbourhood, these form a significant man made feature in the landscape and will have an impact on the housing layout. Land near the lines is designated for allotments rather than housing.

Topography

The northern part of the new built edge to Brisley Farm sits on the steep lower slopes of Great Chart Ridge. The southern part sits on land that is much flatter and will have long views out over the new park.

Natural features

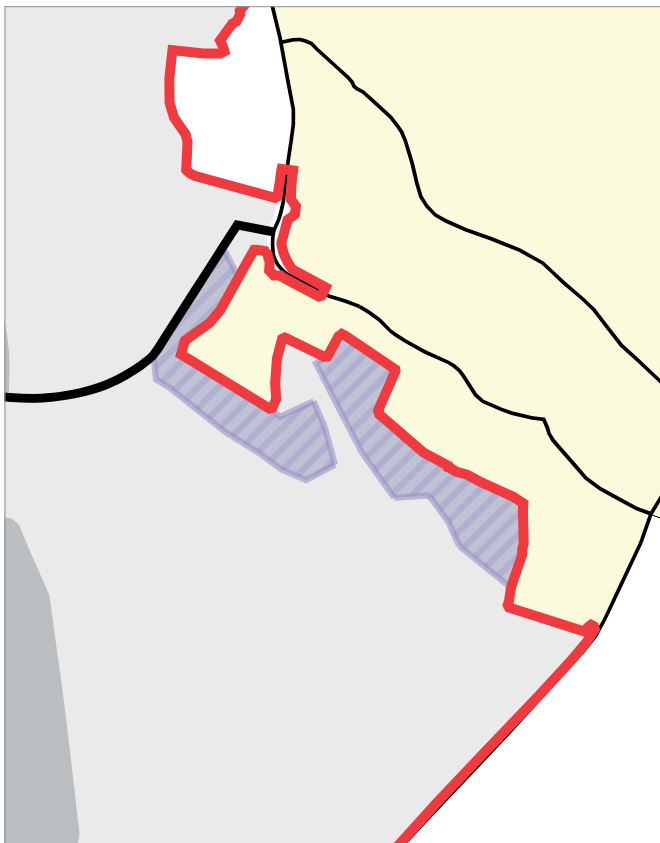
There are no significant natural features.

Built/cultural heritage assets

Important archaeological finds in the wider area include the Roman settlement at Westhawk Farm and the very significant Iron Age warrior burials at Brisley Farm. There is an opportunity for these and any further discoveries to be reflected in public art within Discovery Park and in naming of new streets.

Open Space

The new homes will overlook sports pitches and a new super play area as well as an indoor sports hall. The area below the overhead power lines will also be an important space for the neighbourhood – providing allotments to support the Garden City principle of providing space close to home for people to grow food.



Key plan



Precedent images for play and allotments



Urban form

The built form in this location will create a more positive outlook to the park, by backing new houses onto existing back gardens where possible. This will help ensure the park is overlooked and safe and respond to the existing irregular development edge. The new edge will be reinforced by the Discovery Park link road and the local access street that, together, will define the interface with the park. The proposed density is average (35 dwellings per hectare), made up of detached and semi-detached houses with some short terraces.

Streets and lanes

The main access to new homes will run along the edge of the park. This edge street will have a dedicated cycle and pedestrian route running parallel to it on the park side providing a link between the sports pitches, super play area and the District Centre.

Architectural design

Architectural design will mediate between the existing development and the park edge using traditional building forms with pitched roofs.

Architectural details

Traditional and modern detailing will be permitted in this area, including traditional eaves details, softwood bargeboards, cills and window frames. Large windows and balconies overlooking the park should be a feature of elevations.

Materials

Predominantly durable materials such as brick, stone and render walls with clay tiled roofs, will be used to harmonise with, or be complementary to existing development at Brisley Farm. Timber and metal window frames will be permitted. Limited use of painted weatherboarding and clay wall tiles may also be used to provide variety and relief from the predominant materials.



Precedent image

STEP 2

6. Key groupings

- 6.1 Market Square & High Street
- 6.2 Chilmington Gardens
- 6.3 Chilmington Square
- 6.4 Northern Gateway
- 6.5 Orchard Village Local Centre
- 6.6 Chilmington Brook Local Centre
- 6.7 Cricket Green



6. KEY GROUPINGS

Seven key groupings have been identified:

1. The Market Square and High Street;
2. Chilmington Gardens;
3. Chilmington Square;
4. The Northern Gateway;
5. Orchard Village Local Centre;
6. Chilmington Brook Local Centre; and
7. The Cricket Green.

The design of these spaces will anchor the creation of a high-quality place. The plan opposite shows their locations within each character area. High level economic, social and environmental sustainability outcomes are defined for each key grouping followed by a descriptive Vision for the place and specific design requirements that will help achieve the required outcomes.

The following general townscape principles apply to all spaces:

Storey heights

The permitted storey heights across the development should be in accordance with the Outline Planning Permission. However the use of taller buildings or use of special features to signify key buildings and landmarks or to celebrate arrival/meeting spaces should be encouraged. This will help to create a legible and varied townscape. Taller ground floors (at least 3.5m floor to floor) are required in mixed use District and Local Centres to allow flexibility for changing use in the future. Ground floors of all buildings facing the market square must have at least 4m floor to floor height to encourage retail and cafes to cluster there.

Key views

The key views identified by the Regulatory Plan (and plan opposite) are particularly significant. Most are focussed on existing site features including heritage buildings and significant landscape features. These views help to create a unique sense of place.

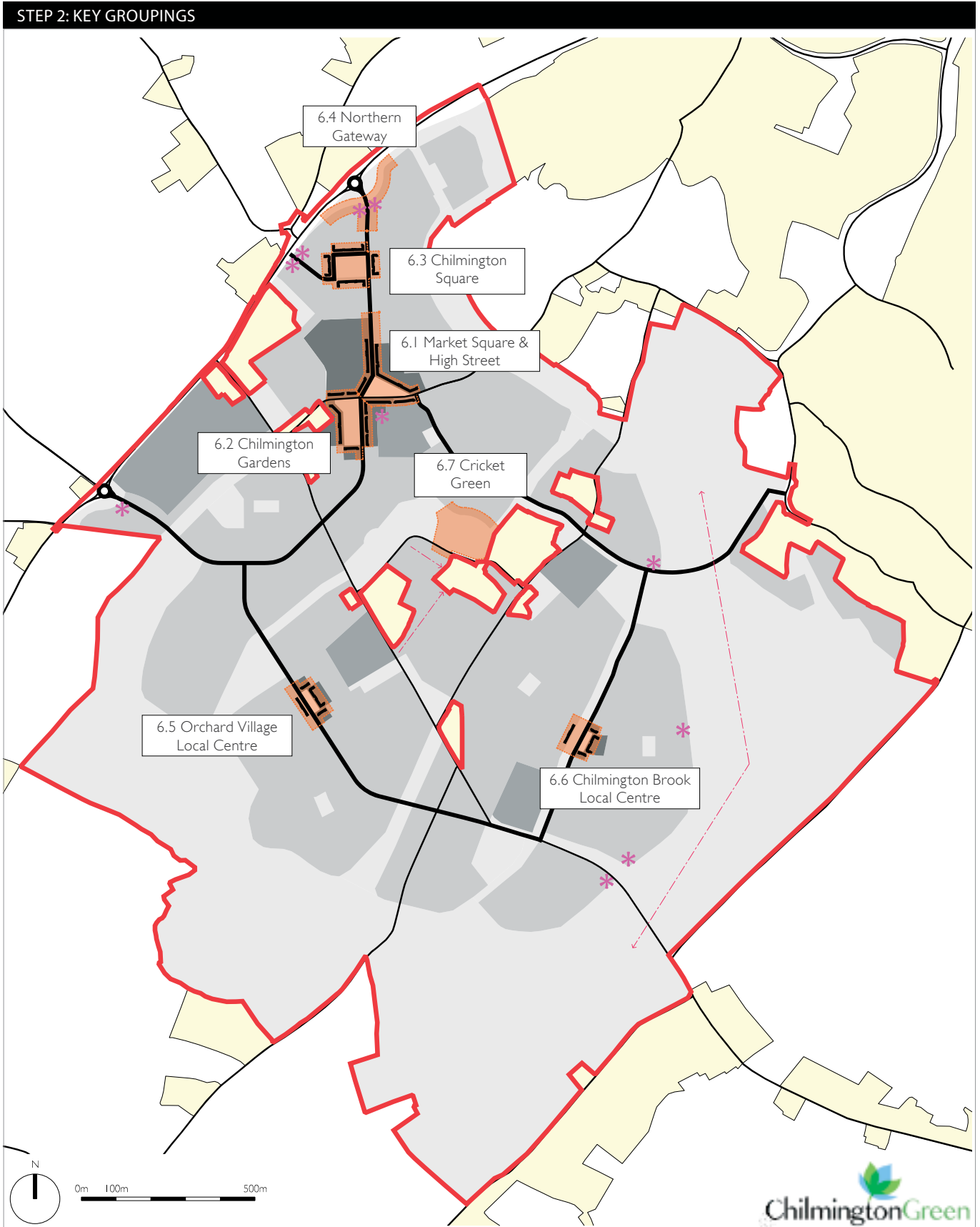
Marker buildings

Marker buildings are intended to assist with wayfinding and are identified on the Regulatory Plan (and plan opposite). They define the main entry points into the development, and should be distinguished from surrounding buildings by design features such as additional height, roof features or a distinctive use of colour and materials. The majority of marker buildings are used to create a memorable sequence of spaces along strategic routes. They can be found in locations where they terminate long vistas or mark important spaces and gateways.

Key buildings

Key buildings are identified at a number of locations on the Regulatory Plan (and plan opposite) and define significant corners, frame key views or address open space and public realm. The frontage of key buildings will address the important locations and will comply with the Design Code.

- Site Boundary
- 6. Key Groupings
 - 6.1 Market Square & High Street
 - 6.2 Chilmington Gardens
 - 6.3 Chilmington Square
 - 6.4 Northern Gateway
 - 6.5 Orchard Village Local Centre
 - 6.6 Chilmington Brook Local Centre
 - 6.7 Cricket Green
- ↗ Key views
- * Marker buildings
- Key buildings





6. KEY GROUPINGS

6.1 MARKET SQUARE & HIGH STREET

Sustainability Outcomes

Economic

- Provides a focal point for the community to access goods and services
- Creates an environment in which a range of types of businesses can thrive
- Encourages the development of a regular market
- Maintains property values of buildings overlooking the space by creating an attractive, well managed environment.

Social/Cultural

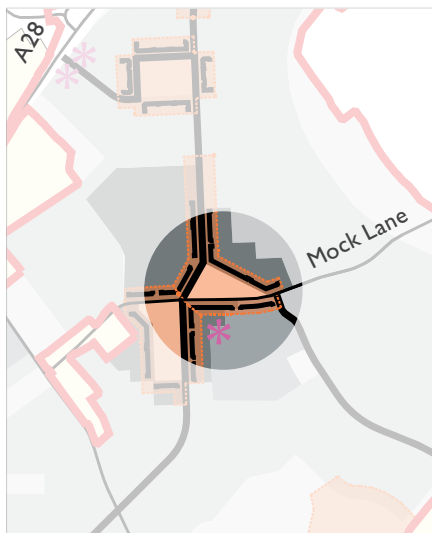
- Provides an inclusive welcoming place
- Establishes a sense of pride and identity for the new community
- Encourages positive interaction between people of different ages, interests and income groups
- Offers opportunities to see outdoor exhibitions and participate in seasonal community events

Environmental

- Minimises the need for travelling by private car through providing facilities within walking distance of a large number of homes
- Promotes the use of cycling by providing safe routes and convenient, well overlooked cycle parking
- Accommodates bus stops with safe and convenient shelters
- Creates a comfortable microclimate that encourages people to stay and socialise
- Includes trees to encourage biodiversity by creating habitat connectivity through the space
- Improves air quality through provision of trees



Artist's impression



Key plan





6. KEY GROUPINGS

Vision

The High Street and Market Square will be the hub of commercial, social and cultural activities for the new community. The vision is for a vibrant, bustling multi-functional place that will share many characteristics with traditional Kentish market towns.

The square itself will also draw inspiration from French village squares with the ability to accommodate a varied range of formal and informal activities at different times of the day and during the different seasons of the year. Key characteristics of French village squares that should be replicated at Chilmington Green include:

- A flexible mix of uses around the public space with residential accommodation above active ground floor uses such as shops and cafés
- Trees to provide shade
- Parking along edges below trees – with central space reserved for pedestrians thus avoiding the square being too car dominated
- A mix of seating including outdoor café tables, benches and movable chairs to allow informal grouping of seats
- Informal play space
- Public art
- Opportunities for markets, community events, concerts and exhibitions.

It is particularly important that the detailed design of the civic space and surrounding buildings facilitates the development of an economically viable and culturally vibrant place.

Urban form

The Market Square is focussed around the intersection of Chilmington High Street and Mock Lane, and will be triangular in shape with its longest side facing south to take advantage of the sun and encourage outdoor activity and use of outdoor seating.

Proposed uses along the street and around the square include:

- A supermarket
- Health and community buildings
- A pub
- Shops
- Cafés and restaurants
- Offices and;
- Residential apartments

Towards the eastern end of the Square there will be pedestrian access to a new primary school. The frontage of the school must be designed to create a sense of enclosure to the public space by conforming to the building alignment established by other buildings facing the square on the south side and completing the triangular form. The arrangement of uses around the square should be designed to promote the viability of smaller businesses and the market by creating pedestrian footfall past them as people move between key attractions,

The main route serving Chilmington Green from the A28 changes direction within the District Centre, providing an opportunity to terminate the views along the street with 'landmark buildings' which give visual clues of arrival at the centre.

The facades of buildings around the square must create a cohesive composition and provide a sense of enclosure to the civic space. However they must also aim to replicate the scale and grain of a place made up of individual building plots.

All buildings around the square and along the high street must have continuous, active frontage at ground floor level. Breaks between buildings should be restricted to access points to the parking areas and pedestrian access to the primary school. With the exception of the primary school which will be 2 storeys all buildings will be 3-4 storeys with the ground floor having a taller floor to ceiling height (minimum 4.5m) to accommodate a range of non-residential uses.

Hard landscape

High quality paving must be used throughout the square to signify its civic status. The paving should run across the Avenue to create broad safe crossing places where pedestrians clearly have priority over vehicles. These crossings must reflect desire lines between the civic space and key destinations including the supermarket entrance, the primary school, the Community Hub and Chilmington Gardens. Tactile paving must be incorporated at crossing points.

The detailed design of the Avenue and Mock Lane as they enter the square must effectively slow the traffic and reinforce pedestrian priority. Routes for vehicles including buses will be provided along the southern and western edges of the triangular space. The northern edge, with south facing frontage, will be for pedestrians only.

The detailed design of the square should consider public art, lighting, paving, water features, seating, play, planting in an integrated way to create a cohesive design. Street furniture and lighting must reflect the civic status of the High Street and Market Square.

Pop up service units within the square must be provided to supply electricity and water to the market stalls and for event use. Locations for one or more vending kiosks should also be identified.

Trees

The Square will be extensively treed with wide, high canopy, specimens. These trees will play an important role in defining the character of the space. The species selected for Avenue in Chilmington Rise should continue along the western side of the High Street. A formal line of trees should define the pedestrian priority along the northern side of the market square. The southern edge of the square should also be defined with trees that provide shade and reduce the visual dominance of car parking areas.



Indicative layout

- 1** Linear paving running parallel to buildings
- 2** Market square with stalls - Yorkstone flags of varying size
- 3** Water feature
- 4** Kiosk
- 5** Block paved raised table
- 6** Chevron parking between pleached trees
- 7** Semi mature feature trees
- 8** Bespoke bus shelter



Typical section



6. KEY GROUPINGS

6.2 CHILMINGTON GARDENS

Sustainability outcomes

Economic

- Enhances the viability of the Market Square by providing desirable over-spill space for activities and businesses as the place develops over time
- Maintains property values of adjacent properties through creating an attractive focal space.

Social/Cultural

Provides a place for meeting in small groups and also quiet contemplation – in a space with a softer, greener character than the adjacent Market Square

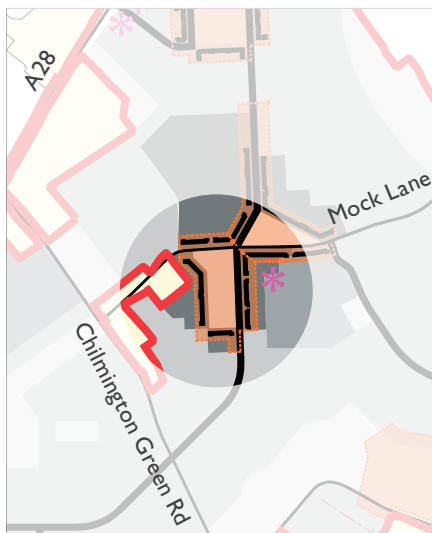
- Provides amenity space for local residents and visitors to the District Centre with something for all age groups including small scale play spaces for children, picnic areas, and bench seating
- Encourages older people living around the square to use it and avoid social isolation
- Creates a local landmark that aids legibility and establishes a sense of identity
- Has the potential to accommodate meaningful public art in a location where it can be enjoyed by many people.

Environmental

- Accommodates large trees including some existing trees that will help create shade – this has advantages for encouraging use of the space and also shading buildings in summer to prevent overheating
- Incorporates an existing watercourse in the design – this also helps cooling in summer, promotes a sense of calm and well-being and supports biodiversity
- Provides a range of different plants to enhance biodiversity by creating habitats for wildlife
- Improves air quality through provision of trees



Artist's impression



Key plan





6. KEY GROUPINGS

Vision

Chilmington Gardens is a small urban park with picturesque informal soft landscaping including some mature trees and a watercourse. It is located to the south-west of the Market Square and provides a meeting place for visitors and residents with a softer and greener character than the Market Square. The contrast between these two civic spaces is part of the unique charm of the District Centre

There will be a mix of types of apartments around Chilmington Gardens including specialised housing for older people and the park should be designed with this in mind as well as offering opportunities for children's play, small social gatherings and picnics etc.

Urban Form

The strategic route running south from the Market Square towards Chilmington Green Road will form the eastern boundary of the space and will be characterised by formal tree planting. The North West corner of Chilmington Gardens will include existing mature trees and a pond. A small watercourse with a bridge will form a key feature within the space.

Buildings of 3-4 storeys in height with continuous frontage will overlook the square on all four sides in order to provide a strong sense of enclosure. Ground floors of buildings around the square will be designed to accommodate residential or non-residential uses in order to provide flexibility for the future.

Hard landscape

Hard landscaping on the streets around the square will include broad pedestrian crossing points connecting the park to the Market Square and to the east side of the Avenue. Measures to protect children from running into the Avenue and other streets around it such as low hedges and railings should be included.

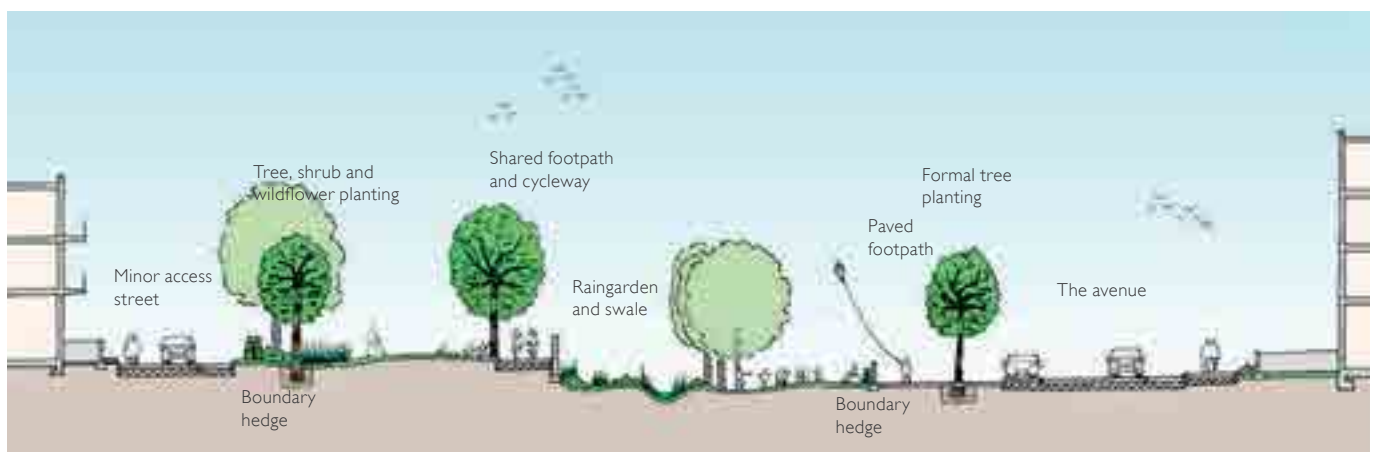
Chilmington Gardens will be designed to function as a town park and garden, and will be furnished with a range of park furniture, informal play equipment, picnic areas, zones of ornamental and feature planting along with wide areas of amenity grassland for informal recreational use. Opportunities for public art should be considered which could include customised benches and paving.

Soft landscape

Planting along the highways will accord with the adjacent road types with larger species along the Avenue and smaller varieties on the minor access streets and home zones.

Existing mature trees will be retained and new trees and shrubs will be planted in ornamental style. There should be an emphasis on seasonal colour and variation. Herbaceous borders and under planting should be used to promote habitats for birds and insects to bolster local biodiversity.

- 1 Existing trees
- 2 Swale
- 3 Footbridge
- 4 Natural play
- 5 Picnic / seating area
- 6 Wildflower beds
- 7 Shrub planting
- 8 Hedge
- 9 Footpath



Typical section



Indicative layout



6. KEY GROUPINGS

6.3 CHILMINGTON SQUARE

Sustainability outcomes

Economic

- Supports property values by providing homes with views over attractive, well-managed open space and offering a local amenity

Social/Cultural

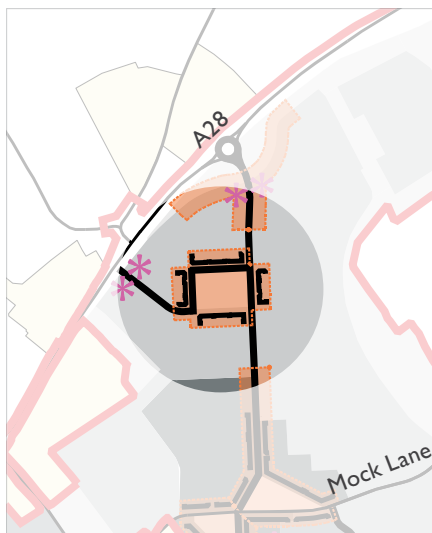
- Provides a local meeting place that has positive outcome for mental health by encouraging development of social networks within neighbourhood
- Provides play space for children
- Assists in wayfinding and placemaking by creating a distinctive space
- Creates a positive cultural identity for the community through public art

Environmental

- Supports biodiversity by providing a variety of plants and trees including retention of an existing mature oak tree
- Improves health of residents through contact with nature and encouraging exercise
- Benefits health by providing shade in outdoor space
- Improves air quality through provision of trees
- Provides shade for adjacent buildings to avoid overheating in summer and avoid need for air conditioning



Artist's impression



Key plan





6. KEY GROUPINGS

Vision

Chilmington Square will be a small neighbourhood park in the form of an urban square with the edges defined and well overlooked by homes which create a good sense of enclosure to the space. It will provide play space close to homes as well as informal recreation for all age groups. The formal composition (but not necessarily the architectural style) of the square will draw inspiration from London's 19th century residential squares such as De Beauvoir Square in London NI. Like De Beauvoir Square facades enclosing the park should create a varied and interesting composition with and gables providing extra height to create sense of enclosure to a semi-formal neighbourhood park.

Urban Form

Buildings along the south side of the park can be up to four storeys in height whilst those on the other three sides, further from the District Centre should two and a half or preferably three storeys with gables facing the park. Bay, windows, oriel windows and balconies should provide visual connections between private interior spaces and the public space. The facades of buildings around the square should form a well-considered and cohesive composition with a limited palette of materials made up predominantly of red brick, painted brick and timber.

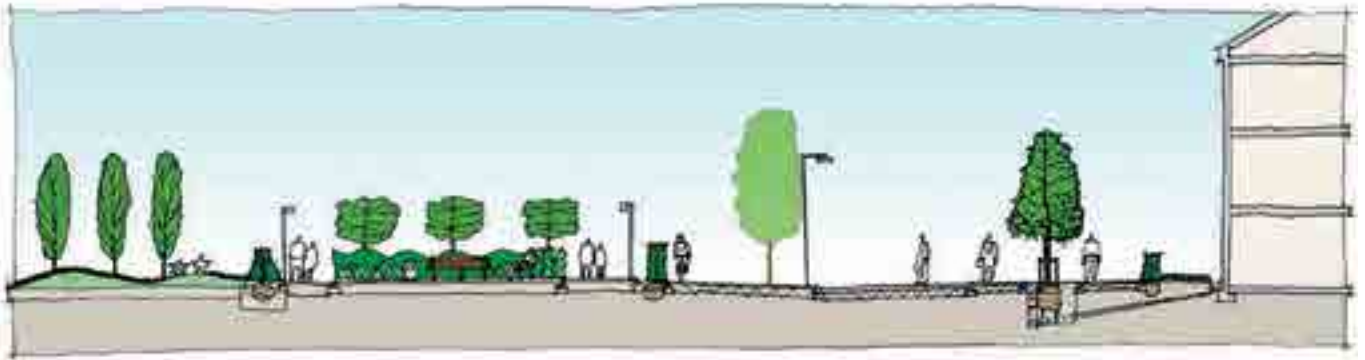
Hard Landscaping

Where The Avenue runs along the eastern end of the park broad pedestrian crossings will be provided in the form of raised tables designed to slow traffic speeds and provide safe places to cross connecting to desire lines for entering the park. The other three sides of the square will be formed of minor access streets with on-street visitor parking. These streets will provide access to the homes which will face towards the park and overlook it. Bus stops with shelters will be provided on both sides of the Avenue adjacent to the park. The layout of the park should encourage people to walk through it when moving around the neighbourhood by considering natural desire lines between bus stops and footpaths on adjacent streets.

There should be a co-ordinated a range of park furniture including benches and a designated equipped area for play. Opportunities for public art should be considered which could include customised benches and paving. There should be railings around the park to enable it to be locked at night.

Soft landscaping

A mature oak tree will be retained adjacent to the south east corner of the square with appropriate safeguarding of root protection during and after construction of adjacent buildings. The design of the park should ensure there are visual connections between the space within it and adjacent streets to promote to encourage natural surveillance. The design should also aim to create an attractive design when viewed from the interior spaces of homes around it.



Typical section



Precedent images from De Beauvoir Square, Hackney





6. KEY GROUPINGS

6.4 NORTHERN GATEWAY

Sustainability outcomes

Economic

- Enhances and maintains property values by creating an attractive 'front door' to the whole development from the A28.
- Maintains the economic viability of businesses within the District Centre by signifying the presence of this key destination from the highway network

Social/Cultural

- Creates a sense of pride for the community by providing access through an attractive and well maintained space
- Assists in wayfinding and placemaking by creating a distinctive gateway space
- Creates a positive cultural identity for the community through public art with relevance to the new citizens of the Garden Suburb

Environmental

- Supports biodiversity by providing a variety of plants and trees forming part of the A28 corridor
- Improves air quality within residential area through provision of trees and setting residential buildings back from the highway
- Minimises impact of noise pollution by setting buildings back from the highway

Vision

The Northern Gateway marks the entrance to the new Garden Suburb by making a bold statement – clearly identifying Chilmington Green as a planned 21st century settlement with high ambitions for quality. It forms the first of a sequence of distinctive and memorable spaces leading from the highway network to the District Centre. Unlike many villages and towns that grew from the centre outwards and present a ragged and often sprawling edge to the surrounding countryside, Chilmington Green needs to establish a well-designed entrance space that conveys pride of place from day one.

Urban Form

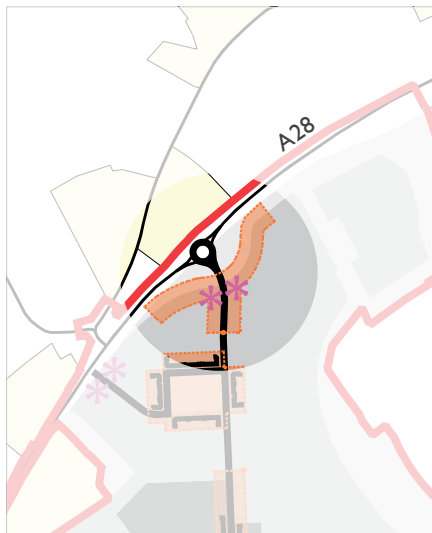
The formal aspects of the gateway buildings will draw inspiration from Britain's well-loved urban set pieces including the crescents of Bath, London and Edinburgh New Town. The aim is to develop a modern interpretation of these structures by creating an impressive and elegant backdrop to the landscaped approach from the new Garden Suburb from Ashford.

Hard Landscaping

The highway junction with the A28 will take the form of a roundabout designed to slow vehicular speeds on the approach to Chilmington Green. A shared surface approach will be adopted for the streets providing access to the homes forming the crescent.

Soft Landscaping

A formal pattern of tree planting and shrub planting will mark the entrance to Chilmington Green and the start of the tree lined Avenue leading in to the District Centre. A mown path will run through the formally landscaped space providing an informal route to the pedestrian bridge over the A28 to Great Chart. The treatment of the A28 edge to the south and north of the entrance will create a gradual transition from informal roadside hedging to the more formal planting at the Avenue gateway. Some existing trees and hedgerows will be retained as part of the composition. Within the roundabout there will be a large species tree to create a landmark feature.

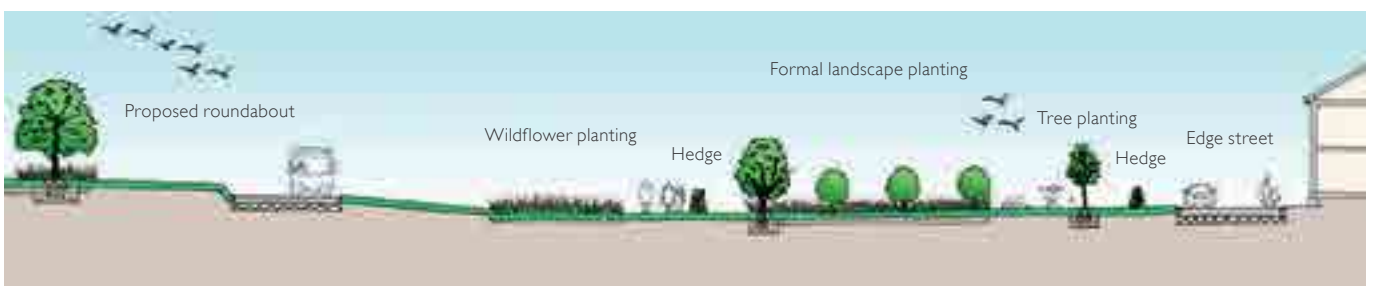


Key plan



Indicative layout

- 1 A28
- 2 Proposed roundabout with large species tree
- 3 Mown path through landscaped open space
- 4 Wilflower and bulb beds
- 5 Raised table pedestrian crossing



Typical section



6. KEY GROUPINGS

6.5 ORCHARD VILLAGE LOCAL CENTRE

Sustainability outcomes

Economic

- Provides shops and services within walking distance of homes for neighbourhoods furthest from the District Centre
- Provides local jobs including space for small scale start up businesses.

Social/Cultural

- Provides meeting places to encourage social interaction
- Assists wayfinding by creating a local landmark on Orchard Way
- Creates a sense of identity through public art.

Environmental

- Supports local bus service through creation of node of missed use and higher density development on the main vehicular route
- Enhances biodiversity through provision of street trees.

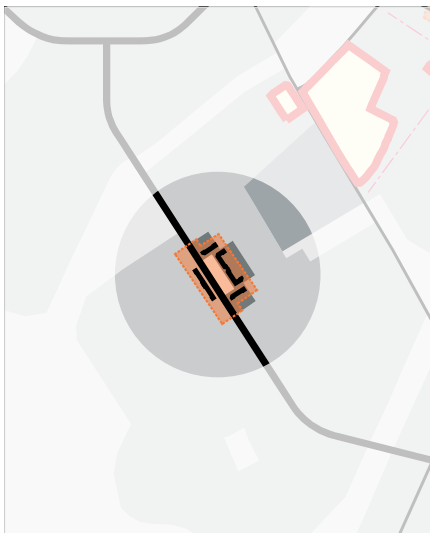
Vision

Orchard Village Local Centre is located on Orchard Way, a strategic route running parallel to Chilmington Green Road along the alignment of the former WWII airfield. It is designed to provide local facilities such as shops and meeting places within walking distance of homes within the Orchard Village Neighbourhood.

The public realm will take the form of a small urban square with high quality planting and paving to the north of the main vehicular route. There will be a mix of retail, small scale employment, service and community uses as well as residential units. The inclusion of space for a pub, restaurant and cafe is encouraged.



Artist's impression



Key plan





6. KEY GROUPINGS

Urban Form

Buildings around the square may be up to four storeys in height and should be a minimum of two storeys. Gable roof forms are encouraged facing the square to increase the impression of height and create an interesting and varied roofline. Ground floors of all buildings in mixed use area must be at least 3.5m floor to floor to allow flexibility of use. The facades of buildings should form an attractive composition with continuous active frontage around the civic space.

Hard Landscaping

Within the square there will be bus stops, short stay parking and provision for outdoor café seating. The orchard theme will be reflected in the choice of species for the square with an emphasis on attractive displays of blossom in springtime. Consideration should be given when selecting public art, naming streets and buildings and detailing the public realm to commemorating the WWII airfield personnel who served in the area.

Soft landscape

Tree planting will include a range of ornamental orchard or fruiting varieties, such as ornamental pear, apple and cherry (planted in fully prepared compactable soil tree pits and trenches).



Indicative layout

- 1 Raised table
- 2 Bus shelters
- 3 Cafe seating
- 4 Benches



Typical section



6. KEY GROUPINGS

6.6 CHILMINGTON BROOK LOCAL CENTRE

Sustainability outcomes

Economic

- Provides shops and services within walking distance of homes for neighbourhoods furthest from the District Centre
- Provides local jobs including space for small scale start-up businesses

Social/Cultural

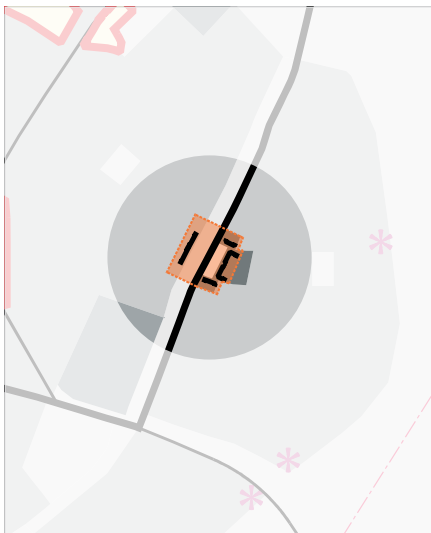
- Provides meeting places to encourage social interaction
- Assists wayfinding by creating a local landmark on strategic route
- Creates a special sense of identity for the neighbourhood
- Creates a sense of identity through public art
- Provides play space with opportunities to play close to wetland habitat and learn about nature

Environmental

- Supports local bus service through creation of node of missed use and higher density development on the main vehicular route
- Enhances biodiversity through provision of trees, naturalistic planting and wetland habitat alongside brook
- Includes sustainable drainage within brook corridor



Artist's impression



Key plan





6. KEY GROUPINGS

Vision

Chilmington Brook Local Centre is located on a strategic route that runs north-south through the centre of the Chilmington Brook Neighbourhood. The small civic space will be characterised by its brook side setting with naturalistic wetland landscape including reed-beds and informal waterside play – all designed with safety in mind.

It will be designed to provide a range of local facilities such as shops and meeting places within walking distance of homes. There will be a mix of, retail, small scale employment, service and community uses as well as residential units. The inclusion of space for a pub, restaurant and cafe overlooking the brook is encouraged.

Urban Form

Buildings around the square may be up to four storeys in height and should be a minimum of two storeys. Gable roof forms are encouraged facing the square to increase the impression of height and create an interesting and varied roofline. Ground floors of all buildings in mixed use area must be at least 3.5m floor to floor to allow flexibility of use. The facades of buildings should form an attractive composition with continuous active frontage around the civic space.

Hard landscaping

The public realm will take the form of a small urban square with an open side on the west where it will overlook a landscaped area that includes a swale. Within the square there will be bus stops, short stay parking and provision for outdoor café seating. Bridges crossing the brook and swale will be on key desire lines leading to Discovery Park. The design of bridges should be designed to complement the naturalistic landscaping along the brook corridor.

There should be a range of natural play equipment utilising timber natural stone and landform to create active and inspiring play landscapes. The play provision will include extensive natural play areas comprised of sculptured earth forms, boulderscapes, and log pole climbing frames. Provision for smaller children and toddlers will include educational spaces and more active zones to encourage developing minds, bodies, emotions, and social skills.

Soft landscape

Along the brook areas trees, shrubs and plants should be selected to include riverine species to reinforce the special wetland character of the linear space. Secondary layer of more water tolerant shrubs closer to the brook margins will line the open space boundaries. Wildflower mixtures will be sown in large swathes to create seasonal variety and promote local biodiversity along the Brook.

Areas for young adults and teenagers will also be created, in areas safely overlooked by surrounding residences but distant enough to prevent local nuisance occurring. All play areas will be designed in accordance with Secure by Design and ROSPA safety principles and guidance.



Indicative layout

- 1** Bridges
- 2** Shared space
- 3** Bus stops and shelters
- 4** Cafe seating
- 5** Informal play
- 6** The brook



Typical section



6. KEY GROUPINGS

6.7 CRICKET GREEN

Sustainability outcomes

Economic

- Enhances property values by creating unique character space adjacent to existing hamlet

Social/Cultural

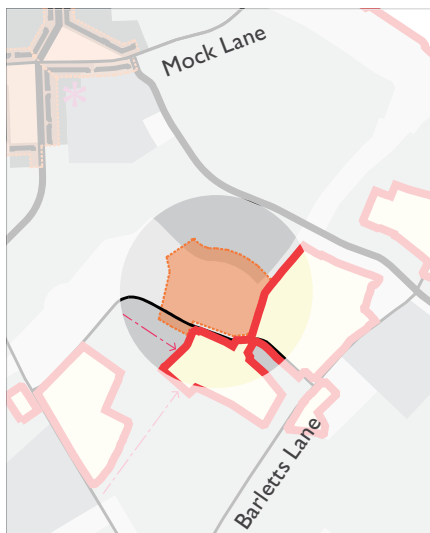
- Provides opportunities for sport and social interaction with associated health benefits
- Encourages positive social interaction through provision of a meeting place in the pavilion and associated open spaces
- Plays an important role in creating the identity of the community by providing links with the rural heritage
- Preserves views of heritage buildings within the hamlet
- Provides play area that encourages active play and access to fresh air

Environmental

- Retains existing features such as trees, hedges and watercourses and thus retains ecological assets



Artist's impression



Key plan





6. KEY GROUPINGS

Vision

The Cricket Green is located within the special character area of Chilmington Green Hamlet. It forms a key element of the Green Arc and allows for long views towards the listed buildings within the Hamlet from the north-west. The space will have the character and function of a village green, providing a focus for social life during the summer months as well as providing sports and play facilities.

The cricket green will be set out in accordance with Sport England recommendations with safety netting provided at all critical locations. A cricket pavilion providing changing facilities, and multi-purpose community meeting space with a bar and kitchen will also be provided. The building should include a veranda overlooking the Cricket Green and car parking facilities behind the building to the north-west.

Urban Form

The northern boundary of the Cricket Green will be formed by new residential development. Detached villa-style properties will face onto the green forming a curved building line. Spaces between buildings should be no more than 3.5m wide. The homes will have large windows overlooking the space to provide passive surveillance and take advantage of the southerly orientation as well as the view. Deep overhanging eaves, projecting balconies and shading devices should be used to add depth to the elevations and avoid overheating through solar gain. Front gardens should be between 3m-4m deep with front boundaries in the form of low brick walls with metal railings and gates. There will be no parking in front gardens.

Hard Landscaping

A shared surface vehicular route will run in front of all homes between the property boundary and the public open space. This can be used to access private driveways to parking located to the rear of properties.

Soft Landscaping

The southern and eastern boundaries of the green are formed by existing hedges and a watercourse, both features with a high heritage and ecological value. These are to be retained in order to preserve the secluded quality of individual properties within the Hamlet where glimpsed views of Kent peg tile roofs behind high hedges are a key characteristic of the place. The western edge of the cricket field borders the Village Green play area, one of the development's four strategic Play Spaces. The design of the play space will integrate the Drovers' Lane, a historic feature that once provided a route between individual fields and properties within the Hamlet.

To the east and south, the green will be screened by an existing tall native hedge which will be bulked up and embellished with specimen tree planting of native species.



Indicative layout

- 1 Pavillion
- 2 Edge street
- 3 Existing watercourse

STEP 3

7. Residential density

- 7.1 Mixed use with residential
 - 7.2 Formal urban
 - 7.3 Medium density urban
- 7.4 Medium density suburban
 - 7.5 Low density suburban
 - 7.6 The Hamlet
 - 7.7 Rural edge

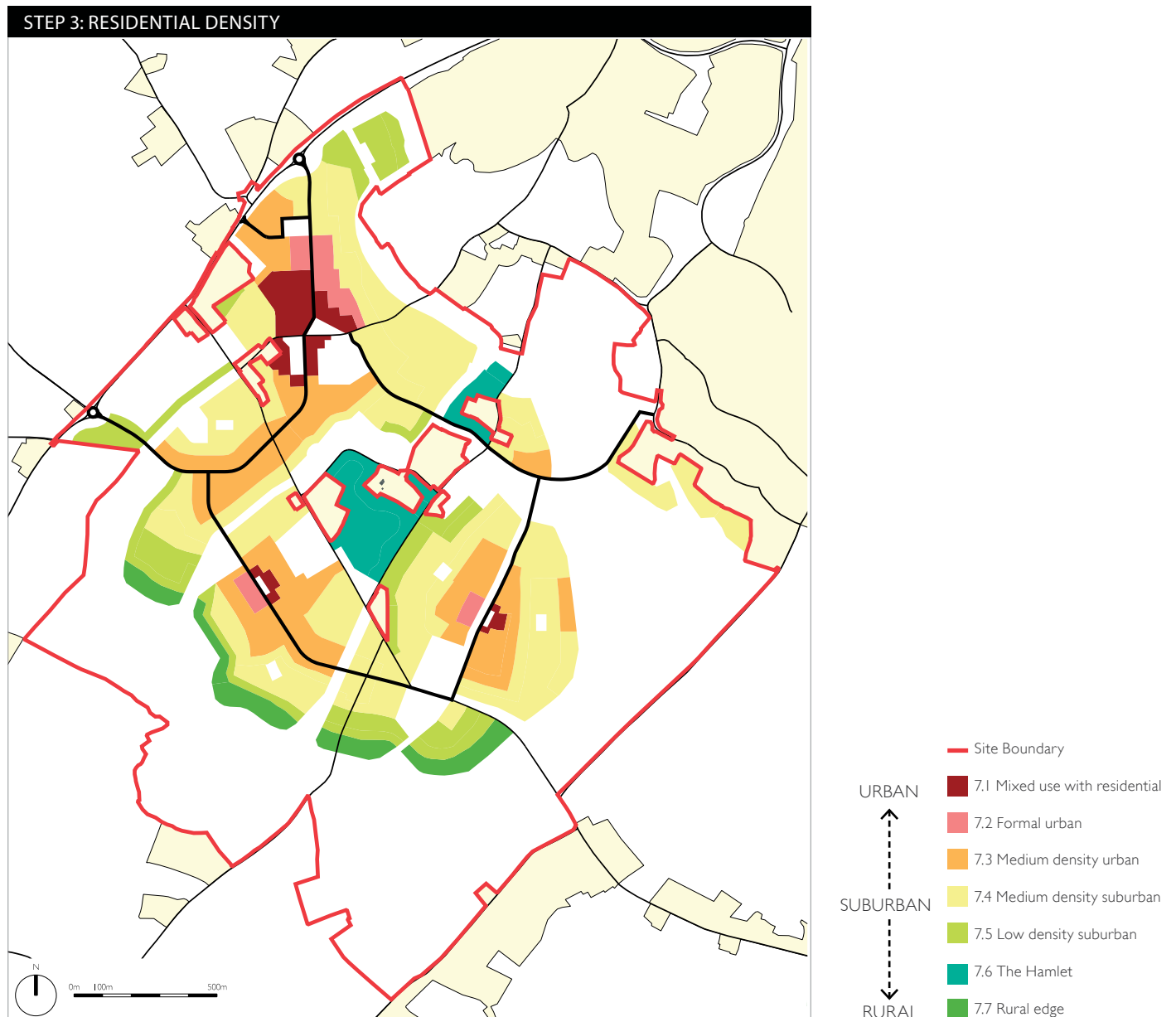


7. RESIDENTIAL DENSITY

The development at Chilmington Green is divided into different character areas within which there are varying density bands. These density bands will add a level of distinctiveness within each character area, with variations of urban, suburban and rural characters.

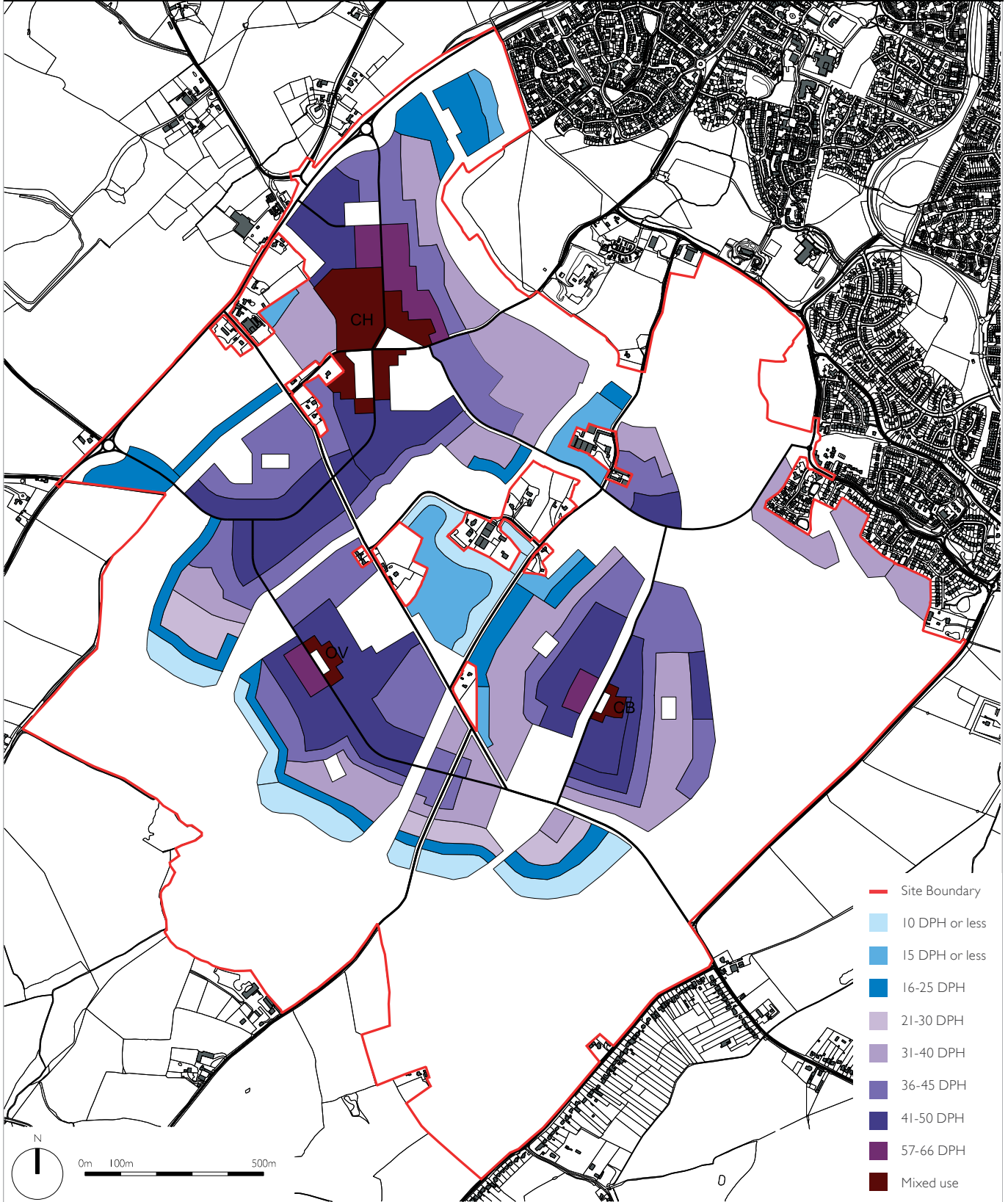
The varying density bands are illustrated on the plan opposite and the characters of each explained in more detail on the following pages.

The density bands and character within each inform the Typology Matrices in section 14.





RESIDENTIAL DENSITY PARAMETER PLAN





7. RESIDENTIAL DENSITY

7.1 MIXED USE WITH RESIDENTIAL

The Chilmington Green District Centre and the local centres of Orchard Village and Chilmington Brook may include residential units in the form of mixed-use buildings with apartments on upper levels above other uses as well as single-use apartment blocks. The blocks should be grouped to create streets and squares with an urban character, and provide a good sense of enclosure to the public spaces.

For all buildings in district and local centres ground floors must be at least 3.5m floor to floor to allow flexibility for changing uses in the future. In addition, all ground floors of buildings facing the market square in the district centre must be at least 4m floor to floor. Parking for residential units will be in shared courtyards to the rear of blocks.



7.2 FORMAL URBAN

Residential areas adjacent to the District Centre and local centres will also be formal and urban in character. Apartment blocks and terraced housing will provide strong frontage to streets. Gardens will be small and allocated parking for residents will be predominantly arranged in formal landscaped courtyards or mews-style shared surface streets. In addition some visitor parking will be provided on-street interspersed with street trees. Densities of up to 66dph will be permitted.





7.3 MEDIUM DENSITY URBAN

Medium density urban areas provide a transition between the areas of formal urban development and streets with a suburban character. They are also located along the eastern edge of Discovery Park where taller landmark buildings will act as markers to the key routes into the neighbourhoods. Residential streets will have a mix of detached, semi-detached and terraced homes with small villa-style apartment blocks at key locations. The layout will be semi-formal with building lines generally following the line of streets. A range of parking solutions will be allowed for allocated parking including small courtyards (maximum of 6 houses sharing), mews style shared surface streets and on-plot spaces to the side of homes. In addition some visitor parking will be provided on-street interspersed with street trees. Densities will range from 41 to 50 dph.



7.4 MEDIUM DENSITY SUBURBAN

Medium density suburban areas will comprise residential streets with a mix of detached, semi-detached and occasional terraced homes. The layout will be semi-formal with building lines generally following the line of streets. These areas will also provide a strong frontage to Discovery Park on its western edge. A range of solutions will be allowed for allocated parking including small rear courtyards (maximum of 6 houses sharing), mews style shared surface streets and on-plot spaces to the side of homes. In addition some visitor parking will be provided on-street interspersed with street trees. Residential Character 7.4 is identical to 7.3, as described above, but building heights are restricted to a maximum of 2.5 storeys. This variation of medium density suburban is designed to provide a sensitive transition from areas of existing housing for example at Brisley Farm to the new development.

Medium Density Suburban areas cover two density bands; the 31-40dph and the 36-45dph band.





7. RESIDENTIAL DENSITY

7.5 LOW DENSITY SUBURBAN

Low Density Suburban areas will provide a transition between the informal character of the Rural Edge and Hamlet areas and the more formal Medium Density Suburban areas. The majority of homes will be detached or semi-detached although a few short terraces of smaller units will be permitted.

Allocated parking will generally be provided on-plot to the side of homes. A limited amount of mews style parking on shared surface streets will be allowed in association with the terraced houses. Low Density Suburban areas cover three density bands; 15dph or less, 16-25dph and 21-30 dph.



7.6 THE HAMLET

The Hamlet will be an area of special character with low and very low density housing around the cluster of historic buildings within Chilmington Green. Detached and semi-detached houses will be arranged informally within their plots – avoiding a rigid suburban character. Small rows of cottages could also be included. Access will be provided by a dog-legged minor access road and via existing lanes leading to a series of new lanes and courts. Incidental open space will be incorporated within the streetscape to provide a green picturesque setting with glimpsed views towards the listed buildings. Densities will range from below 10dph to below 15dph as set out in OPA Parameter Plan. Parking will generally be on-plot within garages, carports or driveways.





7.7 RURAL EDGE

The Rural Edge will comprise of low and very low density housing, forming a soft edge to the development and a transition between suburban areas and adjacent major open spaces and countryside. Rural edge development is located to the north of Chilmington Green where it borders Great Chart Ridge, and to the south where it provides a sensitive transition to areas of open farmland. Dwellings will be detached or semi-detached and accessed by lanes or shared surface streets. Densities will be below 10dph as set out in the Parameter Plan. All parking will be on-plot within garages, carports or driveways.



PART C: DETAILING THE PLACE

8. Land use

- 8.1 Residential
- 8.2 Mixed use
- 8.3 Secondary school
- 8.4 Primary school
- 8.5 Open space
- 8.6 Civic space
- 8.7 Community buildings

STEP 4

9. Green infrastructure

- 9.1 Discovery Park
- 9.2 Rural Edge
- 9.3 Green Arc
- 9.4 Great Chart Ridge
- 9.5 Chilmington Gardens
- 9.6 Chilmington Square
- 9.7 Great Chart Green
- 9.8 A28 Corridor
- 9.9 Green Corridors
- 9.10 Allotments
- 9.11 Sports pitches
- 9.12 Local play spaces
- 9.13 Super play spaces

STEP 5

10. Street design

- 10.1 Strategic routes
- 10.2 Major access roads
- 10.3 Minor access roads
- 10.4 Lanes
- 10.5 Pedestrian & cycle network
- 10.6 Bus route & stops

STEP 6

11. Access conditions

- 11.1 No access to plots
- 11.2 Occasional access to plots

STEP 7

12. Edge conditions

- 12.1-12.5 A28
- 12.6-12.7 Great Chart Ridge
- 12.8-12.10 Discovery Park
- 12.11-12.13 Rural Edge
- 12.14-12.15 Green Corridors
- 12.16-12.20 Green Arc Edge

STEP 8

13.1 Frontage character

STEP 9

14.1 Residential Plot Components

STEP 10

15.1 Materials palette

STEP 11

STEP 4

8. Land use

8.1 Residential

8.2 Mixed use

8.3 Secondary school

8.4 Primary school

8.5 Open space

8.6 Civic space

8.7 Community buildings



8. LAND USE

8.1 RESIDENTIAL

These areas are for residential use only. The areas equal the net developable area for residential development on site. Areas of incidental green space within these areas will be provided as indicated on the regulatory plan.

8.2 MIXED USE

Mixed use areas will include both residential and non-residential uses along with associated parking and landscaping. Mixed use areas are located within the District Centre and the Local Centres. Vertical mixing of uses is encouraged with residential above retail, office or cafe, for example. Taller ground floors should encourage active ground floor uses with flexibility to adapt to changing needs as the community develops over time.

8.3 SECONDARY SCHOOL

There is one secondary school site provided in Chilmington Green. The boundary treatments are set out in more detail in the Appendix.

8.4 PRIMARY SCHOOL

There are sites provided for up to four primary schools in Chilmington Green. The school boundary treatments are set out in more detail in the Appendix.

8.5 OPEN SPACE









Open space land use areas include informal natural green space, allotments, outdoor sports pitches, play space, parks and recreational grounds. These spaces are broken down in more detail in section 9.

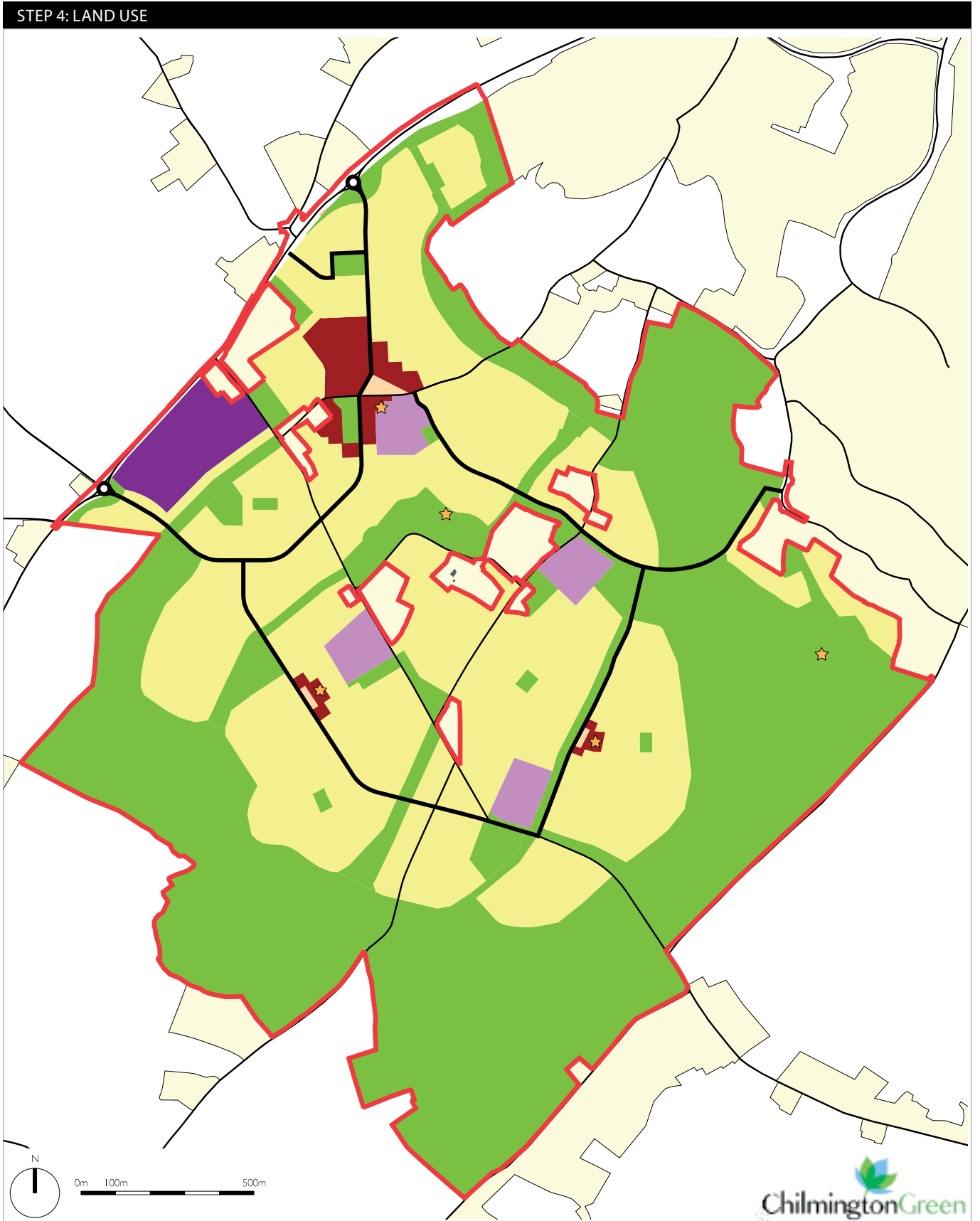
8.6 CIVIC SPACE

Civic space will be provided within the District Centre and Local Centres in the form of public squares.

8.7 COMMUNITY BUILDINGS

Buildings suitable for community uses will be provided within the District Centre and the Local Centres. These buildings should be designed to be flexible in order to accommodate the changing needs of the community as it grows over time. The cricket pavilion and the indoor sports hall will also be designed to accommodate a range of community activities.

-  Site Boundary
-  8.1 Residential
-  8.2 Mixed use
-  8.3 Secondary school
-  8.4 Primary school
-  8.5 Open space
-  8.6 Civic space
-  8.7 Community buildings



STEP 5

9. Green infrastructure

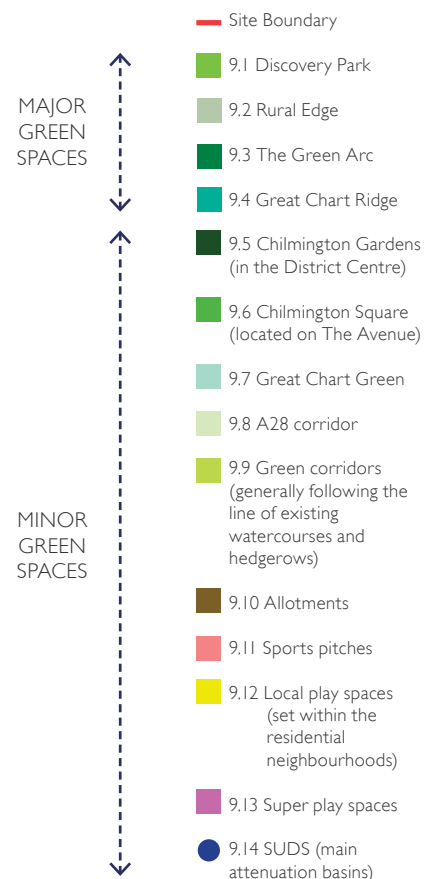
- 9.1 Discovery Park
- 9.2 Rural Edge
- 9.3 Green Arc
- 9.4 Great Chart Ridge
- 9.5 Chilmington Gardens
- 9.6 Chilmington Square
- 9.7 Great Chart Green
- 9.8 A28 Corridor
- 9.9 Green Corridors
- 9.10
- 9.10 Allotments
- 9.11 Sports pitches
- 9.12 Local play spaces
- 9.13 Super play spaces



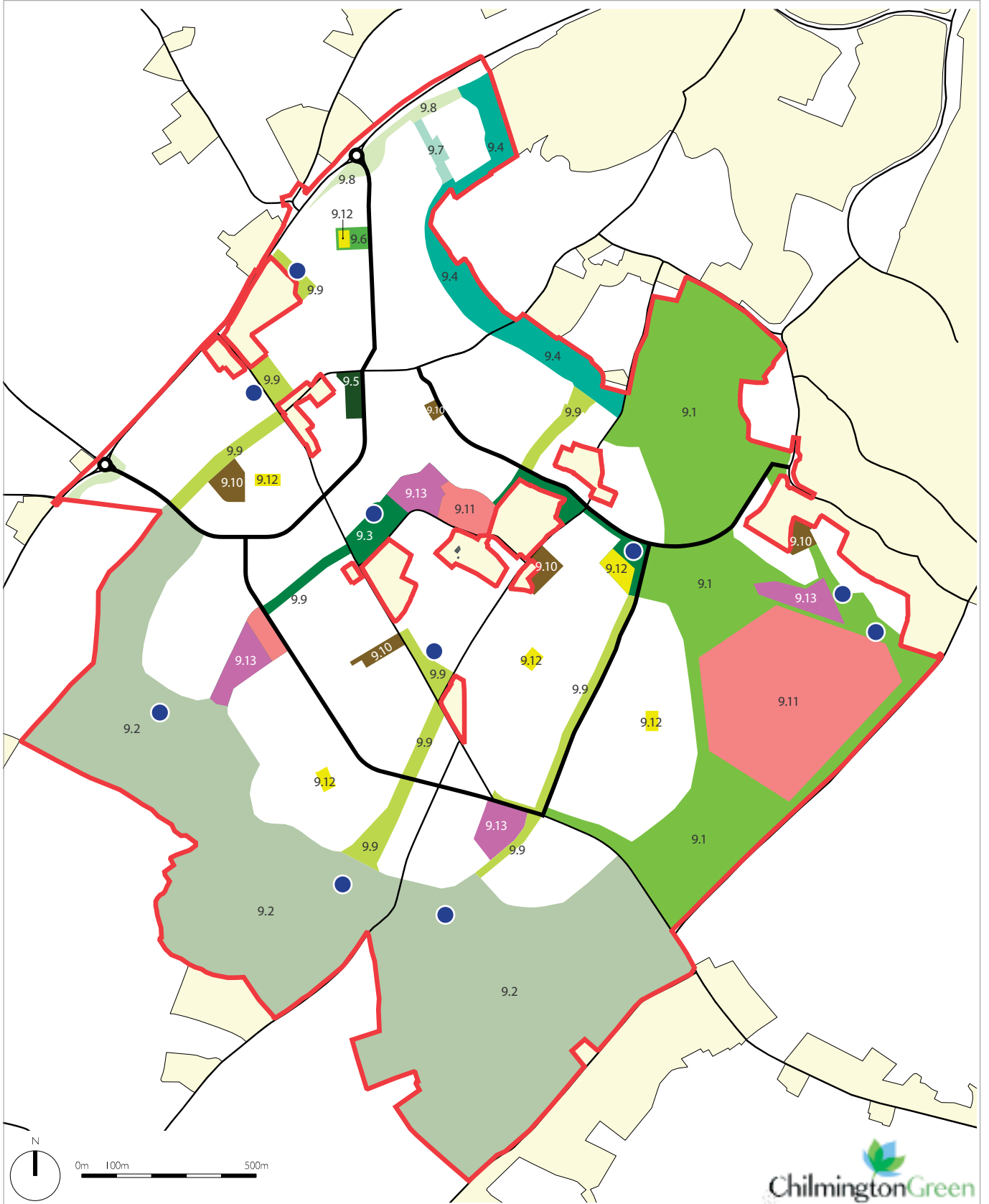
9. GREEN & BLUE INFRASTRUCTURE

The green infrastructure will create a range of high quality spaces which complement the existing landscape character and give Chilmington Green a unique identity. The Design Code for green infrastructure will ensure that:

- significant landscape elements such as woodland, mature trees, hedgerows and watercourses are retained and integrated into the design of new open spaces;
- a limited palette of hard and soft materials is used to create a cohesive identity to a series of distinctive spaces, each with a different character;
- the environment will be inclusive and of a high quality throughout;
- there will be a co-ordinated approach to connectivity, drainage, underground utilities, tree planting, lighting and provision of space for sport, play and food production, and
- the technical requirements of the National Houses Building Code (NHBC) and the National Joint Utilities Group (NJUG) are met.



STEP 5: GREEN INFRASTRUCTURE





9. GREEN & BLUE INFRASTRUCTURE

MAJOR GREEN SPACES

9.1 DISCOVERY PARK

Discovery Park will be a new strategic park for South Ashford with facilities for all age groups including sports pitches, play spaces, picnic areas, wildflower meadows and woodland walks. New homes will benefit from views across the park, create an attractive backdrop and help the space feel safe by providing passive surveillance.



Artist's Impression - Discovery Park

9.2 RURAL EDGE

The land to the south of Chilmington Green will be a combination of wetlands, woodlands and managed farmland. It will be designed to provide habitats for a variety of species as part of the ecological mitigation measures required for the development. Access to the land will be controlled using natural features such as hedges and watercourses where possible to ensure wildlife is protected.



Artist's Impression - homes over looking rural edge

9.3 GREEN ARC

The Green Arc is a generous swathe of open space that connects Discovery Park to the rural edge land to the south. The Green Arc not only creates high quality pedestrian, cycle and horse-riding links but also provides a setting for play and sports facilities, SuDS features, allotments, ecological planting and habitat enhancements . The Green Arc includes a school, and provides a green setting for Chilmington Green Hamlet so that the Hamlet's rural character will be protected in the long term.



Illustrative masterplan highlighting the Green Arc

9.4 GREAT CHART RIDGE

The south-eastern toe slopes of the Great Chart Ridge drop down into the northern edge of the site. Greensand Way runs along the length of the space and will benefit from views over the rooftops of new homes to the countryside beyond. The green space along the ridge will be characterised by woodland planting and informal grassed areas.



Illustrative masterplan highlighting Great Chart Ridge



9. GREEN & BLUE INFRASTRUCTURE

MINOR GREEN SPACES

9.5 CHILMINGTON GARDENS

Chilmington Gardens is a formal urban square within the District Centre which is intended to provide amenity space for visitors and residents of all ages. For further details on Chilmington Gardens, refer back to section 6.2.



Illustrative plan of Chilmington Gardens

9.6 CHILMINGTON SQUARE

Chilmington Square, including a play space, is located on the Avenue leading south towards the District Centre. In addition to play facilities for children there will be areas of ornamental planting with seating and areas of edible plants providing amenity space for all age groups. For further details on the Chilmington Square, refer back to section 6.3.



Illustrative plan of the Chilmington Square

9.7 GREAT CHART GREEN

Great Chart Green will be an informal green space fronted by residential properties and including an existing hedgerow. The green will include naturalistic landscaping that will act as an ecological corridor connecting woodland around the landfill site with the A28 embankment.

Planting arrangements will include bulking up the existing hedgerow, creating an informal boulevard effect with additional tree planting to the roadside, and developing a multi-use amenity space to include informal play and seating areas, a dog walking zone, and open lawn space for picnicking.



Illustrative plan of Great Chart Green

9.8 A28 CORRIDOR

The northern gateway to the development from the A28 will be green in character with tree planning around the edges and on the roundabout itself. Curved bands of trees interspersed with lower shrub planning will allow glimpses of large villas fronting the space. A high quality of materials and rich planning on the gateway will set the scene for arrival at the Avenue. To the north of the gateway on the steeper embankment slopes to the A28 the landscaping will be more naturalistic in character. The roadside treatments will reflect the landscape around the main Northern Gateway entrance to The Avenue. The bunding will continue, greened with native tree and shrub planting and set behind a wide verge, with clipped edges and longer grassed/wildflower borders. For further details on the Northern Gateway, refer back to section 6.4.



Illustrative plan of the northern roundabout gateway off the A28 to the development

9.9 GREEN CORRIDORS

The Green Corridors provide a variety of types of recreational space, including play (naturalistic, informal play features for "play along the way") within the residential areas. They incorporate a number of existing linear features such as watercourses, hedges and ditches. Planting within the green corridors will be predominantly naturalistic with an emphasis on creating habitats for invertebrates, birds and mammal species.

9.10 ALLOTMENTS

Allotment sites will also generally be located within the greenspace infrastructure network or adjacent to schools. All allotments will be defined by secure fencing in combination with native hedgerows and tree planting. Facilities might include centralised composting and refuse areas, water points at approximately 60m centres, irrigation tanks and a rainwater collection system. The larger allotment areas may provide toilet and wash down facilities, along with small areas of informal play for younger children.

9.11 SPORTS PITCHES

A destination sports hub with outdoor pitches, changing facilities, toilets, a café, bar and multi-use hall suitable for indoor sports will form a key element of Discovery Park. A cricket green and pavilion will be located to the north west of the Hamlet within the Green Arc and further tennis and netball pitches to the south along Orchard Way.

9.12 LOCAL PLAY SPACES

Local Play Spaces will take the form of informal, naturalistic play areas with casual seating and static play equipment including sculptural elements. They will be located to ensure that all residents are within 400m or 5 minutes walking distance of an aggregated play space for all ages. They will be at least 0.5ha in size and respond to their location and context to provide a distinctive play destination with good connectivity.

In addition, doorstep play spaces will be integrated into the development footprint, nestled within the block layout. These are play spaces for under 5 year olds, which are located within 100m of each residence, and encourage imaginative play and informal recreation.

9.14 SUDS

SuDS features in the form of swales and attenuation basins must be well integrated into the overall green space network. They must consider community safety but avoid the need to resort to fencing by ensuring gradients are shallow and planting is incorporated to prevent accidental falls into standing water. Opportunities for placemaking at the such as bridges across swales should be explored. Planting should aim to promote biodiversity and be considered in the context of the site wide ecological mitigation strategy. Local and national SuDS guidance should be referred to as set out in the Appendix.



Precedent for SuDS and Green Corridors



Precedent for allotments



Precedent for sports pitches



9. GREEN & BLUE INFRASTRUCTURE

9.14 SUPER PLAY SPACES

Super Play Spaces are at least 1.5 Ha in size and located along green open space corridors with good pedestrian and cycle connectivity. All residents within the proposed Development will be within 10 minutes walking distance of a Super Play Space. The Super Play Spaces combine equipped play for all age groups within a landscaped setting that provides for informal play and recreation.



Super play spaces within 800m / 10 minutes walking distance

- A** Wildlife Adventure ps
- B** Heritage ps
- C** Village Green ps
- D** Discovery Park ps

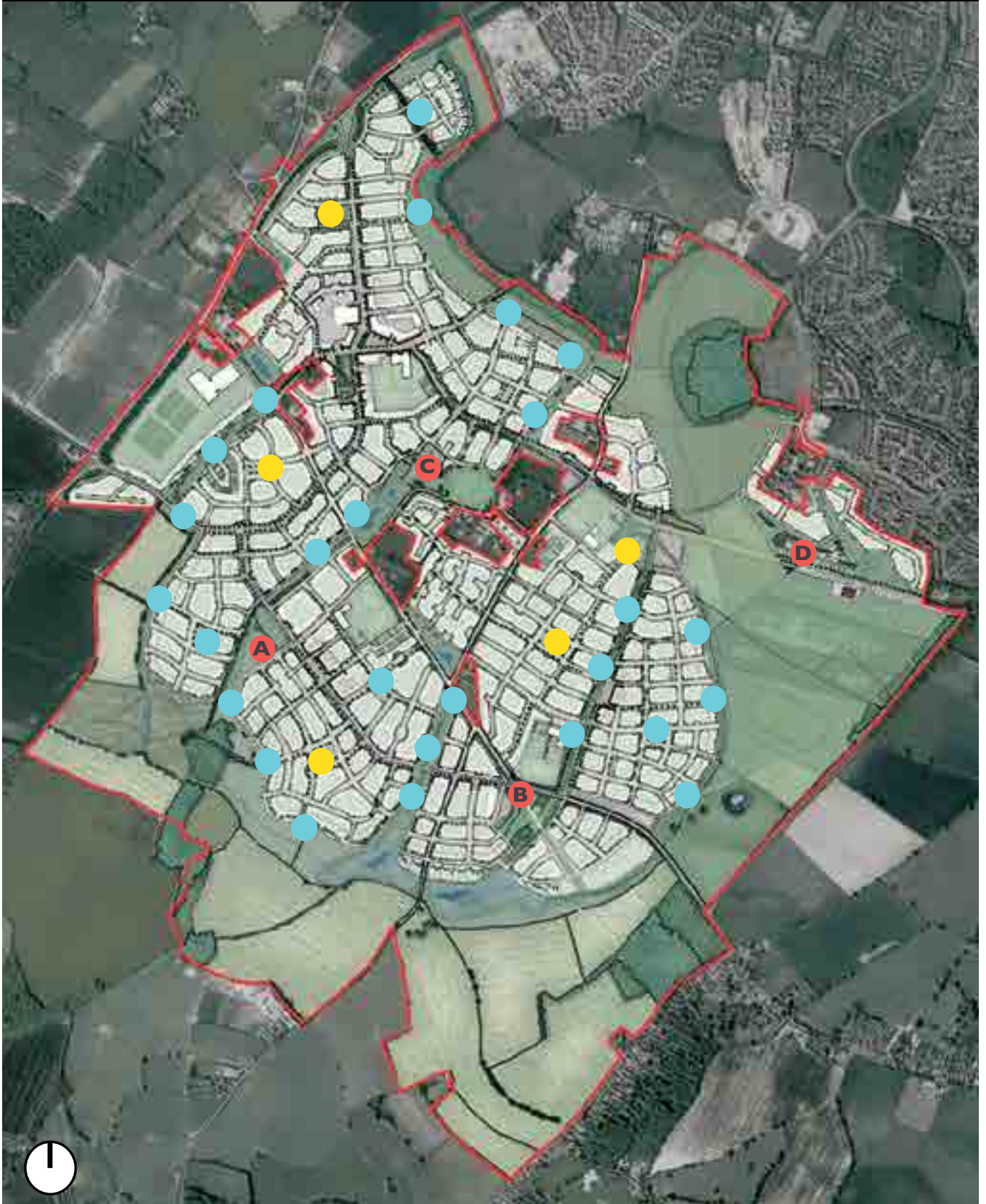


Local play spaces within 400m / 5 minutes walking distance



Incidental naturalistic play within green corridors and routes

Play Strategy Plan





9. GREEN & BLUE INFRASTRUCTURE

Illustrative plan of Wildlife Adventure play space



Illustrative plan of Heritage play space



9. GREEN & BLUE INFRASTRUCTURE

Illustrative plan of Village Green play space



Illustrative plan of Discovery Park play space



STEP 6

10. Street design

10.0 Introduction

10.1 Strategic routes

10.2 Local access streets

10.4 Lanes & edge streets

10.5 Pedestrian & cycle network

10.6 Bus route & stops



10. STREET DESIGN

10.0 INTRODUCTION

Streets make up the majority of the public realm within Chilmington Green and the detailed design of streets will play a key role in establishing the character of the place as a whole and the different character of the neighbourhoods within it.

The principles set out in the Department for Transport's Manual for Streets (MfS 1) and Manual for Streets 2 (MfS 2) should be reflected in the detailed design of streets.

'In the past street design has been dominated by some stakeholders at the expense of others, often resulting in unimaginatively designed streets which tend to favour motorists over other users. MfS aims to address this by encouraging a more holistic approach to street design, while assigning a higher priority to the needs of pedestrians, cyclists and public transport. The intention is to create streets that encourage greater social interaction and enjoyment while still performing successfully as conduits for movement.'

MfS 1

'People need to think creatively about their various roles in the process of delivering streets, breaking away from standardised, prescriptive, risk-averse methods to create high-quality places.'

MfS 1

Each street should be designed to encourage the particular activities intended to take place within it. In addition to accommodating movement by pedestrians, cyclists and vehicles, streets need to provide access to homes and parking spaces, create visual interest and amenity and encourage social interaction. Within Chilmington Green there is a range of streets types; each with a different function within the overall movement hierarchy.

The following section sets out the considerations and requirements for each type of street as well as some general design principles.

MfS 1 and 2 include guidance aimed at 'encouraging innovation with a flexible approach to street layouts and the use of locally distinctive, durable and maintainable materials and street furniture'. Rather than setting out fixed dimensions for street widths and junction radii, they require the use vehicle tracking and quality audit systems that demonstrate how designs will meet key objectives for the local environment.



Examples of streets that reflect different character areas (Images courtesy of WSP | Parsons Brinckerhoff)

10.0.1 VEHICULAR SPEEDS – 20MPH LIMIT

Throughout Chilmington Green vehicular speeds will be restricted to 20mph or less. The exception to this are two short stretches of the Avenue connecting to the A28 where a 30mph limit will apply in order to allow drivers to adjust speeds on leaving the highway network.

Welcome signage at each vehicular entrance to Chilmington Green will include reference to the 20mph maximum speed limit. Within the residential area all streets must be designed to naturally slow traffic to 20mph or below by visual clues such as built frontage, on street parking, horizontal deflections and surface materials. On long straight sections of street there will need to be interventions such as changes in horizontal alignment of the carriageway, subtle informal build outs and uses of changes of material to act as speed restraints.



Examples of streets that reflect different character areas
(Images courtesy of WSP | Parsons Brinckerhoff)

10.0.2 LEGIBLE AND PERMEABLE STREET NETWORK

Chilmington Green is designed around walkable neighbourhoods which provide a range of facilities within a short walking distance of all homes. To ensure the new neighbourhoods function as they are intended to do and encourage people to walk and cycle rather than use the private car for short trips, it is important that the street network is legible and permeable.

Chilmington Green's streets will be designed as a warped grid structure which will provide a legible and permeable route network throughout the neighbourhoods. The grid will not be uniform and rigid but will flex and warp in response to natural features and topography to create a variety of attractive characterful streets. The street grid should be more orthogonal and formal in higher density areas where streets are more intensively used and less formal, and where densities are lower and use less intense. This graduation from formality to informality will be reflected in every aspect of design for the different types of street within the hierarchy, from the relationship between built frontage and public realm, to the choice of surfacing, spacing of street trees, front boundary types, and signage.

A permeable street network is an essential aspect of the Chilmington Green masterplan. The warped grid concept will make it easy for pedestrians, cyclists and motorists to get around; provide choice of movement direction and avoid the need for turning heads. All streets should aim to interconnect, and cul-de-sacs, gated streets and one way streets should be avoided.



10. STREET DESIGN

10.0.3 STREET GEOMETRY

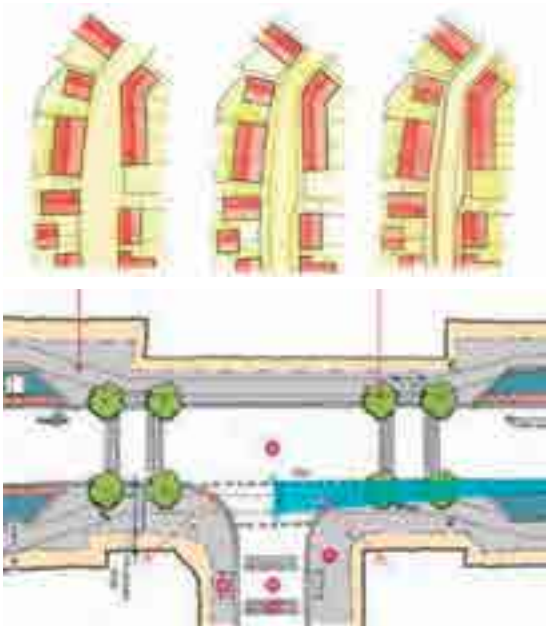
Cross Roads will be the most common form of junctions within the street network. In order to allow pedestrians to follow straight desire lines when crossing streets, it is important that junction radii are kept as small as possible. Radii should generally be less than 4m with the less trafficked streets achieving 2m, 1m or even no radii. Exceptions to this can be made in the junctions onto the stretches of 30mph street leading from the A28 where 6m radii may be required.

Vehicle tracking should be undertaken to test junction designs and achieve tight radii at junctions. It is acceptable for large vehicles to use the opposite carriageway when turning in areas where traffic is moving at 20mph. Widening the street near the junction can help achieve tighter radii. Where there is concern about larger vehicles running over the corners at junctions when turning, materials can be used that allow this to occur without causing damage. Where on-street car parking is provided near junctions, wider car parking bays can also be used to allow visibility splays to be maintained. Street trees can also be located within these visibility splays to allow continuity of street trees.

The following approach as explained in MfSI should be adopted in designing streets.

'Swept path analysis, or tracking, is used to determine the space required for various vehicles and is a key tool for designing carriageways for vehicular movement within the overall layout of the street. The potential layouts of buildings and spaces do not have to be dictated by carriageway alignment – they should generally be considered first, with the carriageway alignment being designed to fit within the remaining space' MfSI

For required standards of visibility splays and street centre radii reference should be made to current guidance in the Kent Design Guide 2010 and any subsequent amendments.

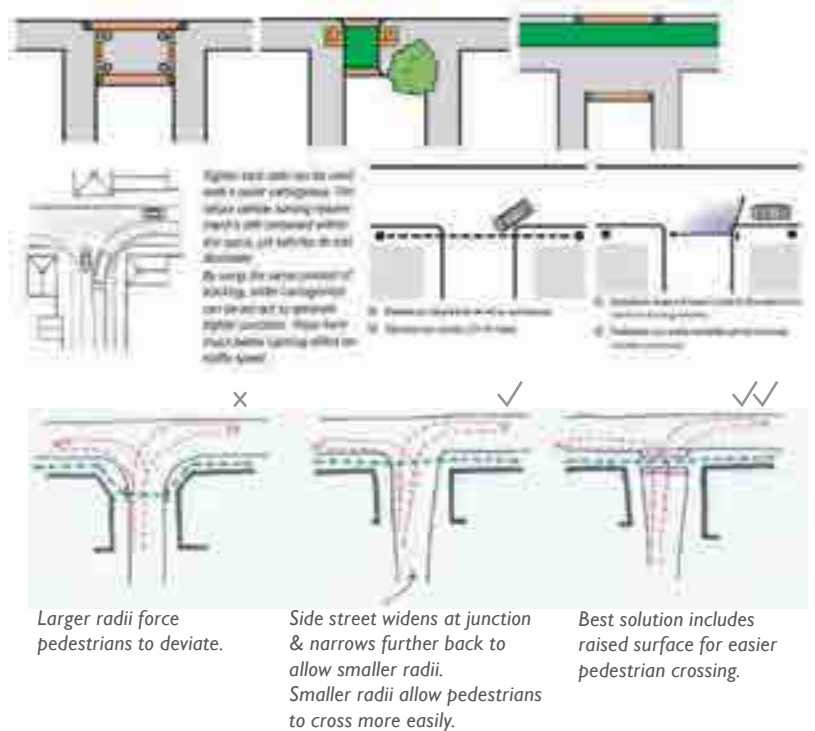


10.0.4 INCLUSIVE DESIGN

The public realm within Chilmington Green must be designed to accommodate people with disabilities including wheelchair users, blind and partially sighted people. Tactile paving will be required to mark approaches to crossing points. Making crossing streets easy for the elderly, for people pushing buggies and walking with small children is also important.



Raised table crossings act as speed restraints and also assist frame and wheelchair users and people pushing buggies (Images courtesy of WSP | Parsons Brinckerhoff)



(Diagrams courtesy of WSP | Parsons Brinckerhoff)

10.0.5 DECLUTTERING

The public realm throughout Chilmington Green must aim to avoid unnecessary highway paraphernalia. With the exception of the signs at the entrances to the neighbourhood stating that it is a 20mph zone, it should not be necessary to place speed limit signage. This can be achieved if streets are designed carefully in the first instance to naturally slow speeds and provide design cues that make it obvious where parking is acceptable and where pedestrians are likely to be crossing the street.

Wayfinding and street name signs will form part of a specially designed suite of signs with a distinctive look that will be used throughout the new settlement. Where possible, these should be attached to buildings or walls to avoid cluttering the street scene.

10.0.6 LINING

The aim should be to avoid white lining to mark carriageway lanes and yellow lining to define parking restrictions. With the exception of some parts of the Avenue it should not be necessary to introduce lines. Where lines are deemed absolutely necessary 50mm white centre lines and 50mm wide primrose or yellow lines should be used, not 100mm lines.

10.0.7 STREET LIGHTING

Street lighting should be considered as an integral part of the street design. Lighting columns should generally be kept as low as possible to signify that Chilmington Green is a residential environment where traffic is expected to move slowly and carefully. On strategic routes, columns up to 8m tall are acceptable, whilst those on local access streets, shared spaces lanes and edge streets should be 6m or less, with 5m columns being the norm. On less trafficked streets and in key public spaces lighting attached to buildings should be considered to avoid clutter at ground level where possible.

In key public spaces such as the market square, play areas and the neighbourhood centres, lighting should be considered as part of the design as a whole and opportunities for innovative solutions encouraged. These could include integration of lighting with public art or water features.



Examples of decluttered streets with lighting and signage on buildings (Images courtesy of WSP | Parsons Brinckerhoff)



Examples of innovative well integrated lighting design for key public spaces (Images courtesy of WSP | Parsons Brinckerhoff)



10. STREET DESIGN

10.0.8 STREET TREES, SWALES AND GREEN VERGES

Street trees, swales and green verges are important aspects of the Garden suburb character. The selection of soft landscaping will vary in accordance with the character and scale of the street. Trees create visual interest and help to soften the urban environment. Although providing and maintaining street trees has financial implications, the economic, environmental and social benefits vastly outweigh these costs and promote a sense of well-being and pride in the environment for all road users.

Formal double rows of large species trees will be used on the wider avenues and boulevards, while staggered smaller species trees alternating on each side of the street will be appropriate on smaller residential streets. Individual trees will be used in more intimate mews and home zones.

Tree pits are an important part of tree planting proposals in an urban street environment and the design will be site specific due to the nature and conditions of the local environment. Principles for Street Trees Design are set out below.

Street Trees Design Principles

1. Where appropriate, tree pits should be designed to accommodate as large as possible species. Root barriers should be robust enough to ensure that the mature tree is not in conflict with the surrounding infrastructure in 50-100 years from planting;
2. Avenues of trees provide strong aesthetic form and may be themed to give different neighbourhoods distinct identities; Possible Species include:
 - Field Maple 'Streetwise'
 - Hawthorns (e.g. x Grignonensis, monogyna 'Stricta')
 - London Plane
 - Caucasian Lime
 - American Lime
 - Beech
 - Tulip Tree
 - Callery Pear
 - Hungarian Oak
 - Pin Oak
 - Holm Oak
 - Himalayan Birch
 - Hornbeam 'Frans Fontaine'
 - Ginkgo
 - Liquidambar 'Worplesdon'
 - Cherries
 - Whitebeam crosses (e.g. x thuringiaca)
3. Where space permits SUDs may be planted with low maintenance large-scale species, these should include non-native wetland species to provide wider aesthetic and textural interest. With a change in emphasis it is hoped that residents will identify with SUDS as an attractive landscape feature with which they can engage rather than a drainage ditch with willows and scrub populating its margins. Possible non-native species include:
 - Pin Oak
 - Swamp White Oak
 - Swamp Cypress
 - Dawn Redwood
 - Red Alder
 - Italian Alder
 - River Birch
 - Silver Maple
 - Caucasian Wingnut

Willows are high maintenance and should be used very sparingly, alders are much more robust and if required, may be coppiced on a rotational cycle making them suitable for use nearer to structures and gardens. A carefully selected palette can result in a remarkable visual spectacle year round. Selected shrubs and trees may be coppiced on 1-2 year cycles to create winter interest with species such as Salix 'Britzensis', salix melanostachys and cornus flaviramea.
4. Due consideration may be given to the planting of evergreen species as structural elements within plazas and squares to provide winter interest. Species should reflect the required aesthetic vision and presence required. Species include:
 - Japanese Tree Privet,
 - Photinia,
 - Bay Laurel,
 - Hollies,
 - Magnolia grandiflora,
 - Portugal Laurel,
 - Holm Oak & Turners Oak.

The lists above are suggested, however, the opportunity exists to create a contribution towards the urban forest that is more imaginative, diverse and potentially climate change aware than usually is designed. Non-native species can be used in good measure to bolster the palette and ensure that the best possible species choice is made within the framework of the design vision.



Examples of street trees, SuDs and soft verges that add character to the street scene (Images courtesy of WSP | Parsons Brinckerhoff)



10. STREET DESIGN

10.0.9 STREET TYPES

Welcome Signs

Welcome Signs at the entrances to the Chilmington Green Street network will include a 20mph speed limit. With the exception of the short stretches of the Avenue leading from the A28 where a 30mph limit will apply, all streets will be designed to restrict speeds to 20mph or less.

Strategic routes

Strategic routes in the form of boulevards or avenues will connect the site to the wider road network via the A28 in the north-west. They will also connect to Chilmington Road in the south-east with provision for a future connection to the south avoiding the Stubbs Cross junction. In addition, there will be a link to Coulter Road in Brisley Farm via a route crossing Discovery Park.

Local access streets

Local access streets will provide access to homes off the strategic route where a minor access road/shared space is unable to provide sufficient capacity to serve the number of homes in an area. They will connect to a network of minor access roads/shared spaces.

Minor access streets & shared spaces



A network of minor access streets and shared spaces/residential streets will provide access to homes.

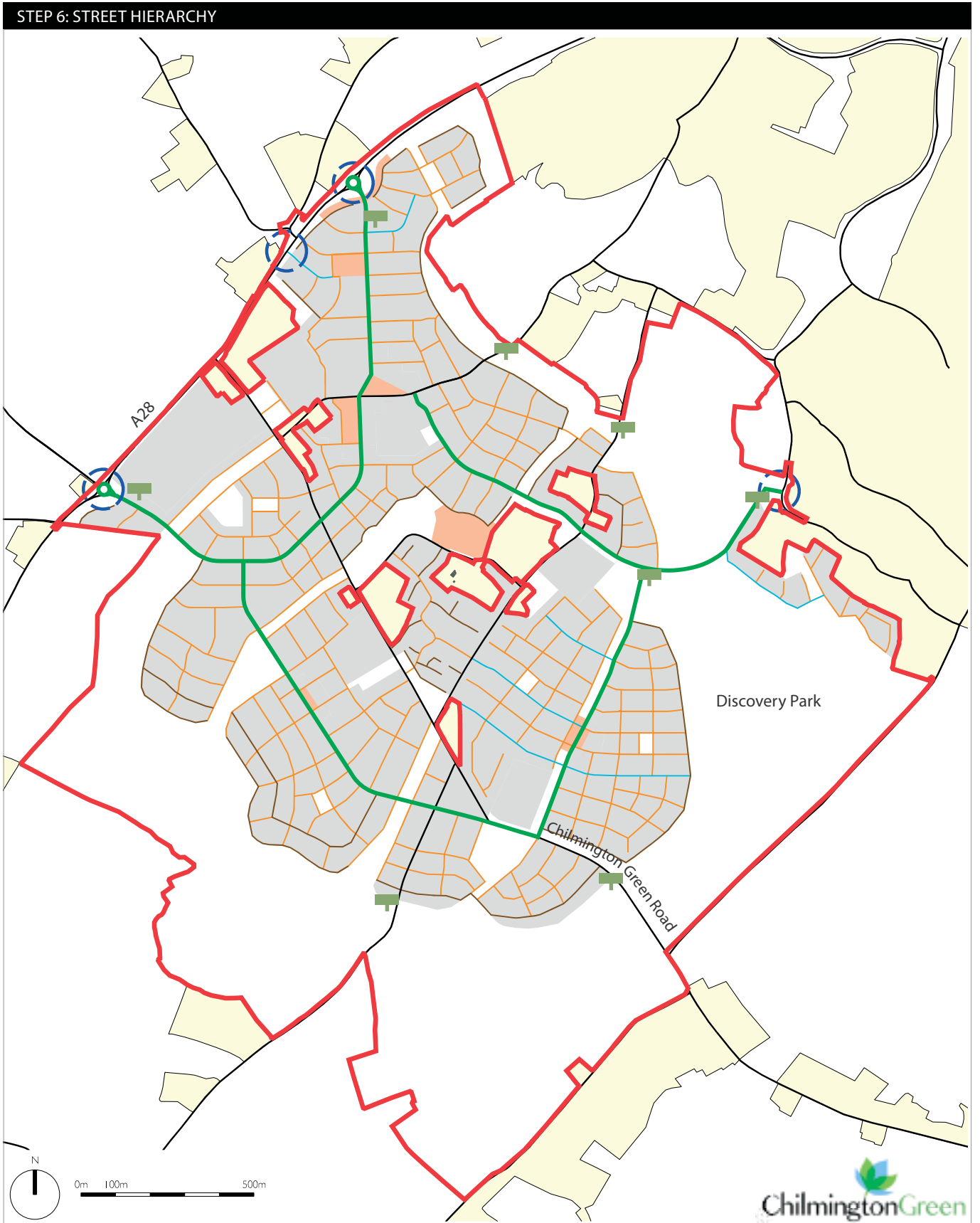
Lanes & edge streets

Towards the edges of the development and around Chilmington Green Hamlet, access to homes will be via lanes with a rural character. Edge streets should be used where homes face outwards towards open space.

Existing roads and lanes

There are a number of existing roads and lanes within the development. The aim is to encourage traffic to use the new street network where possible, in order to retain the historic character of the older routes.

-  Site Boundary
-  Vehicular access points
-  Existing roads & lanes
-  10.1 Strategic routes
-  10.2 Local access streets
-  10.3 Minor access streets & shared spaces
-  10.4 Lanes & edge streets
-  Welcome Signs





10. STREET DESIGN

10.0.10 HARD LANDSCAPING MATERIALS

Carriageways for strategic routes, local access streets and minor access streets will be surfaced in Stone Mastic Asphalt (SMA) or bituminous macadam with exposed aggregate kerbs.

The footpaths will mostly be of fine textured hot-rolled asphalt surfacing with conservation trims, but in key areas, exposed aggregate blocks will be employed to define the special nature of the place/space.

Pedestrian crossovers will be paved in trafficable sett blocks laid in a range of sizes, with a continuation of the conservation trims to maintain consistency in materials along the whole route.

Spillways to roadside swales are to be surfaced in riven granite setts (which are robust and offer a degree of deterrent paving) with conservation trims; whilst the site wide tree trenches will be surfaced with permeable block pavers and conservation trims.

Where streets pass through key public spaces such as the market square, play areas and the neighbourhood centres, the materials should change to signify the civic importance of the space and mark pedestrian priority crossing points.

Shared spaces, lanes and mews parking courts should be surfaced with a variety of materials used in combination to create characterful spaces and slow traffic speeds. Suitable materials include exposed aggregate blocks, roman format brick detailing (i.e. 200 x 100 x 48/50mm brick on edges), permeable sett blocks and fine surface asphalt.

10.1 STRATEGIC ROUTES

Primary access through the site will be provided by the strategic routes. The strategic routes form a square loop with connections to the A28 and other smaller existing roads. They provide access to the network of new residential streets within the site.

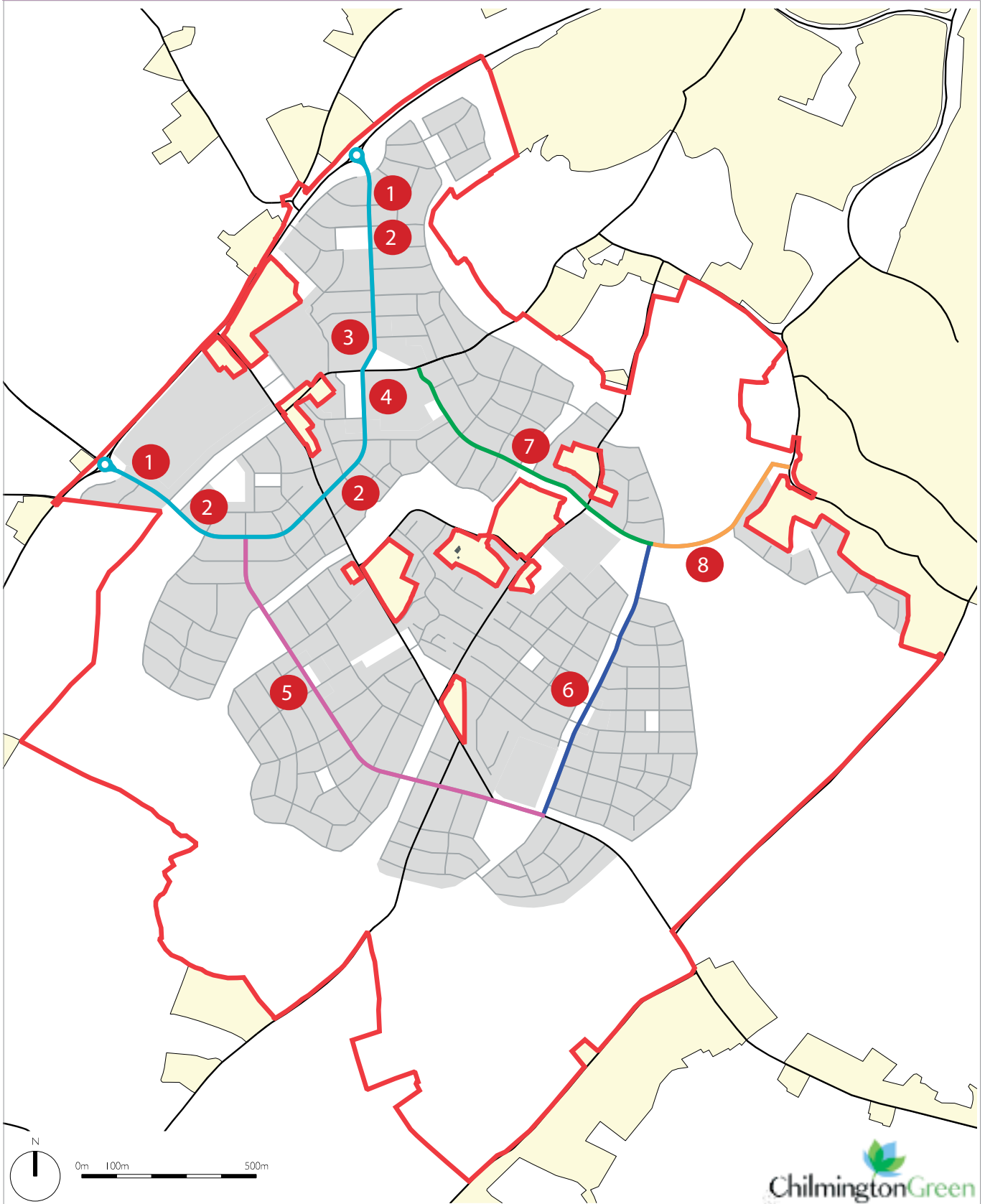
The strategic routes through Chilmington Green take on various forms along their length in response to different functions and character areas. For example, the Avenue changes in form as it becomes the High Street where it enters the District Centre, then changes again as it passes Chilmington Gardens, before it reverts back to the typical Avenue design.

The strategic routes are therefore broken down into a number of different sections as numbered on the plan opposite.

-  The Avenue
-  Orchard Way
-  Chilmington Brook
-  The Green Spine
-  Discovery Park link road

-  The Avenue (gateway)
-  The Avenue (typical)
-  The High Street
-  Chilmington Gardens
-  Orchard Way
-  Chilmington Brook
-  The Green Spine
-  Discovery Park link road

Strategic routes





10. STREET DESIGN


10.1.1 The Avenue (gateway)

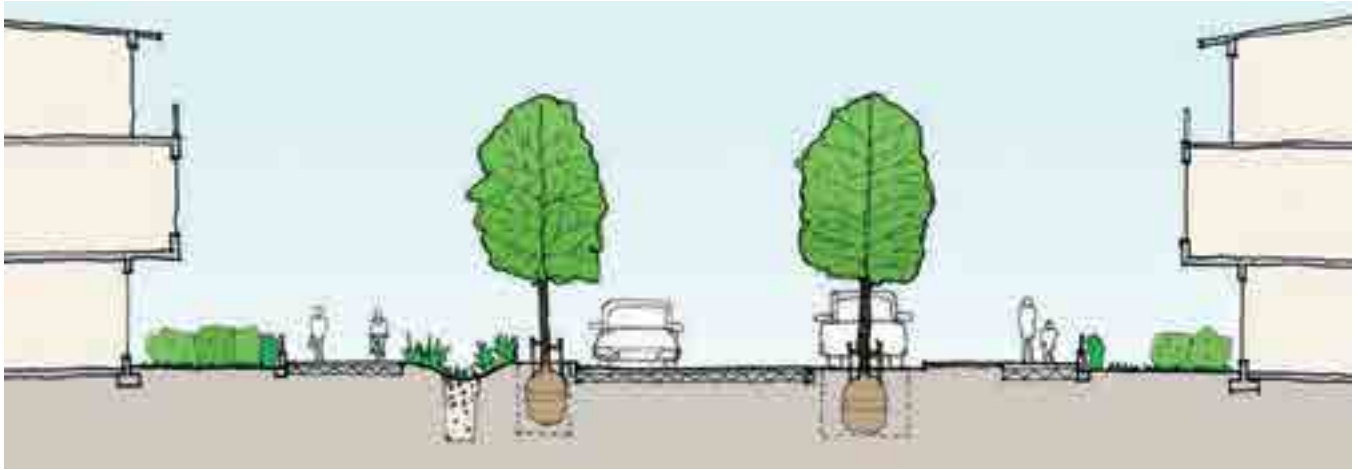
The Avenue is the main route into Chilmington Green from the A28. The first sections of the Avenue leading in from the A28 will have a 30mph speed limit. The design of these Avenue Gateway sections will therefore differ from the remainder of the Avenue where a 20mph speed limit will apply. The Avenue Gateway sections should be kept as short as possible. The transition into the typical Avenue section should be marked by a feature such as a rumble strip and raised courtesy crossing as well as the welcome signage to signify the requirement for decreasing speed to 20mph.

The Avenue Gateways will have a double line of large species street trees planted in green verges. The species must be compatible with the function of the Avenue as a route for taller vehicles including delivery vehicles and buses.

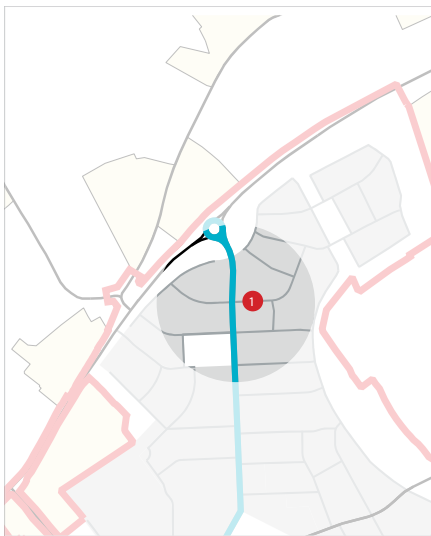
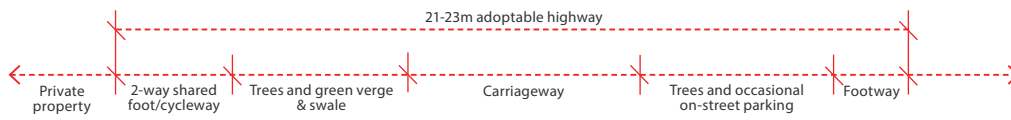
A shallow swale may be located within one verge or both verges as required. Tall kerbs should be used on the boundary between verge and carriageway to prevent parking on the soft verge in the gateway sections. On street parking should be provided where possible inset between the trees.

On one side of the Avenue Gateway sections there will be a 3m minimum combined cycle and footway, and on the other side a 2m minimum footway.

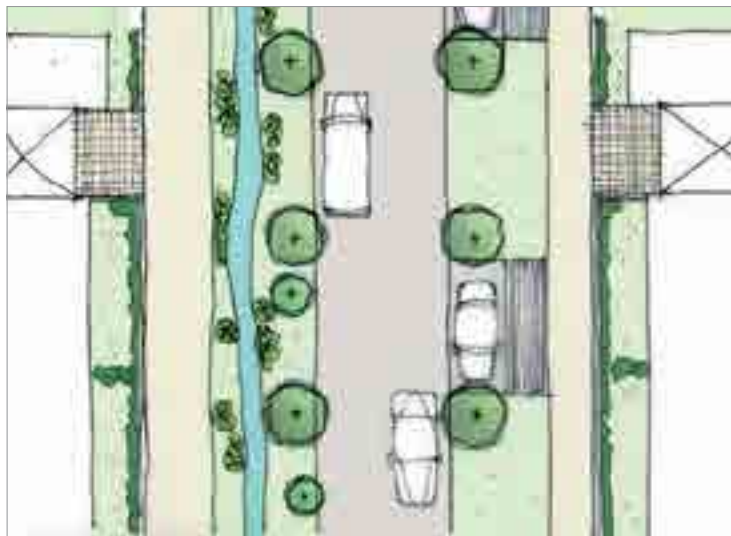
THE AVENUE (GATEWAY)		
Chilmington Green street type	Strategic Avenue	
Speed limit		
Width of adoptable highway	20m - 23m	
Carriageway width	6.0m	
Footway provision	2m min.	
Cycleway provision	3m (2-way) (shared foot/cycleway)	
Highway verge	4.5-6m swale & tree planting zone	
Junction radii	4m (max) 2m (typical)	
Direct vehicular access to properties	NO	
Bus route	YES	
On-street parking	Occasional permitted	
Speed restriction features	Raised table & rumble strips	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	50mm if required	
Lighting	8m max	Steel, tapered columns



Typical section



Key plan



Typical plan



Hard and soft landscaping precedent images




10. STREET DESIGN

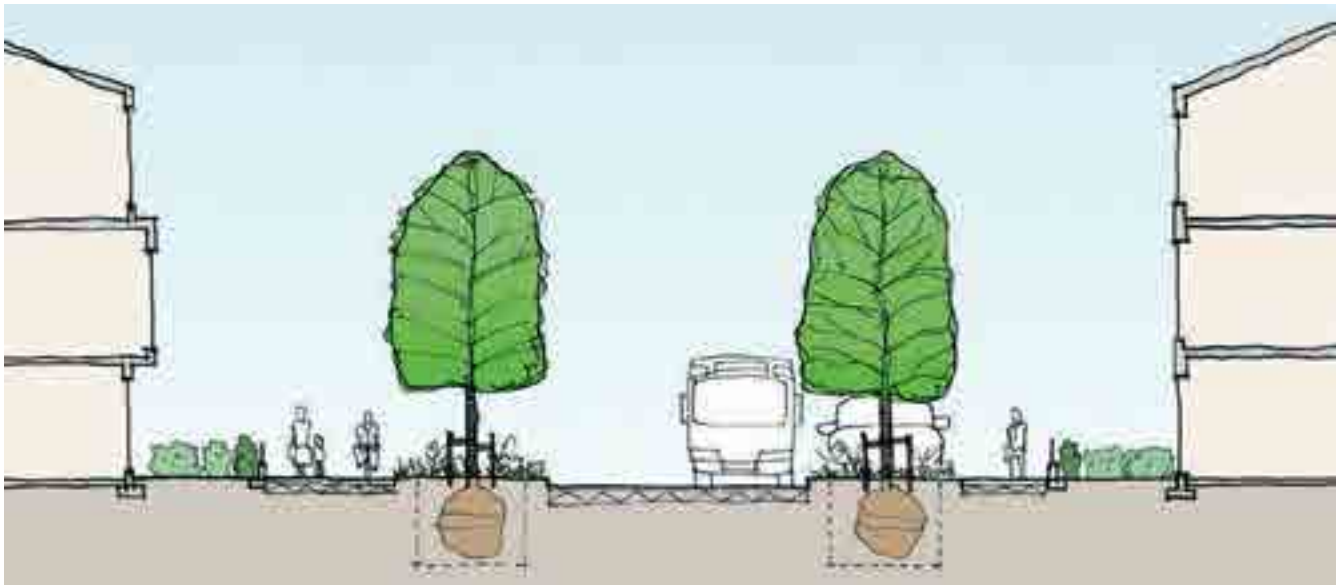
10.1.2 The Avenue (typical)

The Avenue runs between the northern and southern Avenue Gateway sections that connect Chilmington Green to the A28. The Avenue will be characterised by large species street trees planted in a formal arrangement on each side of the street.

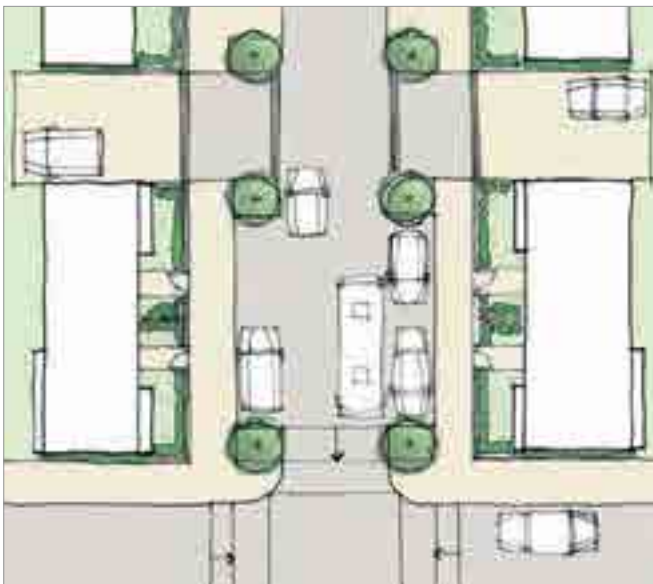
A 20mph speed limit will apply and the design of the street will emphasise the residential character of the neighbourhood with homes facing the street and providing a good sense of enclosure, on-street parking between street trees, and changes of carriageway surface at key pedestrian crossing points.

A 2-way combined pedestrian and cycle route will run along the west side of the street, with a standard 2m minimum footway to the other. The street design needs to accommodate the movement of buses and also integrate bus stops.

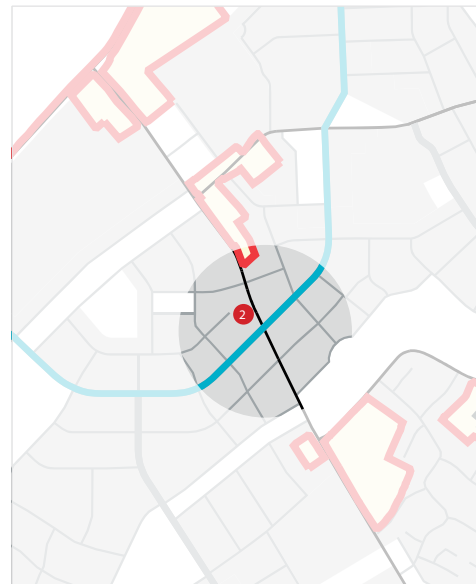
THE AVENUE (TYPICAL)		
Chilmington Green street type	Strategic Avenue	
Speed limit		
Width of adoptable highway	18m - 20m	
Carriageway width	6m	
Footway provision	2m min.	
Cycleway provision	3m (2-way) (shared foot/cycleway)	
Highway verge	3m - 4.5m tree planting zone	
Junction radii	4m (max) 2m (typical)	
Direct vehicular access to properties	YES	
Bus route	YES	
On-street parking	YES	
Speed restriction features	Raised table junctions	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	8m max	Steel, tapered columns



Typical section



Typical plan



Key plan



10. STREET DESIGN


10.1.3 The High Street

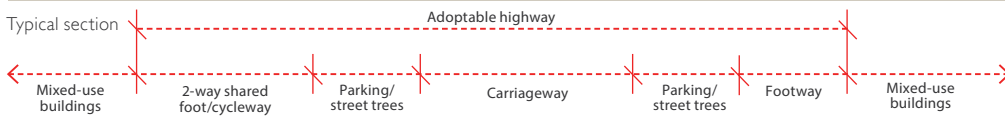
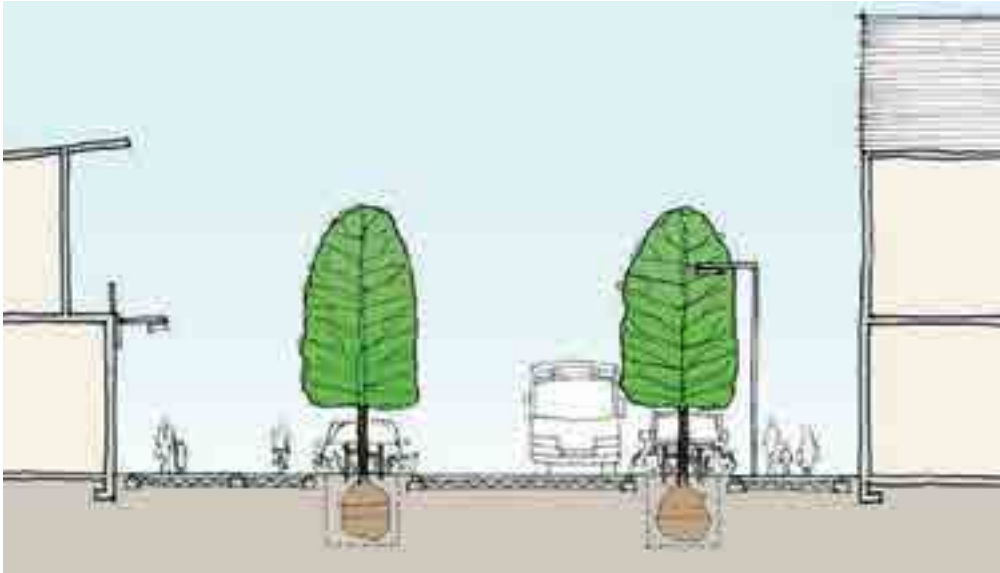
The High Street will have a higher volume of pedestrian movement than the typical sections of the Avenue and therefore requires wider pavements and other features that signify pedestrian priority.

The pavement will run up to property boundaries to allow shopfronts in a traditional high street design. Special paving will mark pedestrian crossing points on desire lines and the design of street furniture, lighting, public art and soft landscaping will emphasise the civic importance of the place.

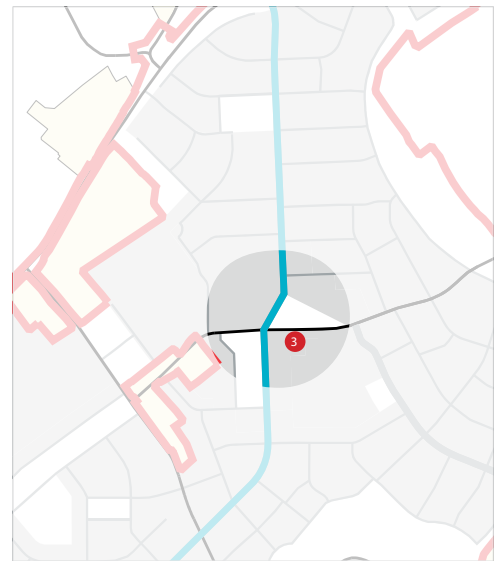
Where the High Street runs along the edge of the Market Square, it will form an integral part of the square with the carriageway and adjoining pedestrian space at the same level. Changes in material rather than standard kerbs should be used to demarcate pedestrian priority and parking areas.

Bus stops will include raised platforms to allow easy boarding. Tactile paving must be used to indicate safe crossing places for blind and partially-sighted pedestrians.

THE HIGH STREET		
Chilmington Green street type	Strategic Avenue	
Speed limit		
Width of adoptable highway	18m - 20m	
Carriageway width	6m	
Footway provision	3m min.	
Cycleway provision	3-5m (2-way) (shared foot/cycleway)	
Highway verge	N/A	
Junction radii	4m (max) 2m (typical)	
Direct vehicular access to properties	NO	
Bus route	YES	
On-street parking	YES (incl. interspersed street trees)	
Speed restriction features	Raised table junctions	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	8m max. or set on buildings	Steel, tapered columns



Typical plan



Key plan




10. STREET DESIGN

10.1.4 Chilmington Gardens

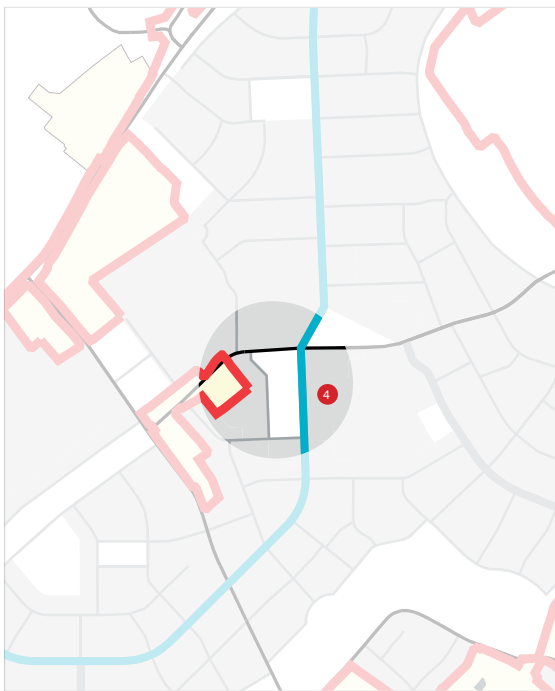
The nature of the Avenue will change as it runs alongside Chilmington Gardens. It will reflect the character of the adjacent park and include a generous shared pedestrian and cycle route with formal street tree planting between the Avenue and the park.

There will be on-street parking on both sides of the carriageway and raised table crossings on key pedestrian desire lines.

CHILMINGTON GARDENS		
Chilmington Green street type	Strategic Avenue	
Speed limit		
Width of adoptable highway	21m	
Carriageway width	6m	
Footway provision	2m min.	
Cycleway provision	2m 2-way	
Highway verge	Western side: 3m tree planting zone	
Junction radii	4m (max) 2m (typical)	
Direct vehicular access to properties	YES	
Bus route	YES	
On-street parking	YES (incl. interspersed street trees)	
Speed restriction features	Raised table junctions	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	8m max	steel, tapered columns



Typical section



Key plan



Typical plan



Hard and soft landscaping precedent images




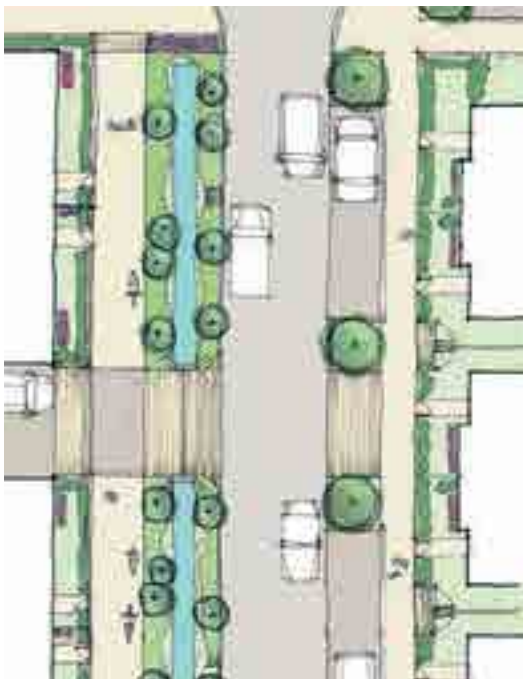
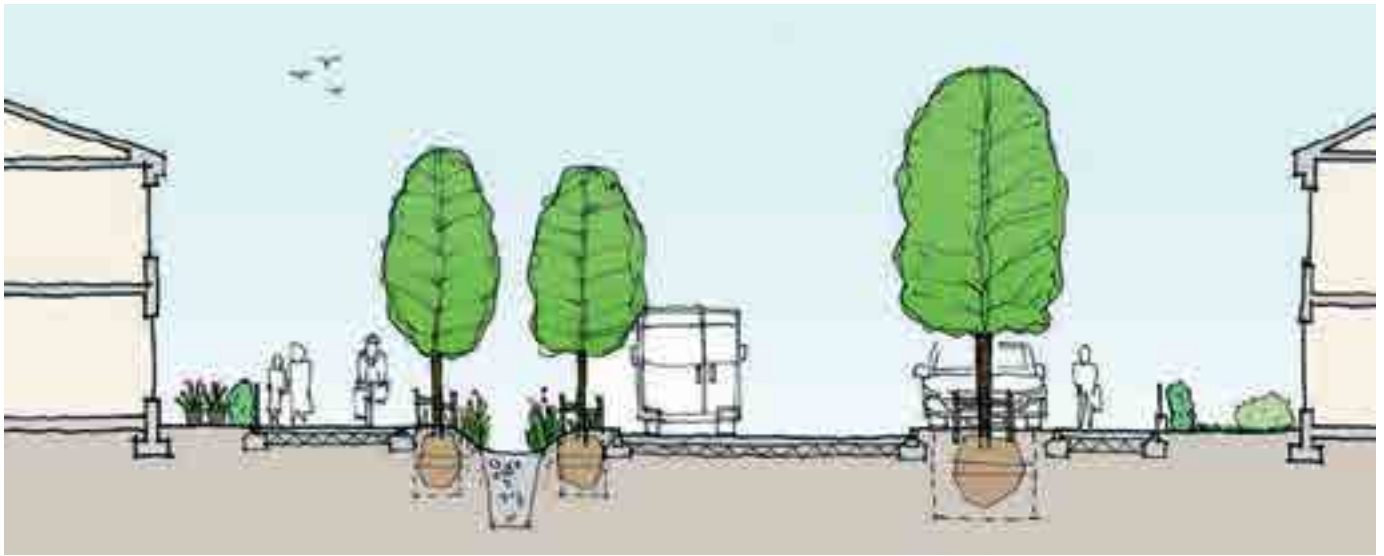
10. STREET DESIGN

10.1.5 Orchard Way

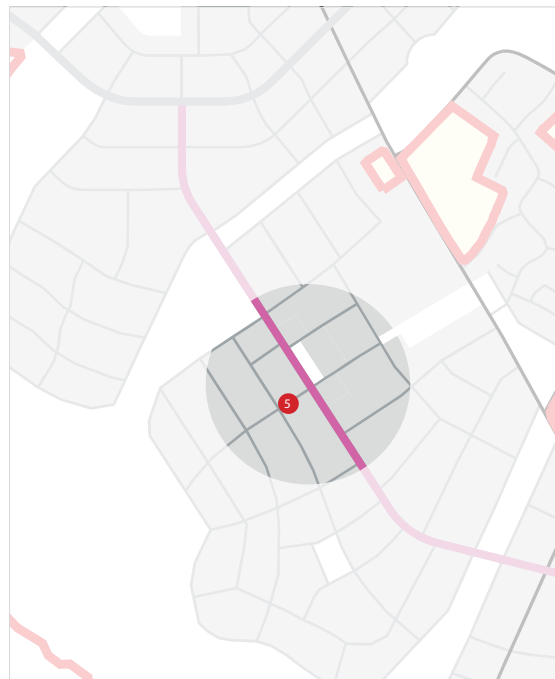
Orchard Way will be characterised by a mix of larger and smaller trees and a landscaped swale with naturalistic planting including some fruit trees. Residential buildings will face the street along its length.

There will be on-street parking between street trees along the northern side of the carriageway. A 2-way shared cycle and footway will run to the south of the landscaped swale.

ORCHARD WAY		
Chilmington Green street type	Boulevard	
Speed limit		
Width of adoptable highway	17m typical	
Carriageway width	6m	
Footway provision	2m min.	
Cycleway provision	3m (2-way) (shared foot/cycleway)	
Highway verge	Western side: 4.5-6m swale & tree planting zone	
Junction radii	4m (max) 2m (typical)	
Direct vehicular access to properties	YES	
Bus route	YES	
On-street parking	YES (incl. interspersed street trees)	
Speed restriction features	Raised table junctions	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	8m max	Steel, tapered columns. Smaller columns could include timber elements



Typical plan



Key plan



Precedent image




10. STREET DESIGN

10.1.6 Chilmington Brook

Chilmington Brook will be characterised by a wide swale with naturalistic landscaping, informal play features and footbridge bridge crossings.

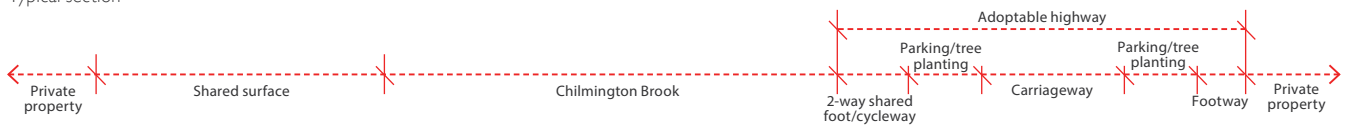
The carriageway will run to the east of the swale and include street trees with parking interspersed between. A 2-way shared foot/cycle way will run along the eastern side of the swale.

Residential buildings will face the carriageway and to the west of the swale, they will be accessed by a shared surface street.

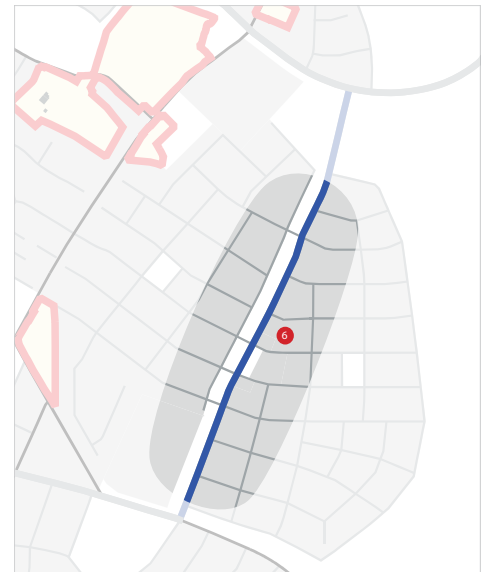
CHILMINGTON BROOK		
Chilmington Green street type	Boulevard	
Speed limit		
Width of adoptable highway	16.5m - 18m	
Carriageway width	6m	
Footway provision	2m min.	
Cycleway provision	3m (2-way) (shared foot/cycleway)	
Highway verge	N/A	
Junction radii	4m (max) 2m (typical)	
Direct vehicular access to properties	YES	
Bus route	YES	
On-street parking	YES (incl. interspersed street trees)	
Speed restriction features	Raised table junctions	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	8m max	Steel, tapered columns. Smaller columns could include timber elements



Typical section



Typical plan



Key plan



Precedent Image




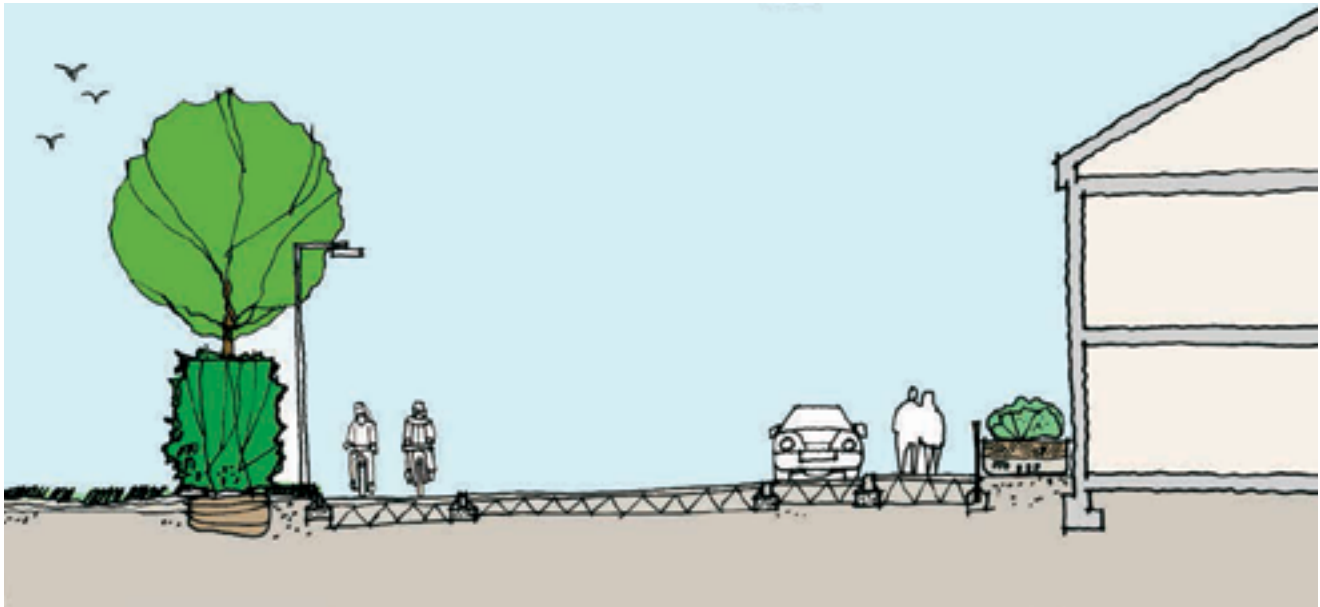
10. STREET DESIGN

10.1.7 The Green Spine

The Green Spine is an east-west route that connects the District Centre to Discovery Park. Between the District Centre and Bartlets Lane, the route takes the form of a boulevard with a double line of large species street trees and a 2-way shared foot/cycle way along its southern side.

To the east of Bartlets Lane, the Green Spine becomes a cycle and pedestrian only route. This section of the route will be 4m wide and will extend to Long Length in the east.

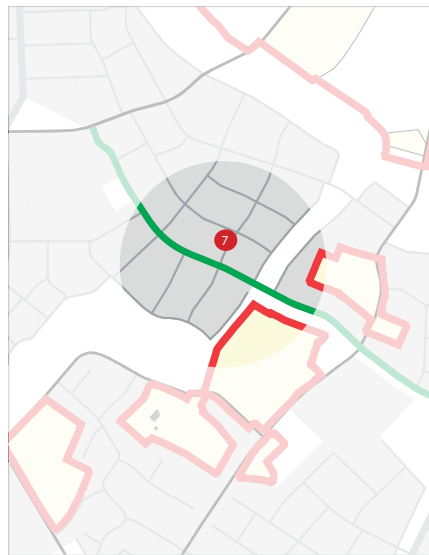
THE GREEN SPINE	
Chilmington Green street type	Boulevard
Speed limit	
Width of adoptable highway	13.5m - 14m
Carriageway width	6m
Footway provision	2m min.
Cycleway provision	3m (2-way) (shared foot/cycleway)
Junction radii	4m (max) 2m (typical)
Direct vehicular access to properties	YES
Bus route	YES
On-street parking	YES (incl. interspersed street trees)
Speed restriction features	Raised table junctions
Statutory utility provision (excl. drainage)	YES (beneath footway)
Road markings	NO
Lighting	6m max Steel, tapered columns. Smaller columns could include timber element



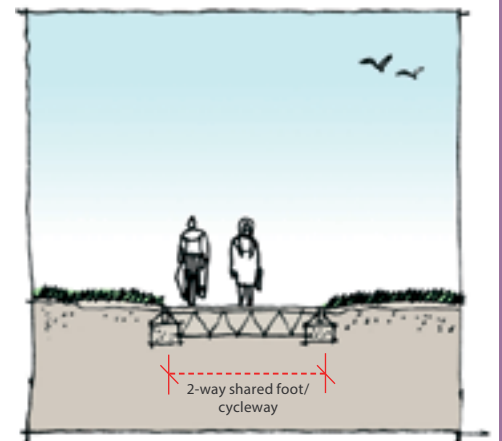
Typical section



Typical plan



Key plan



East of Bartlett Lane




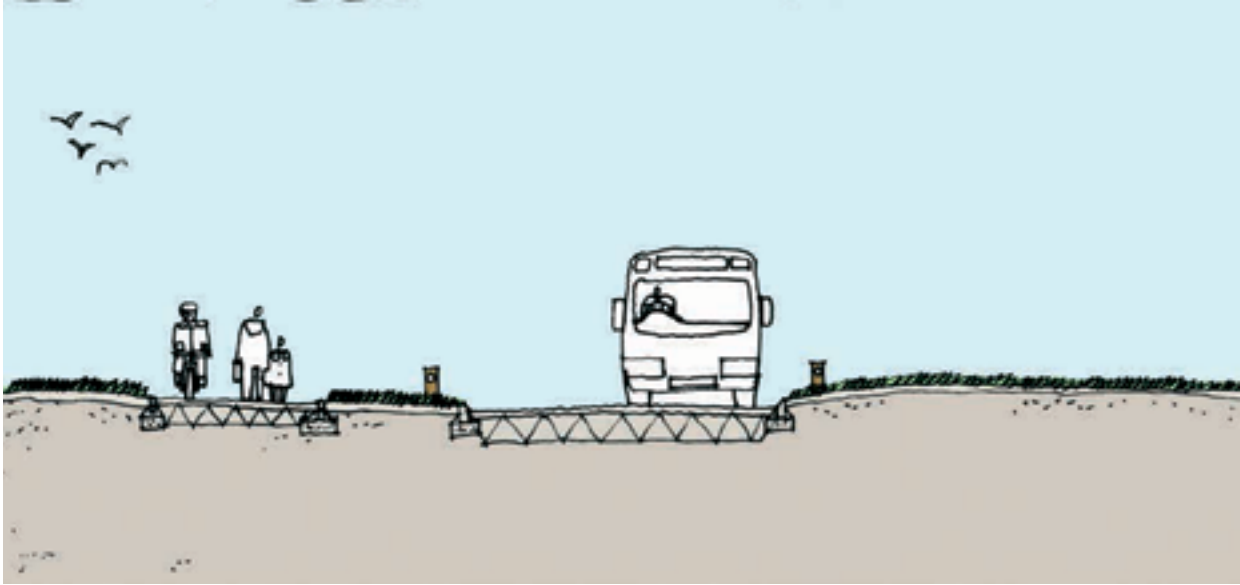
10. STREET DESIGN

10.1.8 Discovery Park link road

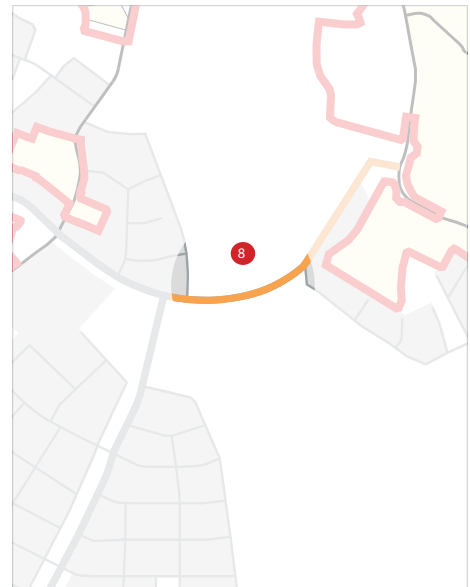
Discovery Park Link connects the new neighbourhoods of Chilmington Green near Brisley Farm and joins Coulter Road.

As it crosses the park, its character will be more rural and lighting will only be provided to the shared foot/cycle way.

DISCOVERY PARK LINK ROAD	
Chilmington Green street type	Boulevard
Speed limit	
Width of adoptable highway	11m - 12m
Carriageway width	6m
Cycleway provision	3m (2-way) (shared foot/cycle way)
Highway verge	Northern side: 2-3m verge
Junction radii	4m (max) 2m (typical)
Direct vehicular access to properties	YES
Highway features	
Bus route	FUTURE POTENTIAL
On-street parking	NO
Speed restriction features	Raised table junctions
Statutory utility provision (excl. drainage)	YES (beneath footway)
Road markings	NO
Lighting	To shared foot/cycleway only



Typical plan



Key plan



Hard and soft landscaping precedent images



10. STREET DESIGN

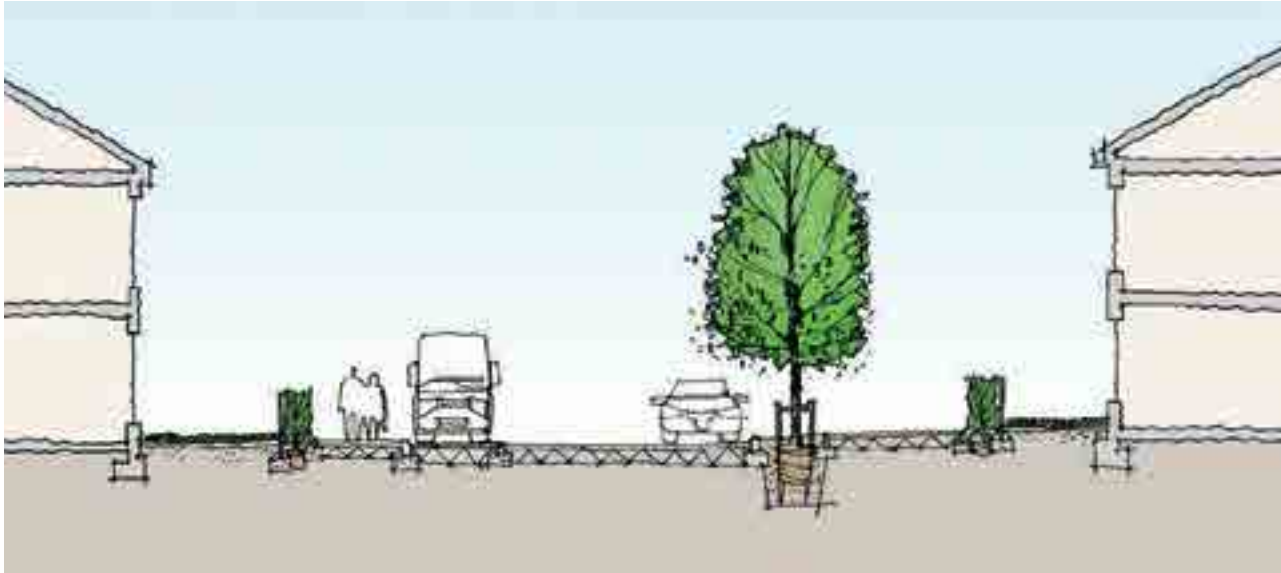
10.2 LOCAL ACCESS STREETS

Local Access Streets distribute traffic from strategic routes into residential parcels. They are residential streets with a 20mph maximum speed limit and must be designed to naturally slow vehicular speeds by design features such as horizontal deviations in the carriageway, placement of buildings, on-street parking and raised tables at junctions. Street trees should form an integral part of the design.

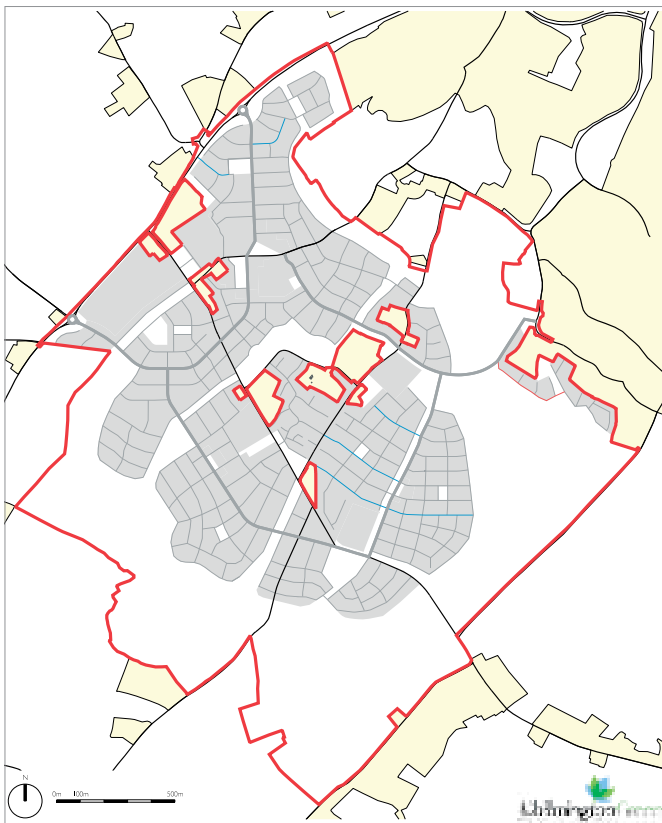
The Local Access Streets are designed to accommodate a higher volume of vehicle movements than Minor Access Streets, Shared Spaces, Lanes and Edge Streets, and for this reason a minimum carriageway width of 5.5 m should be achieved.

LOCAL ACCESS STREETS		
Chilmington Green street type	Local access street	
Speed limit		
Width of adoptable highway	12m - 15m	
Combined carriageway & parking width	5.5m - 8m*	
Footway provision	2m min.	
Cycleway provision	In carriageway	
Junction radii	4m (max) 2m (typical)	
Direct vehicular access to properties	YES	
Bus route	NO	
On-street parking	YES* (incl. interspersed street trees)	
Speed restriction features	Raised table junctions	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	6m max	Smaller columns could include timber elements

*Width to vary to reflect street design guidance and provide opportunity parking on street



Typical section



Key plan



Typical plan




10. STREET DESIGN

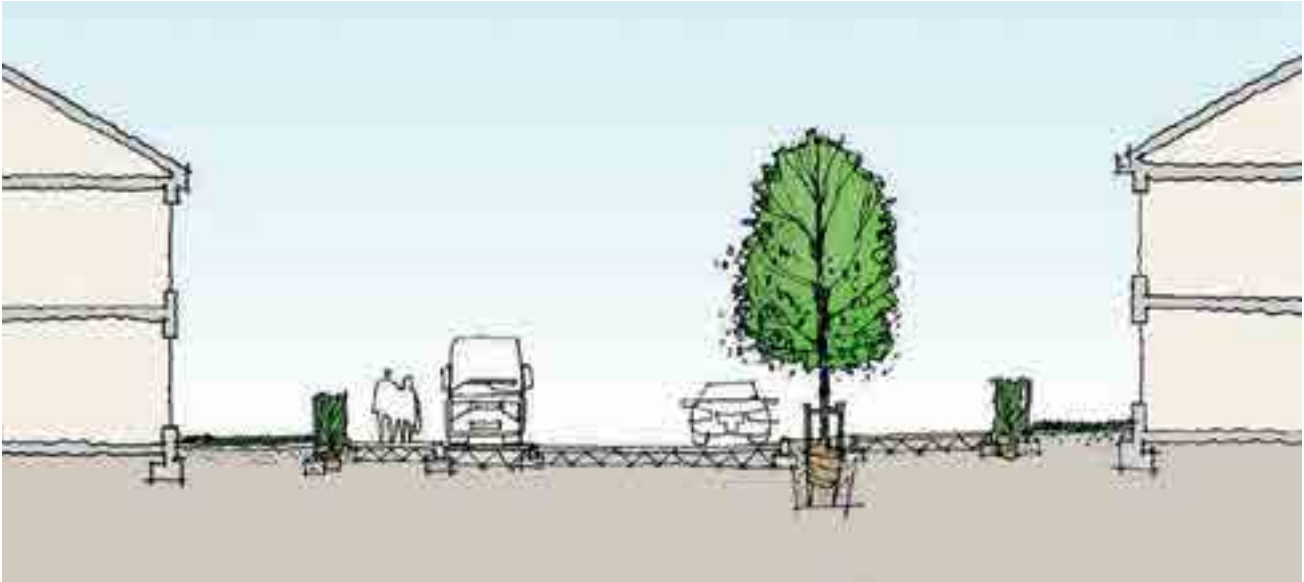
10.3 MINOR ACCESS STREETS

Minor Access Streets provide access to residential areas where the expected volumes of traffic are low. They should be designed to achieve target design speeds of 15mph or less through incorporating design features such as pinch points in the carriageway (4.1m minimum), on-street parking, and changes in carriageway surface to demarcate pedestrian crossing points.

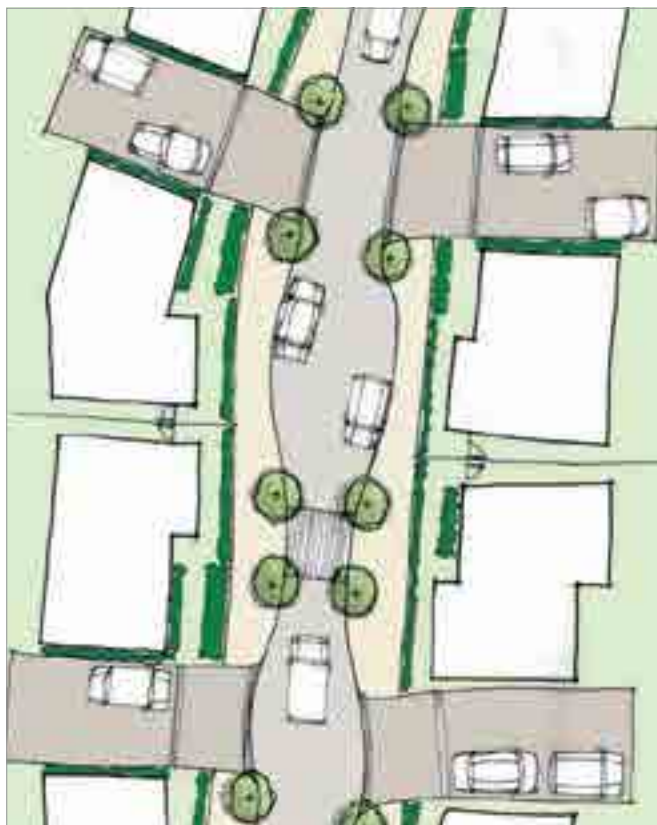
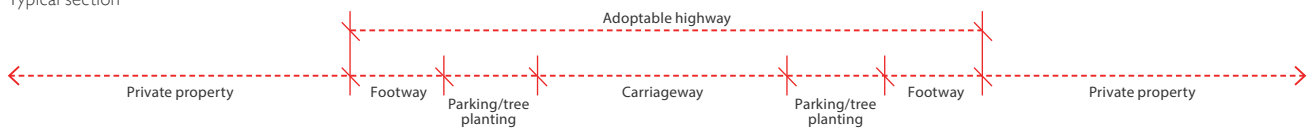
Variable width of carriageway with widening to provide opportunity spaces for visitor parking should be a feature of Minor Access Streets. Street trees should also be incorporated to emphasise the garden city character of Chilmington Green.

MINOR ACCESS STREETS		
Chilmington Green street type	Minor access street	
Speed limit	 (Target design speed is 15mph)	
Width of adoptable highway	8.1m - 14m	
Combined carriageway and parking width*	4.1m - 7m*	
Footway provision	2m min.	
Cycleway provision	In carriageway	
Highway verge	N/A	
Junction radii	3m (max) 2m (typical)	
Direct vehicular access to properties	YES	
Bus route	NO	
On-street parking	YES (incl. interspersed street trees)	
Speed restriction features	Raised tables at junctions and horizontal diversion	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	5m max	Steel, tapered columns. Smaller columns could include timber elements

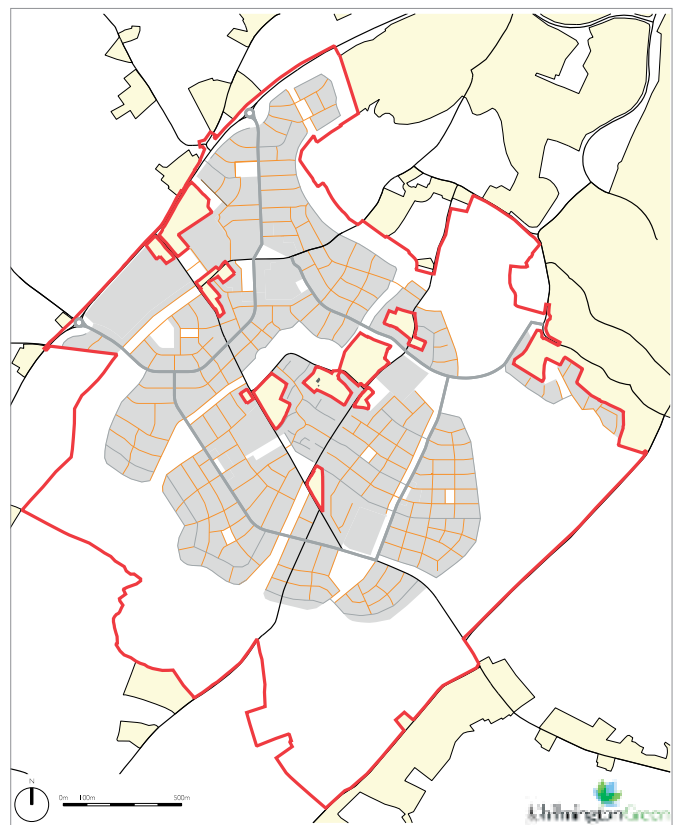
*Variable street width to provide non-parallel street edges and create character



Typical section



Typical plan



Key plan




10. STREET DESIGN

10.3.1 SHARED SPACES

Shared space gives priority to pedestrians and cyclists. Like the Minor Access Streets, they must be designed to achieve target speeds of 15mph or less using design cues such as pinch points in the carriageway (4.1m minimum) and on-street parking.

Kerbs are usually omitted in shared space schemes to give a clear indication that vehicles should give way to pedestrians. Trees, planters, and doorstep play are a feature of these types of street.

The needs of blind or partially-sighted people must be considered in the detailed design, and suitable tactile features included to assist them in safely navigating the Shared Spaces.

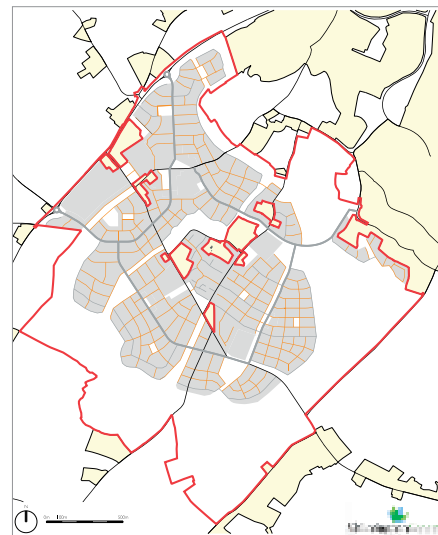
SHARED SPACES		
Chilmington Green street type	Shared Spaces	
Speed limit	 (Target design speed is 15mph)	
Width of adoptable highway	4.1m - 14m	
Combined carriageway and parking width	4.1m - 5.5m	
Footway provision	In shared surface	
Cycleway provision	In shared surface	
Junction radii	2m max	
Direct vehicular access to properties	YES	
Bus route	NO	
On-street parking	YES	
Traffic calming features	Integral features	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	5m max	Steel, tapered columns. Smaller columns could include timber element



Typical section



Typical plan



Key plan



Precedent image




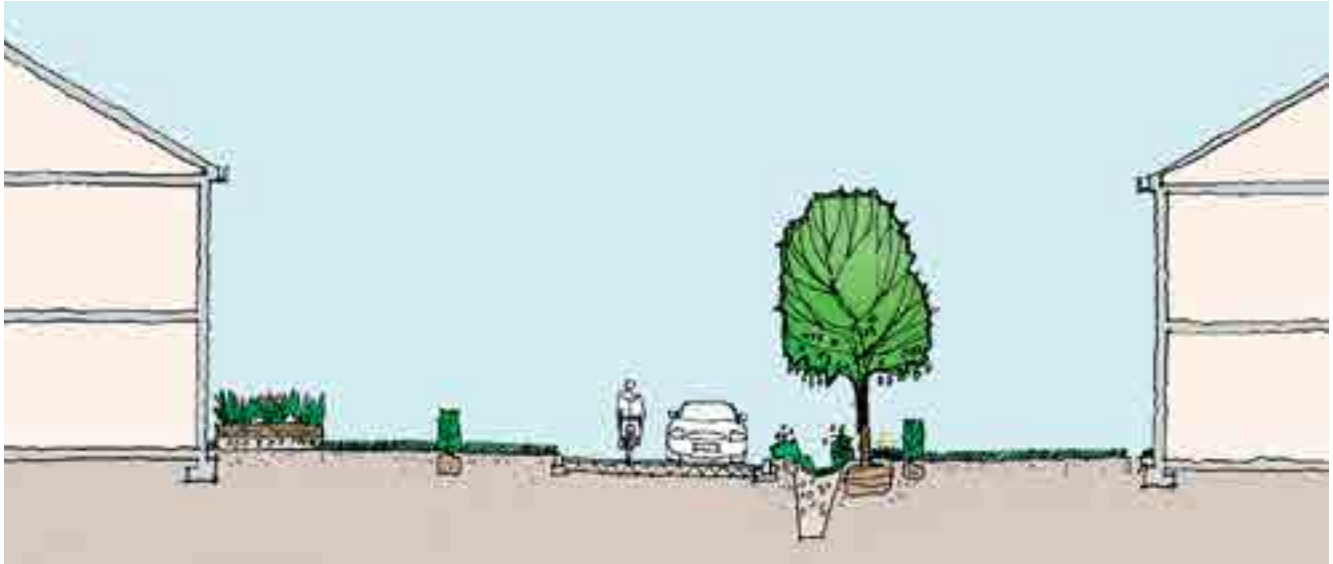
10. STREET DESIGN

10.4 LANES & EDGE STREETS

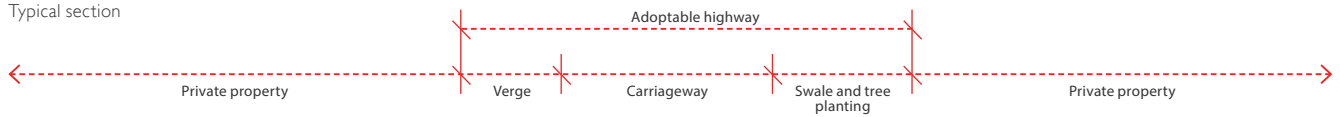
Lanes are informal and narrow in character. They provide access to a relatively low number of dwellings and can be designed as shared spaces.

Features such as narrowing of the carriageway to allow only one vehicle at a time to pass at pinch points (minimum 3m) should be incorporated. Variable width carriageways can also provide opportunity spaces for on-street parking and create a rural character.

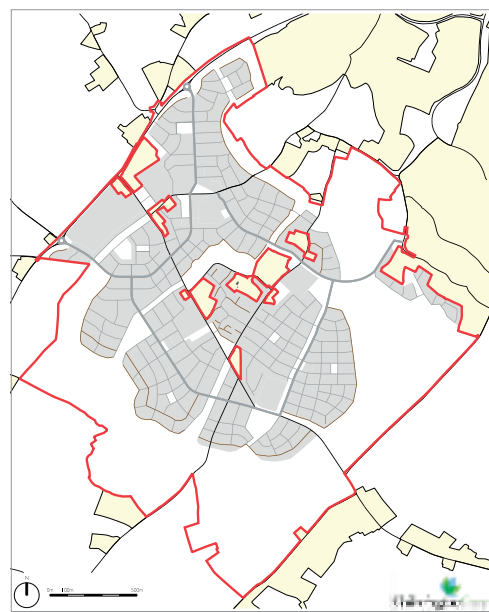
LANES		
Chilmington Green street type	Lane	
Speed limit	 (Target design speed 15mph)	
Width of adoptable highway	5m - 11.5m	
Combined carriageway and parking width	3m pinch points - 5.5m	
Footway provision	In shared surface	
Cycleway provision	In shared surface	
Highway verge	Both sides: 1-3.5m margin (with potential swale and tree planting)	
Junction radii	2m max	
Direct vehicular access to properties	YES	
Bus route	NO	
On-street parking	YES	
Speed restriction features	Horizontal diversion	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	5m max	Steel, tapered columns. Smaller columns could include timber elements as per images



Typical section



Typical plan



Key plan



Hard and soft landscaping precedent images




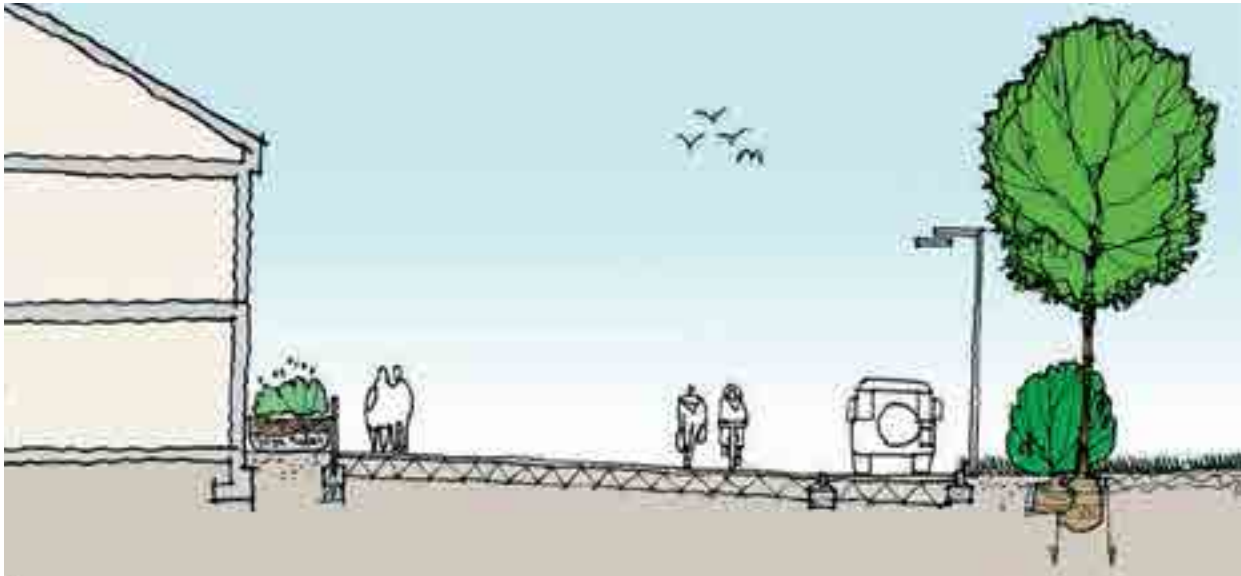
10. STREET DESIGN

10.4.1 EDGE STREETS

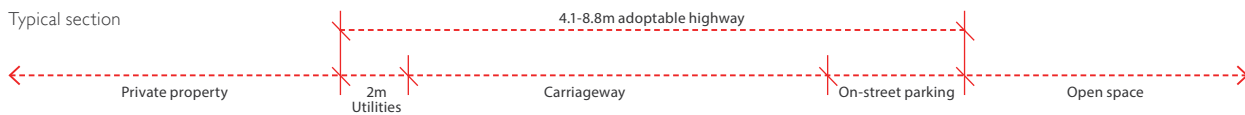
Edge Streets are designed to create a rural character on the edges of development where homes face out towards green space. They provide access to a relatively low number of dwellings and can be designed as shared spaces.

Features such as narrowing of the carriageway to allow only one vehicle at a time to pass at pinch points (minimum 3m) should be incorporated. Variable width carriageways can also provide opportunity spaces for on street parking and emphasise the rural character.

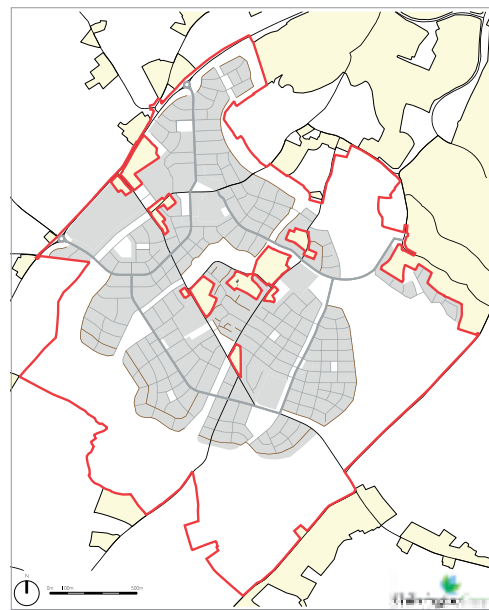
EDGE STREETS		
Chilmington Green street type	Edge street	
Speed limit	 (Target design speed 15mph)	
Width of adoptable highway	3m pinch points - 8.8m	
Carriageway width	3m - 4.8m	
Footway provision	In shared surface	
Cycleway provision	In shared surface	
Junction radii	2m max	
Direct vehicular access to properties	YES	
Bus route	NO	
On-street parking	YES	
Speed restriction features	Horizontal diversion	
Statutory utility provision (excl. drainage)	YES (beneath footway)	
Road markings	NO	
Lighting	5m max	Steel, tapered columns. Smaller columns could include timber elements as per images



Typical section



Typical plan



Key plan



10. STREET DESIGN

10.5 PEDESTRIAN & CYCLE NETWORK

A network of Public Rights of Way runs in and around the Chilmington Green site. These will be upgraded and enhanced in order to bring them to the standard required to serve the daytime and residential populations of the development.

Safety and ease of access have been paramount in the design of pedestrian and cycle facilities at Chilmington Green. The main access points to the site for vehicles also incorporate good cycle and pedestrian routes. In addition there are three access points designed for pedestrians and cyclists only.

Three of these are located at the north of the development and connect to the current residential areas in the south of Ashford. Another two are situated at the south of the site, allowing residents of the small settlements to the south of Chilmington Green easy access to the facilities on offer. These will also allow Chilmington Green's residents to access Kent's picturesque countryside that lies only a few minutes from the heart of their community.

The internal pedestrian and cycle network will demonstrate a high level of permeability, making a trip from one part of Chilmington Green to another via a sustainable mode quick, easy and pleasurable. Chilmington Green's vibrant District Centre will form the hub of the pedestrian and cycle network, with routes branching from it, serving the two local centres and facilitating access to the rest of the development, and to Ashford.

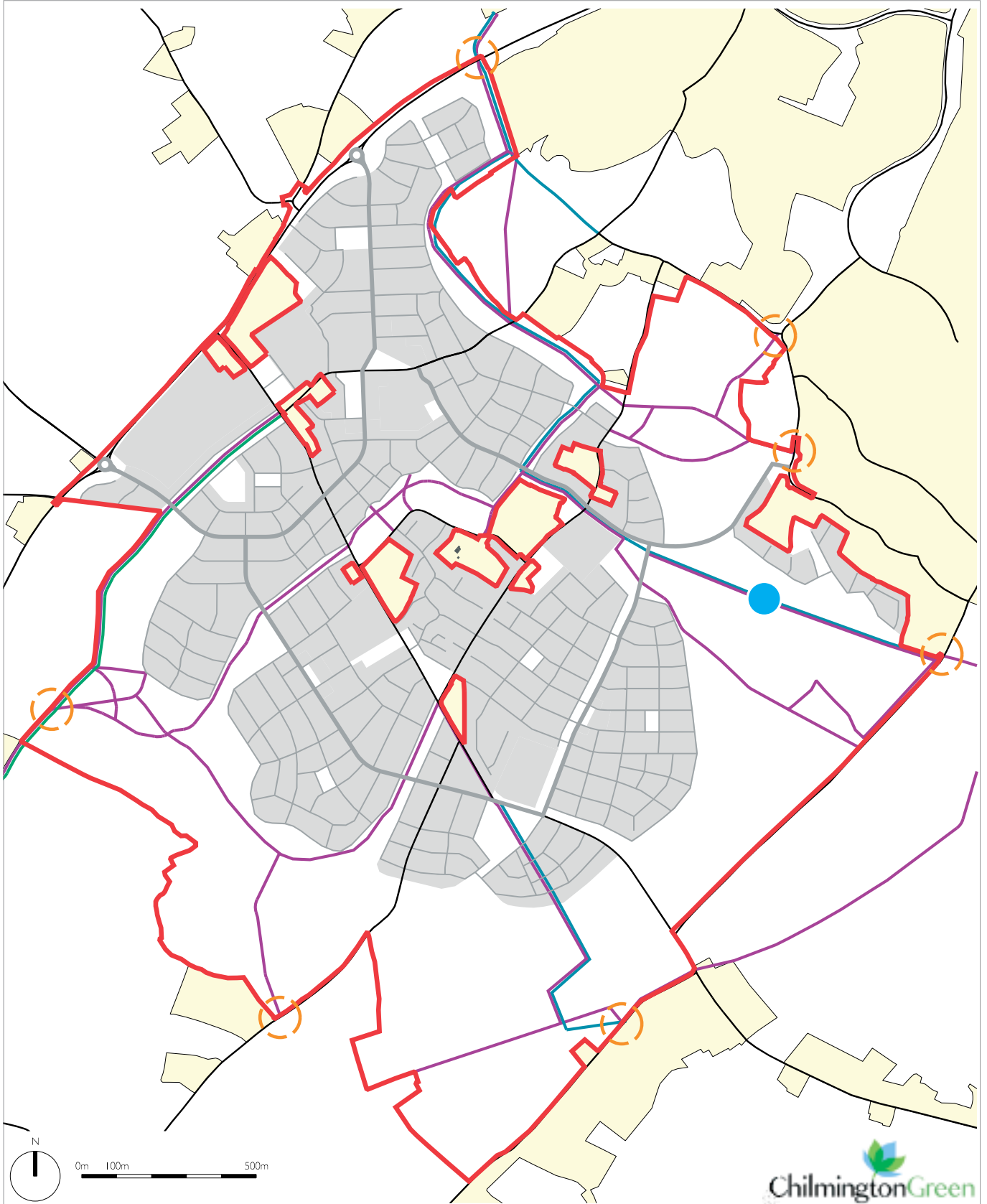
Pedestrian safety will be further enhanced by the provision of formal pedestrian crossings in the District Centre and where Bartlets Lane crosses the new priority route which will be used by the high frequency bus service. Along with these crossings, there will be many informal crossing points allowing safe movement around Chilmington Green.



● Section through Green Spine

- Site Boundary
- Key pedestrian access point
- 10.5.1 Foot/cycleway
- 10.5.2 Bridleway
- 10.5.3 Byway
- Location of section

Pedestrian & Cycle Network





10. STREET DESIGN

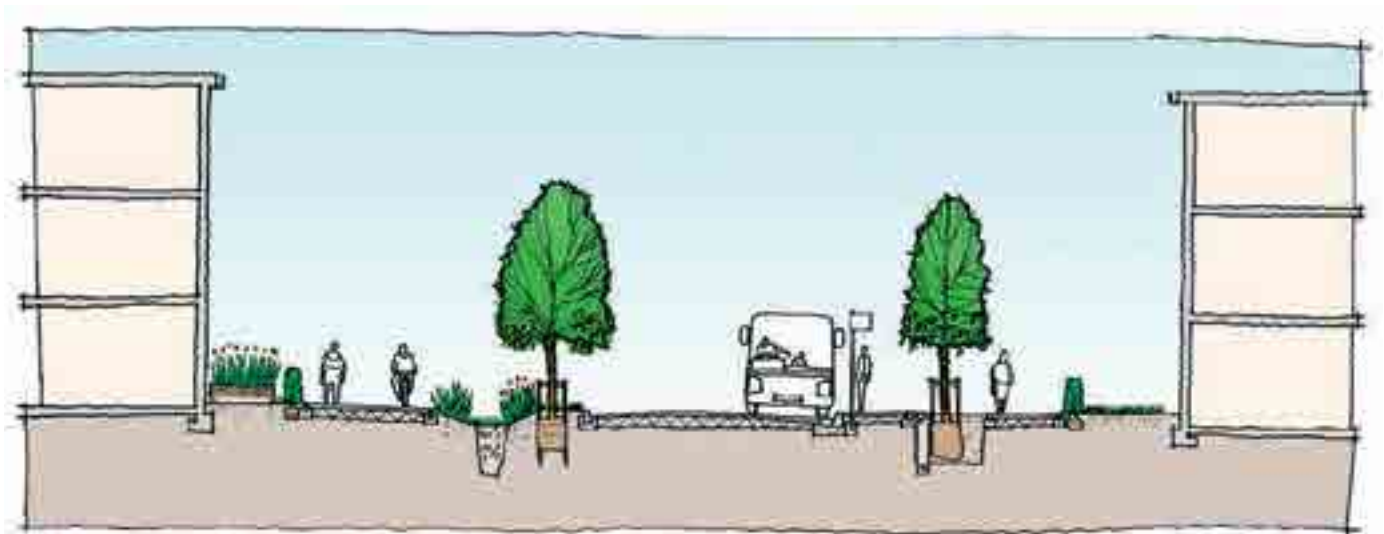
10.6 BUS ROUTE & STOPS

A bus service will run in a loop around Chilmington Green in both directions passing through the District Centre and Local Centres and providing a link to Ashford town centre and railway station.




The diagram opposite shows the route of the bus and location of bus stops within the masterplan. The bus stops are also shown on the Regulatory Plan.

Bus stops will be designed to a high-quality at places that are safe and comfortable to use and highly accessible by all people. Bus stops will be provided close to specific passenger destinations.

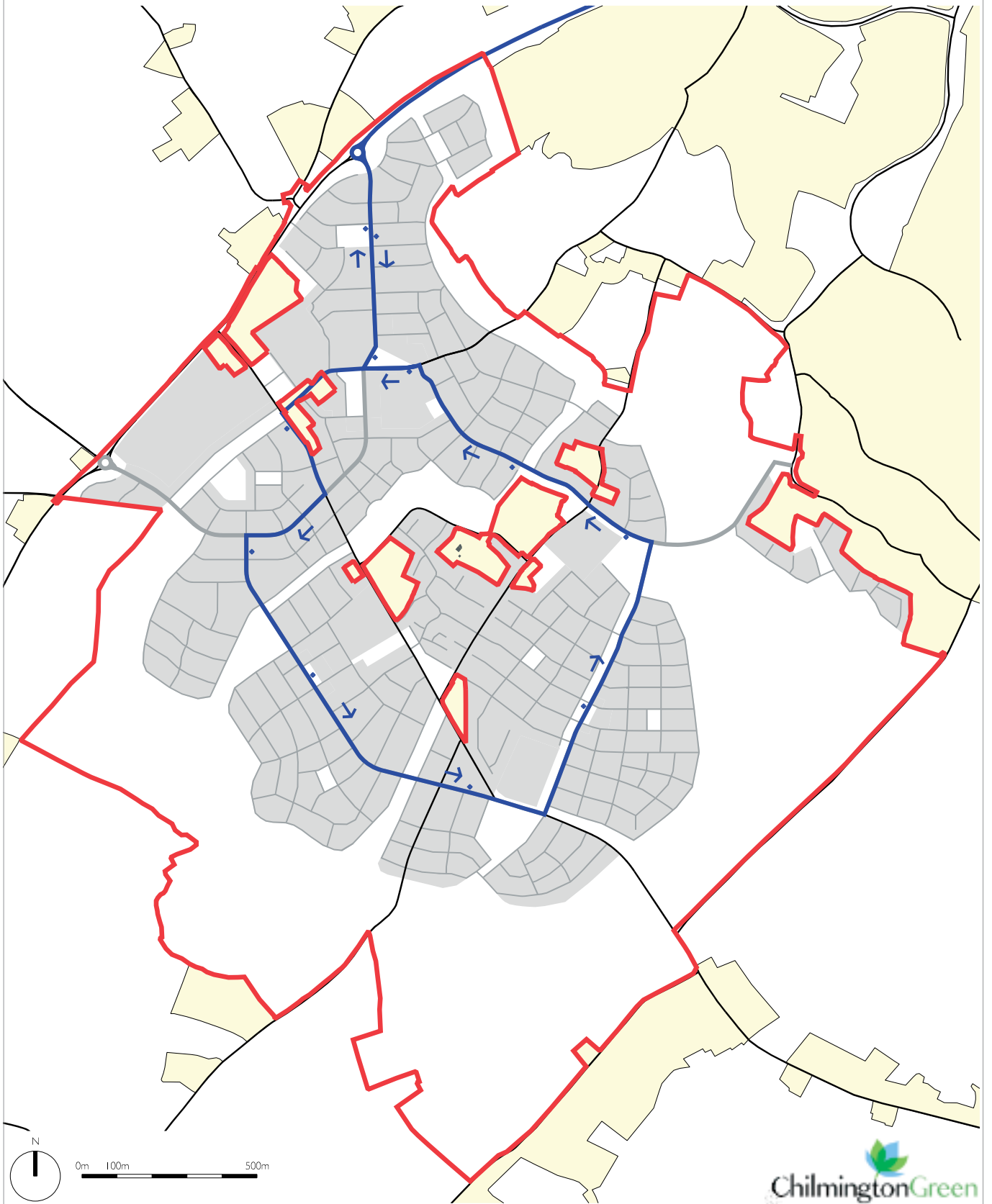
Bus boarders will be provided where required to enable buses to stop within a traffic stream and move off without difficulty. They will be built out from the existing kerb line where there are parked cars or other obstructions that would prevent the bus from stopping parallel to the kerb, so that people, particularly those with impaired mobility, can get on and off the bus without difficulty.



Typical section through a bus stop on The Avenue

-  Site Boundary
-  Bus route
-  10.6.1 Bus stops

Bus route & stops



STEP 7

II. Access conditions

- 11.1 No vehicular access to plots
- 11.2 Occasional vehicular access to plots




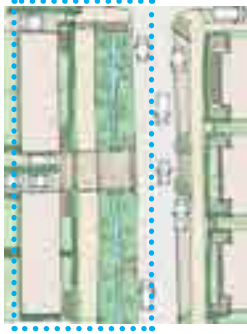


II. ACCESS CONDITIONS

The edges of strategic routes and existing roads are colour coded according to the type of access or movement permitted along that edge. The purpose of this section is to clarify where vehicular access to plots will be restricted.

There are very few locations where this restriction applies. The key reason for restricting vehicular access is to create pedestrian routes along shopping frontage in the district and local centres. Lengths of street with special avenue tree planting and swales are other locations where restricted access will apply. The locations of restricted access are shown on the regulatory plan and are mandatory.

STEP 7: VEHICULAR ACCESS CONDITIONS

COLOUR CODING ON REGULATORY PLAN	EXAMPLE PLAN AND RELEVANT EDGE	EDGE TYPE AND DESCRIPTION
<p>11.1</p> 		<p>NO VEHICULAR MOVEMENT OR ACCESS TO PLOTS PERMITTED ALONG EDGE</p> <p>This type of edge is predominantly located along the following frontages:</p> <ul style="list-style-type: none"> • Mixed use frontage within the District Centre and Local Centres, to create a pedestrian friendly environment. • Selected frontage along Avenues and Boulevards where swales run parallel to the highway.
<p>11.2</p> 		<p>OCCASIONAL ACCESS TO SHARED OR INDIVIDUAL DRIVEWAYS PERMITTED ALONG EDGE FOR ACCESS TO PARKING SPACES</p> <p>This type of edge is predominantly located along strategic routes and bus routes where the number of vehicular access points to individual plots needs to be reduced to facilitate traffic movement or minimise interruption of swales.</p>

STEP 8

12. Edge conditions

12.1-12.5 A28

12.6-12.7 Great Chart Ridge

12.8-12.10 Discovery Park

12.11-12.13 Rural Edge







12.14-12.15 Green Corridors

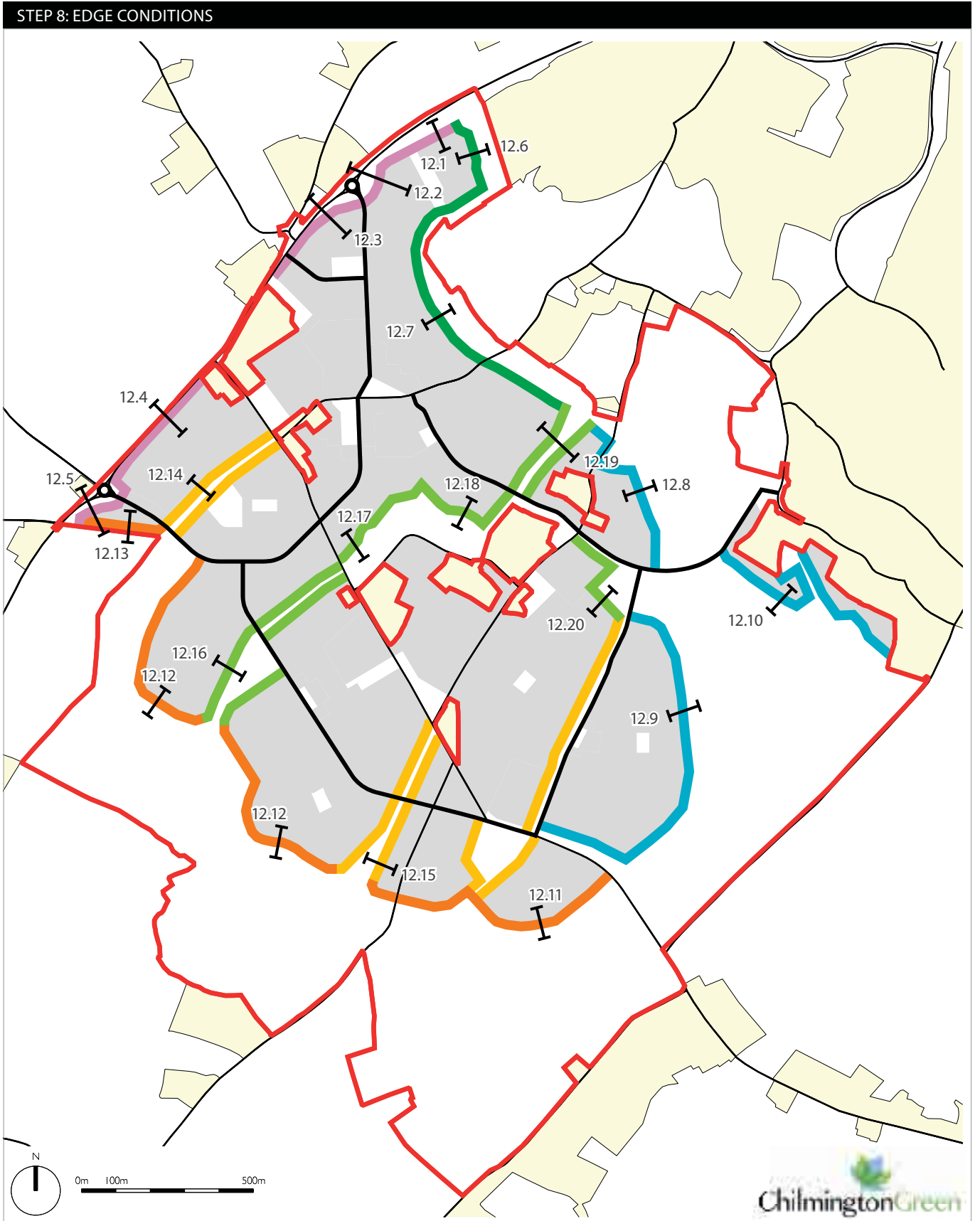
12.16-12.20 Green Arc Edge



12. EDGE CONDITIONS

The following sections provide an indication of character, landscape and relationship between built form and open space along development edges. Edge sections are annotated on the Regulatory Plan. Each section symbol on the regulatory plan has a number which relates to the relevant section diagram and text in this chapter. The diagram opposite shows where the coded edges are located on the masterplan. Reserved matters applications must demonstrate how these sections have been considered and incorporated into the design.

-  Site Boundary
-  A28 Edge
-  Great Chart Ridge
-  Discovery Park
-  Rural Edge
-  Green Corridors
-  Green Arc





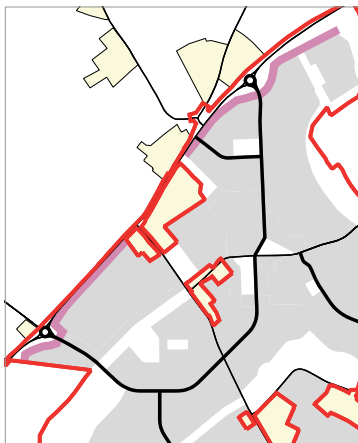
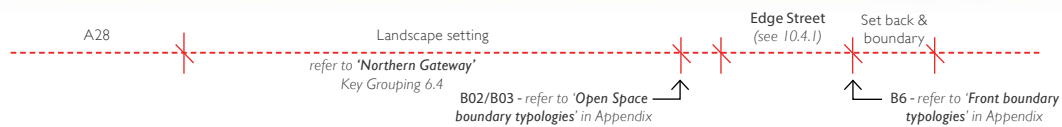
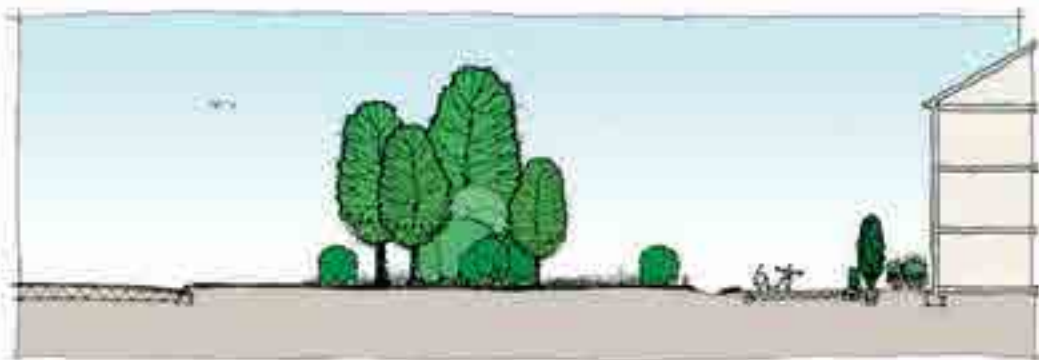
12. EDGE CONDITIONS

A28

12.1 A28 edge north of northern access to Chilmington Green



12.2 A28 edge to northern roundabout



Key plan

12.1 A28 edge north of northern access to Chilmington Green

A significant landscape buffer separates the A28 from proposed residential frontages north of the northern access to the site, and to the north of the roundabout. This helps to reduce the visual presence of Chilmington Green from sensitive locations along the road. The separation distance will also mitigate traffic noise from the A28. Shared-surface edge streets will provide access to a limited number of dwellings.

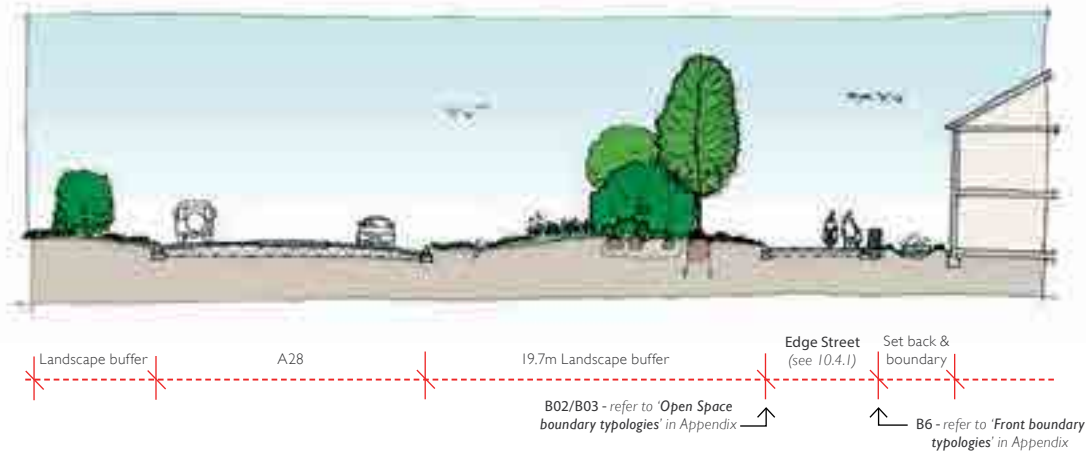
12.2 A28 edge to northern roundabout

The landscape edge to the northern roundabout performs a similar function in reducing noise through separation distance, landscaping and planting. However the gateway landscaping will provide views of housing.

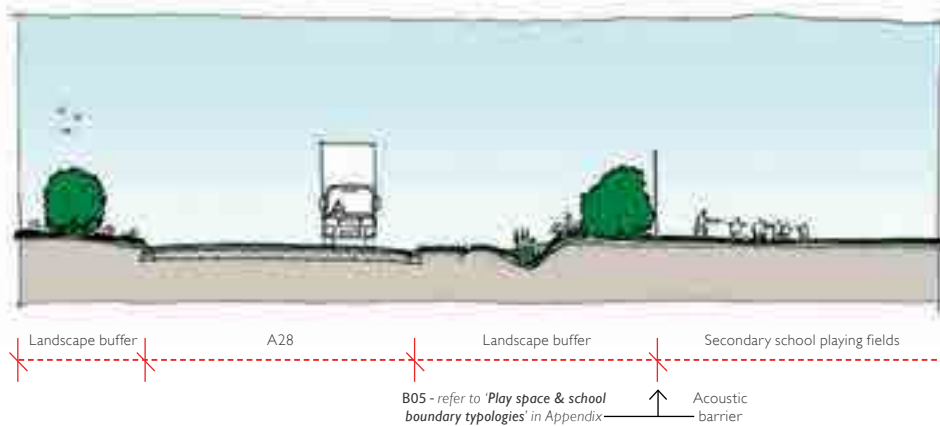
Mounding in this location will also play an important role in visually framing the gateway to the development.

A28

12.3 A28 edge south of northern roundabout



12.4 A28 edge to secondary school

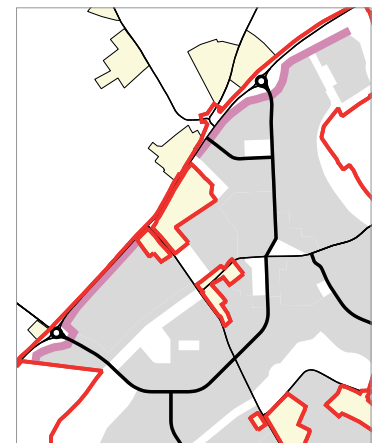


12.3 A28 edge south of northern roundabout

The treatment of the edge north of the roundabout is repeated immediately to the south, with a tapering landscape buffer providing visual screening and noise mitigation from the A28. Access to dwellings is also via a shared-surface edge street

12.4 A28 edge to secondary school

Secondary school playing fields will have a landscaped edge as well as an acoustic barrier to mitigate noise impact from the road.



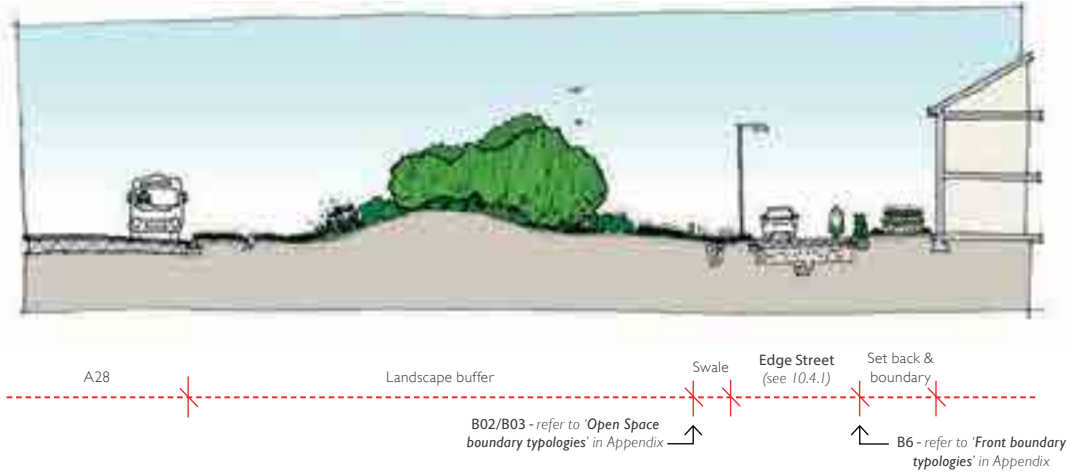
Key plan



12. EDGE CONDITIONS

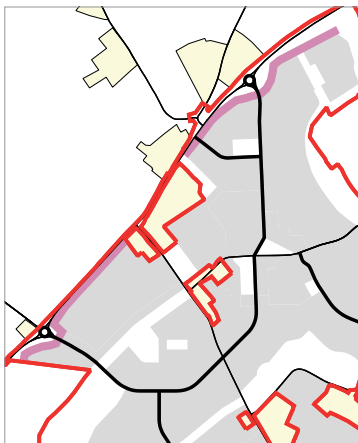
A28

12.5 A28 edge to southern roundabout



12.5 A28 edge to southern roundabout

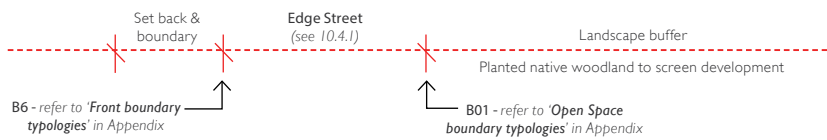
A significant landscape buffer is also provided at the southern access roundabout, mitigating the visual presence of the development from the A28 and providing noise attenuation where needed.



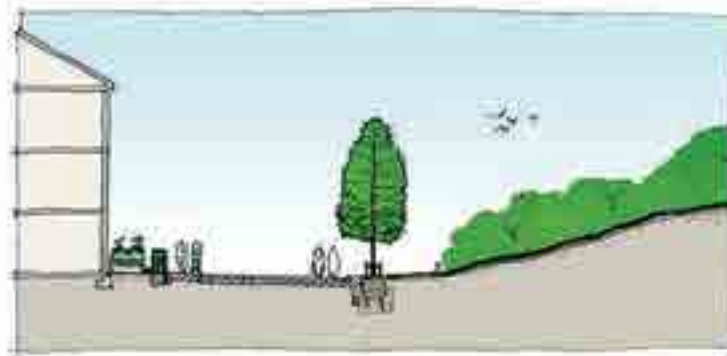
Key plan

Great Chart Ridge

12.6 Great Chart Ridge Edge to Singleton



12.7 Great Chart Ridge edge to ridge-top tree belt

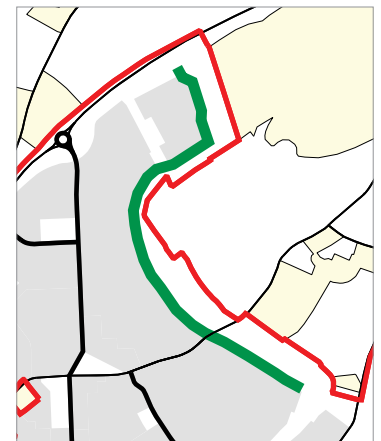


12.6 Great Chart Ridge edge to Singleton

The proposed landscape buffer to the east of Chilmington Green where the land rises to the Great Chart Ridge and Singleton includes significant native woodland planting in order to screen long distance views of Singleton and create tree lined ridge.

12.7 Great Chart Ridge edge to ridge-top tree belt

Development will be set back from Great Chart Ridge and, in this case, its associated ridge-top tree belt. This buffer will help to screen views of the development from the east.



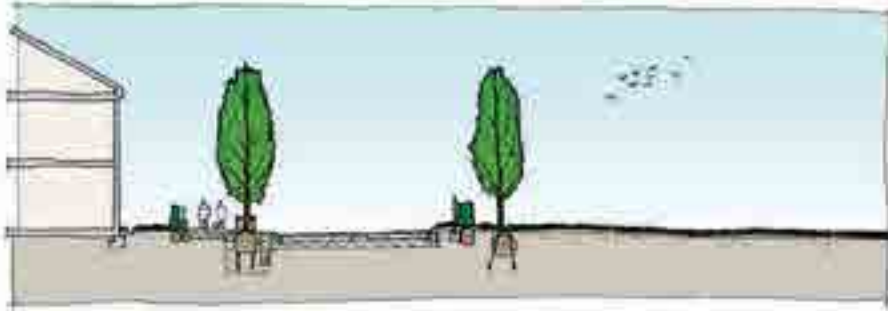
Key plan



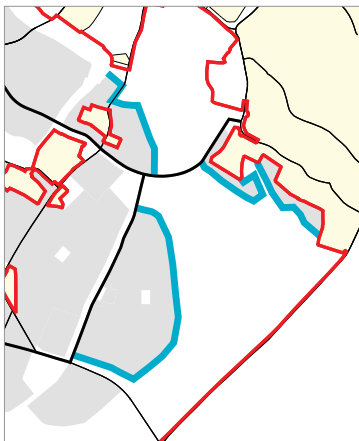
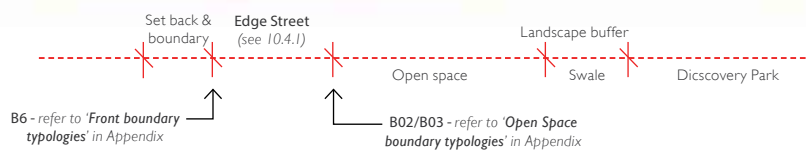
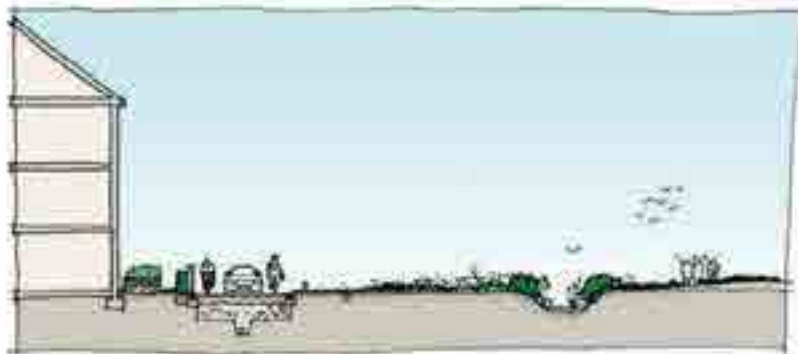
12. EDGE CONDITIONS

Discovery Park

12.8 Discovery Park edge to Colemans' Kitchen Wood



12.9 Discovery Park edge to main park area



Key plan

12.8 Discovery Park edge to Colemans' Kitchen Wood

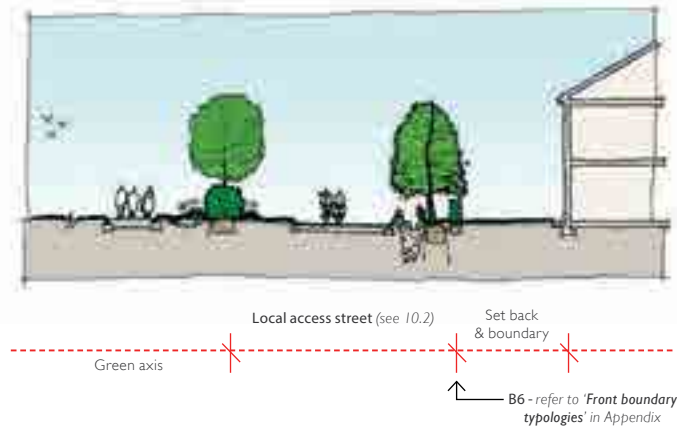
At the residential edge of the Discovery Park and Colemans' Kitchen Wood, a minor access road with street trees and planting will mark the interface of the development with the park.

12.9 Discovery Park edge to main park area

Where a residential parcel sits adjacent to the main Discovery Park, a landscape buffer, including a swale, will separate development from the Park. Edge Streets will provide access to relatively small numbers of dwellings along the edge.

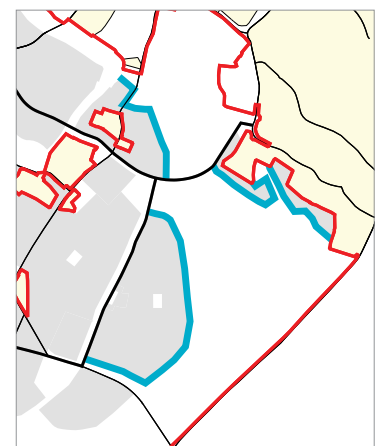
Discovery Park

12.10 Discovery Park edge to Brisley Farm



12.10 Discovery Park edge to Brisley Farm

A green axis, including new planting and a footpath, will form a new edge to Brisley Farm where it meets the Discovery Park. Local and minor access roads run adjacent to the green axis to provide access to dwellings.



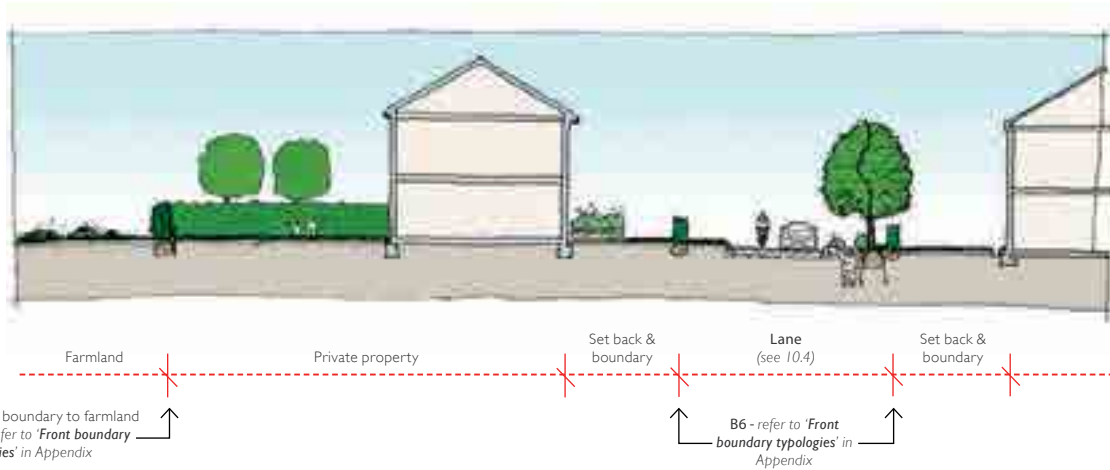
Key plan



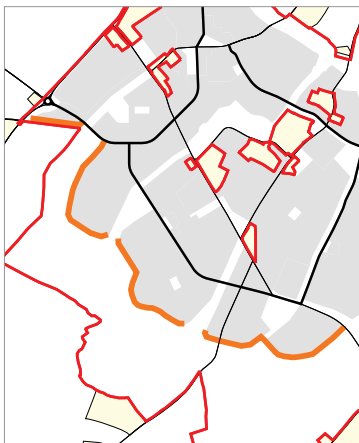
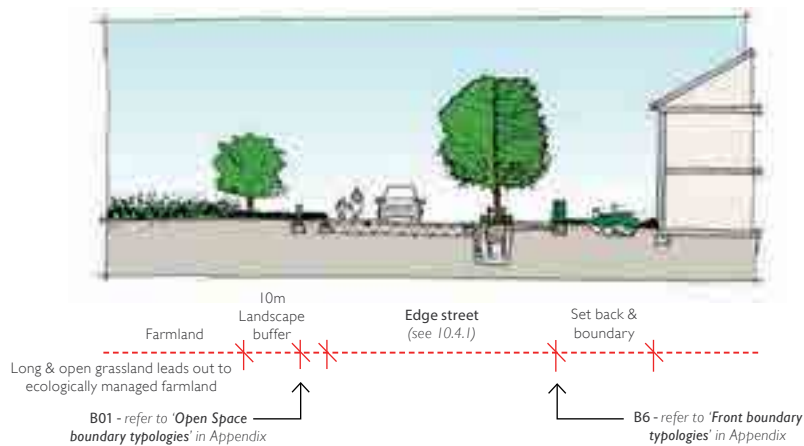
12. EDGE CONDITIONS

Rural Edge

12.11 Rural edge east



12.12 Rural edge west



Key plan

12.11 Rural edge east

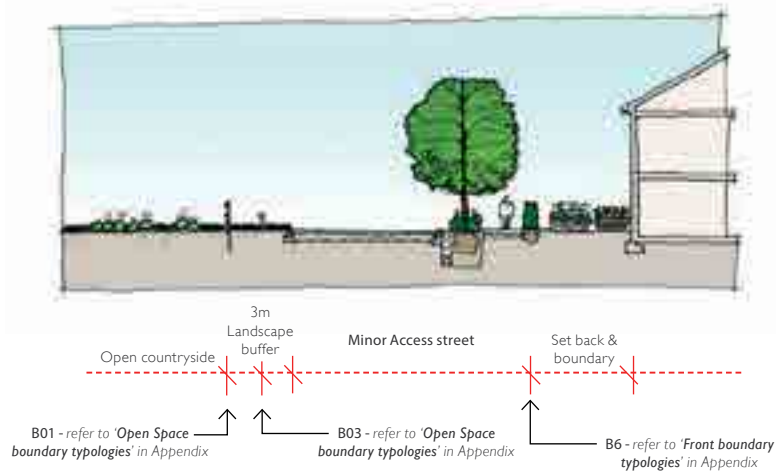
At the eastern rural edge, residential dwellings will back onto farmland. Gardens and appropriate rear property boundary treatments will provide a soft edge at this location.

12.12 Rural edge west

At the western rural edge, properties will front onto farmland. Farmland will be separated from residential parcels by a landscape buffer. Edge streets should provide street trees and a footpath in this location.

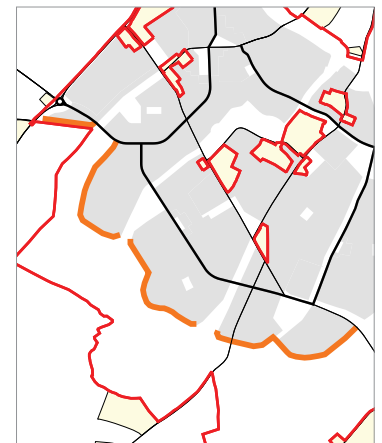
Rural Edge

12.13 Rural edge south of southern roundabout



12.13 Rural edge south of southern roundabout

Where residential development fronts onto open countryside to the south of the southern roundabout and landscape buffer of 3m minimum must be provided between the street and the countryside. Minor access roads with street trees will provide access to dwellings.



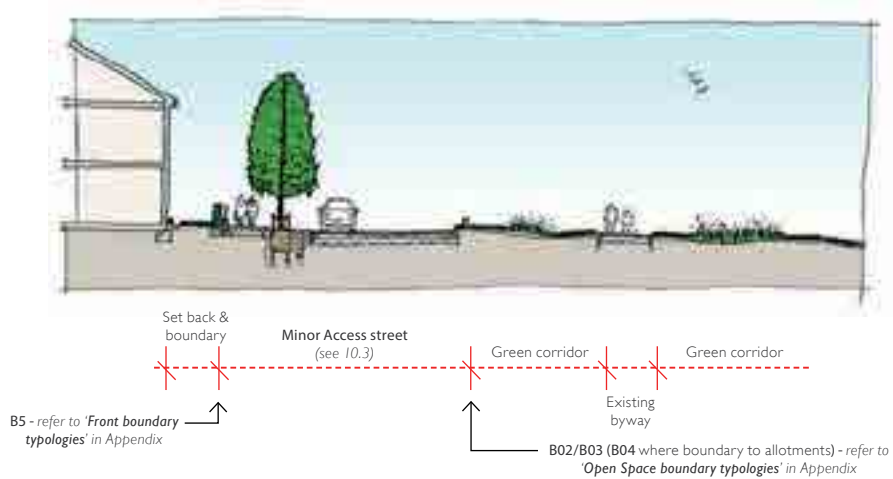
Key plan



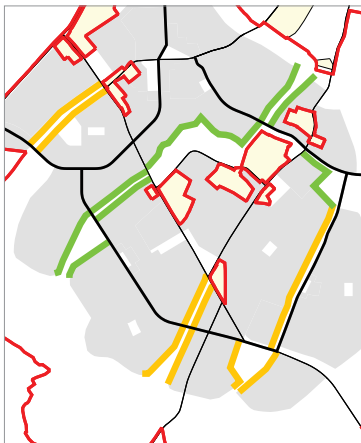
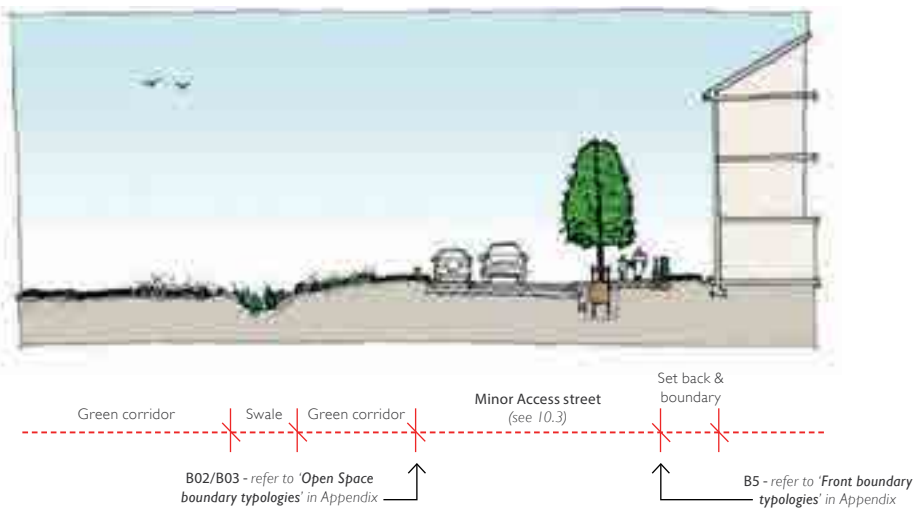
12. EDGE CONDITIONS

Green Corridors & Green Arc

12.14 Green Corridor edge to byway



12.15 Green corridor edge general



Key plan

12.14 Green Corridor edge to byway

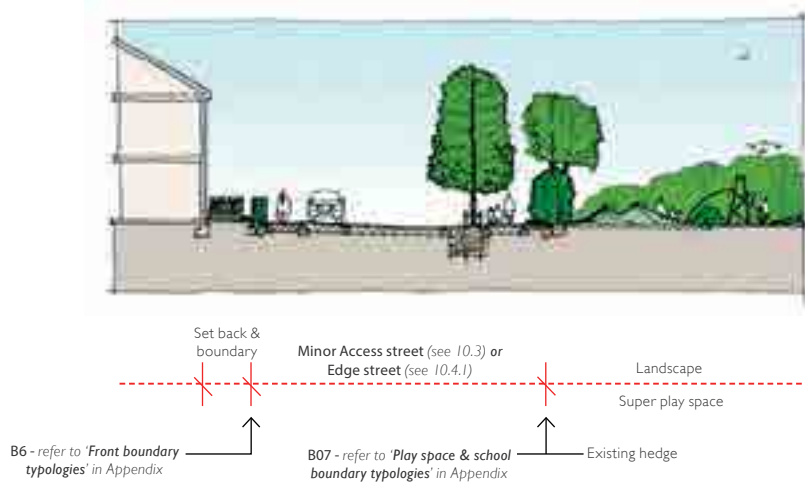
The existing byway will be accommodated within the green corridor, with open space provided on both sides. Minor access streets at the edge will provide access to residential dwellings.

12.15 Green corridor edge general

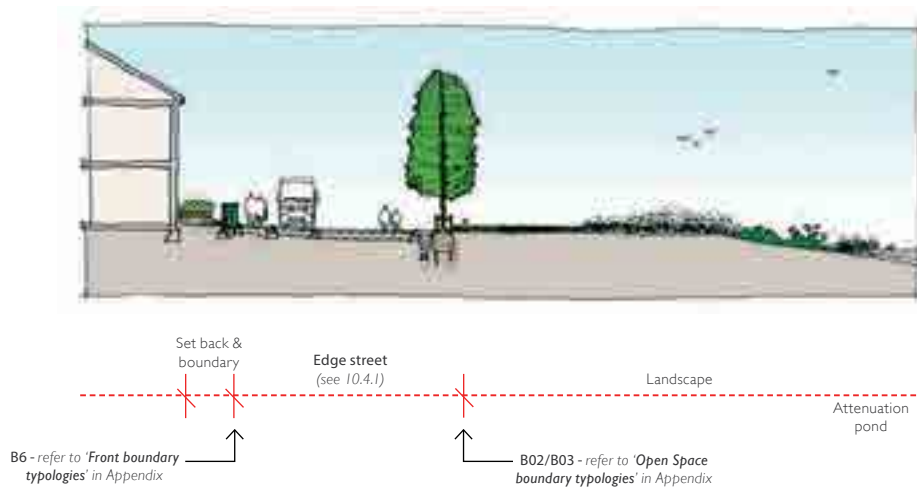
Green corridors will be overlooked by residential frontages. Minor access streets will run alongside the green corridor.

Green Corridors & Green Arc

12.16 Green Arc edge to play area



12.17 Green Arc edge to attenuation basins

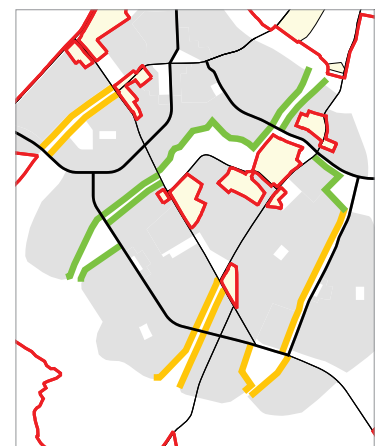


12.16 Green Arc edge to play area

Where the Green Arc meets a play area, an appropriate boundary treatment will be adopted, as per 'Play space & school boundary typologies' in the Appendix. Minor access streets and edge streets adjacent to this boundary will provide access to dwellings.

12.17 Green Arc edge to attenuation basins

An appropriate area of open landscape will separate the edge streets, and associated residential development, from the attenuation basins within the Green Arc.



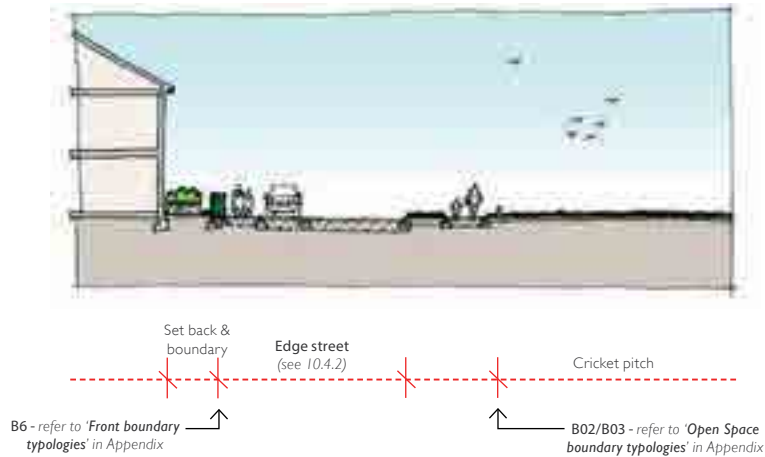
Key plan



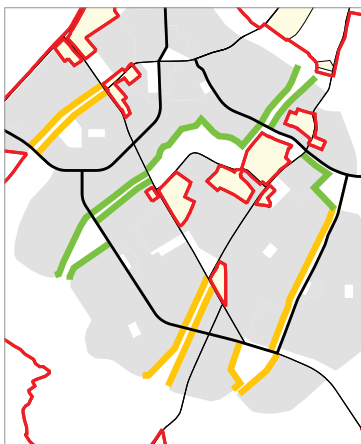
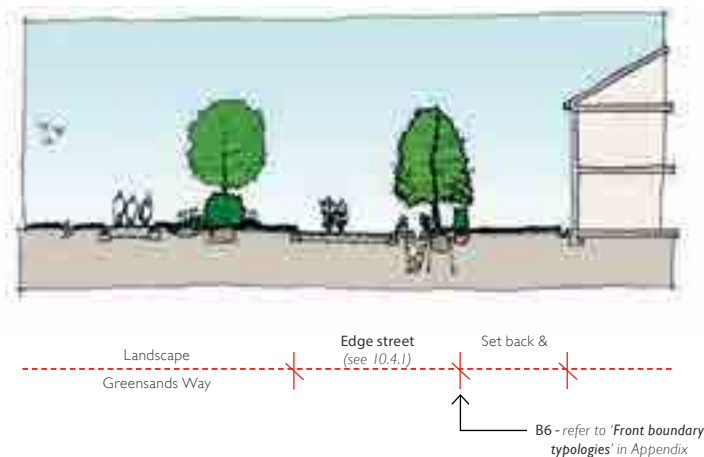
12. EDGE CONDITIONS

Green Corridors & Green Arc

12.18 Green Arc edge to cricket green



12.19 Green Arc edge to watercourse & Greensands Way



Key plan

12.18 Green Arc edge to cricket green

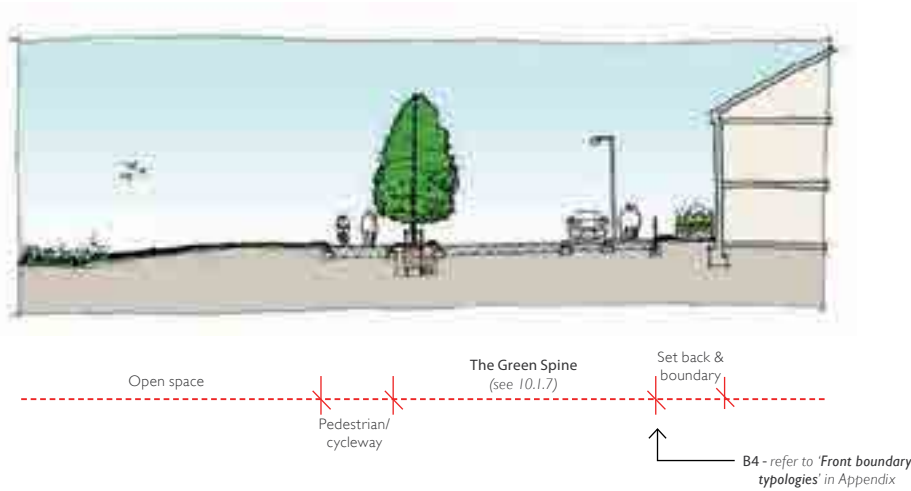
A green verge and footpath will separate the Green Arc at the cricket green from the residential development. Edge streets will provide access to properties.

12.19 Green Arc edge to watercourse & Greensands Way

Greensands Way and the existing watercourse will be separated from houses by a verge and proposed planting. Edge streets will also provide access to dwellings.

Green Corridors & Green Arc

12.20 Green Arc edge to Green Spine



12.20 Green Arc edge to Green Spine

A shared pedestrian and cycleway will be accommodated within the open space adjacent to the green spine. Residential frontages will address this space.



Key plan

STEP 9

13. Residential layout
13.1 Frontage character



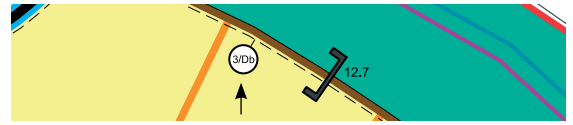
13. RESIDENTIAL LAYOUT

13.1 FRONTAGE CHARACTER

The various frontage typologies opposite set out the grain/ frontage character of the residential parcels.

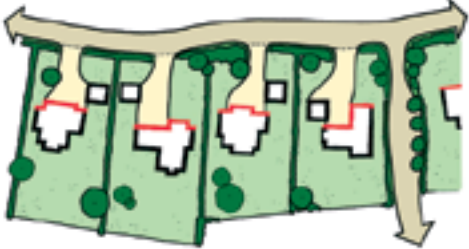
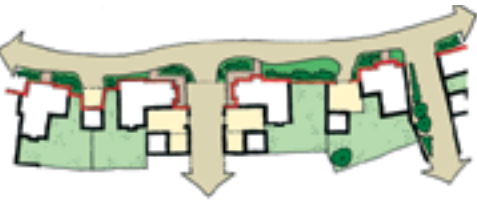

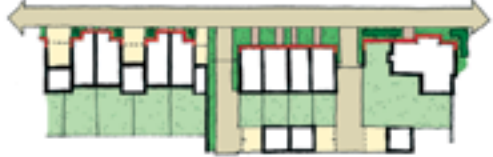
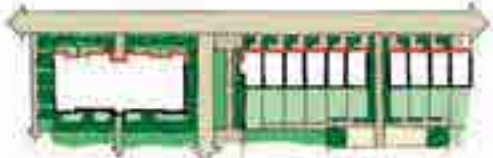
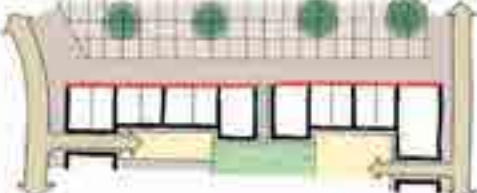
The 'frontage character' label on the Regulatory Plan (highlighted on the right) prescribes which frontage character must be used along a given edge.

Frontage refers to the relationship between fronts of dwellings and the street. The 6 different frontage types will each result in very different characters of street. In many cases the edges of green spaces are also coded.



Extract of the Regulatory Plan



STEP 9A: FRONTAGE CHARACTER	
FRONTAGE CHARACTER TYPOLOGY	PLAN EXAMPLE
<p>①</p> <ul style="list-style-type: none"> Set back, staggered frontage Consists of detached dwellings of varying size set back from country style lanes Frontage may include garages, hedges and garden walls Distance between each house frontage and street must vary between adjacent plots Only used in very low density areas with rural character 	
<p>②</p> <ul style="list-style-type: none"> Staggered frontage Consists of predominantly detached and some semi-detached dwellings of varying size Frontage may include garages and garden walls but garages must be set behind main frontage Distance between street edge and frontage may vary 	
<p>③</p> <ul style="list-style-type: none"> Consistent frontage Consists of dwellings of a similar typology and size, plotted the same distance apart to create rhythm and order Distance from street edge to frontage consistent along row 	
<p>④</p> <ul style="list-style-type: none"> Stepped frontage with a high degree of enclosure Consists groups of semi-detached, terraced dwellings and apartments Distance between groups of homes and street can vary along the street 	
<p>⑤</p> <ul style="list-style-type: none"> Continuous, formal frontage Consistent grouping of typologies Consists of terraces and apartments, with gaps only for vehicular access to parking and pedestrian routes Distance from street edge to frontage consistent along row 	
<p>⑥</p> <ul style="list-style-type: none"> Mixed use Continuous, formal frontage facing square Consists of mixed use blocks with gaps only for pedestrian access to parking at rear 	

STEP 10

14 Residential layout

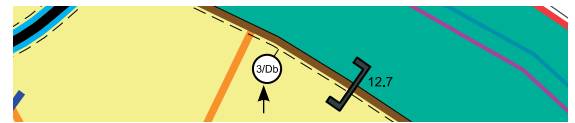
14.1 Residential plot components



13. RESIDENTIAL LAYOUT

14.1 RESIDENTIAL PLOT COMPONENTS

There are five components which determine the design of a residential plot. These components can be combined in a number of ways to create different residential character. The components are dwelling typology, parking typology, front boundary typology, setback, and dwelling height. The 'plot component' label on the Regulatory Plan (highlighted on the right) prescribes which plot components will be used along a given edge. The 'plot component' label signifies which typology matrix on pages 165-174 to use. The regulatory plan restricts the range of plot components that may be used in order to create appropriate character. Along key routes and edges, only typologies in the matrix can be used. For all development within the middle of a residential parcel, the text which is highlighted below with a box applies.



Extract of the Regulatory Plan



Residential Plot components

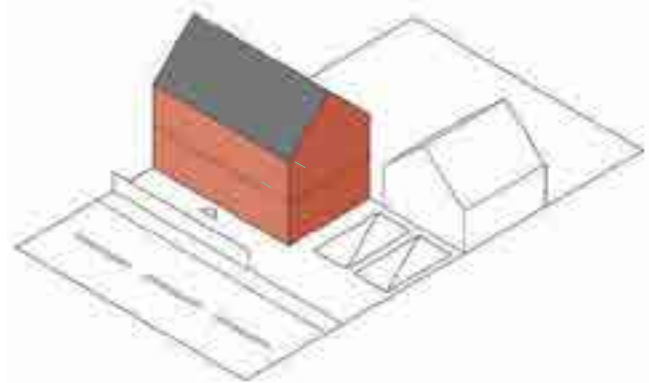
- Matrix D**
- Dwelling typology
 - Parking typology
 - Front boundary typology
 - Set back
 - Dwelling height

STEP 10: RESIDENTIAL PLOT COMPONENTS

Dwelling typologies

- D - Detached
- SD - Semi-detached
- T - Terraced
- F - Flats

Within the middle of the residential parcel, any dwelling typology can be used which has already been prescribed for a parcel's edge and providing it is in keeping with the relevant character area. A parcel with edges labelled A, D and F can use any typology from matrices A, D and F within the parcel. (Coachhouses are not included in any typology matrix but may be added inside a residential parcel in mews and courtyards for surveillance and to create variety.)



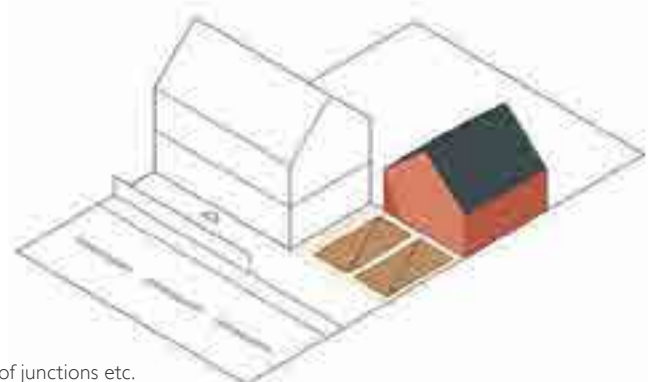
The dwellings typologies that can be used along a given edge are listed in the relevant matrix and are set out in further detail in the 'Dwelling Typologies' section of the Appendix (p. 193-196).

Parking typologies

- P1 - On-plot frontage
- P2 - On-plot corner
- P3 - On-plot between dwellings
- P4 - Courtyard
- P5 - Mews
- P6 - Front access drive through
- P7 - Rear parking courts
- P8 - Forecourt
- P9 - Detached car barns
- P10 - On-street visitor parking*
- P11 - Forecourt attached

*P10 can be used where required on any street subject to detailed design of junctions etc.

Within the middle of the residential parcel, any parking typology can be used, providing it is in keeping with relevant character area. There must be a variety of parking typologies used to minimise the visual intrusion of the car within the street scene.

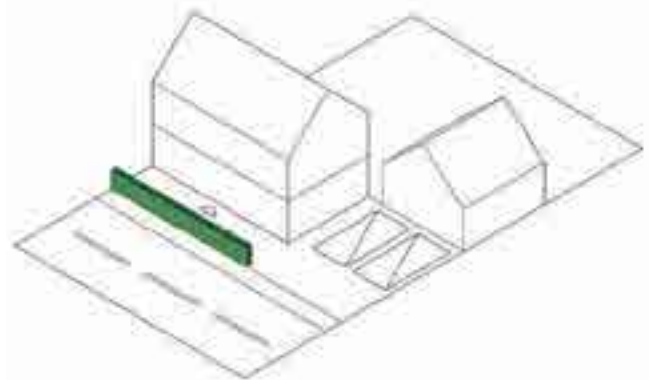


The parking typologies that can be used along a given edge are listed in the relevant matrix and are set out in further detail in the 'Parking Typologies' section of the Appendix (p. 197-200). Details on ABC's parking standards are also set out in the Appendix.

Front boundary typologies

The boundary definition separates the private and public realm:

- B1 - No boundary
- B2 - Urban style railing
- B3 - Railing on low wall
- B4 - Railing & hedge
- B5 - Low wall & ornamental hedge
- B6 - Hedge (ornamental / native) new or existing
- B7 - Planted Zone
- B8 - Cleft fencing
- B9 - Cleft fencing with hedge



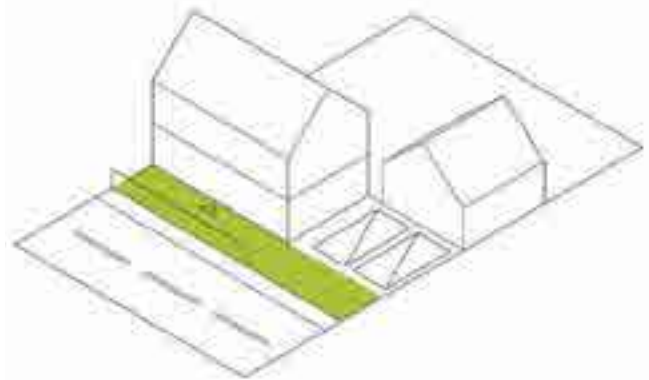
Within the middle of the residential parcel, any boundary type can be used which has already been prescribed for a parcel's edge and providing it is in keeping with the relevant character area. For example, a parcel with edges labelled A, D and F can use any boundary from matrices A, D and F in the middle of the parcel.

The front boundary typologies that can be used along a given edge are listed in the relevant matrix and are set out in more detail in the 'Front Boundary Typologies' section of the Appendix (p.203-204).

Set back

The set back of a dwelling relates to the distance in metres from the back edge of pavement to the front facade of the dwelling. This space can include a front garden where suitable.

The matrices set out minimum and maximum thresholds for set backs along labelled residential edges. Where edge sections apply, set backs must be shown as in section 12.

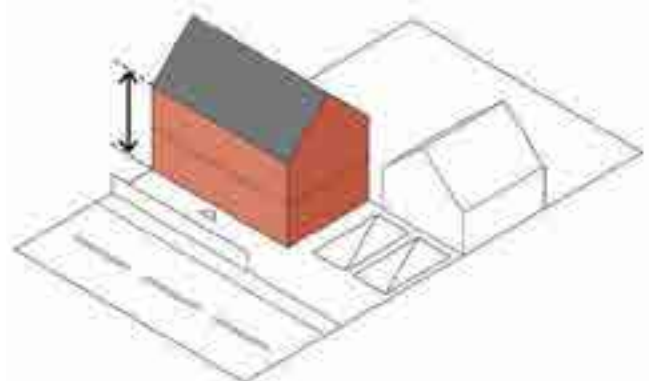


Within the middle of the residential parcel, any set back distance can be used which has already been prescribed for a parcel's edge and providing it is in keeping with the relevant character area. For example, a parcel with edges labelled A, D and F can use any set back distance from matrices A, D and F within the middle of the parcel. The set back distance must be adjusted to comply with visibility splays at road junctions.

The set back of dwellings along a given edge is listed in the relevant matrix in relation to the dwelling typology.

Dwelling height

The dwelling height is provided in storeys.



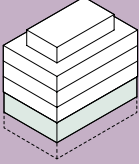
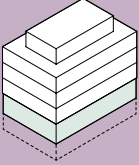
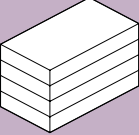
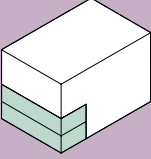
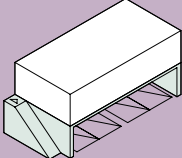
Within the middle of the parcel, the height of dwellings will follow the Storey Heights Plan submitted as part of the Outline Planning Application.

The dwelling height along a given edge is listed in the relevant matrix in relation to the dwelling typology.

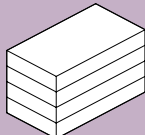
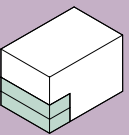
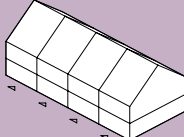
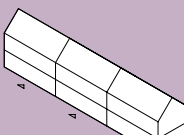
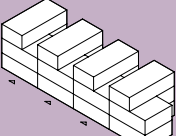
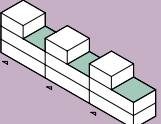
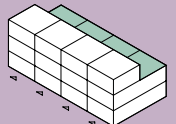
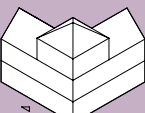


13. RESIDENTIAL LAYOUT

MATRIX A

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>F1 - mixed use flat block over retail</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B1 	0-3m	3-4 storey
<p>F1a - Mixed use flat block over flexible use</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B1 • B2 • B7 	0-3m	3-4 storey
<p>F2 - Typical flat block</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B2 • B3 • B4 	1.5-2m	3-4 storey
<p>F3 - Duplex</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B2 • B3 • B4 	1.5-2m	3-4 storey
<p>F4 - Coach house mews</p> 	<ul style="list-style-type: none"> • P3 	<ul style="list-style-type: none"> • B2 • B3 • B4 	1.5-2m	2 storey

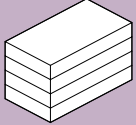
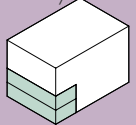
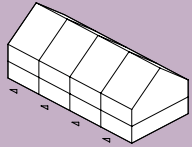
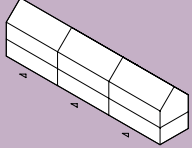
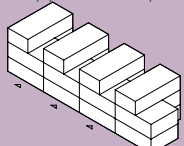
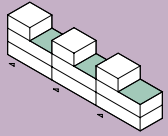
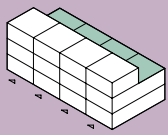
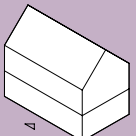
MATRIX B

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>F2 - Typical flat block</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B2 • B3 • B4 	1-2m	3-4 storey
<p>F3 - Duplex</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B2 • B3 • B4 	1-2m	3-4 storey
<p>T1 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P6 • P7 	<ul style="list-style-type: none"> • B3 	1-2m	2-3 storey
<p>T2 - Wide frontage</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P6 • P7 	<ul style="list-style-type: none"> • B3 	1-2m	2-3 storey
<p>T3 - Stepped/ L-shaped</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P6 • P7 	<ul style="list-style-type: none"> • B3 	1-2m	2-3 storey
<p>T5 - Side terrace</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1-2m	2-3 storey
<p>T6 - Rear terrace</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1-2m	2-3 storey
<p>D4 - L-shaped corner house</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1-2m	2-3 storey

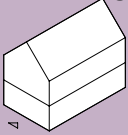
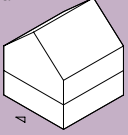
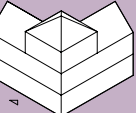
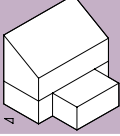
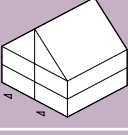
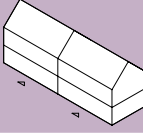
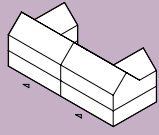
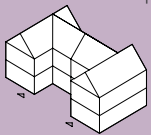
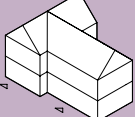


13. RESIDENTIAL LAYOUT

MATRIX C

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>F2 - Typical flat block *in landmark location only</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B2 • B3 • B4 	1.5-3m	2-4 storey
<p>F3 - Duplex *in landmark locations only</p> 	<ul style="list-style-type: none"> • P5 • P7 	<ul style="list-style-type: none"> • B2 • B3 • B4 	1.5-3m	2-4 storey
<p>T1 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-3m	2-3 storey
<p>T2 - Wide frontage</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-3m	2-3 storey
<p>T3 - Stepped/ L-shaped</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-3m	2-3 storey
<p>T5 - Side terrace</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-3m	2-3 storey
<p>T6 - Rear terrace</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-3m	2-3 storey
<p>D1 - Wide frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey

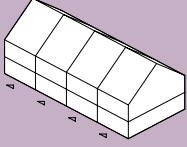
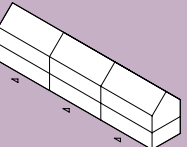
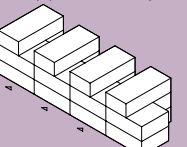
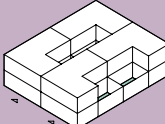
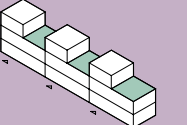
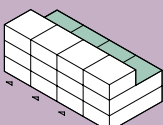
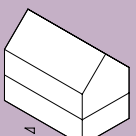
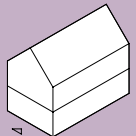
MATRIX C

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>D2 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>D3 - Villa</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>D4 - L-shaped corner house</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>D5 - Linked detached</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>SD1 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>SD2 - Wide frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>SD3 - L-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>SD4 - Inverted L-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey
<p>SD5 - T-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-3m	2-3 storey

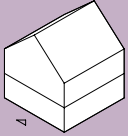
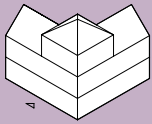
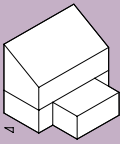
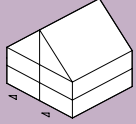
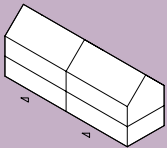
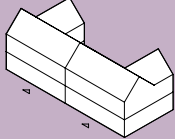
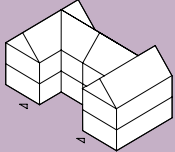
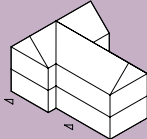


13. RESIDENTIAL LAYOUT

MATRIX D

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>T1 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-4m	2-3 storey
<p>T2 - Wide frontage</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-4m	2-3 storey
<p>T3 - Stepped/ L-shaped</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-4m	2-3 storey
<p>T4 - Courtyard</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-4m	2-3 storey
<p>T5 - Side terrace</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-4m	2-3 storey
<p>T6 - Rear terrace</p> 	<ul style="list-style-type: none"> • P1 • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 	1.5-4m	2-3 storey
<p>D1 - Wide frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>D2 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey

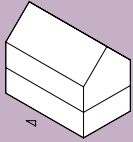
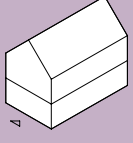
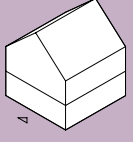
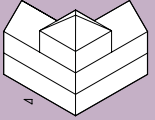
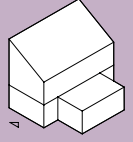
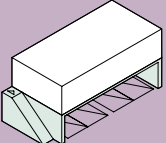
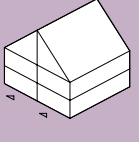
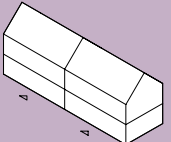
MATRIX D

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>D3 - Villa</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>D4 - L-shaped corner house</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>D5 - Linked detached</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>SD1 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>SD2 - Wide frontage</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>SD3 - L-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>SD4 - Inverted L-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey
<p>SD5 - T-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-4m	2-3 storey

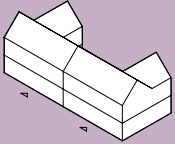
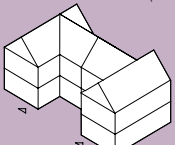
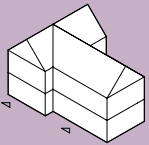


13. RESIDENTIAL LAYOUT

MATRIX E

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
D1 - Wide frontage 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
D2 - Narrow frontage 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
D3 - Villa 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
D4 - L-shaped corner house 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
D5 - Linked detached 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
F4 - Coach house mews 	<ul style="list-style-type: none"> • P3 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2 storey
SD1 - Narrow frontage 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
SD2 - Wide frontage 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey

MATRIX E

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>SD3 - L-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
<p>SD4 - Inverted L-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey
<p>SD5 - T-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B3 • B5 • B6 • B7 	1.5-6m	2-3 storey

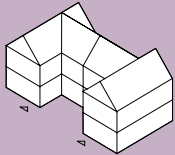
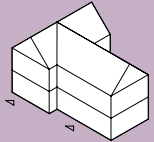


13. RESIDENTIAL LAYOUT

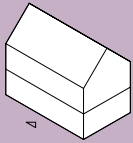
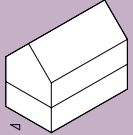
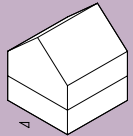
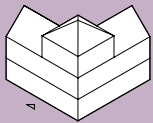
MATRIX F

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
D1 - Wide frontage 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 P8 P11 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey
D2 - Narrow frontage 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 P8 P11 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey
D3 - Villa 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 P8 P11 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey
D4 - L-shaped corner house 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 P8 P11 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey
D5 - Linked detached 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey
SD1 - Narrow frontage 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey
SD2 - Wide frontage 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey
SD3 - L-shaped 	<ul style="list-style-type: none"> P2 P3 P4 P5 P7 	<ul style="list-style-type: none"> B5 B6 B7 	Unrestricted	2-2.5 storey

MATRIX F

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>SD4 - Inverted L-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B5 • B6 • B7 	Unrestricted	2-2.5 storey
<p>SD5 - T-shaped</p> 	<ul style="list-style-type: none"> • P2 • P3 • P4 • P5 • P7 	<ul style="list-style-type: none"> • B5 • B6 • B7 	Unrestricted	2-2.5 storey

MATRIX G

DWELLING TYPOLOGIES	PARKING TYPOLOGIES	BOUNDARY TYPOLOGIES	SET BACK	HEIGHT
<p>D1 - Wide frontage</p> 	<ul style="list-style-type: none"> • P8 	<ul style="list-style-type: none"> • B5 • B6 • B9 	Unrestricted	2-2.5 storey
<p>D2 - Narrow frontage</p> 	<ul style="list-style-type: none"> • P8 	<ul style="list-style-type: none"> • B5 • B6 • B9 	Unrestricted	2-2.5 storey
<p>D3 - Villa</p> 	<ul style="list-style-type: none"> • P8 	<ul style="list-style-type: none"> • B5 • B6 • B9 	Unrestricted	2-2.5 storey
<p>D4 - L-shaped corner house</p> 	<ul style="list-style-type: none"> • P8 	<ul style="list-style-type: none"> • B5 • B6 • B9 	Unrestricted	2-2.5 storey

STEP II

15. Materials Palette

15.1 Materials palette



15. MATERIALS PALETTE

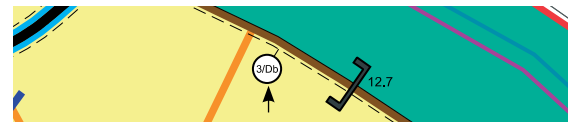
15.1 MATERIALS PALETTE

The aim of this section of the code is to encourage a thoughtful selection of materials for the buildings and public realm within each character area and to maintain a high quality of design as each phase is built out over time.

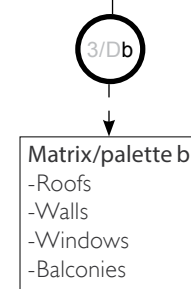
The materials palettes are designed to ensure that Chilmington Green has a distinctive character that draws inspiration from the vernacular architecture of the locality as well as a series of clearly distinguishable character areas.

The code does not seek to prescribe a particular architectural style but rather to develop a distinctive Chilmington colour and materials palette that can be used on different styles of building as the place grows over time. The palette includes enough variety to create unity without uniformity, allowing each character area and key grouping to develop an individual identity but still be recognisably Chilmington.

Chilmington Green should be a place that ages well with carefully detailed and durable exterior finishes that will look as good in 10, 20 and 30 years time as they do when new. To achieve this it is important to consider the long term maintenance regimes from the outset and select materials appropriately. It is desirable for materials to be sourced locally, where possible, but the overarching principle of high quality materials is paramount.



Extract of the Regulatory Plan



The 'materials palette' label on the Regulatory Plan (highlighted above) prescribes which materials will be used along a given edge. The 'materials palette' label signifies which matrix/palette on pages 178-190 to use.




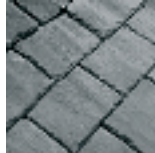
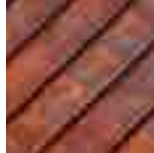


Along key routes and edges, only materials in the matrix can be used. For all development within the middle of a residential parcel, Palette a (General Palette) may be used, looking to the prescribed edges for influence as well as the Character Areas chapter.

STEP 11: MATERIALS PALETTE














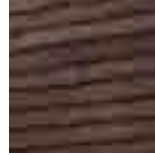





Character Area	Palette	Strategic routes	
	a	General Palette (for non designated areas)	
CHILMINGTON RISE NEIGHBOURHOOD	b	Chilmington Rise	} Key groupings
	c	Market Square and High Street	
	d	Chilmington Gardens	
	e	Chilmington Square	
	f	Northern Gateway	
ORCHARD VILLAGE NEIGHBOURHOOD	g	Orchard Village Neighbourhood	} Key grouping
	h	Orchard Village Local Centre	
CHILMINGTON BROOK NEIGHBOURHOOD	i	Chilmington Brook Neighbourhood	} Key grouping
	j	Chilmington Brook Local Centre	
THE HAMLET	k	The Hamlet	} Key grouping
	l	Cricket Green	
BRISLEY FARM EXTENSION	m	Brisley Farm extension	

PALETTE a (General Palette)







Roofs

						
Orange / red plain clay tiles	Dark red plain clay tiles	Profiled tiles red/orange/dark red	Grey slates natural or good quality reconstitution	Standing seam metal	Flat roof behind parapet	Green roof





Walls

						
Stone	Ragstone	Red stock brick	Red/orange brick	Red multi mix brick	Brown multi mix brick	Yellow brick
						
Grey/ blue brick*	White painted brick	Hand made clay tiles red/ orange	Hand made clay tiles various colours	Self coloured render	White stained or painted weatherboarding	Natural stained weather boarding
						
Stained or painted weatherboarding	Black stained weatherboarding	Fibre board cladding	Oak frame	Glazed or solid cladding panels		

Windows

					
Timber natural stain	Timber white	Metal	White UPVC	Grey UPVC	Shop windows

Balconies

			
Timber painted white	Timber stained	Glazed balustrades with powder coated finish to metal	Grey or black metal

*Grey/ blue bricks generally for used on base of walls only



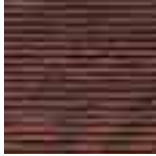
15. MATERIALS PALETTE

PALETTE b (Chilmington Rise)

Roofs



Orange / red plain clay tiles



Dark red plain clay tiles



Standing seam metal



Grey slates natural or good quality reconstitution



Flat roof behind parapet



Green roof

Walls

Predominant



Stone



Red stock brick



Red multi mix brick



Red/orange brick

Limited



Brown multi mix brick



Yellow brick



Grey/ blue brick*



White painted brick



Self coloured render



White stained or painted weatherboarding



Hand made clay tiles red/ orange

Windows



Timber natural stain

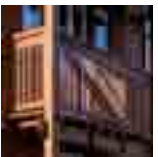


Metal



Grey UPVC

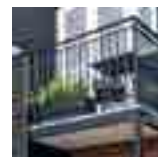
Balconies



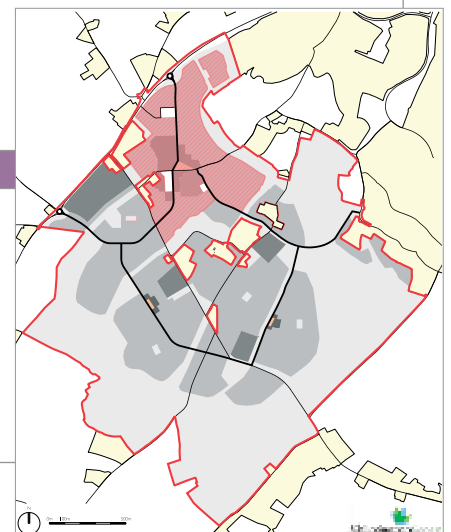
Timber stained



Glazed balustrades with powder coated finish to metal



Grey or black metal



Key plan

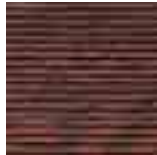
*Grey/ blue bricks generally for used on base of walls only

PALETTE c
(Market Square and High Street)

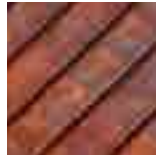
Roofs



Orange / red plain clay tiles



Dark red plain clay tiles



Standing seam metal



Flat roof behind parapet



Green roof

Walls

Predominant



Stone



Red stock brick



Red/orange brick



Self coloured render

Limited



Grey/ blue brick*



Yellow brick



White painted brick



White stained or painted weatherboarding



Hand made clay tiles red/ orange



Fibre board cladding

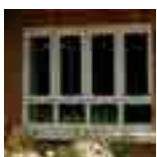


Glazed or solid cladding panels

Windows



Timber natural stain



Timber white



Metal

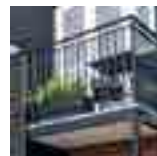


Shop windows

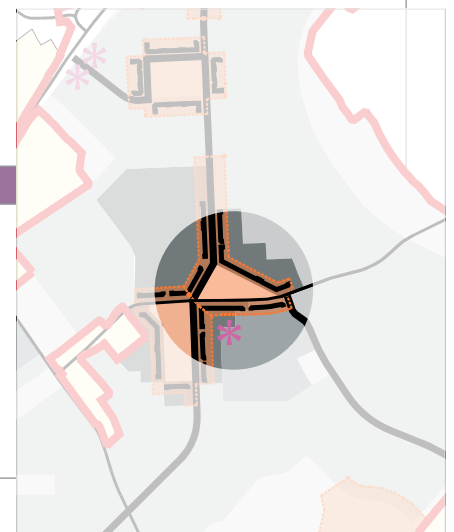
Balconies



Glazed balustrades with powder coated finish to metal



Grey or black metal



Key plan

*Grey/ blue bricks generally for used on base of walls only



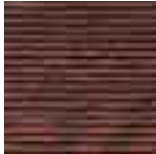
15. MATERIALS PALETTE

PALETTE d (Chilmington Gardens)

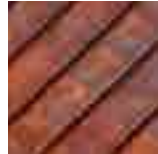
Roofs



Orange / red plain clay tiles



Dark red plain clay tiles



Standing seam metal



Flat roof behind parapet



Green roof

Walls

Predominant



Stone



Red stock brick



Red/orange brick

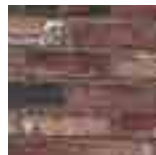


Self coloured render

Limited



Grey/ blue brick*



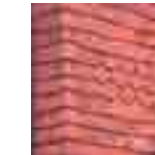
Red multi mix brick



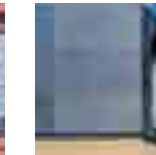
White painted brick



White stained or painted weatherboarding



Hand made clay tiles red/ orange

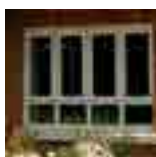


Glazed or solid cladding panels

Windows



Timber natural stain



Timber white



Metal

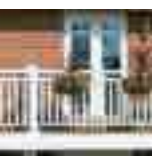


Grey UPVC

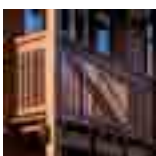


Shop windows

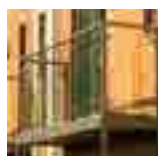
Balconies



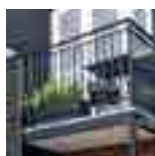
Timber painted white



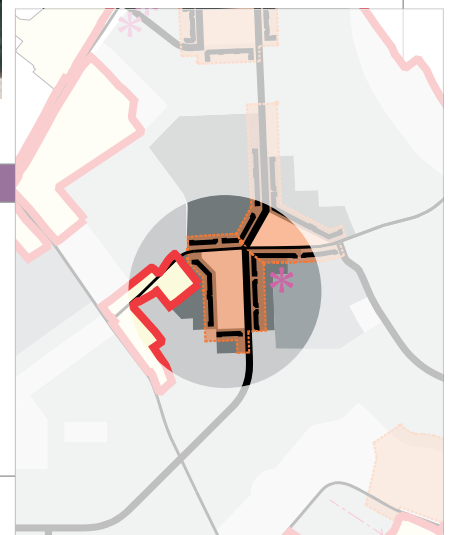
Timber stained



Glazed balustrades with powder coated finish to metal



Grey or black metal



Key plan

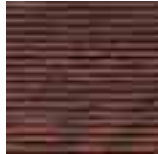
*Grey/ blue bricks generally for used on base of walls only

PALETTE e
(Chilmington Square)

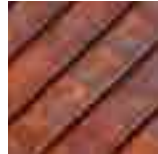
Roofs



Orange / red plain clay tiles



Dark red plain clay tiles



Standing seam metal



Flat roof behind parapet



Green roof

Walls

Predominant



Stone



Red stock brick



Red/orange brick

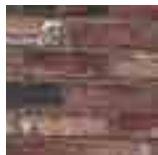


Self coloured render

Limited



Grey/ blue brick*



Red multi mix brick



White painted brick



White stained or painted weatherboarding

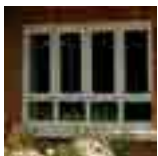


Hand made clay tiles red/ orange

Windows



Timber natural stain



Timber white



Metal

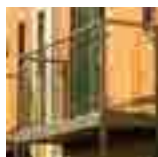


Grey UPVC

Balconies



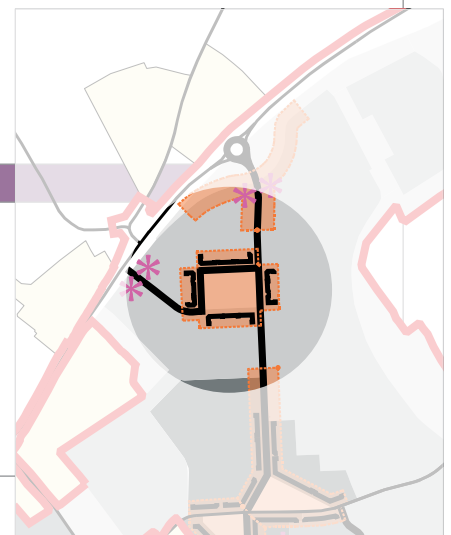
Timber stained



Glazed balustrades with powder coated finish to metal



Grey or black metal



Key plan

*Grey/ blue bricks generally for used on base of walls only



15. MATERIALS PALETTE

PALETTE f (Northern Gateway)

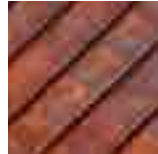
Roofs



Orange / red plain clay tiles



Dark red plain clay tiles



Standing seam metal

Walls

Predominant



Stone



Red stock brick



Red multi mix brick



Red/orange brick

Limited



Grey/ blue brick*



White stained or painted weatherboarding



White painted brick

Windows



Timber natural stain



Metal



Grey UPVC

Balconies



Timber painted white



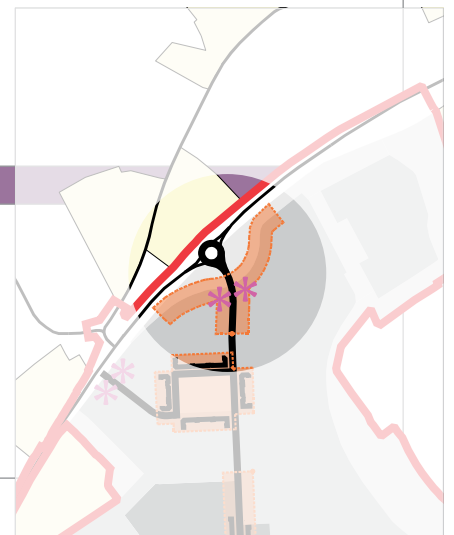
Timber stained



Glazed balustrades with powder coated finish to metal



Grey or black metal



Key plan

*Grey/ blue bricks generally for used on base of walls only

PALETTE g
(Orchard Village Neighbourhood)

Roofs



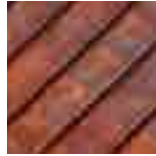
Orange / red plain clay tiles



Dark red plain clay tiles



Profiled tiles red/orange/dark red



Standing seam metal

Walls

Predominant



White stained or painted weatherboarding



Stained or painted weatherboarding various colours



Black stained weatherboarding

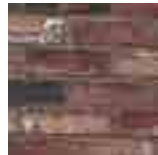
Limited



Stone



Red stock brick



Red multi mix brick



Self coloured render



White painted brick

Windows



Timber natural stain



Timber white



Metal



Grey UPVC

Balconies



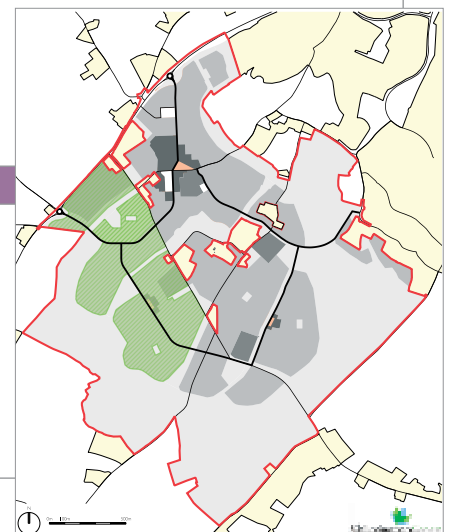
Timber painted white



Timber stained



Grey or black metal






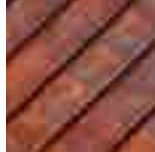


Key plan



15. MATERIALS PALETTE





PALETTE h (Orchard Village Local Centre)

Roofs


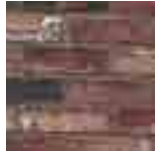



					
Orange / red plain clay tiles	Dark red plain clay tiles	Profiled tiles red/orange/dark red	Standing seam metal	Flat roof behind parapet	Green roof

Walls





Predominant

			
White stained or painted weatherboarding	Stained or painted weatherboarding various colours	Black stained weatherboarding	Self coloured render


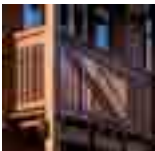


Limited

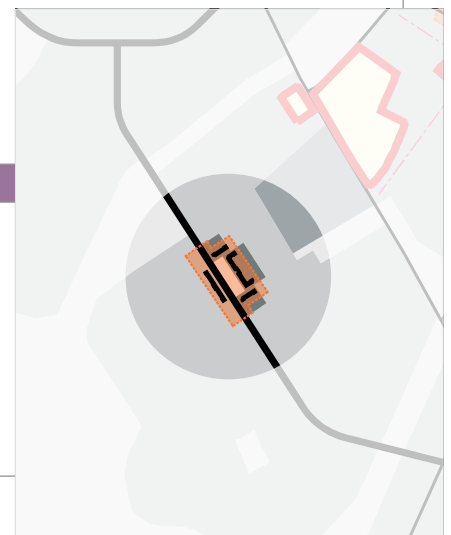
				
Red stock brick	Red multi mix brick	Grey/ blue brick*	Fibre board cladding	Glazed or solid cladding panels

Windows

			
Timber natural stain	Timber white	Metal	Shop windows

Balconies

			
Timber painted white	Timber stained	Glazed balustrades with powder coated finish to metal	Grey or black metal



Key plan

*Grey/ blue bricks generally for used on base of walls only

PALETTE i
(Chilmington Brook Neighbourhood)

Roofs



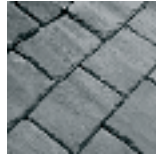
Orange / red plain clay tiles



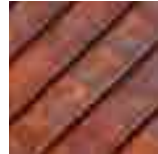
Dark red plain clay tiles



Profiled tiles red/orange/dark red



Grey slates natural or good quality reconstitution



Standing seam metal

Walls

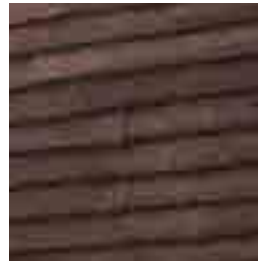
Predominant



White stained or painted weatherboarding



Stained or painted weatherboarding various colours



Natural stained weather boarding

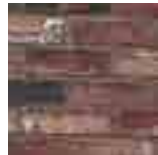
Limited



Stone



Red stock brick



Red multi mix brick



Brown multi mix brick

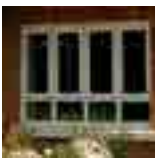


Self coloured render

Windows



Timber natural stain



Timber white



Metal



Grey UPVC

Balconies



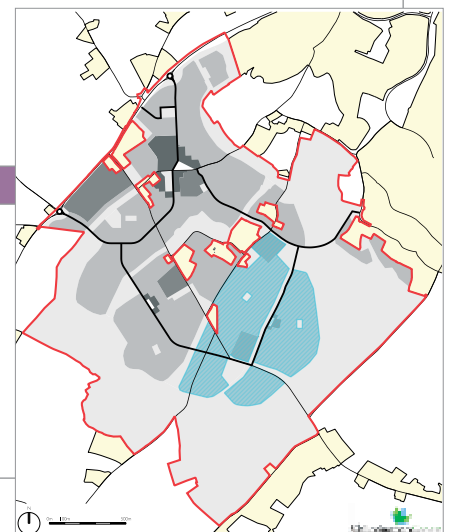
Timber painted white



Timber stained



Grey or black metal



Key plan



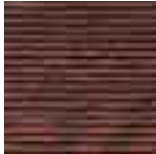
15. MATERIALS PALETTE

PALETTE j (Chilmington Brook Local Centre)

Roofs



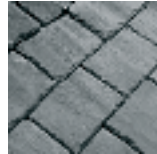
Orange / red plain clay tiles



Dark red plain clay tiles



Profiled tiles red/orange/dark red



Grey slates natural or good quality reconstitution



Standing seam metal



Flat roof behind parapet



Green roof

Walls

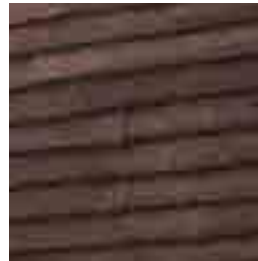
Predominant



White stained or painted weatherboarding



Stained or painted weatherboarding various colours



Natural stained weather boarding

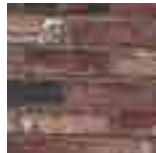


Self coloured render

Limited



Red stock brick



Red multi mix brick



Grey/ blue brick*



Fibre board cladding

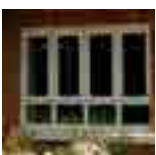


Glazed or solid cladding panels

Windows



Timber natural stain



Timber white

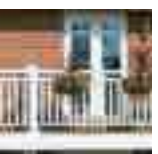


Metal

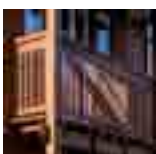


Shop windows

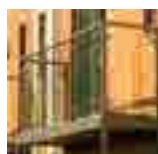
Balconies



Timber painted white



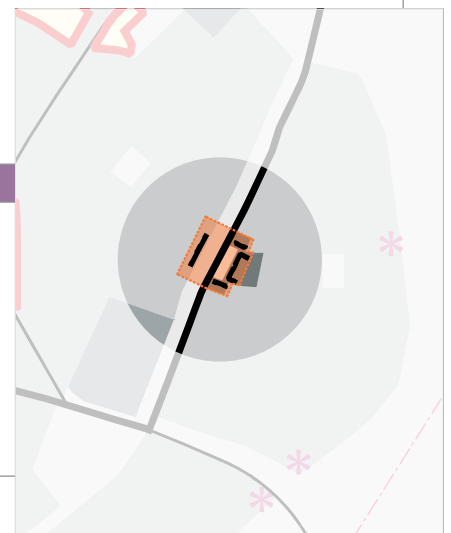
Timber stained



Glazed balustrades with powder coated finish to metal



Grey or black metal



Key plan

*Grey/ blue bricks generally for used on base of walls only

PALETTE k
(The Hamlet)

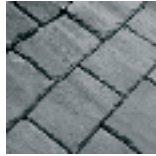
Roofs



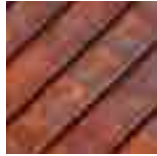
Orange / red plain clay tiles



Dark red plain clay tiles



Grey slates natural or good quality reconstitution



Standing seam metal



Green roof

Walls

Predominant



Stone



Red multi mix brick



Red/orange brick



Black stained weatherboarding

Limited



Brown multi mix brick



Hand made clay tiles red/ orange



Hand made clay tiles various colours



White stained or painted weatherboarding



Natural stained weather boarding



Stained or painted weatherboarding various colours



Oak frame

Windows



Timber natural stain



Timber white

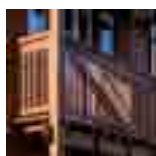


Metal

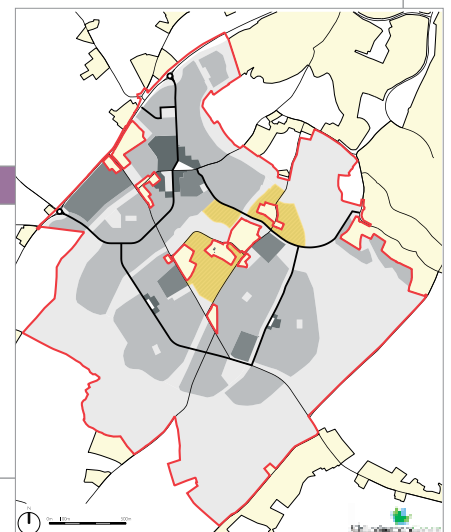
Balconies



Timber painted white



Timber stained



Key plan



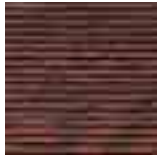
15. MATERIALS PALETTE

PALETTE I (Cricket Green)

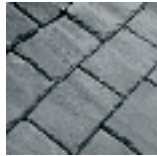
Roofs



Orange / red plain clay tiles



Dark red plain clay tiles



Grey slates natural or good quality reconstitution



Standing seam metal

Walls

Predominant



Stone



Red multi mix brick



Brown multi mix brick

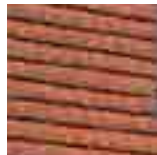


White stained or painted weatherboarding

Limited



Hand made clay tiles red/ orange



Hand made clay tiles various colours



Natural stained weather boarding



Stained or painted weather boarding various colours



Black stained weather boarding



Oak frame

Windows



Timber natural stain

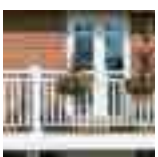


Timber white

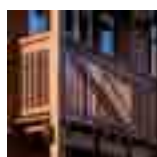


Metal

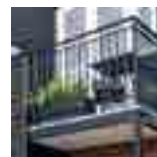
Balconies



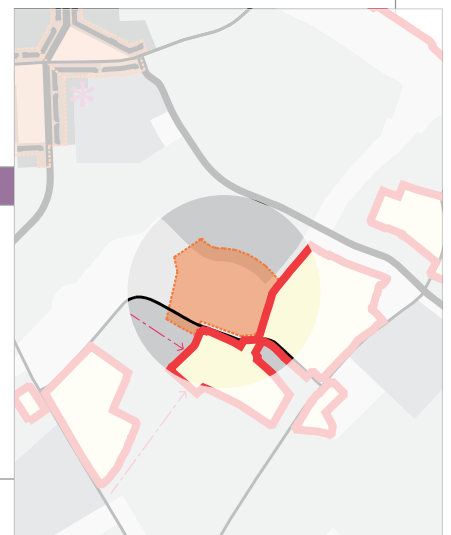
Timber painted white



Timber stained



Grey or black metal



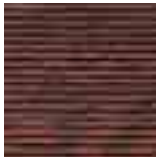
Key plan

PALETTE m
(Brisley Farm extension)

Roofs



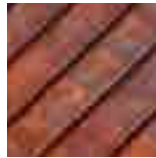
Orange / red plain clay tiles



Dark red plain clay tiles



Profiled tiles red/orange/dark red



Standing seam metal

Walls

Predominant



Stone



Red stock brick



Red multi mix brick



Self coloured render

Limited



White stained or painted weatherboarding



Hand made clay tiles red/ orange

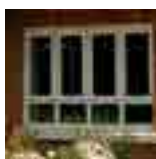


White painted brick

Windows



Timber natural stain



Timber white

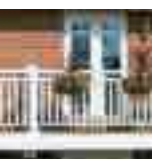


Metal



Grey UPVC

Balconies



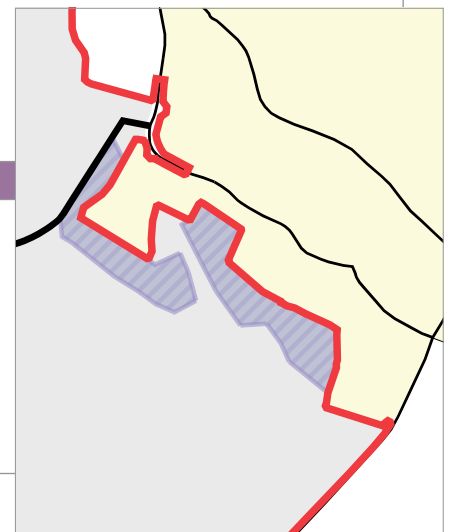
Timber painted white



Timber stained



Grey or black metal



Key plan

APPENDIX

Further guidance

Dwelling typologies

Parking typologies

Residential boundary typologies

Front boundary typologies

Open space boundary typologies

Play space & school boundary
typologies

Public realm

Hard landscaping

Plot layout rules

Architectural principles

Technical information

Street junction design

SuDS & drainage strategy

Sustainability strategy

Waste & recycling strategy

Utilities strategy

Secure by Design

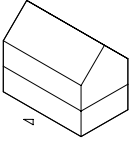
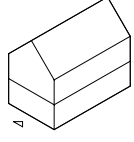
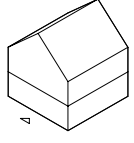
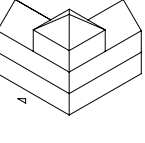
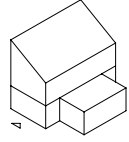
Inclusive Design

Do's & Don't's

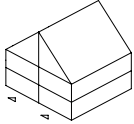
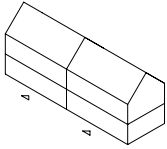
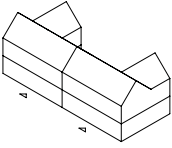
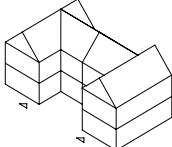
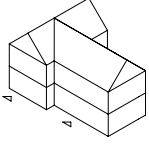
Compliance Check List



DWELLING TYPOLOGIES

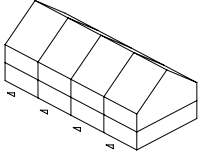
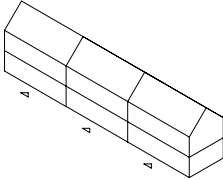
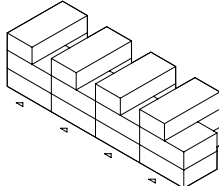
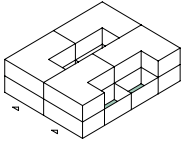
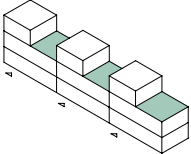
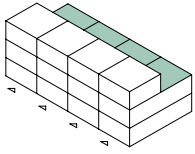
DETACHED TYPOLOGIES	ILLUSTRATION <i>(illustrative purposes only)</i>	DESCRIPTION
<p>D1 Wide frontage</p>		<ul style="list-style-type: none"> • The principal frontage width is greater than the depth of the primary building form • The principal frontage more than 7m wide • The ridge line is parallel to the principal frontage
<p>D2 Narrow frontage</p>		<ul style="list-style-type: none"> • The principal frontage width is less than the depth of the primary building form • The principal frontage is less than 7m wide • The ridge line is perpendicular to the principal frontage
<p>D3 Villa</p>		<ul style="list-style-type: none"> • The principal frontage width is between 90-110% of the depth of the dwelling • The principal frontage is more than 8m
<p>D4 L-shaped/corner house</p>		<ul style="list-style-type: none"> • The dwelling has two principal frontages at 90 degrees to one another
<p>D5 Linked detached</p>		<ul style="list-style-type: none"> • The mass of the secondary building form is less than 50% of the mass of the primary built form • When the secondary building form includes a garage, the width of the primary building should be more than 7m wide

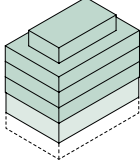
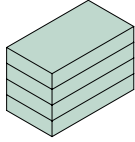
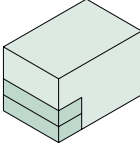
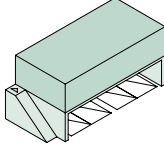
NB. Roof forms are illustrative - other forms of roof such as hipped are permitted.

SEMI DETACHED TYPOLOGIES	ILLUSTRATION <i>(illustrative purposes only)</i>	DESCRIPTION
<p>SD1 Narrow frontage</p>		<ul style="list-style-type: none"> • The combined principal frontage width is less than 15m wide • The ridge line is perpendicular to the principle frontages
<p>SD2 Wide frontage</p>		<ul style="list-style-type: none"> • The combined principal frontage width is greater than the depth of the primary building form • The combined principal frontage width is more than 15m wide • The ridge lines are parallel to the principal frontages
<p>SD3 L-shaped</p>		<ul style="list-style-type: none"> • The dwellings have two principal frontages at 90 degrees to one another • The combined principal frontage width is more than 15m wide
<p>SD4 Inverted L-shaped</p>		<ul style="list-style-type: none"> • The dwellings have two principal frontages at 90 degrees to one another • Two dwellings are attached to form a symmetrical form
<p>SD5 T-shaped</p>		<ul style="list-style-type: none"> • The T consists of a wide frontage (D1) and an adjoining narrow frontage (D2) • The wide frontage unit's principal frontage is more than 7m wide • The ridge lines are perpendicular to each other and are adjoining • The dwellings are set perpendicular to each other



DWELLING TYPOLOGIES

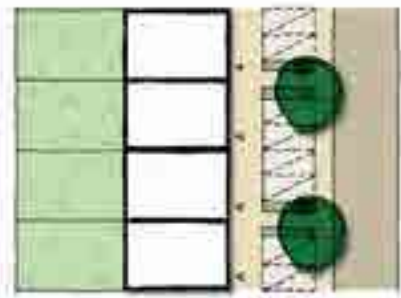


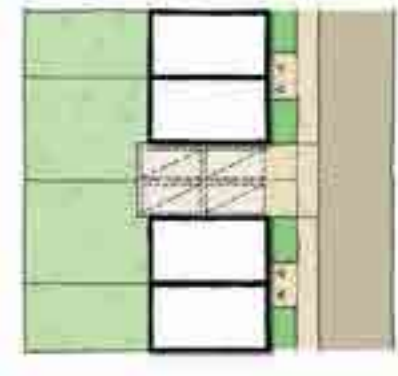
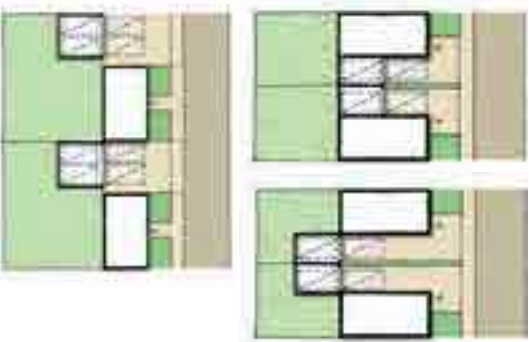
TERRACED TYPOLOGIES	ILLUSTRATION <i>(illustrative purposes only)</i>	DESCRIPTION
<p>T1 Narrow frontage</p>		<ul style="list-style-type: none"> • The combined principal frontage width of the dwelling is less than the depth of the primary building form • The individual principal frontage width is less than 7m wide • The overall frontage width of the row of terraces must be more than 18m and consist of at least three dwellings.
<p>T2 Wide frontage</p>		<ul style="list-style-type: none"> • The combined principal frontage width of the dwelling is more than the depth of the primary building form • The individual principal frontage width is more than 7m wide • The ridge lines are parallel to the principal frontages and are adjoining • The overall frontage width of the row of terraces must be more than 21m and consist of at least three dwellings
<p>T3 Stepped/L-shaped</p>		<ul style="list-style-type: none"> • The mass of the secondary building form is less than 60% of the mass of the primary built form • When the secondary building form includes a garage, the frontage of the dwelling is more than 7m wide • The overall frontage width of the row of terraces is more than 200% of the principal depth of the dwellings
<p>T4 Courtyard</p>		<ul style="list-style-type: none"> • The principal frontage is more than 7m wide • Courtyard is created using L-shaped building footprints, connected in back to back terraces • Courtyards are to be a minimum of 4 x 3m
<p>T5 Side terrace</p>		<ul style="list-style-type: none"> • The combined principal frontage width is greater than the depth of the primary building form • The overall frontage width of the row of terraces must be more than 21m and consist of at least three dwellings
<p>T6 Rear terrace</p>		<ul style="list-style-type: none"> • The combined principal frontage width is less than the depth of the primary building form • The overall frontage width of the row of terraces must be more than 18m and consist of at least three dwellings

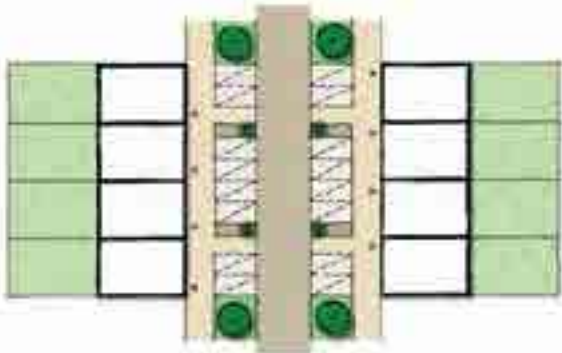

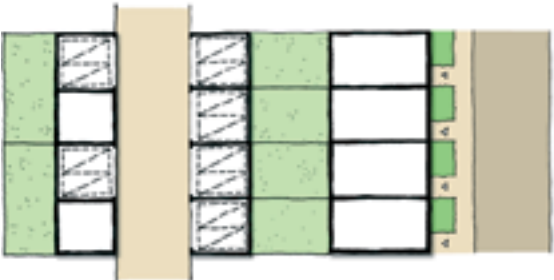

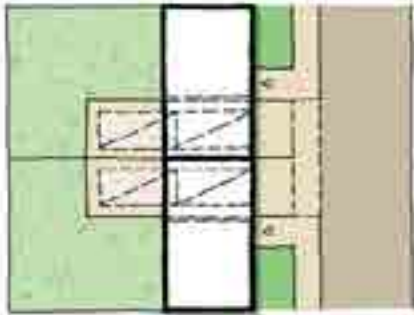
FLATS TYPOLOGIES		DESCRIPTION
<p>F1 Mixed use flat block</p>		<ul style="list-style-type: none"> • The block is at least 3 storeys • Parking may be provided in a basement or semi-basement or a courtyard (see P4 and P10) • Mixed uses may be provided at ground level
<p>F2 Typical flat block</p>		<ul style="list-style-type: none"> • The block is at least 3 storeys • The internal layout does not include single aspect or north facing flats • Parking may be provided in a basement or semi-basement or a courtyard (see P4 and P10)
<p>F3 Duplex</p>		<ul style="list-style-type: none"> • A flat within the block which is distributed over two storeys • A private entrance may be provided directly from the street at ground level • The duplex flat is not single aspect north facing
<p>F4 Coach house</p>		<ul style="list-style-type: none"> • Accommodation is provided above garages within a mews or parking court arrangement • The flat provides natural surveillance to the mews or court • The flat is no more than one storey • This typology must be used inside a residential parcel and never along an edge

NB: Innovative typologies can be submitted for approval, the four typologies above give an example of what could be used



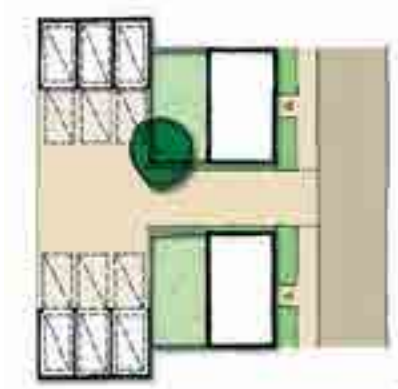

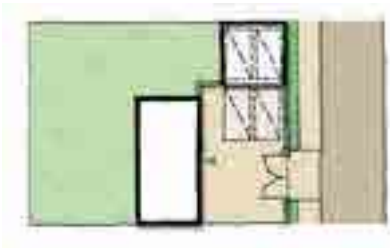

PARKING TYPOLOGIES

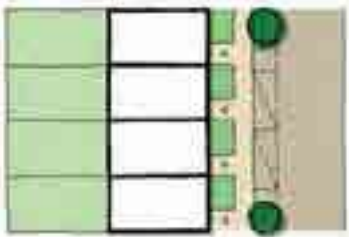
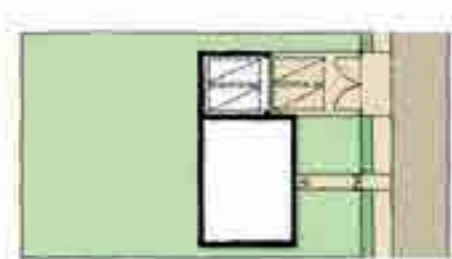
TYPOLOGIES	TYPOLOGIES	DESCRIPTION / NOTES
<p>P1 On-plot frontage</p>		<ul style="list-style-type: none"> • A maximum of six spaces in a row separated by landscape • Not to serve more than eight dwellings on any one side of the street • A minimum landscape break of 1.5m wide to accommodate tree or specimen shrub planting where possible • Shrubs to be species that achieve 1m min and 1.2m max height • Shrub or tree to be set closer to the road to minimise car door damage to plant stems • A hard landscape treatment provides a clear space to readily manoeuvre around the parked cars • Chevron parking can be used if desired  <p>= Specimen shrub set in gravel or medium sized trees</p>
<p>P2 On-plot corner</p>		<ul style="list-style-type: none"> • A maximum of four spaces (eight with a car barn) • Enclosure will be provided through the use of brick walls enclosing parking bays
<p>P3 On-plot between dwellings</p>		<ul style="list-style-type: none"> • Parking spaces must be set behind the building line • No more than two cars allowed in tandem parking • Alternative layout options • Garages will not count as parking spaces: 

TYPOLOGIES	TYPOLOGIES	DESCRIPTION / NOTES
<p>P4 Courtyard</p>		<ul style="list-style-type: none"> The courtyard will be designed as a whole, to create a meaningful space. Landscape will be used to define the spaces A minimum landscape break of 1.5m wide to accommodate a tree or specimen shrub planting where possible Shrubs to be species that achieve 1m min and 1.2m max height The layout of the parking to be formed to create a rhythm to the landscape; A hard landscape treatment provides a clear space to readily manoeuvre around the parked cars  <p>= Specimen shrub set in gravel or medium sized trees</p>
<p>P5 Mews</p>		<ul style="list-style-type: none"> Parking will be overlooked for security through natural surveillance <p>Alternative layout for apartments :</p> 
<p>P6 Front access drive through</p>		<ul style="list-style-type: none"> A screen or gate with visual permeability must be used to access parking spaces to ensure that spaces are not to be open Solid garage doors must not be used for integral parking spaces (except for a flat over garage where this will be permitted).



PARKING TYPOLOGIES

	TYPOLOGIES	DESCRIPTION / NOTES
<p>P7 Rear parking courts</p>		<ul style="list-style-type: none"> • Courts to serve no more than six dwellings. For apartment blocks this may be increased, but would need to be sensitively designed • Enclosure will be provided to define the access, through the use of walls • The space will be designed as a whole • To include an area of space where a medium or large tree can be located in view from the streetscene • Natural surveillance required from adjacent dwellings • Maximum width of access from street 3m <p>Alternative layout for apartments :</p> 
<p>P8 Forecourt</p>		<ul style="list-style-type: none"> • Applies to large dwellings only • The front boundary will be walls, railing and hedge or hedge (this must be complied to regardless of the boundary typologies set out in section 9.8) • Gates to be inward opening • Maximum width of access from street 3m
<p>P9 Detached car barns</p>		<ul style="list-style-type: none"> • No more than eight spaces in a single structure • Natural surveillance required from adjacent dwellings • Integral car barn or garage

	TYPOLOGIES	DESCRIPTION / NOTES
<p>P10 On-street visitor parking</p>		<ul style="list-style-type: none"> • A maximum of two parallel parking visitor spaces before landscaping occurs unless within the local centre • Medium sized tree species to be planted between bays • Designed to prevent unauthorised parking • Size of demarked bays min 2m wide x 6m long (see ABC's parking SPD for more detail)
<p>P11 Forecourt attached</p>		<ul style="list-style-type: none"> • Applies to large dwellings only • The front boundary will be walls or hedgerows (this must be complied with regardless of the boundary typologies specified)



RESIDENTIAL BOUNDARY TYPOLOGIES

Boundary typologies play an important role in setting a building into a street scene. The boundary types will depend on the character area and set back of the building from the public realm.

The coherence of front boundaries of built edges addressing primary streets and spaces is a key objective.

FRONT BOUNDARIES

The three different types are:

Type 1a. Front boundary addressing public realm

Type 1b. Front boundary to demarcate property line

Type 1c. Front boundary as linking element between dwellings

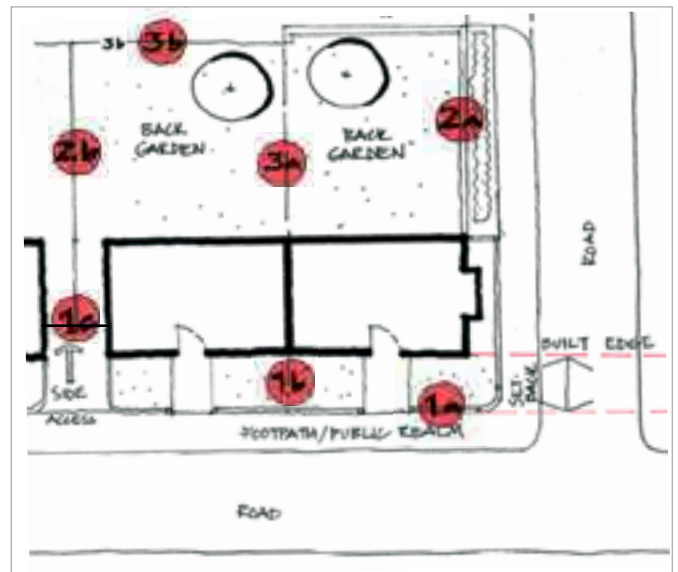
The table on the pages 203-204 set out the appropriate front boundary typologies for residential development addressing the public realm. The table explain the appropriate front demarcation treatment. This is mandatory and must be adhered to link the front boundary treatment type(1a) and property demarcation treatment type(1b).

Matrices A-G in section 14.1 set out the appropriate front boundary typologies for each specified key edge.

Boundary typologies for properties within each parcel should use type as specified on the closest edge.

The following design criteria will be adhered to -

- The use of treated timber fences, high solid walls or high hedges (more than 1.5m high) as front boundaries will not be permitted.
- Close board fencing should not be used in front gardens/set backs type (1a) or to demarcate property boundaries type (1b).
- Brick walls or close boarded fencing could be used as a linking element between 2 dwellings (1c) but must be set back from the face wall of the dwelling by a minimum of 1m.
- Gates for pedestrian or vehicular access must be coordinated with the suitable adjoining front boundary treatment.
- Rain Gardens
Where specified as part of the SuDS system permeable areas acting as rain gardens to are to included.



Boundary typology definition

SIDE BOUNDARIES

The two different types are:

Type 2a. Side boundary facing public realm

Type 2b. Side boundary between dwellings

- Brick walls must be used as side boundaries which address a lane, public realm or mews, as a continuation of the built form (2a). The wall must not be more than 2.1m high and should be brick to match the dwelling, including the bonding and mortar details. Coping stones or a 'brick on edge' detail is considered appropriate. Walls will be of a consistent height or stepped/ raked to cope with gradient.
- A 500mm wide minimum planting zone is to be provided alongside the wall to the back of the footpath. Where this is proposed alongside a pedestrian path, a minimum of 1.5m wide verge is to be incorporated in relation to 'Secure by Design' requirements and limiting the opportunities for concealment. However this may vary for Minor Access Road and Lanes.
- Timber fencing or brick walls may be used alongside boundaries between gardens or side access of dwellings type(2b). This will not be more than 1.8 m in height. Timber should be stained using a suitable and sustainable treatment.



2a, 2b



2b

REAR BOUNDARIES

The three different types are:

Type 3a. Rear boundary between back gardens or central courtyard

Type 3b. Rear Boundary between back gardens and rear access parking courts

Type 3c. Rear Boundary to gardens abutting phasing boundaries

- Timber close or featherboarded fencing of 1.8m high may be used along rear boundaries between gardens type(3a). Timber should be stained using a suitable and sustainable treatment.
- Brick walls must be used along rear boundaries which back onto courtyard parking areas type(3b). The wall will be between 1.8 - 2.1m high and raked to match the slope profile.
- Timber fencing up to a max of 1.5 m with a 300mm trellis above will be used for rear boundaries abutting phases type(3c), as a temporary measure.



3a



3b



3c



RESIDENTIAL BOUNDARY TYPOLOGIES






TYPOLOGIES	ILLUSTRATION	DESCRIPTION	NOTES	EXAMPLES
<p>B1 No boundary</p>	<p>Plan</p> <p>Plan</p>	<ul style="list-style-type: none"> • Within public squares in district and local centres a hard surface finish must be provided alongside retail frontage • Hard surface finish should be in same material and colour as adjoining pavement • Inset metal studs to be used to demarcate ownership • Flexible frontage away from public squares (e.g. on Chilmington Gardens) can have soft finish but a minimum of 450mm depth of top soil must be provided to allow for low evergreen shrubs. • Grass, gravel or loose materials as surface cover are not acceptable 	-	
<p>B2 Urban style railing</p>		<ul style="list-style-type: none"> • Height – 1.2m max • Set back minimum 1.5m • Black / grey metal, painted • Soft landscape to allow for shrub planting • Contemporary and in character with the street scene • Stepped 	Property demarcation (1b) to be created through the same design of urban style railing or ornamental hedge	
<p>B3 Railing on low wall</p>		<ul style="list-style-type: none"> • Height – 1.5m max • Set back minimum 1.5m • Up to 300mm high brick wall, Brick wall with brick piers & coping; to match dwelling • Powder coated black or grey railings • Privacy zone – hard or soft landscape finish, to allow for shrub planting, maintained at a height of 1.5 m • Stepped • Gates to match railings 	Property demarcation (1b) to be created through a same low height brick wall with the same railing OR ornamental hedge	
<p>B4 Railing & hedge</p>		<ul style="list-style-type: none"> • Height – 1.2m max • Set back minimum 1.5m • Black metal painted (or grey) • Clipped hedge of continuous species • Gates to match railings 	Property demarcation (1b) to be created through same railing OR ornamental hedge	
<p>B5 Low wall & ornamental hedge</p>		<ul style="list-style-type: none"> • Height – 1.2m max • Set back minimum 1.5m • 600mm brick wall with brick coping, clay tiles creasing, bricks to match dwelling • Hedge to grow not more than 900mm high • Stepped 	Property demarcation (1b) to be created through same height low brick wall with hedge OR ornamental hedge only.	





TYPOLOGIES	ILLUSTRATION	DESCRIPTION	NOTES	EXAMPLES
<p>B6 Hedge</p>		<ul style="list-style-type: none"> • Height – 0.9 / 1.2 m max* • Set back minimum 2m • Post and wire fence integral to the hedge while it establishes 	<p>Property demarcation (1b) to be created through ornamental hedge of similar species and height</p>	
<p>B7 Planted zone</p>	 <p>Plan</p>	<ul style="list-style-type: none"> • Height – maximum 600mm • Set back minimum 2m • Low clipped hedge with shrub planting 	<p>Property demarcation (1b) to be created through ornamental hedge of similar species and height</p>	
<p>B8 Cleft fencing</p>		<ul style="list-style-type: none"> • Height – 1.2m max • Set back greater than 2m • Gates to match • Stepped 	<p>Property demarcation (1b) to be created through same cleft fencing or ornamental hedge</p>	
<p>B9 Cleft fencing with hedge</p>		<ul style="list-style-type: none"> • Height – 1.2m-1.5m max • Set back greater than 2m • Applicable to the rural edge • Gates to match 	<p>Property demarcation (1b) to be created through same cleft fencing or ornamental hedge</p>	

* Exception can be made for retention of existing hedgerows



OPEN SPACE BOUNDARY TYPOLOGIES

TYPOLOGIES	DESCRIPTION	EXAMPLES	
<p>B01 Cleft fencing</p>	<p>Cleft fencing can be used to create a soft boundary to ancient woodland and open countryside.</p>		
<p>B02 Low 'Racing' rails</p>	<p>Low 'Racing' rails can be used to parkland margins</p>		
<p>B03 Dragon tooth posts</p>	<p>Dragon tooth posts can be used to parkland margins</p>		
<p>B04 Weldmesh fencing</p>	<p>Weldmesh fencing can be used to create a secure boundary to allotments (1.5 - 1.8m in height)</p>		

TYPOLOGIES	DESCRIPTION	EXAMPLES
<p>B05 Weldmesh fencing</p>	<p>Weldmesh fencing can be used to create a secure boundary to the school sites and the hard surface area within the play space , if required</p>	
<p>B06 Metal railings</p>	<p>Metal railings can be used to play areas</p>	
<p>B07 Picket fencing</p>	<p>Picket fencing can be used to play areas</p>	
<p>B08 Park railings</p>	<p>Formal metal railings can be used to enclose parks</p>	



PUBLIC REALM

Street Furniture - Timber

Seating



Chicco or similar



Informal timber seating (or similar and approved)



Key design principles:

- Simple
- Functional
- Declutter
- Integrated

Accessories



Timber bollard to hard landscape (with integral way marking) - limited locations



Timber bollard to soft landscape and park edges (with integral way marking) - limited locations



Contemporary timber bollard in timber



Timber bins to be co-ordinated with dog litter bins or similar and approved



Hardwood timber bollard

Signage/
way finding



Rural/ urban edge way marking - timber finger post

Note - Street signage to be provided in accordance with KCC guidance

Street Furniture - Metal / contemporary

Seating



Informal timber seating
(or similar and approved)



Seating Integral to grass
terrace

Key design
principles:

- Simple
- Functional
- Declutter
- Integrated

Accessories



Signage/
way finding



Urban way marking

Note - Street signage to be
provided in accordance with KCC
guidance



PUBLIC REALM

Lighting

Column type

All lighting units used at Chilmington Green should be taken from the KCC standard list. An example is the LED Urbis Axia unit shown right.

Optional higher spec lighting, such as the Woodhouse range must be paid for through commuted sums.



KCC approved street lighting column



Timber lamppost from the Woodhouse range

Low level lighting



Low level, timber lighting bollard (if required to non-adoptable pedestrian paths only)



Low level, timber/metal lighting bollard (if required to non-adoptable pedestrian paths only)



Low level, metal lighting bollard (if required to non-adoptable pedestrian paths only)

Feature lighting



Subtle lighting to open spaces



Subtle lighting to paths



Accent lighting to façades

Public art

Public Art Strategy

Key design principles

- Commission artists to create a visually stimulating environment
- Permanent commissions or temporary
- Exploring art in different scale, form and discipline
- Varied forms - sculptural, earthworks or landscaping, entrance features, flags, banners, performance art, digital projections and creative night lighting
- Encourage cultural activity in the community - social integration

Creative Night Lighting Strategy

- Subtle
- Create ambience
- Enhance quality of space and night time activity



Feature lighting columns - part of the public art strategy; to be considered as part of the design proposals for The Market and Local Centre Square



Water feature (within paving)



Feature inlaid lighting (through the Market Square as part of the public art strategy)



Paving feature text



Subtle lighting to open spaces



Accent lighting to façades

Tree details



Tree staking



Tree staking



Tree pit detail



HARD LANDSCAPING

Surface



SMA



SMA



Slab paving - la linia



Granite setts/ block paving



Permeable keyblock paving



Red block paving



Brick paving - Wienerberger Foru



Brick paving - Vandemoortel



Fine surfaced asphalt



Breedon gravel



York Stone

Crossings



Tactile blister paving



Tactile corduroy paving



Conservation tactile paving

Kerbs



Conservation kerb



Pre-cast concrete kerb



Flush Conservation kerb
Marshalls or similar & approved



Conservation edge

HARD LANDSCAPING

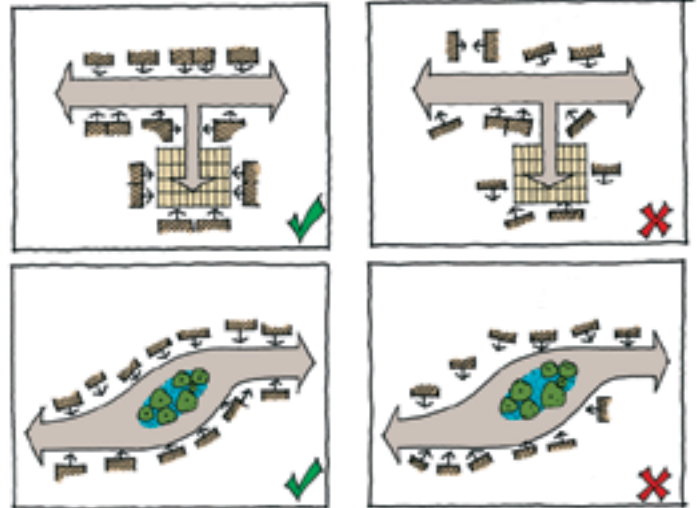
MATERIALS	THE AVENUE	ORCHARD WAY	CHILMINGTON BROOK	THE GREEN SPINE	LOCAL AND MINOR ACCESS ROADS	SHARED SPACES	LANES	MEWS / PARKING COURTS
CARRIAGEWAY	Stone mastic asphalt (SMA)	SMA	SMA	SMA	SMA	Exposed aggregate blocks, permeable sett blocks and fine surface asphalt (60/40%)	SMA	Permeable blocks and roman format brick detailing (i.e. 200x100x48/50mm brick on edge)
FOOTWAY	Fine surface asphalt with Conservation trims Linear tree trenches surfaced with permeable tarmac/ block and Conservation trims	Fine surface asphalt with Conservation trims Linear tree trenches surfaced with permeable tarmac/ block and Conservation trims	Fine surface asphalt with Conservation trims Linear tree trenches surfaced with permeable tarmac/ block and Conservation trims	Fine surface asphalt with Conservation trims Linear tree trenches surfaced with permeable tarmac/ block and Conservation trims	Brick paving with Conservation trims Linear tree trenches surfaced with permeable tarmac/ block and Conservation trims	Roman format Brick feature paving, Conservation edging Tree pits and trenches with permeable self bound gravel surfacing, galvanised steel edging	Fine surface asphalt with Conservation trims Linear tree trenches surfaced with permeable block/ self bound gravel and Conservation trims	Permeable blocks and roman format brick detailing
CYCLEWAY	Natural bitmac with PC trims	Natural bitmac with PC trims	Natural bitmac with PC trims	Natural bitmac with PC trims	N/A	N/A	N/A	N/A
PARKING AREA	SMA	SMA	SMA	SMA	SMA	Permeable blocks and roman format brick detailing.	SMA	Permeable blocks and roman format brick detailing
PEDESTRIAN CROSSINGS	3 sizes exposed aggregate, exposed aggregate/ conservation blocks and slabs	3 sizes exposed aggregate, exposed aggregate/ conservation blocks and slabs	3 sizes exposed aggregate, exposed aggregate/ conservation blocks and slabs	3 sizes exposed aggregate, exposed aggregate/ conservation blocks and slabs	Brick feature panels with exposed aggregate/ conservation blocks and slabs/ Exposed aggregate trim	Brick feature panels with Exposed aggregate/ Conservation trim	Brick feature panels with exposed aggregate/ conservation blocks and slabs, Exposed aggregate trim	Permeable blocks and roman format brick detailing
DEMARCATON EXTENT OF ADOPTION	Stainless Steel studs	Stainless Steel studs	Stainless Steel studs	Stainless Steel studs	Stainless Steel studs	Brass Studs	Stainless Steel studs	Brass Studs
KERB	Exposed aggregate	Exposed aggregate	Exposed aggregate	Exposed aggregate	Exposed aggregate	N/A	Exposed aggregate	N/A
KERB AT PEDESTRIAN CROSSING	Exposed aggregate / Conservation trims	Exposed aggregate / Conservation trims	Exposed aggregate / Conservation trims	Exposed aggregate / Conservation trims	Exposed aggregate / Conservation trims	N/A	Exposed aggregate / Conservation trims	N/A



PLOT LAYOUT RULES

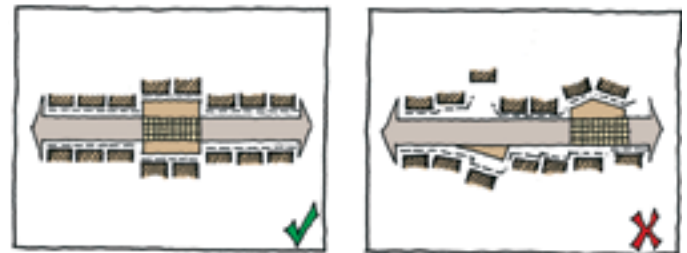
Building orientation will relate to routes and spaces

- Buildings must directly address routes and spaces such that their primary frontage is parallel to the edge of that route or space.
- Buildings should not be positioned at an angle to the back-of-footpath line, or to the defined edge of a shared surface.
- For informal arrangements the dwelling must still align to the immediate edge of the route or space it faces.
- Primary entrances to buildings must be visible from the public realm.



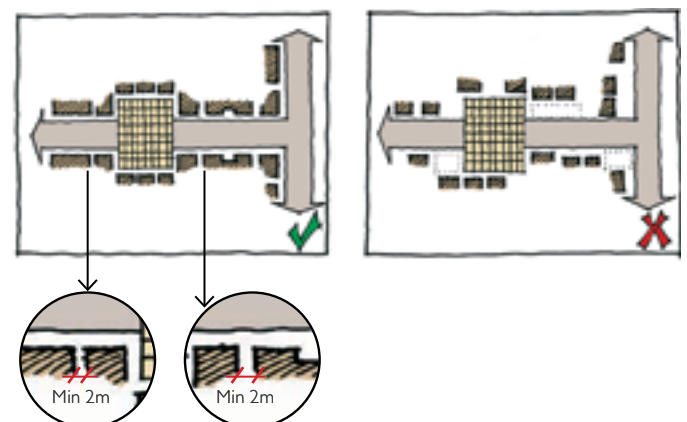
Building alignment will be coherent

- Building frontages must establish a common building line where they face routes or linear spaces (except in areas of lowest density e.g. the 'Rural Edge' character areas where departure from this principle is permitted).
- Rear and flank walls of garages and outbuildings may be considered as components in establishing a common building line, although this must be limited.
- Along tighter/more enclosed streets where the distance between building frontage and back of footpath should be minimised, a buffer privacy strip of minimum 0.8m, including landscaping must be maintained at all times.
- Set-backs from an established building line will be in accordance with the permitted dimensions specified on the Typology Matrices in section 14.



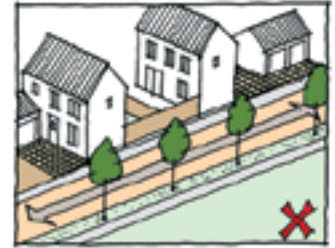
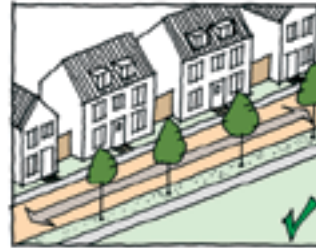
Continuity and enclosure will be achieved

- All frontages along streets and spaces must be designed to create clear definition through legible continuity of building form, linkage and positioning.
- Public and private space must be clearly distinguished through continuity of frontage.
- 'Semi-public' space arising from lack of continuity or enclosure must be avoided.
- Dwellings must be clearly separated, with a minimum of 2.0 metres clear between flank walls. This minimum dimension applies to detached, semi-detached dwellings and terraces (as shown on the right).



Routes and spaces will be addressed by active frontage

- Routes and spaces must be overlooked by windows to habitable rooms at ground and first floor levels, providing natural surveillance.
- Blank elevations largely devoid of windows must be avoided where they face or are clearly visible from the public realm.
- Active frontage should be enhanced through the use of balconies at first floor level, glazing within or alongside primary entrances, and full height projecting bays on flank elevations where appropriate.



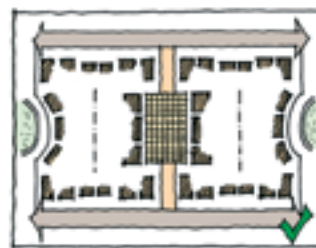
Corners and plot sides will be positively resolved

- All buildings located on identifiable corners (where two routes, two spaces, or a route and a space meet) must positively address both directions through positioning of entrances, generous windows to habitable rooms, glazed projections and upper level balconies where appropriate.
- Building form must respond to defined corner locations through the tallest or largest element of the building massing being located directly on that corner.
- Buildings L-shaped in plan can provide a good solution on defined corner locations.
- Where a corner plot forms the end of a row of street-facing dwellings, the dwelling on that corner plot may have its primary entrance positioned on its flank elevation, but should ensure active frontage in all cases on both elevations. Interest may be created through projected windows and upper level balconies.
- Simply introducing one or two small windows on a flank elevation will not represent acceptable solution of a dwelling addressing a corner plot.

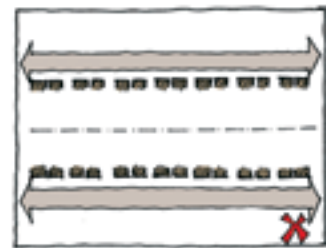


Groupings will form components of the layout

- Within development parcels, dwellings are to be configured in identifiable groupings that define spaces of a certain character and function.
- Groupings will be discernible either as 'clusters' of buildings around a shared space, or configurations that address and define a particular space to their front.



Identifiable groupings add character and function and creates a sense of place



No variation of dwelling typologies, massing or enclosure does not add character and creates no sense of place



PLOT LAYOUT RULES

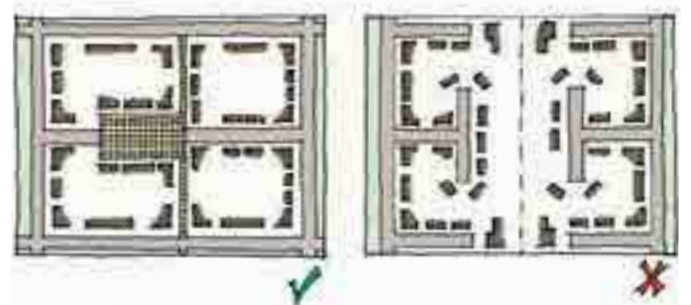
Privacy will be maintained

- Direct views from dwellings into dwellings through windows on their rear and flank elevations will be avoided, either by separation of >20 metres (properties back-to-back) or through detailed design.
- For apartment blocks, a minimum distance of 10m must be provided between facing windows on side elevations of 2 apartment blocks.
- Appropriate design measures in higher density areas include use of opaque glazing or louvres, the angling or positioning of windows to avoid direct sight lines, and the use of full height screening to courtyards or terraces.
- No habitable room will be served only by windows comprising of opaque glass.



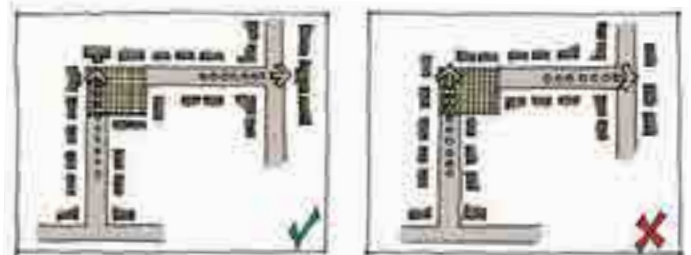
Connections and permeability will be integrated throughout the layout

- Pedestrian and cycle routes must be interconnected and not lead to dead-ends.
- Where vehicular routes reach a terminating space pedestrian routes must continue beyond that space and connect to the nearest public route or space.
- Rigid 'hammerhead' road arrangements must be avoided.



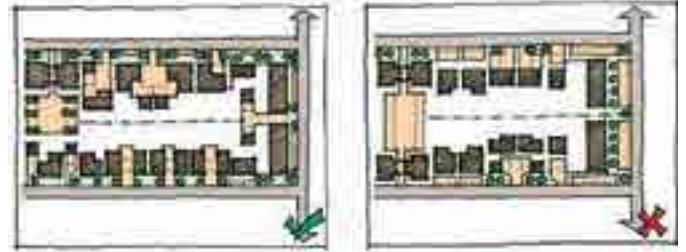
Visual stops will be established

- Where linear spaces or routes establish a vista, that vista must either end in a defined public open space or be terminated by a 'visual stop.'
- A 'visual stop' may be a carefully positioned marker or key building or a prominent landscape feature.
- Vistas must not terminate in a view of a private driveway or garage door, or the side boundary wall to a plot.
- Key buildings will define key corners and frame key views.



Car parking will have minimal visual impact

- All development parcels must utilise a variety of parking solutions and not rely on just one or two methods of accommodating cars.
- On-plot parking must be positioned such that parked cars do not sit forward of the common or the projected building line in areas of high enclosure where a layout has established street continuity e.g. along strategic routes. This may be permitted along areas of lower density with larger set backs and in internal lanes / mews / courtyards.
- All private parking spaces must be located with easy access to the dwellings they serve.
- In no instance shall a group of more than 4 parking spaces in front of dwellings be proposed without sub-division by a landscape strip of minimum 1.5m or a large tree is planted in that row.
- On-street parking, parallel to the carriageway, shall be laid out such that no more than three spaces are joined without sub-division by an area of landscape and sufficient space for planting of at least one street-tree, except in the District Centre and Local Centre squares.





ARCHITECTURAL PRINCIPLES

Recognisable form

- Ensure there is a graduated transition of scale from larger apartment buildings, grand villas or terraces to low density large detached houses appropriate to location and character area



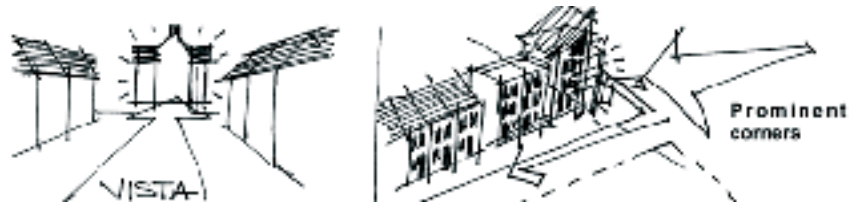
Silhouette

- Consider rooflines and create attractive silhouettes
- Give prominent landmarks distinctive rooflines



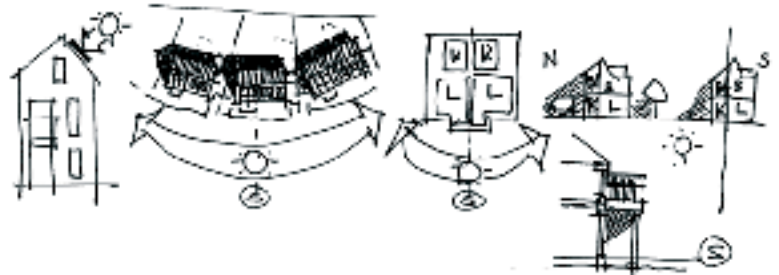
Landmark

- Mark vistas or close long views with landmarks
- Address prominent corners
- Frame views



Aspect & orientation

- Maximise potential use of south facing roofs
- Where possible, locate living rooms to south/ west / south-west
- Provide solar shading to avoid excessive solar gain



Animate frontage addressing the public realm

- Provide active frontage to all public realm
- Maximise views between the dwelling and the street



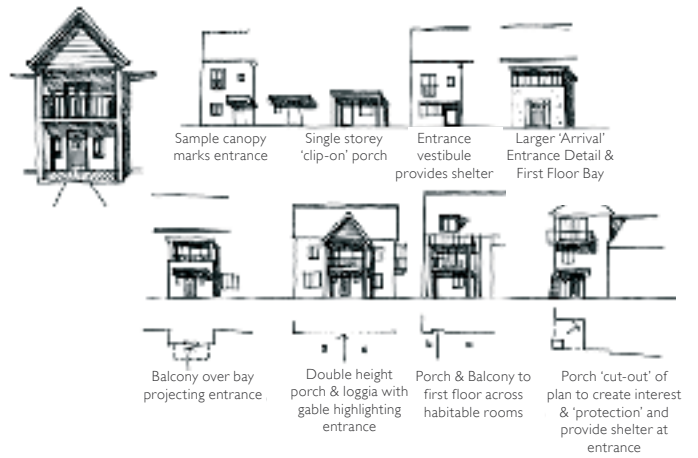
Express individuality of linked & terraced dwellings

- Define individual proportions by roofline, grouping of openings, party walls and rain water pipes



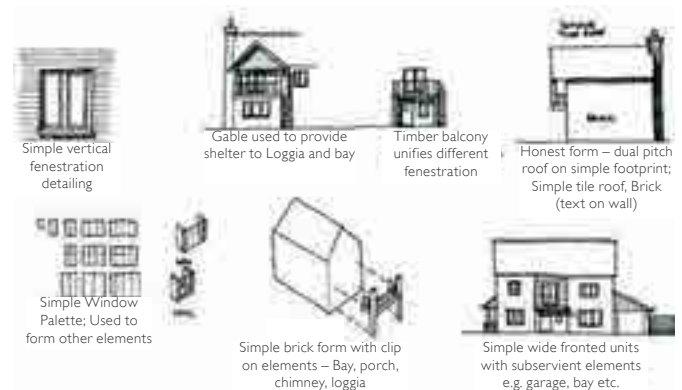
Celebrate entrances

- Define entrances and create interest
- Provide shelter at entrances
- Create legibility



'Honesty'

- Use simple footprints to create legible form
- Avoid unnecessary detailing
- Use materials honestly
- Keep palette of materials simple



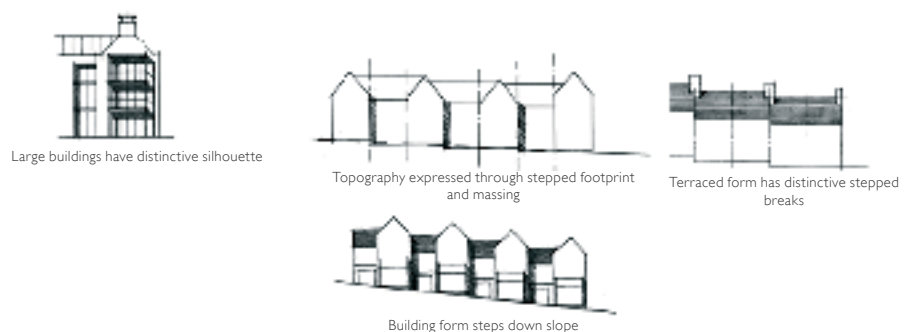
Create order & unity

- Use handed, framed and repeated dwelling types to create a rich variety in the streetscene but with unity



Responding to slope

- Design to respond to changes in topography
- Ensure forms reflects changes in level
- Avoid significant retaining walls
- Step terraces evenly





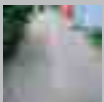
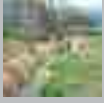
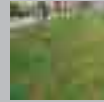
KEY SUDS DESIGN PRINCIPLES

1. **Consideration of SuDS throughout the design process from inception** – During the masterplan phase of the project an integrated approach between landscaping and SuDS should be completed, ensuring that the visual features of SuDS are integrated with the engineering elements of a feasible SuDS design. This integrated approach between SuDS and landscaping should remain at the forefront of the design should focus on “open” SuDS elements whilst seeking innovation to this high quality development.
 2. **Integrating SuDS throughout the Landscape Design** - The SuDS engineering solution should not become an “After thought” with engineering fundamentals and feasibility integrated with in wider landscaping throughout the design process, from inception through completion into construction and beyond. If suitably appropriate design of SuDS is considered from the outset this should not make the inclusion of SuDS an additional hurdle, or burden unnecessary expenditure on developers, or future owners. Well designed, innovative SuDS provides opportunity to reduce the installation of below ground infrastructure, enhance the wider landscaping design and add value by improving the overall quality of the development. CIRIA C697 “The SuDS Manual” should be used as a catalyst for ideas and methodologies for uses of best practices in integrating SuDS from masterplanning phase through installation, future operation and maintenance.
 3. **SuDS appropriate to Ashford** - To ensure the most appropriate form of SuDS is used for Ashford the “Ashford Borough Council Sustainable Drainage SPD” should be used throughout the design phase to ensure a good level of appropriateness for Ashford. Furthermore, SuDS should be appropriate to the local and wider ground conditions; low infiltration rates are expected to be prevalent throughout the Chilmington development. As such, initial design should assume that infiltration is not feasible from the outset and sufficient space provisions made throughout the development to facilitate the integration of open and green SuDS. More appropriate SuDS for Ashford, as defined in the sustainable drainage SPD, will be required in comparison to lower quality SuDS system which have low overall value to a development. Four & five star appropriate SuDS, as defined within the Ashford Sustainable Drainage SPD, are expected throughout the scheme with due consideration on future maintenance and strategic integration. Innovative above ground SuDS design, which add wider benefits will be looked upon favourable and should be used to add value to a development.
 4. **Strategic, Innovative, Multifunctional SuDS** - Focus should remain on strategic, innovative, multifunctional, high quality, “centralised” SuDS systems. These should be easy to maintain and allow developers to “feed into” when development of land parcels occurs. As part of the drive towards a strategic SuDS solution, cross site (Land Parcel) integration and partnership working between developers should be encouraged wherever possible; this should be encouraged through effective design within the SuDS masterplan. Strategic SuDS should be appropriate to not only ground, but also wider topographic conditions, as well as the natural land drainage regime. Enhancements to biodiversity and water quality should also be applied to assist in achieving the ambitions of the Water Framework Directive.
 5. **Designed with the end in mind** - Maintenance provisions for all SuDS should be considered from the inception stage of the design and throughout the design process, this includes (but is not limited to) consideration of the access for maintenance, being suitable to the capability of plant and providing suitable, safe points of access to undertake maintenance throughout the scheme. Practicality, buildability (including construction H&S) and future public Health & Safety should be considered throughout the design of the scheme; this will ensure that SuDS features remain safe, but not unsightly; for example uses of hard barrier protection should not be used to protect SuDS anywhere within the development.
- Local guidance should be referred to for possible SUDS solutions. Including;
- ABC Sustainable Drainage SPD Oct 2010 and subsequent future revisions.
 - Water. People. Places. – A guide for master planning sustainable drainage into developments. Prepared by the LLFA of the SE of England.
- Relevant national guidelines include
- The SUDS manual (C697)
 - Planning for SuDS – making it happen (C687)
 - Going with the flow - SuDS infographic
 - Demonstrating the multiple benefits of SuDS - A business case - Literature review
 - Site handbook for the construction of SUDS (C698)
 - New Ciria build on the existing information and contain information on maintenance costs and commuted sums for suds installations.
- All are currently available at www.susdrain.org.

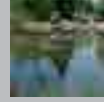
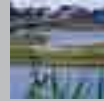
Source Control Features

Feature	Description
Green roofs 	Multi-layered systems that cover building roofs on community/ education buildings, garages and car parks or podium structures with vegetation, landscaping or permeable car parking over a drainage layer. Green roofs intercept rain, slowing the flow and removing any airborne impurities before water drains from the roof.
Rain gardens 	Rain gardens and bioretention areas have a similar function. Rain gardens are typically designed to receive relatively clean roofwater runoff, whereas bioretention areas typically receive road or hard surface runoff. Rain gardens and bioretention areas are shallow, landscaped depressions, which allow water to infiltrate through engineered topsoil into a drainage layer below the surface. Pollution and silt are intercepted by both the vegetation and the topsoil. Once the drainage layer is at capacity, an overflow conveys relatively clean water to the next stage of the management train.
Bioretention areas 	
Swales 	Shallow, densely vegetated, linear depressions with a flat base, designed to convey water. The dense vegetation slows flow velocities, enabling some water to infiltrate into the ground. The vegetation also allows water to evaporate and helps filter out pollution.
Permeable paving 	Surfaces suitable for pedestrians and/or vehicular traffic which allow runoff to pass through the pavement structure, leaving behind silt on or just below the surface. Hydrocarbons and other pollutants are trapped on geotextiles or in the stone construction below the pavement surface, where they are biodegradable.
Rainwater butts 	In-curtilage, small, off-line storage devices that capture and store roof runoff.

Site Control Features

Feature	Description
Permeable paving 	Surfaces suitable for pedestrians and/or vehicular traffic which allow runoff to pass through the pavement structure, leaving behind silt on or just below the surface. Hydrocarbons and other pollutants are trapped on geotextiles or in the stone construction below the pavement surface, where they are biodegradable.
Swales (including under-drained swales) 	Shallow, densely vegetated, linear depressions with a flat base, designed to convey water. The dense vegetation slows flow velocities, enabling some water to infiltrate into the ground. The vegetation also allows water to evaporate and helps filter out pollution. Under-drained swales include a filter bed or prepared soil that overlay a drain, which provides additional treatment and conveyance capacity beneath the surface of the swale.
Bioretention areas 	Bioretention areas are shallow, landscaped depressions, which typically receive road or hard surface runoff. These features allow water to infiltrate through engineered topsoil into a drainage layer below the surface. Pollution and silt are intercepted by both the vegetation and the topsoil. Once the drainage layer is at capacity, an overflow conveys relatively clean water to the next stage of the management train.

Regional Control Features

Feature	Description
Ponds 	Ponds, sometimes called retention basins, can provide both stormwater attenuation and treatment, with runoff from each rain event being detained and treated in the pool. The longer retention time promotes pollutant removal through sedimentation and the opportunity for biological uptake mechanisms to reduce nutrient concentrations.
Wetlands 	Wetlands comprise shallow ponds and marshy areas with a range of deep and shallow water areas, covered almost entirely in aquatic vegetation, which provide both stormwater attenuation and treatment. Wetlands detain flows for an extended period to allow sediments to settle, and to remove contaminants by facilitating adhesion to vegetation and aerobic decomposition.

TECHNICAL

SUSTAINABILITY STRATEGY

The masterplan has been designed to encourage sustainable patterns of living, including the following-

- Provision of a District Centre and two Local Centres with a range of facilities to minimise off-site trips.
- Incorporation of an accessible public transport strategy
- Provision of a well-connected network of footpaths and cycle routes within the site and the wider network.

2 Key Principles

1. Optimise energy-efficiency of urban structure to maximise daylight and passive heat from the sun.

- Orientation to the sun.
- Optimisation of distances between buildings.

2. Minimise energy demand of buildings.

The building envelope for the Chilmington Green homes will be constructed to be highly efficient so that the amount of energy which is typically required in homes is minimised.

- Minimise heat losses through a very good building envelope (walls, roofs, windows) and a high compactness of the buildings (good ratio of surfaces to volume).
- Maximise passive solar gains with windows facing south.



Achieving a Sustainability Rating - Aspirations for Chilmington Green Code Level 4 ** Solutions**

A strategy for achieving Code Level 4 will be submitted for each Reserved Matters application.

Fabric - The Code Level 4 requirement of condition 26 will be met by fabric improvements such as:

- Improved insulation standards to floors
- Walls, roofs and windows.
- Improved thermal junction details.
- Heat Recovery units.
- Improved airtightness to homes.

Other categories - The following could be adopted throughout the scheme to meet Code for Sustainable Homes Level 4:

- Energy Display Device measuring both Gas and Electrical consumption.
- Dedicated space for drying clothes.
- All external lighting will be low energy.
- Dedicated space for bike storage to promote the wider use of bicycles, reducing the need for short car journeys.
- Dedicated area where a home office could be set up to encourage home working thus reducing the need to commute.
- Water consuming sanitaryware will be fitted with flow restrictors to reduce water consumption to below 105 litres per person per day.
- Water butts to encourage recycling of rainwater.
- Adequate internal and external space for recycling bins
- Dedicated area for compost bins

By adopting the above the total energy consumed by the development is reduced as much as feasibly possible.

10% Renewables / Low Carbon Energy Sources

The 10% energy requirement under condition 28 includes energy use from domestic and non-domestic units and includes regulated and unregulated energy. The energy use will be minimised in the first instance by ensuring that the insulation requirements of the fabric are improved such that in most cases Code Level 4 will be met without the need for renewables. To meet the renewable energy conditions, a combination of the following could be utilised:

1. Photovoltaic panels to the apartments and / or car barns
2. Solar thermal panels to the houses where possible
3. Biomass or gas CHP to the neighbourhood centre.
4. Individual biomass boilers
5. Air and/or ground source heat

A timetable of how at least 10% of the energy supply of the development will be achieved across the whole site, including details of physical works on site, will be submitted with the first Reserved Matters application to satisfy condition 28 of the outline planning permission

Waste & recycling strategy

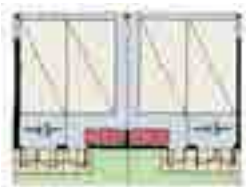
- The size, location and orientation of waste storage facility and collection points must be carefully considered and should be discretely placed to avoid visual intrusion and nuisance from daily use, at all times.

The following considerations must be taken into account when designing these facilities:

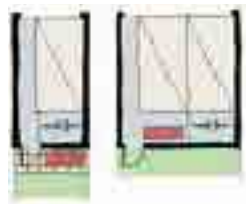
- The facilities should be positioned within close proximity of vehicle collection routes.
- Recycling of waste materials must be encouraged by the provision of facilities for storage and collection of separated waste at residential and non-residential premises.

The potential for external storage and the type of storage that is appropriate varies with the type of dwelling, and is illustrated below :

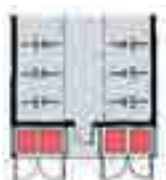
- **Detached, semi-detached and end of terrace houses with side access :** Waste storage areas must be provided in the rear garden or an on-plot garage or car port, or otherwise screened or sited out of public view, but readily accessible to the occupiers. The layout should enable sacks or bins to be moved easily to the point where they can be collected, e.g. the roadside or a communal collection point.



1. Car barns can provide bin storage areas at the rear of the shelter, to be wheeled to the collection point on specific days.



2. Garages for dwellings can also provide a storage area for bins, or bins can be stored against a wall on a paved area within the private amenity space, however this should be not be placed fronting onto the main entrance area /drive.



3. Apartment blocks are provided with communal bin stores. This can be designed as part of the bike store within the grounds of the apartment block or separate bin stores integrated with the building. This must not face the public realm or main pedestrian entrance to the block. Open bins should never be placed along the main approach to the parking court of the block.

Retail / commercial collection

- Where possible, group service areas for retail units
- Include measures to prevent unauthorised parking which prevents access
- Avoid kerbs or provide dropped kerbs.

Security must be considered in design and location eg. to avoid stores being an aid to climbing to commit a crime.



Bin collection point for 3 or more dwellings should never be placed along a public open space or a primary street.



Open bins at main entrance of dwellings / apartment block is not acceptable.



Communal bin stores for apartment blocks must either be integrated with the building and / or designed as a roofed enclosure and sited unobtrusively.



Combined bin and bike storage



Bin storage integrated with entrance



TECHNICAL

UTILITIES STRATEGY

The aim of the utilities strategy is to ensure the installation of household and site wide utilities infrastructure does not detract from the overall appearance (and everyday use) of the development.

Site wide utilities infrastructure

The following principles must be adhered to:

- Utility systems will be installed in service corridors within the adoptable highway wherever possible.
- Installation of utility systems will respond to adjacent development parcels in order to achieve an integrated systems network.
- Substations, water pumping stations and gas governors must be constructed in materials which match the adjacent built form. These buildings will be designed as part of the public realm.
- Substations will be located on a vehicular accessible route and will be designed to blend in with the surrounding residential built form in terms of materials. A landscape buffer will be provided between a substation and a parking bay.
- Substation buildings will not be attached to residential dwellings and must be integrated with the alignment of surrounding walls, and
- No above ground utilities to be located inside or adjacent to play areas.



Pipework clearly visible from street is not acceptable



Satellite dishes and aerials clearly visible from the street scene are not acceptable

Household utilities infrastructure

The installation of household utilities infrastructure must not compromise the visual quality of the dwelling and street scene. The following principles must be adhered to:

- Wall mounted gas meter boxes must not be fitted to primary elevations where they are visible from the public realm. All gas meter boxes must be ground or semi-concealed. They should be designed and located so that they do not detract from the quality of the public realm.
- Pipes, flues and vents must be architecturally integrated through design to reduce visual intrusion.
- Wires and cables must be hidden from view except during a period of maintenance.
- Letter boxes must be visible from the public access to a dwelling. Letter boxes for apartments must be publicly accessible, in the reception area or common space with provision for a box per unit.
- Burglar alarms must be positioned and integrated through design to avoid them being visually obtrusive on the front elevation of the building facing the public realm.
- Integrated systems for telephones, radios and television must be provided; satellites and aerials will not be permitted on the front facade of any building where they detract from the public realm and
- Photovoltaic panels must be installed so that they are not visually intrusive to the public realm. Innovative designs to integrate them with the building must be encouraged.



Photovoltaic panels that are visually intrusive to the public realm are not acceptable

SECURED BY DESIGN

As part of Reserved Matters applications, discussions would need to be held with the local crime prevention officer, covering defensible space, natural surveillance and access open areas.

Safer Places - Seven attributes of sustainable design

- **Access and movement:** places with well defined routes, spaces and entrances that provide for convenient movement without compromising security.
- **Structure:** places that are structured so that different uses do not cause conflict.
- **Surveillance:** places where all public places are overlooked.
- **Ownership:** places that promote a sense of ownership, respect, territorial responsibility and community.
- **Physical protection:** places that include necessary, well designed security features.
- **Activity:** places where the level of human activity is appropriate to the location and creates a reduced risk of crime and a sense of safety at all times.
- **Management and maintenance:** places that are designed with management and maintenance in mind, to discourage crime in the present and the future.

INCLUSIVE DESIGN

Inclusive design aims to create places without barriers that involve people in undue effort, separation or special treatment and enable everyone to take part in mainstream activities independently.

The Proposed Development will be designed to provide barrier-free access for all sections of the community, with particular regard to the needs of the disabled. Particular consideration must be given to the requirements of the following key standards.

The Approved Document Part M (Access)

The Proposed Development will be designed and built in full accordance with the Building Regulations that set out technical standards for the quality and performance of buildings. Part M of the Building Regulations concerns 'Access' and ensures that the design of buildings does not preclude access for the disabled.

The Equality Act 2010

The Equality Act replaces the Disability Discrimination Act (DDA) and aims to end the discrimination which many disabled people face, legally protecting people from discrimination in the workplace and in wider society. Any requirements set out in the Act in relation to residential dwellings are already covered by the various sections of the Building Regulations, particularly Part M (Access), but the provisions of the Act are relevant to the commercial and mixed-use elements of the neighbourhood centre and the wider public realm.



Streets must be designed to control on-street parking



Unauthorised parking must be prevented through design

Car & cycle parking standards

Vehicle parking for residential dwellings is to be provided in accordance with the standards set in the Supplementary Planning document adopted by Ashford Borough Council.

	CENTRAL LOCATION 'Maximum'	SUBURBAN LOCATION 'Designing for Need'
DWELLING SIZE	Parking Per Space Dwelling	Parking Per Space Dwelling
1 BED FLAT	1 SPACE	1 SPACE
2 BED FLAT	1 SPACE	1.5 SPACES
2 BED HOUSE	1 SPACE	2 SPACES
3+ BED HOUSE	1.5 SPACES	2 SPACES

NB Requirement of 0.2 spaces/dwelling for visitor parking
Requirement of additional 0.5 space if tandem parking is proposed



DO'S & DON'T'S

The following design details will not be accepted across the development:



Variation in pitch angle is not acceptable.



Bay windows and dormers with poorly designed GRP details will not be acceptable.



Rainwater goods will not diagonally cross the building elevation on any given street or edge.



No unnecessary change of materials.



In order to reduce unnecessary clutter of rainwater pipes, excessive numbers of dormer windows in closed proximity which break the eaves line will not be permitted.



Timber close board addressing public realm will not be acceptable.



Avoid using different types of street lights in same space



No block paving where white lining is required



Timber fencing with trellis addressing the public realm will not be acceptable, except as a temporary measure to phasing boundaries.



Street furniture, lighting, signage clutter should be avoided.



Chilmington Green Design Code Compliance Checklist

This Design Code Compliance Checklist will be completed and submitted with all Reserved Matters Planning Applications.

Colour boxes as appropriate in black
 Yes No Partial N/A

Space for logos of developer/house-builder & architects submitting Reserved Matters Application

Chilmington Green Consortium



Phase		<input type="text"/>		PART C: PLACE	
Parcel Reference		<input type="text"/>		STEP 4	8. Land use Yes No Partial
Developer		<input type="text"/>			Land use compliance with Code? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Architect		<input type="text"/>			<i>Which land use(s) is applicable to parcel?</i>
Landscape Architects		<input type="text"/>			8.1 Residential <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					8.2 Mixed use <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					8.3 Secondary school <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					8.4 Primary school <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				8.5 Open space <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
				8.6 Civic space <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
				8.7 Community buildings <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
PART A: BACKGROUND					
Briefing with ABC & Chilmington Green Consortium		Yes	No	N/A	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STEP 5	1.6 Compliance Checklist completed? Compliance with Code?	Yes	No	Partial	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If 1.6 is No or Partial, has Statement of Justification been provided?		<input type="checkbox"/>	<input type="checkbox"/>		
PART B: CHARACTER					
STEP 1	5. Character areas Yes No Partial				
	Character areas compliance with Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Which character area(s) is applicable to parcel?</i>				
	5.1 Chilmington Rise	<input type="checkbox"/>	<input type="checkbox"/>		
	5.2 Orchard Village Neighbourhood	<input type="checkbox"/>	<input type="checkbox"/>		
	5.3 Chilmington Brook Neighbourhood	<input type="checkbox"/>	<input type="checkbox"/>		
5.4 The Hamlet	<input type="checkbox"/>	<input type="checkbox"/>			
5.5 Brisley Farm extension	<input type="checkbox"/>	<input type="checkbox"/>			
STEP 2	6. Key groupings Yes No Partial N/A				
	Key groupings compliance with Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Which key grouping(s) is applicable to parcel?</i>				
	6.1 Market Square & High Street	<input type="checkbox"/>	<input type="checkbox"/>		
	6.2 Chilmington Gardens	<input type="checkbox"/>	<input type="checkbox"/>		
	6.3 Chilmington Square	<input type="checkbox"/>	<input type="checkbox"/>		
	6.4 Northern Gateway	<input type="checkbox"/>	<input type="checkbox"/>		
	6.5 Orchard Village Local Centre	<input type="checkbox"/>	<input type="checkbox"/>		
6.6 Chilmington Brook Local Centre	<input type="checkbox"/>	<input type="checkbox"/>			
6.7 Cricket Green	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Have the following been considered?</i>		Yes	No	Partial	N/A
Key views		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marker buildings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key buildings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEP 3	7. Residential density Yes No				
	Residential density compliance with OPA consent?	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>Which residential densities are applicable to parcel?</i>				
	7.1 Mixed use with residential	<input type="checkbox"/>	<input type="checkbox"/>		
	7.2 Formal urban	<input type="checkbox"/>	<input type="checkbox"/>		
	7.3 Medium density urban	<input type="checkbox"/>	<input type="checkbox"/>		
	7.4 Medium density suburban	<input type="checkbox"/>	<input type="checkbox"/>		
	7.5 Low density suburban	<input type="checkbox"/>	<input type="checkbox"/>		
7.6 The Hamlet	<input type="checkbox"/>	<input type="checkbox"/>			
7.7 Rural edge	<input type="checkbox"/>	<input type="checkbox"/>			
STEP 6	10. Street Hierarchy Yes No Partial N/A				
	Street hierarchy compliance with Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Which street type(s) is applicable to parcel?</i>				
	10.1 Strategic routes	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>Which section(s) of the strategic route is applicable?</i>				
	10.2 Local access streets	<input type="checkbox"/>	<input type="checkbox"/>		
	10.3 Minor access streets	<input type="checkbox"/>	<input type="checkbox"/>		
	10.4 Lanes & edge streets	<input type="checkbox"/>	<input type="checkbox"/>		
	10.5 Pedestrian & cycle network	<input type="checkbox"/>	<input type="checkbox"/>		
	10.6 Bus route & stops	<input type="checkbox"/>	<input type="checkbox"/>		
	STEP 7	11. Access conditions Yes No Partial N/A			
Access conditions compliance with Code?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEP 8	12. Edge conditions Yes No Partial N/A				
	Edge conditions compliance with Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Which edge condition(s) is applicable to parcel?</i>					
STEP 9	13. Residential layout Yes No Partial				
	13.1 Frontage character compliance with Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STEP 10	13.2 Residential plot component compliance with Code? Yes No Partial				
	<i>Which typology matrix is applicable to parcel?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STEP 11	13.3 Materials palette compliance with Code? Yes No Partial				
	<i>Which materials palette(s) is applicable to parcel?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Chilmington Green Design Code Compliance Checklist

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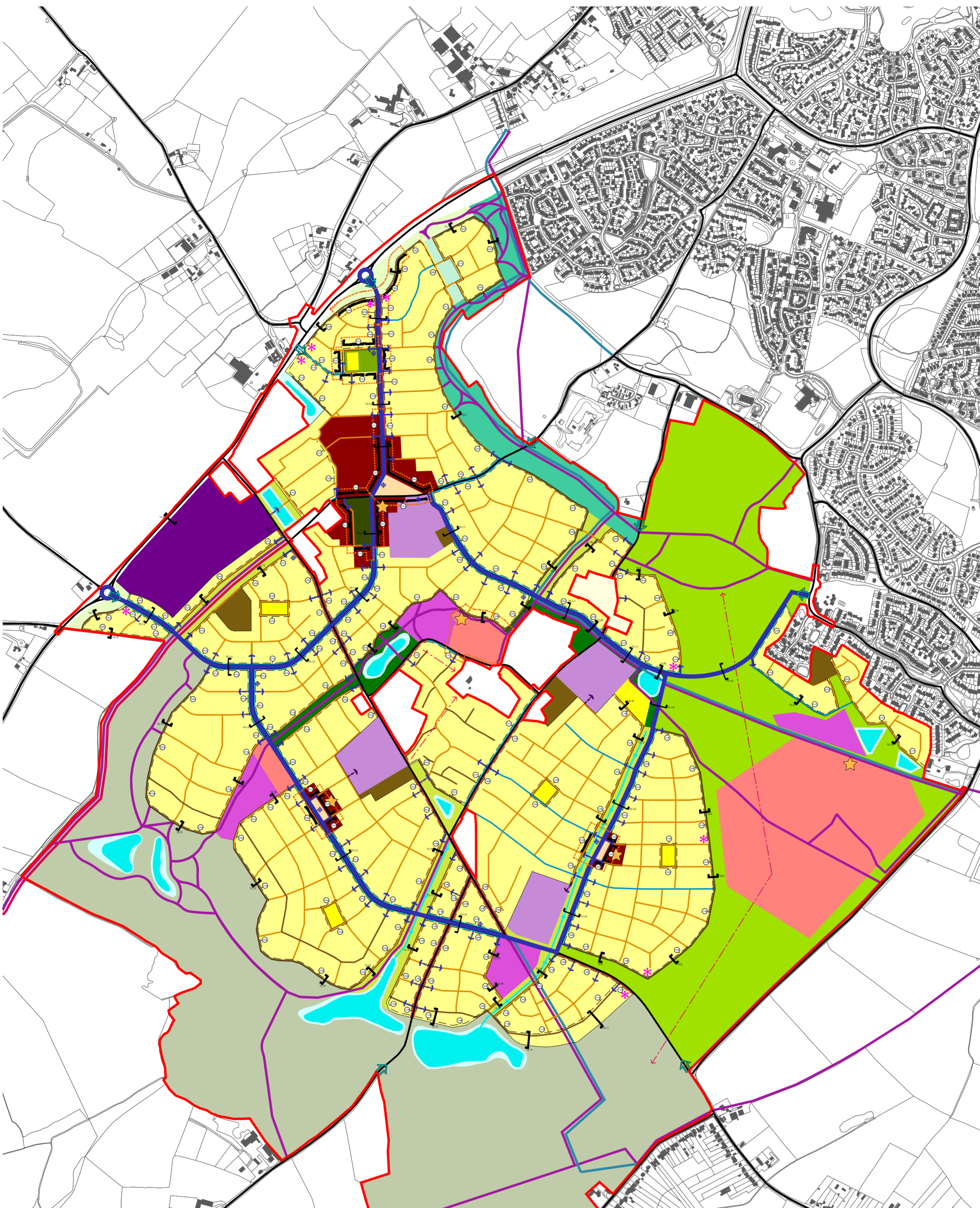
Space for logos of developer/house-builder & architects submitting Reserved Matters Application

Chilmington Green Consortium



Phase		<input type="text"/>			PART C: PLACE					
Parcel Reference		<input type="text"/>			STEP 4	8. Land use		Yes	No	Partial
Developer		<input type="text"/>				Land use compliance with Code?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architect		<input type="text"/>				<i>Which land use(s) is applicable to parcel?</i>				
Landscape Architects		<input type="text"/>				8.1 Residential		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PART A: BACKGROUND					STEP 5	9. Green infrastructure				
Briefing with ABC & Chilmington Green Consortium		Yes	No	N/A		Green infrastructure compliance with Code?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Compliance Checklist completed? Compliance with Code?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Which green space(s) is applicable to parcel?</i>				
If 1.6 is No or Partial, has Statement of Justification been provided?		<input type="checkbox"/>	<input type="checkbox"/>							
PART B: CHARACTER					STEP 1	5. Character areas		Yes	No	Partial
Character areas compliance with Code?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Which character area(s) is applicable to parcel?</i>				
5.1 Chilmington Rise		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5.1 Chilmington Rise		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Orchard Village Neighbourhood		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5.2 Orchard Village Neighbourhood		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Chilmington Brook Neighbourhood		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5.3 Chilmington Brook Neighbourhood		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 The Hamlet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5.4 The Hamlet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Brisley Farm extension		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.5 Brisley Farm extension		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					STEP 2	6. Key groupings				
Key groupings compliance with Code?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Which key grouping(s) is applicable to parcel?</i>				
6.1 Market Square & Hill		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6.1 Market Square & Hill		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Chilmington Green		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6.2 Chilmington Green		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Chilmington Brook		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6.3 Chilmington Brook		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Northfield		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6.4 Northfield		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Orchard Village		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6.5 Orchard Village		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Brisley Farm		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6.6 Brisley Farm		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.7 Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





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KEY

PART B: Character Areas

STEP 1: CHARACTER AREAS

- 5.1 Chilmington Rise Neighbourhood
- 5.2 Orchard Village Neighbourhood
- 5.3 Chilmington Brook Neighbourhood
- 5.4 The Hamlet
- 5.5 Brisley Farm Extension

STEP 2: KEY GROUPINGS

- 6. Key groupings
- Key views
- Marker buildings
- Key buildings

STEP 3: RESIDENTIAL DENSITY

- 7.1 Mixed use with residential
- 7.2 Formal urban
- 7.3 Medium density urban
- 7.4 Medium density suburban
- 7.5 Low density suburban
- 7.6 The Hamlet
- 7.7 Rural edge

PART C: Detailing the Place

STEP 4: LAND USE

- 8.1 Residential
- 8.2 Mixed use
- 8.3 Secondary school
- 8.4 Primary school
- 8.6 Public realm
- 8.7 Community buildings

STEP 5: GREEN INFRASTRUCTURE

- 9.1 Discovery Park
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- 9.12 Local play spaces
- 9.13 Super play spaces

STEP 6: STREET HIERARCHY

- Main vehicular entry points to site
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- 1-6 refers to Frontage Character (see Design Code section 13.1)

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- A-G refers to Typology Matrix (see Design Code section 13.2)

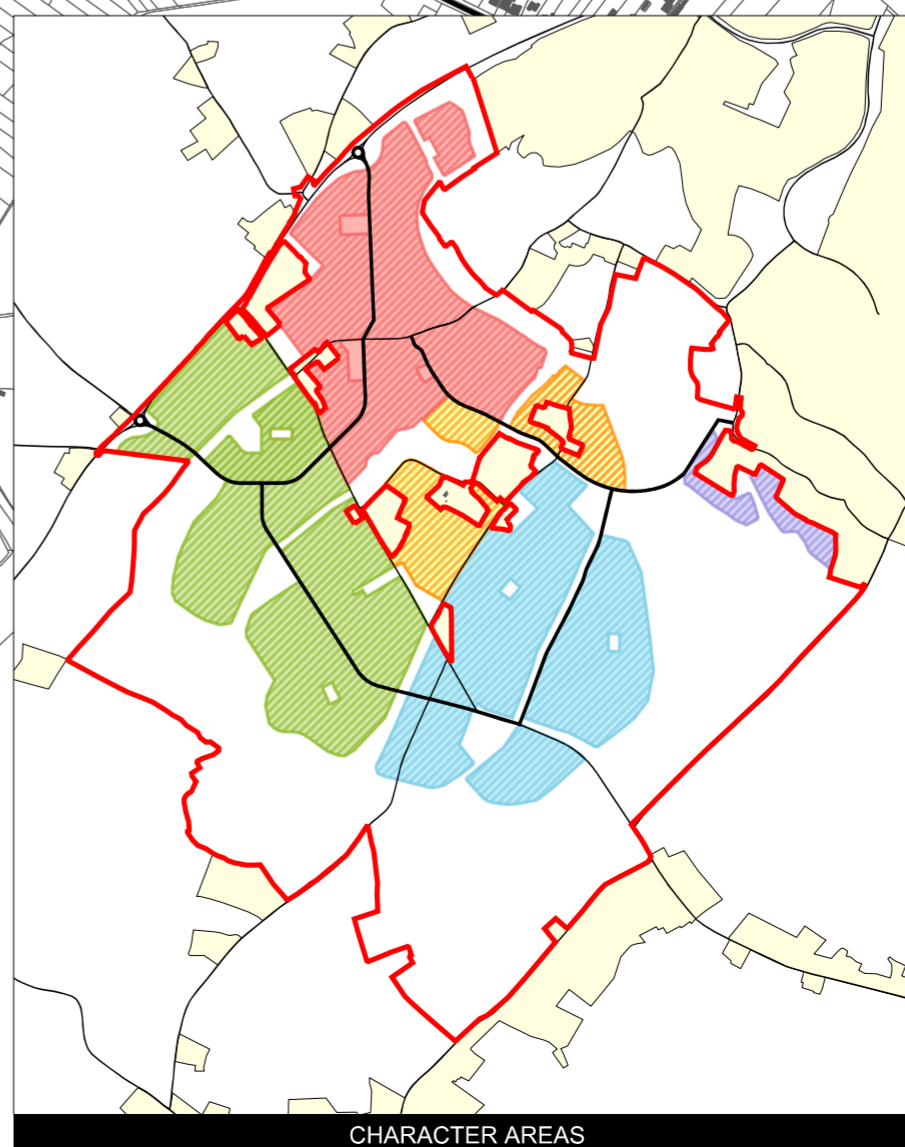
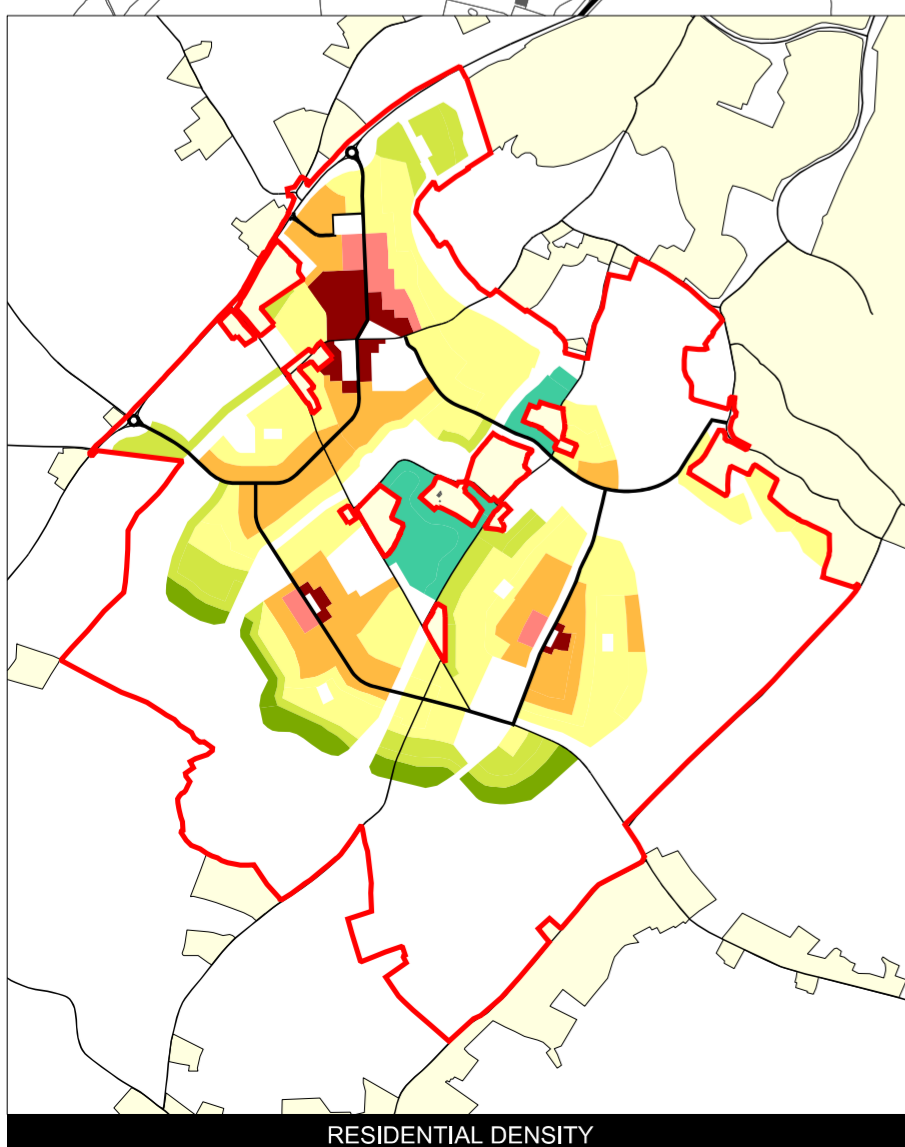
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- a-m refers to Materials Palette (see Design Code section 13.3)

GENERAL

- Outline Planning Permission/Design Code Boundary
- Swale routes
- Flood attenuation basin
- Publicly accessible SUDS margin (freeboard)

For detailed information, refer to large scale Regulatory Plan (00122_R1 & 00122_R2)



Rev	Date	Description	Drawn	Chkd
I	29.02.15	Updated	ECC	CSM
H	22.02.15	Updated	ECC	CSM
G	07.02.15	Updated	JB	CSM
F	27.07.15	Updated	JB	CSM
E	10.04.15	Updated	JB	CSM
D	26.03.15	Updated	SM	CSM
C	05.03.14	Updated	CW	CSM
B	18.11.13	Updated	CW	CSM
A	18.10.13	First Issue	SM	CSM
-	11.10.13	First Issue	SM	CSM

Drawing Status: **DRAFT**

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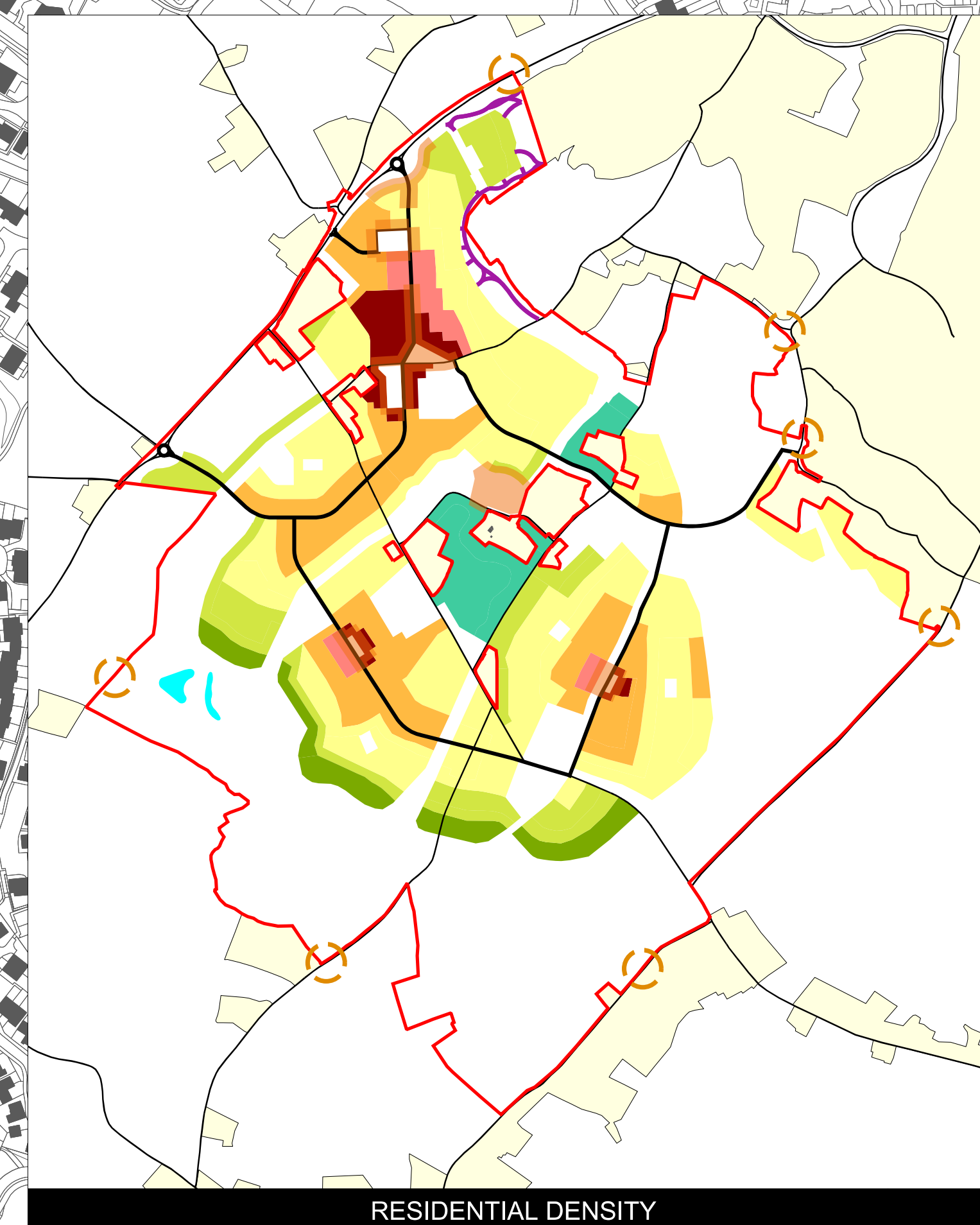
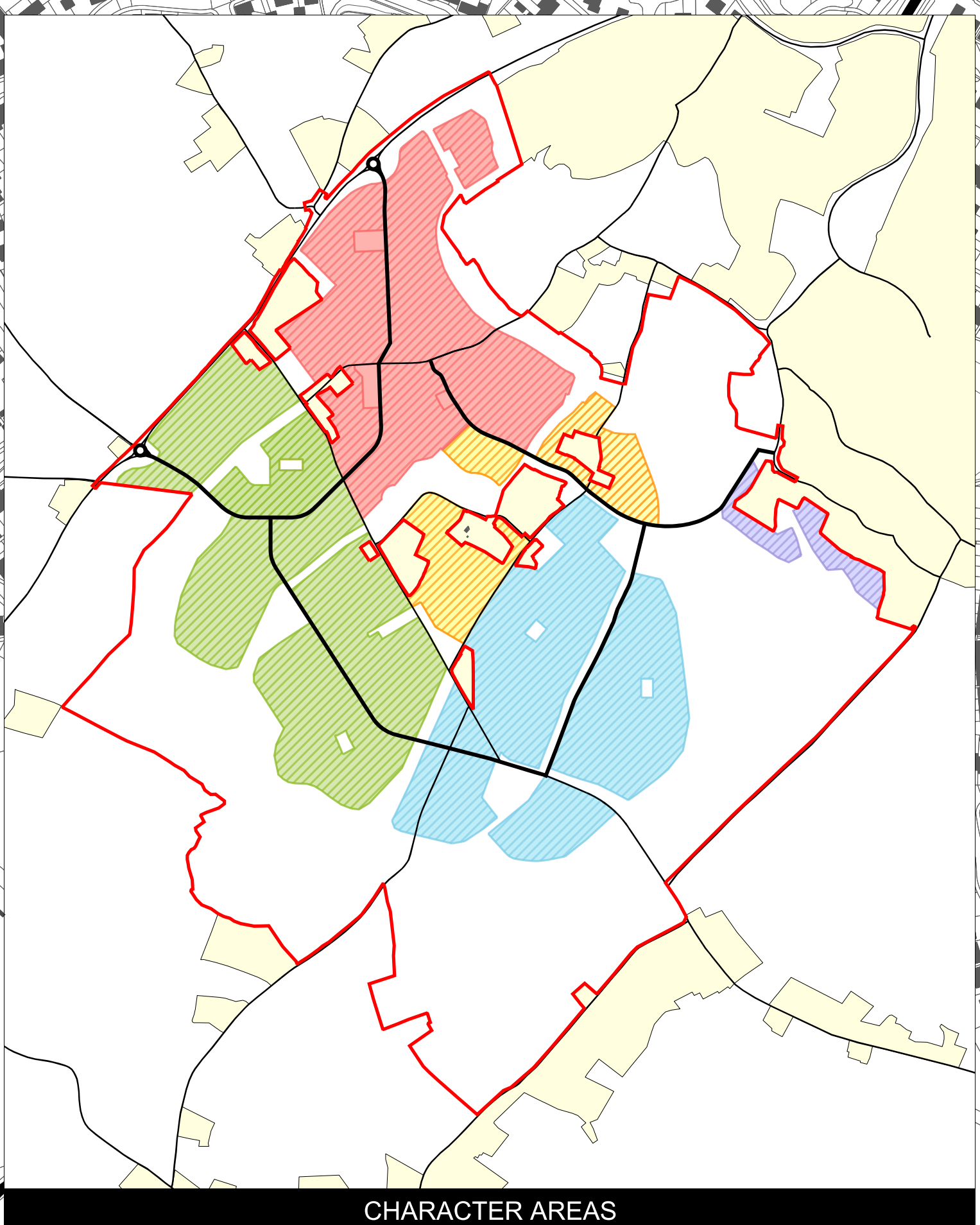
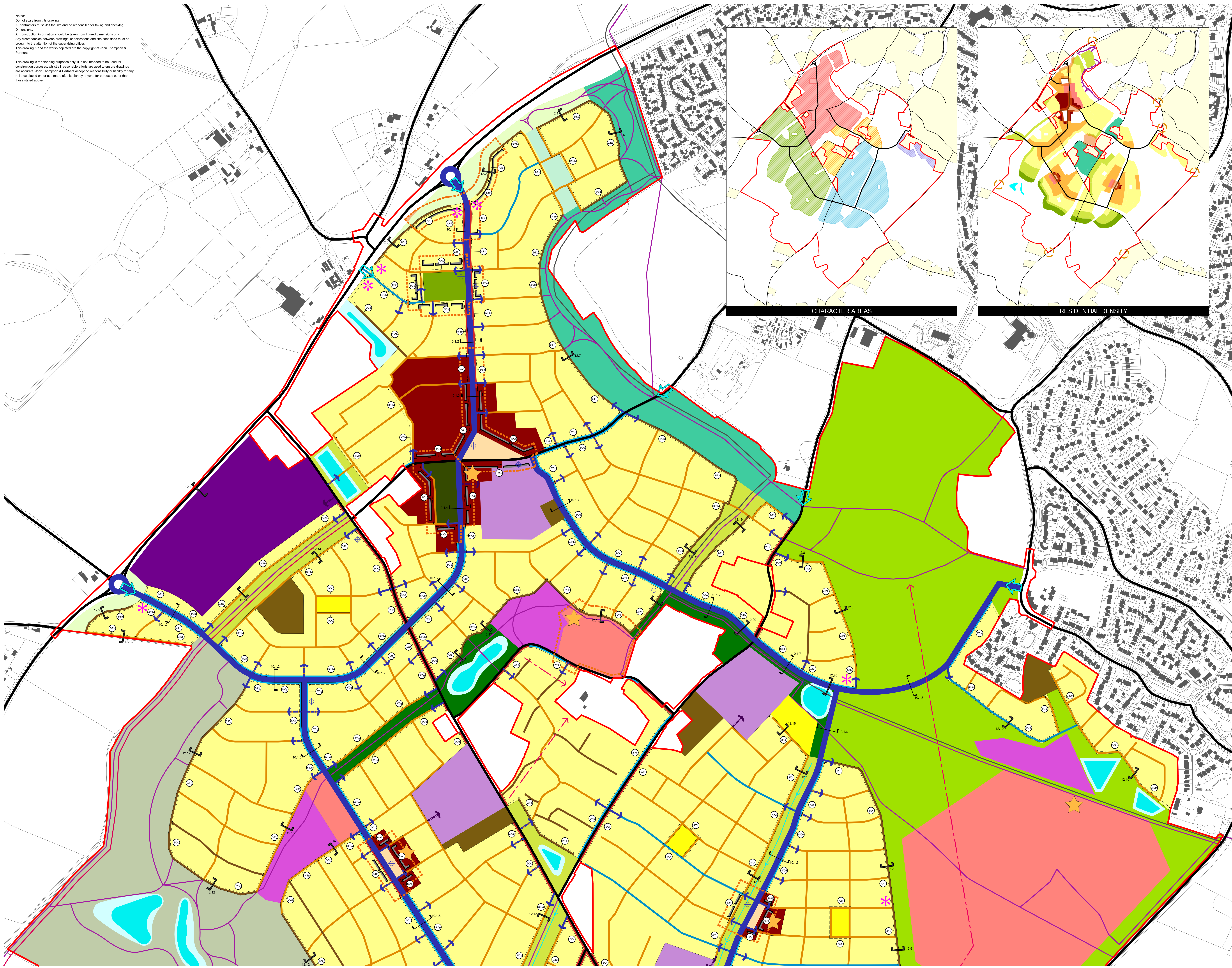
Project: Chilmington Green, Ashford

Drawing Title: **Regulatory Plan Overview Plan**

Scale @ A2: 1:8000 Job Ref: 00122
 Drawing No. 00122_R3 Revision: 1

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 - Publicly accessible SUDS margin (freeboard)

19/03/18 Updated	EGC CDM
16/02/18 Updated	RFP CSM
07/09/19 Updated	JTB CSM

Drafting Status: Description Drawn: CDM

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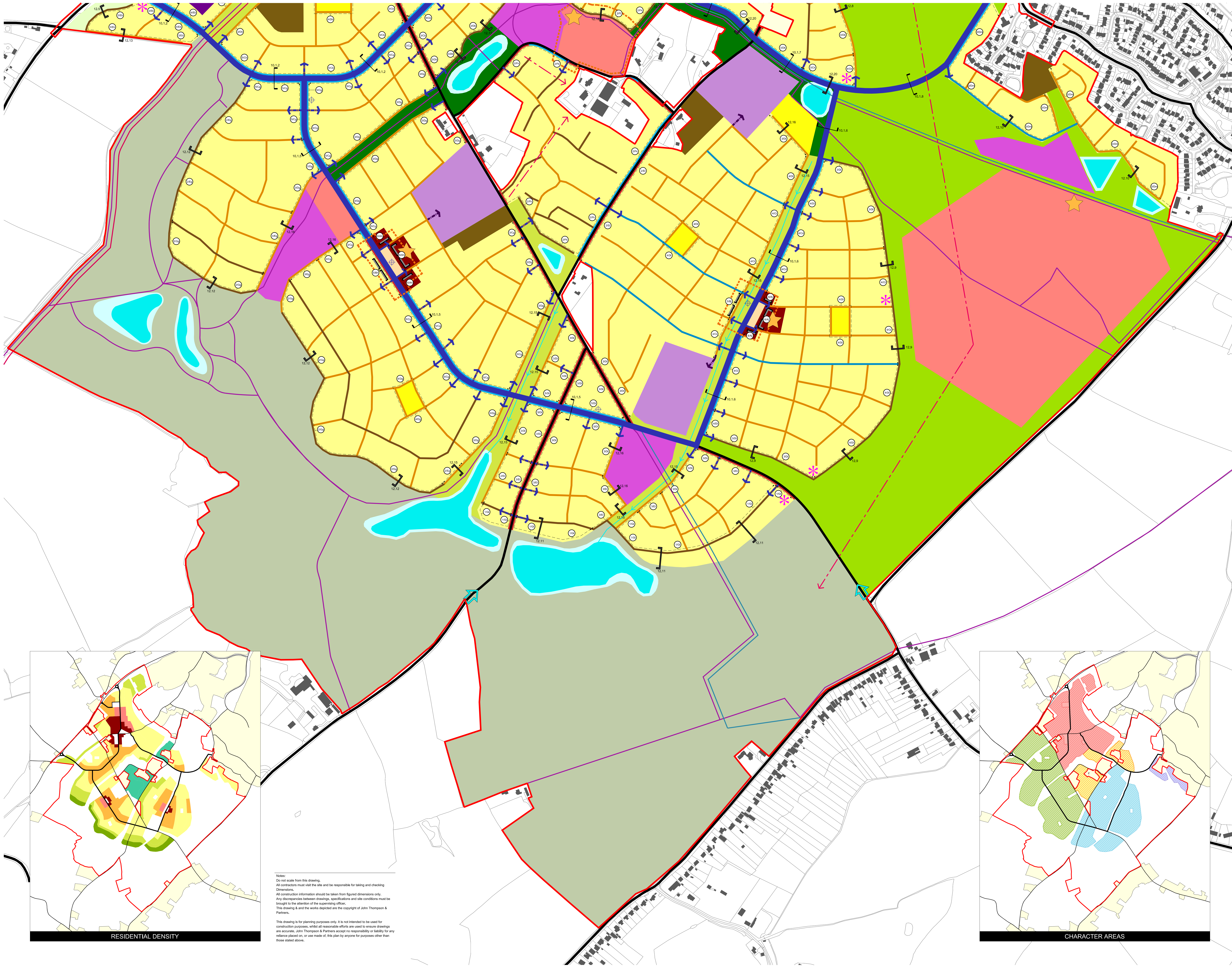
Project: Chilmington Green, Ashford

Drawing Title: **Regulatory Plan Sheet 1**

Scale @ A0: 1:2500 Job Ref: 00122

Drawing No. 00122_R1 Revision: |

Scale Bar: 0 20 40 60 80 100m



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0	09.03.16	Updated	ECC	CSM
F	07.08.16	Updated	JR	CSM
E	27.07.15	Updated	SM	CSM
D	26.03.12	Updated	SM	CSM

Rev | Date | Description | Drawn | Chkd

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Client: Chilmington Green Consortium

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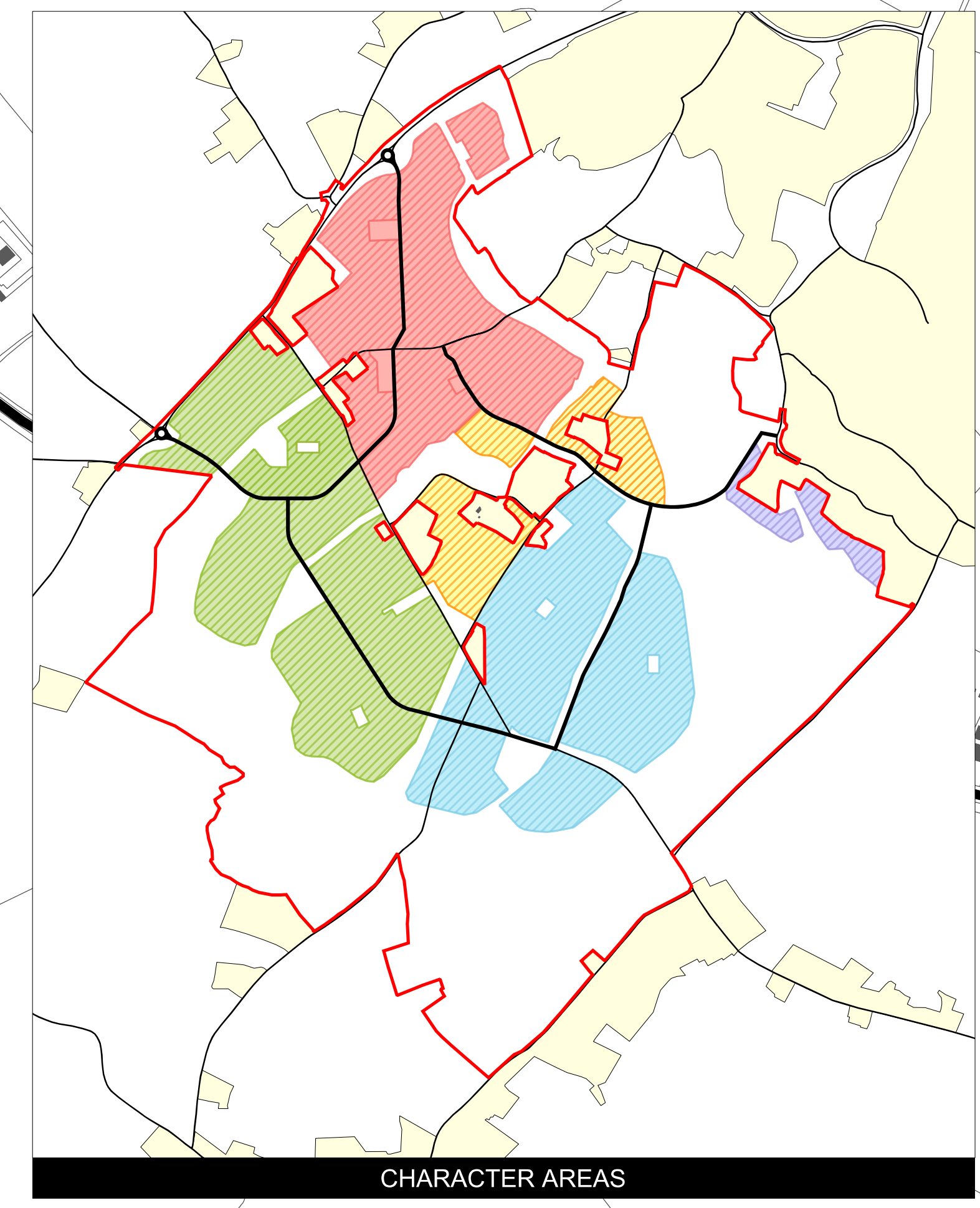
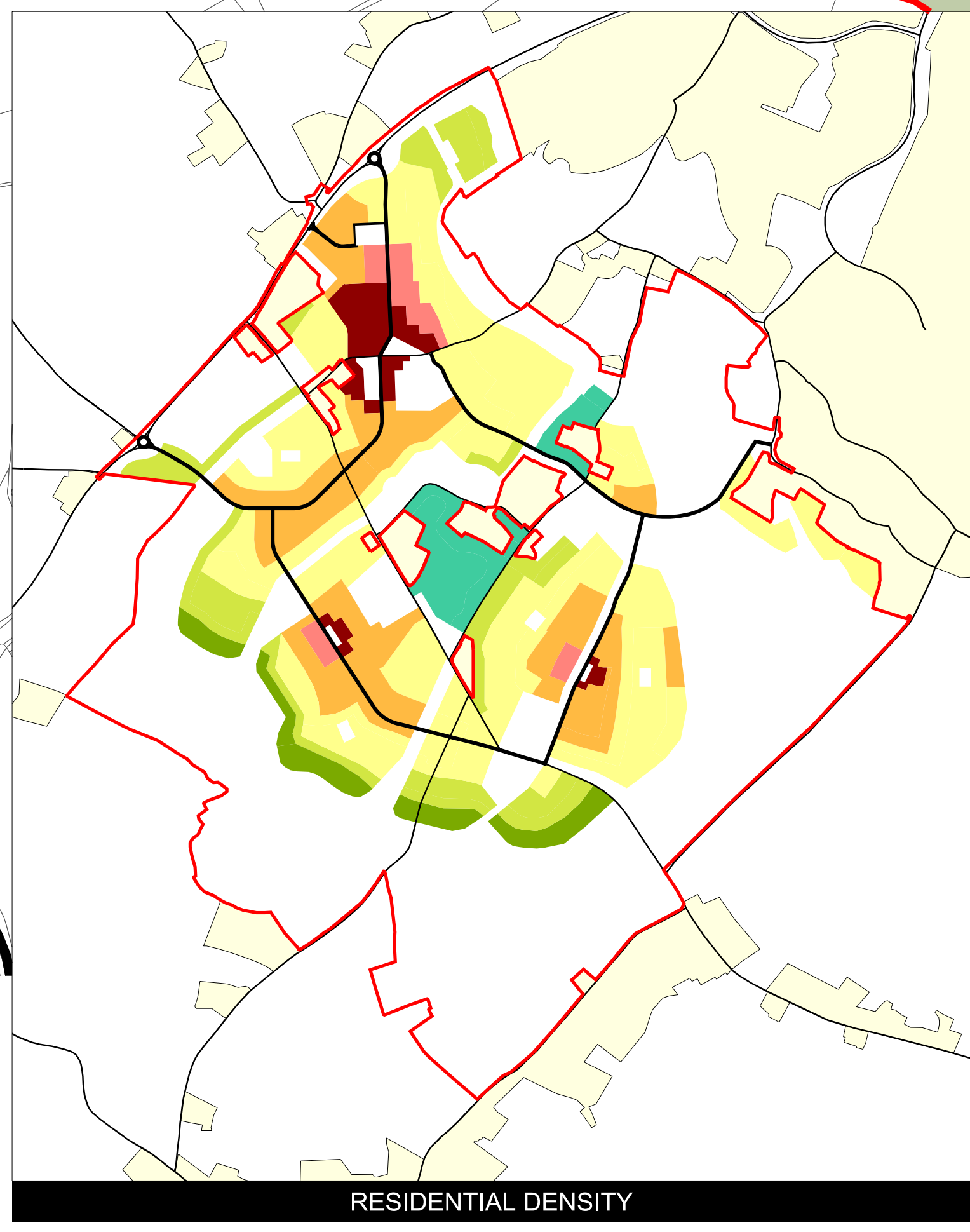
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Project: Chilmington Green, Ashford

Drawing Title: **Regulatory Plan Sheet 2**

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Drawing No. 00122_R2 Revision: G

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Agenda Item No: 7
Report To: Cabinet
Date: 14th July 2016



Report Title: **Extending Bus Services into Park Farm South and East, Kingsnorth**

Report Author: Lois Jarrett – Head of Development Strategic Sites and Design

Portfolio Holder: **Cllr Bradford – Cabinet Member for Health, Parking & Community Safety**

Summary:	This report seeks authority to commit developer contributions to extending the existing B-line bus service into Park Farm South and East, Kingsnorth, and recommends the use of funding already held by the Council for this purpose.
-----------------	---

Key Decision: YES

Affected Wards: Park Farm South, Park Farm North, Weald East

Recommendations: **The Cabinet be asked to:-**

- (i) Agree the bid made by KCC for the expenditure of c.£255,000 of SPG6 monies on the provision of the new service.**
- (ii) Authorise the Corporate Director (Law & Governance), in consultation with the Director of Development, to conclude a Funding Agreement for a single up-front payment to KCC in the sum of £240,000 for the agreed bus service for the agreed period, upon appropriate terms and conditions including those set out in para. 9.**

Policy Overview: SPG6 Providing for the Transport Needs of South Ashford, LDF Core Strategy 2008, Park Farm South and East adopted Development Brief 2001, Ashford Borough Local Plan 2000.

Financial Implications: The monies are already held by the Council for expenditure on infrastructure that is in accordance with SPG6. Some additional officer time is involved.

Risk Assessment NO – most of the risks are carried by other parties, but see section on enforcement.

Equalities Impact Assessment NO

Other Material Implications: None

Background Papers: None

Contacts: lois.jarrett@ashford.gov.uk– Tel: (01233) 330246

Report Title: Extending Bus Services into Park Farm South and East, Kingsnorth

Purpose of the Report

1. To seek Members agreement to the expenditure of SPG6 monies on the new B line service into this development.

Background

2. The original Outline Planning Permission for the c.780 new dwellings comprising Park Farm South and East, issued in 2005, contained provisions for the use of an agricultural accommodation bridge spanning the A2070 and Hastings Railway for a bus/pedestrian/cycle link between Park Farm South and Park Farm East. It also provided for a bus/pedestrian/cycle link road between Park Farm East and Cheesemans Green. The 2005 Outline Planning Permission was subsequently renewed by Members with the same provisions relating to these matters. Nearly all dwellings are now complete and occupied.
3. All significant developments within a 5 minute drive time of J10 of the M20 have been required to make a contribution to the Councils South of Ashford Transport Fund (SATS fund) created pursuant to the policies set out in SPG6 "Providing for the Transport Needs of South Ashford". When contributions are received, 80% is refunded to Taylor Wimpey for the outlay they expended on upgrading J10 some 7 years ago. 20 % is retained by the Council in a separate fund to be spent on other projects outlined in SPG6. One of these projects is extending a bus service through into Park Farm South and East, and in due course up into Cheesemans Green when the link road described above is completed (currently anticipated in late 2016).
4. This is a complex scheme involving numerous legal, financial and technical issues. This report outlines the expenditure that is needed in order to extend the existing bus service serving the older parts of Park Farm through into Park Farm South, over the accommodation bridge and into Park Farm East.
5. The matter was first considered by the Cabinet in July 2014 but a decision was deferred in order to address the required parking controls and for the necessary Traffic Regulation Order to be sealed by Kent County Council. This order was sealed and came into force on 7th March 2016, and the restrictions will form part of the scheme currently being drawn up by KCC.

Provision of the new route

6. The B-line bus service (B1/B2) currently serving the older parts of Park Farm is a 20 minute service running between 6am and 7.30pm Monday to Friday, between 7am and 9.49 pm on Saturday and hourly between 10.30am and 8.38pm on Sunday. The route it takes is a one-way loop which at its closest point to Park Farm South and East takes in the mini roundabout at Moat

Meadow (marked with a red circle on the map at Appendix 1). The service is currently largely commercially viable.

7. This bid for funding to extend the service into Park Farm South and East has been made by KCC following agreement at the Quality Bus Partnership (QBP). The extension to services that will be implemented with Stagecoach consists of the following elements,
 - (a) An increase in service frequency to 15 mins on Mondays to Saturdays within existing operating hours.
 - (b) An extension to the route to take in Bluebell Road, the accommodation bridge, a turning facility on the east side of the A2070/railway (marked with a blue circle on the map at Appendix 1) and a loop back to serve the remainder of the original Park Farm (new part of route shown with a red line).
 - (c) Two way services around the original Park Farm.
8. In order to achieve this a scheme is currently being progressed by KCC Engineers to incorporate all of the requirements in line for delivery of the bus service.
9. The cost of implementation of the parking controls has been estimated at c.£5,000 and will be met from the SPG6 fund. The additional bus stops and clearways in the older part of Park Farm will be designed by KCC in consultation with Stagecoach and ABC, and when agreed would be implemented in the usual way. The cost is estimated at c.£8,000. Enforcement of parking restrictions in bus stop clearways is carried out by ABC and will be covered with current resources. The main item of expenditure is support for the new service at £240,000. This is broken down into support of £100,000 in the first year, £80,000 in the second year and £60,000 in the third year. Following that, Stagecoach are expected to undertake to run the service until 31 March 2020, subject to passenger targets being met and costs not increasing significantly, without support even if not totally viable at that stage. The Borough Council will need KCC to enter into a Funding Agreement with us, similar to those that we have used with various Parish Councils in the past when s106 money has been handed over to them for delivery of the infrastructure for which the contribution was charged. This would require them to use the money for the agreed bus service for the period, and to repay any money not spent on so doing; also to provide us with bus ridership and farebox information.
10. These sums total £253,000, however agreement to spend up to £255,000 is sought in the event of any cost overruns (on the CPZ/new stops) or unforeseen actions being needed. On 10 March 2014, 26 letters were sent to SATS partners and contributors asking for any comments they might have on the proposed expenditure from the SPG6 fund. Only one response was received from the Church Commissioners for England. This did not raise any issues with the proposed expenditure, but reiterated a request to Legal Services for information on the SATs fund. This information has now been sent.

11. Discussions are ongoing with KCC over the various technical requirements and the enforcement of the restrictions on the bridge. This will form part of the scheme that is currently being designed.

Risk Assessment

12. The financial risks for the Council are low as the works are being funded from developer contributions. KCC will enter into the contract with Stagecoach and manage and monitor it along with their other contracts for bus services supported from public funds.
13. In terms of other risks, this Council's role in bringing the extension to this service forward is mainly limited to providing funding – design and implementation is largely the responsibility of others.

Equalities Impact Assessment

14. Not relevant to the consideration of S106 funding release. However, bus services do increase the options for travel available to those without a private motor car.

Other Options Considered

15. There are two potential alternatives. The first is that no support is given to this scheme. This would mean that either the scheme would not go ahead at all, or that it would wait for a very long time until financial viability of the service was achieved. However, it is a key tenant of SPG6 that Green Transport Measures are introduced within the SATS area so that the pressure on J10 is eased if at possible.
16. The second is that the route runs via Church Hill. However, the cost savings are negligible whereas journey times are significantly increased and Stagecoach have indicated they would not support such a route. The route along with the restrictions was considered by the Joint Transportation Board and the preferable route as detailed within the report was supported.

Consultation

17. Residents and the Parish Council were consulted on the details of the Planning applications in 2001 and 2011. The issue has been considered by the Quality Bus Partnership, which this Council is represented on, on three occasions. SATS partners have been consulted.
18. The three Ward Members affected have also been consulted. Two have responded. The main concerns raised were with regard to the implementation of the parking controls so that buses can get through and implementing effective enforcement measures in the bridge – both these concerns have been considered through the Joint Transportation Board, the correct arena for such concerns to be dealt with.

Implications Assessment

19. The report addresses all the financial and legal issues as known and the risks.

Handling

20. It is proposed that this Councils' main involvement will cease once funding is drawn down by KCC other than the ongoing enforcement aspects.

Conclusion

21. This service is needed to meet the needs of residents in the new areas of Park Farm and has been envisaged from the start. The proposed expenditure is fully in accordance with the Council's policy as set out in SPG6. The key unknown at present is how restrictions on the bridge will be enforced, and that will be the subject of future reports to Members.
22. The proposals meet other policies regarding reducing reliance on the private motor car and reducing congestion at J10.

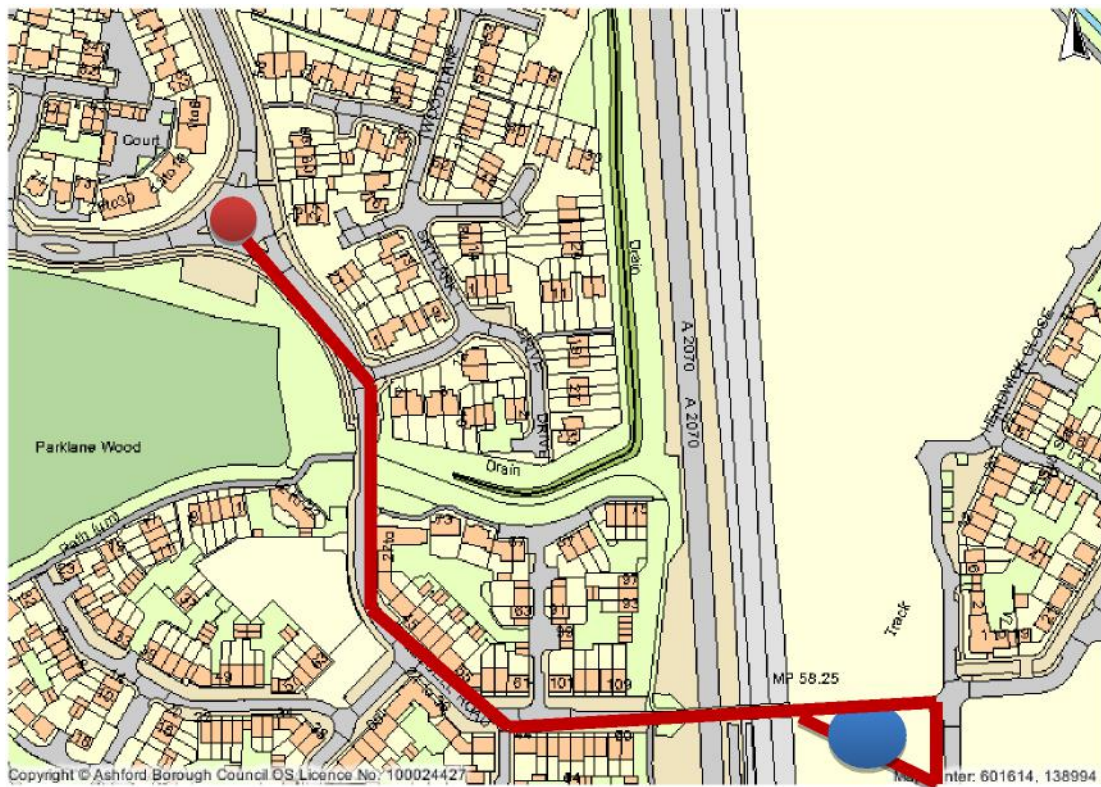
Portfolio Holder's Views

23. Cllr Bradford - 'The extension to this route, providing a service to Park Farm South and East, has been planned for many years. The current bus service has proved to be viable and has therefore reduced the reliance by residents on the motor car. This extension will improve the bus provision for all users and I fully support the release of funds to facilitate it.'

Contact: Lois Jarrett Tel: 01233 330246

Email: lois.Jarrett@ashford.gov.uk

Appendix 1 - route extension



Agenda Item No:

Report To: Cabinet

Date: 14th July 2016

Report Title: Section 106 Annual Monitoring Report 2015/16

Report Author: Michael Scaplehorn Section 106 Technical Officer
Lois Jarrett – Head of Development, Strategic Sites and Design

Portfolio Holder: Cllr Bennett



Summary: The primary purpose of the report is to show transparently how contributions are being collected and applied in a proper way; that the monitoring of section 106 contributions remains robust; This report will reinforce the point that section 106 is an important resource stream and also that officers are prepared for any legislative changes. The report includes details of new contributions negotiated; an accounts update, funds received from existing agreements, and update on projects being funded by section 106 funding.

Key Decision: NO

Affected Wards: None directly

Recommendations: **The Cabinet be asked to endorse the report, so it can be made available online to provide information to the public and provide a transparent record of s106 activity over the last financial year.**

Policy Overview: The delivery of high quality development as part of well-balanced communities supported by a range of community and other infrastructure is a key part of the Council's policy ambition. These are set out in the draft local plan, the Adopted Development Plan policy and the Council's Corporate Plan.

Financial Implications: As the Borough grows so does the need for more and improved community infrastructure. Section 106 funding support this growth is vital. It is important to have a robust Section 106 monitoring system ensuring the availability of capital from S106 agreements and that those contributions are collected and spent effectively on their intended purpose.

Risk Assessment Not applicable – this is a monitoring report

Equalities Impact Assessment Spending of section 106 contributions is in line with adoption plan policy and local priorities. Decisions on expenditure

involve working closely with many departments, local parishes and other organisations. Many contributions arise from site policies and development brief requirements that have been directly influenced by the wider community through design workshops and similar events

Background Papers:

None

Contacts:

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Report Title: Section 106 Annual Monitoring Report 2015/16

Purpose of the Report

1. This report updates Members on the financial contributions negotiated and secured in the financial year 2015/16 and the use and management of financial resources. The report provides details of new S106 agreements signed in the financial year and identifies the progress that has been made since the last report. There is a breakdown of payments received in this financial year, what the contributions are to be used for, and contributions currently held on account. The report also includes examples of projects delivered by the Council in the financial year and new projects that are under way or soon to commence.

Section 106 Agreements negotiated 2015-16

2. Between 1 April 2015 and 31 March 2016, 13 planning permissions have been issued that have been subject to a Section 106 agreement. The total projected financial contributions arising from these agreements are £3.68m; this figure is down on the previous year's figure of £11.6 million. The agreements also provide for 'payments in kind' in the form of various works – mainly highway related and affordable housing as well as restrictions on land use. It should be noted that it is highly likely that the Chilmington Green section 106 will be signed next year, it has a financial value of around £125m and will therefore distort 2016/17 figures.
3. The following points should be noted: if a planning permission is not implemented, associated Section 106 benefits will not be paid. Also there is often a period of time between the issue of the planning permission and the payment of contributions as the timing of payments will be linked to the phasing of the development and when the need for the facility arises. Hence payments received in a specific year will often be from contribution by agreement one or more years ago.

Financial Overview

Overview	15/16	14/15	Average from 2014-2010
Number of Agreements Signed	13	27	23
Value of Agreements Signed	£3.68m	£11.6m	£5.98m
Payments Received	£3.79m	£3.96m	£3.00m
Section 106 Money Spent	£1.81m	£2.00m	£3.63m
End of Year Balance	£6.88m	£4.90m	£3.25m

4. The above table highlights the financial breakdown in the section 106 accounts for 2015/16 with a comparison of the year before. In summary:
- The number of section 106 agreements signed has dropped significantly. Much of this change is due to fluctuations in Government policy that potentially mean that the Council can't seek developer contributions on any development of less than 10 dwellings (unless in rural sites where the restriction is 5). The Section 106 pooling restrictions (that we are restricted in our ability to pool contributions for projects) have also impacted on the Council's ability to collect contributions.
 - As the construction sector continues to grow and more housing developments reach 'trigger' points for payments, the council receives more section 106 payments to go towards projects. It is expected that the section 106 payments will remain level in 2016/17 and that Section 106 money spent will likely increase as section 106 projects come to a conclusion.

End of year balance (breakdown)

<i>End of Year Balance (Breakdown)</i>		
Account	<u>15/16</u>	<u>14/15</u>
General S106 Account	£5.91m	£4.00m
Supplementary Planning Guidance (SPG6) main fund	£0.19m	£0.15m
Reserved Infrastructure Fund (sub fund of SPG6)	£0.77m	£0.75m

5. The general section 106 account is used to hold all section 106 contributions that are collected through section 106s & unilateral undertakings (excluding the SPG6 fund). This includes contributions towards open space, community halls & play areas. This account has grown considerably this year to just under £6 million. This is in part down to projects that have taken longer than originally anticipated to complete. Also housing market rise has also allowed the council to collect 'deferred contributions' & 'pay regardless'. These contributions are not tied to a single obligation (such as open space or education) but are tied to the contributions agreed in the section 106. These contributions generally take longer to spend as officers have to deliberate all available spending options from differing departments & organisations.
6. SPG6 main fund contributions are used to pay back the forward funded work for the J10 Interim improvement scheme completed several years ago. When a SPG6 contribution is received, 80% of the figure will go into this pot and will

be paid back to the developer until the council has paid back the entire sum. The total outstanding to pay back is around £1.3m,

CIL & the future of Section 106

7. As of April 2015 CIL restrictions have been put in place limiting the number of contributions the Council can secure for particular infrastructure projects. Subsequently a Court of Appeal statement has given weight to the threshold 'contributions not to be sought from developments of 10-units or less or 5-units or less in the designated rural area.
8. The council is currently working on a CIL charging schedule as part of the work on the local plan and it is planned that it will be looked to adopted in late 2017. CIL will ultimately come from the same 'economic headroom' from rising land values through development that currently funds S106. While CIL does provide a more 'flexible' funding stream than s106, proposed reforms are eroding this to some extent, with a greater emphasis on delivering infrastructure needed to implement a local plan.

Spending of Section 106 in 2015-16

9. Between 1 April 2015 and 31 March 2016 the council spent around £1.8 million on a variety of projects and schemes in the borough. These projects include funding towards community facilities, improvements to open spaces, sports facilities, primary & secondary education, town centre, highway improvements, adult education and youth and community projects. Below are a couple of examples of projects that are being funded with help from section 106 contributions.

Examples of completed and ongoing projects 2015/16

Repton Park Community Facilities

S106 Budget circa £2million

'Repton Connect'

Repton Park is getting a brand new community space which will include a new building and a multi-use games area. The centre will also be able to host clubs, educational courses, cooking workshops and social events. Planning permission was approved by ABC planning committee in February. The project has gone out to tender and it is anticipated that work will begin on site in August and completion in 2017.



Spearpoint Community Sports Pavilion

S106 Budget - £160,625

The new facility will allow for community use of the facility throughout the week. The previous building was in very poor condition and is used only at weekends to provide basic changing facilities for sports teams. The new pavilion will provide a community space for hire to groups such as playgroups, cubs, drama clubs, martial arts, exercise classes, youth groups, and church groups. Given the forthcoming housing developments in the Conningbrook area the new pavilion will provide valuable community facilities and a sporting hub. Funding has been levered in from the Football Foundation (£469,678), Sport England (£150,000) and £8,585 from the local community.



Brisley Farm Open Space

S106 Budget - £328,181.99

'Kestrel Park'

The long term proposal is to create a new park, working with TCV, local parish councils and ward members to ensure support and long term management. After consultation the proposal was to create a play fort with a mock 'Iron Age' theme. The Council went out to tender in May and it is expected that construction will begin on site by late summer.



Repton Park Open Space

S106 adoption





Risk Assessment

10. Failure to monitor Section 106 agreements in an efficient and timely manner would lead to the possibility of Section 106 contributions being missed and infrastructure not being constructed at the correct time. Another problem that may arise if Section 106 agreements were not monitored is that any payments collected or sent in by the developers may not be spent within the allotted time limit. This could lead to a scenario where the Council would be forced to pay back the contribution to the developers and the local community would receive no benefit.

Consultation

11. The Section 106 working group which meets quarterly was created to monitor the collection and spending of Section 106 contributions. The Section 106 working group comprises of officers from planning, cultural, finance, legal & property. An audit form process is used to make sure the required steps are completed and specific approval given before the money is transferred.

Conclusion

12. It is vitally important that the council continues to monitor the collecting and spending of Section 106 contributions to ensure that the necessary community, transport and other infrastructure is constructed and maintained to support the Borough's growth. The process of monitoring and spending 106

contributions is always being adapted and improved to make sure that any problems or challenges that arise can be dealt with quickly and efficiently.

Portfolio Holder's Views

13. *This report shows in detail the valuable development contributions to community infrastructure in line with our ambitions. It explains the annual fluctuations dependant on planning permissions and Government policy changes clearly and I commend it for approval by the Cabinet.*

Contact: Michael Scaplehorn (01233 330202)

Email: Michael.Scaplehorn@ashford.gov.uk

Appendix A Section 106 Agreements signed 2015/16

Date	App	Description	Obligation Detail	Financial Contribution (£)
07/04/2015	14/00681/AS	<u>Land abutting Celak Close</u>	Quality Monitoring	6,000.00
		Erection of 41 Dwellings with access from Calleywell Lane	Monitoring Fee	3,000.00
			Adult Social Care	3,180.00
			Community Learning	1,412.00
			Primary School	96,799.00
			Secondary School	96,751.00
			Youth Services	2,126.00
			Library Services	8,738.00
			Health Care Contribution	41,328.00
			Allotments	13,284.00
			Children's and young people's play space	53,792.00
			Natural Green Space	13,325.00
			Sub Total	339,735.00
14/05/2015	14/00849/AS	<u>Land opposite 11, Lower Road, Woodchurch</u>	Transfer of Village Green	0.00
		1 Detached dwelling, 1 office		
			Sub Total	0.00
17/09/2015	15/00250/AS	<u>Rooting Street Equestrian Centre</u>	Control of use	0.00
		Erection of a stable managers		

			Sub Total	0.00
29/09/2015	14/00757/AS	<u>(Tent1) Land South West of Recreation Ground Road</u>	Monitoring Fee	30,000.00
		250 Dwellings	Parking Contribution	70,000.00
			CPZ Contribution	10,000.00
			Quality Monitoring	90,000.00
			Adult Social Care	19,395.00
			Community Learning	8,613.00
			Cycleway Contribution	14,557.00
			Library Services	53,360.00
			Secondary School	589,950.00
			Youth Services	12,950.00
			Allotments	81,000.00
			Outdoor Sports Pitches	478,750.00
			Strategic Parks	11,750.00
			Health Care Contribution	252,000.00
			Voluntary Contribution	20,750.00
			Sub Total	1,743,075.00
08/10/2015	11/00757/AS	<u>Ashford College Building</u>	Bus Stop Contribution	10,000.00
		Construction of new college buildings	Bus Subsidy Sum	16,000.00
			Monitoring Fee	2,000.00
			Sub Total	28,000.00
09/10/2015	12/01449/AS	<u>Kent Highways Depot</u>	Secondary School	47,196.00

		erection of 20 dwellings	Library Bookstock	5,007.00
			Tenterden Day Centre	188.00
			Youth Services	539.47
			Fencing play area	15,180.00
			Youth Shelter/Skate Park	26,240.00
			Sports Pavilion	38,300.00
			Monitoring Fee	1,000.00
			Sub Total	133,650.50
11/11/2015	14/00195/AS	Land at Luckley Field	Adult Social	1,939.50
		Erection of 25 dwellings	Community Learning	861.25
			Primary Schools	59,024.00
			Secondary School	127,290.00
			Youth Services	668.50
			Health Care Contribution	25,200.00
			Public Right of Way	3,500.00
			Allotments	8,100.00
			Children's and young people's play space	32,800.00
			Natural Green Space	18,975.00
			Outdoor Sports Pitches	47,875.00
			Strategic Parks	9,312.23
			Sub Total	335,545.50
18/12/2015	15/01195/AS	Elwick Place	Variable message sign	10,000.00
		Cinema, car park, hotel & restaurants		
			Sub Total	10,000.00

13/01/2016	14/01515/AS	Former Conchorde House	Children's and young people's play space	18,368.00
		Erection of 14 dwellings	Natural Green Space	10,626.00
			Voluntary Contribution	1,162.00
			Sub Total	30,156.00
12/02/2016	15/01582/AS	Land rear of Crossways	Children's and young people's play space	6,560.00
		Erection of 5 dwellings		
			Sub Total	6,560.00
23/02/2016	15/00866/AS	10-12 Olantigh Road, Wye	Allotments	648.00
		Erection of 2 dwellings	Children's and young people's play space	2,624.00
			Natural Green Space	1,518.00
			Outdoor Sports Pitches	3,830.00
			Sub Total	8,620.00
15/03/2016	15/01467/AS	Land East of Challock	Children's and young people's play space	5,248.00
		Erection of 1 dwelling		
			Sub Total	5,248.00
09/03/2016	14/01420/AS	Land at Tilden Gill	Allotments	32,400.00
		Erection of up to 100 dwellings	Children's and young people's play space	131,200.00
			Natural Green Space	75,900.00

		Outdoor Sports Facilities	191,500.00
		Health Care Contribution	100,800.00
		Adult Social	7,758.00
		Community Learning	3,445.00
		Libraries	21,334.00
		Youth Services	5,187.00
		Primary Schools	236,096.00
		Secondary Schools	235,980.00
		Sub Total	1,041,600.00
		Total Value of S106 Agreements Signed	3,682,190
		Breakdown By Obligation Type	
		Education	1,489,086.00 40.44%
		Social & Youth	178425.72 4.85%
		Health Care	419,328 11.39%
		Children's Play Space	292,012 7.04%
		Open Spaces & Sports	1,037,281 28.17%
		Highways & Public Transport	£134,057 3.64%
		Administration Costs	132000 3.58%

Appendix B Section 106 Contributions Collected 2015/16

DC Code	App	Description	Obligation Detail	Financial Contributions (£)
1041	10/01711/AS	Park Farm	Sports Area and Leisure 2nd Tranche	168,552.26
			Rail Halt Construction Fee	28,525.64
			Community Facilities Off Site	82,153.84
			Sub Total	279,231.74
1089	05/01798/AS	Newtown Works	Deferred Contributions	869,005.10
			Carbon Off-Setting	55,066.00
			Sub Total	924,071.11
1098	09/00962/AS	Ashford Hospital Site	Education Contribution	163,300.00
			Public Art Contribution	6,600.00
			Youth & Child	24,297.00
			Library Contribution	5,212.00
			Voluntary Sector	4,648.00
			PCT	15,352.00
			Sub Total	219,409.00
1104	08/01503/AS	Knoll Lane	Children's Play Area	185,727.32
			Deferred Contributions	714,659.50
			late interest charge	23,340.98
			Monitoring Fee	2,000.00

			Sub Total	925,727.80
1129	12/00979/AS	Land Adjoining 309 HYTE ROAD	Allotments	324.00
			Cemeteries Contribution	460.00
			Children's Play Area	1,312.00
			Natural Green Space	759.00
			Outdoor Sports Pitches	1,915.00
			Strategic Parks	193.00
			Sub Total	4,963.00
1133	10/01663/AS	Warren Sites A&C	Deferred Contributions	483,321.00
			Sub Total	483,321.00
1139	12/00052/AS	Chilham Saw Mills	Monitoring Fee	2,000.00
			Sub Total	2,000.00
1146	14/00057/AS	Plot Adj William Harvey	Monitoring Fee	2,000.00
			Sub Total	2,000.00
1157	10/00750/AS	Beaver Road School, St Stephens Walk	Primary School Contribution	211,728.00
			Secondary School Contribution	193,481.00
			Healthcare Contribution	26,733.50
			Library Contribution	7,307.00
			Off Site Children's Play	87,905.00
			Off Site Open Space	33,764.66
			Adult Education	1,533.68
			Youth & Community	1,720.00

			Adult Social Services	726.94
			Carbon Off-Setting	9,589.56
			Sub Total	574,388.34
1168	12/01230/AS	Land at Mill Road, Bethersden	Monitoring Fee	1,000.00
			Community Learning	590.00
			Secondary Education	79,743.00
			Library Contribution	1,037.00
			Play Area Contribution	27,555.00
			Outdoor Sports Pitches	29,894.74
			Natural Green Space	14,999.00
			Allotments	9,383.00
			Sub Total	164,181.74
1173	13/00051/AS	Bourne Lane, Lancaster Close	Primary School Contribution	169,091.00
			Administration Costs	2,754.80
			Sub Total	171,845.80
1196	13/00988/AS	Railway Hotel, Station Road	Open Space Contributions	14,017.29
			Sub Total	14,017.29
N/A	13/00949/AS	Farrow Court	Library Contribution	1,681.20
			Community Contribution	443.54
			Monitoring Fee	250.00
			Sub Total	2,374.74
1180	13/00265/AS	Townfields, Bridewell Lane	Children's Play Area	2,667.80

			Natural Green Space	1,518.00
			Outdoor Sports Pitches	3,830.00
			Sub Total	8,015.80
1214	14/00221/AS	Adjacent Park View	Allotments	648.00
			Children's Play Area	2,624.00
			Outdoor Sports Pitches	3,830.00
			Strategic Parks	386.00
			Natural Green Space	1,518.00
			Sub Total	9,006.00
1222	15/01467/AS	Land East of Challock House	Children's Play Area	1,312.00
			Sub Total	1,312.00
1190	13/01335/AS	Kingsmead Oast, Cranbrook Road	Children's Play Area	1,312.00
			Outdoor Sports Pitches	1,915.00
			Strategic Parks	152.10
			Natural Green Space	759.00
			Allotments	324.00
			Administration Costs	350.00
			Sub Total	4,802.10
			Total value of contributions collected	3,790,667
		Breakdown by Obligation Type		

		Education	817,343.00	22.20%
		Social & Youth	36,567.60	0.96%
		Health Care	42,085.50	1.11%
		Children's Play Space	309,103.12	8.15%
		Open Spaces & Sports	371,295.89	9.80%
		Highways & Public Transport	28,525.64	0.75%
		Administration Costs	31,695.78	0.83%
		Deferred Contributions	2,066,985.60	54.50%
		Carbon Off-Setting	64,655.76	1.70%

Agenda Item No: 9

Report To: Cabinet

Date: 14 July 2016

Report Title: Data Protection Policy

Report Author: Nicholas Clayton, Senior Policy, Performance and Scrutiny Officer
Paul Courtine, Senior Solicitor (Strategic Development)

Portfolio Holder: Callum Knowles, Portfolio Holder for Information, Technology and Communications



Summary: Ashford Borough Council needs to collect and use certain information about service users to allow us to carry out our many and varied functions and responsibilities. This personal information - however it is acquired, held, processed, released or destroyed - must be dealt with fairly and lawfully.

Similarly, the information stored and processed by the Council, or by third parties working on behalf of the authority, is an equally valuable asset. Without adequate levels of protection, confidentiality, integrity and availability of information, the Council will not be able to fulfil its obligations including the provision of government services and meeting legal, statutory and contractual requirements.

Accordingly, The Council's Data Protection policy has been brought up to date to ensure that it aligns with national legislation and policy, best practice from around the county and across the council, and following a recent internal audit of the council's data protection arrangements.

Key Decision: NO

Affected Wards: All

Recommendations: **The Cabinet be asked to recommend to Council:-**

- i. The revised Data Protection Policy and withdraw the Information Security Policy**
- ii. Authorise the Director of Law and Governance to approve minor amendments to the policy in the line with working arrangements.**

Policy Overview:	Alongside the Data Protection Act 1998, a list of statutory legislation which governs aspects of the Council's data protection and information security arrangements are contained within the policy.
Financial Implications:	None
Impact Assessment	Attached
Other Material Implications:	None
Background Papers:	N/A
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Agenda Item No. 9

Report Title: Data Protection Policy

Purpose of the Report

1. The overarching purpose of this policy is to ensure that the data which the council uses is both secure and dealt with according to the appropriate legislation.
2. The policy has been brought up to date to ensure that it aligns with national legislation and policy, best practice from around the county and across the council, and following a recent internal audit of the council's data protection arrangements.

Background

3. Ashford Borough Council needs to collect and use certain information about service users to allow us to carry out our many and varied functions and responsibilities. This personal information - however it is acquired, held, processed, released or destroyed - must be dealt with fairly and lawfully. The Council will work within the terms of the Data Protection Act 1998 ("the Act") in all its dealings with personal data.
4. Similarly, the information stored and processed by the Council, or by third parties working on behalf of the authority, is an equally valuable asset. Without adequate levels of protection, confidentiality, integrity and availability of information, the Council will not be able to fulfil its obligations including the provision of government services and meeting legal, statutory and contractual requirements.
5. Whilst good data security is often the product of common sense, it is important that the council puts in place appropriate safeguards and protections to ensure that information is used appropriately and is not left vulnerable to misappropriation or misuse.
6. Appropriate information security ensures business continuity and minimizes business damage by preventing and minimizing the impact of security incidents.
7. Historically, data protection and information security have formed two distinct policies. With the increasingly interconnected digital world, and the proliferation of more means of communication and data-sharing, it was considered the opportune time to streamline the Council's policies in these overlapping areas into one policy document.

The Policy

8. The Council regards the lawful treatment of personal information as central to our operations, and to maintaining the confidence of our users. The policy sets out the council's obligation to comply with the following Data Protection Principles in relation to personal data:
 - a. will be processed fairly and lawfully and, in particular, will not be processed unless specific conditions are met ;
 - b. shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
 - c. shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
 - d. will be accurate and kept up to date;
 - e. will not be kept for longer than is necessary;
 - f. will be processed in accordance with the rights of the data subject;
 - g. appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
 - h. will not be transferred to countries outside the European Economic Area unless special conditions are met.

9. Moreover, the policy also sets out the Council's commitment to information security and provides the guidelines and frameworks for ensuring all forms of information, supporting systems and networks are protected from security threats such as malicious software, unauthorised access, computer misuse, information technology failures, human error and physical security threats. This approach is led by a number of key principles:
 - a. Information is protected against unauthorized access
 - b. Confidentiality of information is assured
 - c. Integrity of information is maintained
 - d. Regulatory and legislative requirements are met
 - e. Information security training and e-learning is available to all staff and elected members
 - f. All breaches of information security, actual or suspected, are reported and investigated
 - g. Business requirements for the availability of information and information systems will be met.

Equalities Impact Assessment

10. Attached (Appendix A)

Other Options Considered

11. There are no alternative options if the council is to deliver a robust policy framework for its data protection and information security. If Cabinet chooses not to approve this policy, there is potential for the local community and partners to view the council as having disregard for its responsibilities in these areas.

Consultation

12. The Data Protection Policy has been drawn up in concert with colleagues from the Council's IT, Legal, Personnel and Development and Policy Teams.
13. Following consideration by the Council's Management Team, the draft policy will also be considered by the Joint Consultative Committee. This ensures that staff and union representatives are made aware of any changes affecting staff.
14. Whilst data protection will no longer form part of staffs' terms of service, non-compliance against the policy may still constitute misconduct.

Conclusion

15. The Council is committed to preserving the confidentiality, integrity and availability of our information assets within the jurisdiction of the Council:
 - a. For sound decision making
 - b. To deliver quality services to our customers
 - c. To comply with the law
 - d. To meet the expectations of our customers and citizens
 - e. To protect our reputation as a professional and trustworthy organisation
 - f. To safeguard against fraudulent activity.
16. Robust data protection and information security processes work to compliment each other and ensure that the council is able to operate effectively and efficiently. With the recent internal audit noted above, it is a prescient opportunity for the organisation to update the Council's policy arrangements. An updated Data Protection Policy will ensure that the council is exercising fully its responsibilities in this important area.
17. The policy will be reviewed every three years, or sooner if there is a change in legislation or government guidance.

Portfolio Holder's Views

18. "Data protection is everyone's business, and I am pleased to see that the Council has acted on recent internal audit findings, and drawn from the latest thinking and best practice, to revise its policy response in this important area. Robust means of ensuring the council's own data security, the necessary protections for sensitive information relating to individuals, and good overall information management, is crucial for a modern public body. I commend the attached revised policy to Cabinet."

Contact: Nicholas Clayton, Policy and Performance Officer
Email: Nicholas.clayton@ashford.gov.uk

Appendix A: Impact Assessment

Appendix B: Ashford Borough Council Data Protection Policy



Impact Assessment

When is an assessment needed?

Councils must assess the impact of **proposed policies or practices** while they are being developed, with analysis available for members before a decision is made (i.e. at Cabinet).

Broadly, *policies and practices* can be understood to embrace a full range of different activities, such as Cabinet decisions which substantially change the way in which we do something, setting budgets, developing high-level strategies, and organisational practices such as internal restructuring. Assessments should especially be undertaken if the activity relates closely to an equalities group (see next page).

Importantly, this does not include reports that are 'for note' or do not propose substantial changes – assessments should only be considered when we propose to do something differently.

1. General Information	
1.1 Name of project, policy, procedure, practice or issue being assessed	Data Protection Policy
1.2 Service / Department	Legal & Democratic
1.3 Head of Service	Terry Mortimer
1.4 Assessment Lead Officer	Nick Clayton
1.5 Date of Assessment	01/07/2016
1.6 Is this assessment of an existing or a proposed project, policy, procedure, practice or issue?	Proposed revised pol icy

2. What is Being Assessed?	
2.1 What are the aims of this project, policy, procedure, practice or issue?	to ensure that the data which the council uses is both secure and dealt with according to the appropriate legislation.
2.2 Who is intended to benefit from this project, policy, procedure, practice or issue?	All staff and Elected Members by ensuring that they comply with all regulations and act appropriately with regard to data and personal information. Residents and service users, by ensuring robust processes for dealing with the information they provide to the council.
2.3 Who else is involved in the provision of this project, policy, procedure, practice or issue? i.e. other sections, public or private bodies	
- within Ashford BC	Policy and Performance, Information Technology, Personnel and Development, Joint Consultative Committee
- from other agencies	Information Commissioner's Office

3. Possible Sources of Information

In order to assess the impact of proposed decision it is important to bring together all information you have on it to, analyse them and come to conclusions on how it affects those with protected characteristics.

Information on a policy, project or procedure can come in many forms :-

- Census and other demographic information
- User satisfaction and other surveys
- Previous consultation exercises
- Performance Indicators
- Eligibility Criteria
- Service uptake data
- Complaints
- Customer Profiling
- MOSAIC data

In order to come to conclusions on impacts in section 4 you **must** have taken in to account all appropriate information, and be able to provide this if necessary in support of the judgements you make.

Also, it is not enough to have broad information on service users – to meet equalities duties this information **must** be broken down – where applicable – into the relevant protected characteristics which may be affected by this decision. For example, when considering disabled access to a new community facility, overall usage figures are not enough – an understanding of how many disabled users within this total must be demonstrated.

The protected characteristics are :-

Age maternity	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and
Race	Religion and belief	Sex	Sexual orientation	

More information on the definitions of these characteristics can be found here - <http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/protected-characteristics-definitions/>

4. What judgements can we make?				
4.1 Does the evidence already available indicate that the project, policy, procedure, practice or issue may affect these groups differently? (please check the relevant box and provide evidence where possible)	Positive Impact?	Negative Impact?	No Differential Impact	If yes, can it be justified (and how)?
Impact Factors:				
Age (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Disability (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Gender (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Marriage / Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Race (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Religion / Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Sexual Orientation (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Policy relates to the use of information and personal details – as such it applies equally to all protected characteristics
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Conclusions	
5.1 Does the decision maximise opportunities to promote equality and good inter-group relations? If "yes" please state how?	<input checked="" type="checkbox"/> Yes Secure, robust data forms the foundation of efficient and effective service delivery for all residents, regardless of their characteristics <input type="checkbox"/> No
5.2 Based on the answers to the above can we confidently say that in its present form the decision treats different groups <u>fairly</u> (bearing in mind "fairly" may mean differently) and that no further amendment is required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If further action is identified to ensure fair impacts please complete the Action Plan available on the intranet and attach it to this form	

6. Monitoring and Review	
How will monitoring of this policy, procedure or practice be reported (where appropriate)?	This policy, data protection arrangements and guidance will be reviewed every three years, unless there is a major change to the underlying regulations.
When is it proposed to next review the project, policy, procedure, practice or issue?	As above
Any additional comments?	None

Appendix B

Ashford Borough Council

DATA PROTECTION POLICY

Contents

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Introduction and Policy Statement

1. Ashford Borough Council needs to collect and use certain information about individuals to allow us to carry out our many and varied functions and responsibilities - including the provision of government services and meeting legal, statutory and contractual requirements. This data is a valuable asset, and without adequate levels of protection, confidentiality, integrity and availability of information, the Council will not be able to fulfil these obligations whilst maintaining the confidence of service users.
2. Any personal information - however it is acquired, held, processed, released or destroyed - must be dealt with fairly and lawfully. The Council will work within the terms of the Data Protection Act 1998¹ ("the Act") in all its dealings with such personal data, and will also foster a wider culture of awareness of the Act, and its guiding *principles*, specifically that personal data:
 - a) will be processed fairly and lawfully and, in particular, will not be processed unless specific conditions are met²;
 - b) shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
 - c) shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
 - d) will be accurate and kept up to date;
 - e) will not be kept for longer than is necessary;
 - f) will be processed in accordance with the rights of the data subject;
 - g) appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
 - h) will not be transferred to countries outside the European Economic Area unless special conditions are met.
3. The main rule is to be as careful with other people's personal information as we would expect others to be with ours. Good security is good practice and common sense.
4. The Council is also committed to preserving the confidentiality, integrity and availability of our information assets within the jurisdiction of the Council:
 - For sound decision making

¹ A copy of the Data Protection Act 1998 can be located at:

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

² In relation to this principle, the Council will also ensure the conditions are met as set out in schedule 2 of the Act for the processing of personal data and in schedule 3 of the Act for the processing of sensitive personal data

- To deliver quality services to our customers
 - To comply with the law
 - To meet the expectations of our customers and citizens
 - To protect our reputation as a professional and trustworthy organisation
 - To safeguard against fraudulent activity.
5. This policy therefore also sets out the Council’s commitment to information security and provides the guidelines and frameworks for ensuring all forms of information, supporting systems and networks are protected from security threats such as malicious software, unauthorised access, computer misuse, information technology failures, human error and physical security threats. This approach is led by a number of key principles:
- Information is protected against unauthorized access
 - Confidentiality of information is assured
 - Integrity of information is maintained
 - Regulatory and legislative requirements are met
 - Information security training and e-learning is available to all staff and elected members
 - Where appropriate, any serious breaches of information security, actual or suspected, are reported and investigated to see what lessons could be learnt. Examples might include the leaving of data storage devices in a public place
 - Business requirements for the availability of information and information systems will be met.

The Scope of this Document

6. The Council's information is in many forms including:
 - Hardcopy documents on paper and sent by fax
 - Electronic information stored on computers, remote servers, mobile devices, tapes, microfilm, CDs, external disks and USB portable storage devices
 - Verbal information (face to face conversations and over the telephone) – the general policy in this area would be that council business shouldn't be discussed in public
7. This policy therefore applies to all information assets held by the Council irrespective of their format and covers all locations into which Ashford Borough Council information is taken and/or accessed.
8. The policy provides an overview of the Act, outline the key principles, and provide an overview of the responsibilities of individuals.
9. This Policy applies to –
 - All staff and elected members
 - Contractors, agencies and partner organisations operating on behalf of the Council or on Council premises – incorporated as appropriate through the Council's procurement and / or contract procedures
10. The policy applies to all information used by the Council in conducting its work, and in relation to personal data any which is subject to the Data Protection Act 1998, including:
 - all personal data that is processed automatically;
 - any personal data held in a manual form in a relevant filing system;
 - any personal data held in an accessible record.
11. This policy is designed to protect the council, staff, clients, partner organisations and members of the public by preventing data protection breaches from happening. The policy seeks to ensure that personal data processed by or on behalf of the council is dealt with in full compliance with the Act.

Definitions

Data Protection Term	Definition
Data	Information that is, or is intended to be, processed by computer. The definition of data within the act also extends to information that is recorded as part of a relevant filing system.
Data Controller	Someone who determines the purposes for which and the manner in which any <i>personal</i>

	<p><i>data</i> are, or are to be, processed. This may be one person alone or jointly with other persons.</p>
Data Processor	<p>As defined in the Data Protection Act in relation to <i>personal data</i>, a “Data Processor” is any person (other than an employee of the <i>data controller</i>) who processes the <i>data</i> on behalf of the <i>data controller</i>.</p>
Data Subject	<p>The individual who is the subject of <i>personal data</i>, i.e. who the <i>personal data</i> is about.</p>
Inaccurate Data	<p><i>Data</i> that is incorrect or misleading as to any matter of fact.</p>
Personal Data	<p><i>Data</i> that relates to a living individual who can be identified from the data. The definition of “Personal Data” also extends to and includes opinions about the individual and any indications of intentions of any person in respect of the individual.</p>
Processing	<p>In relation to information or data, the Data Protection Act defines “processing” as obtaining, recording or holding the information or data, or carrying out any operation or set of operations on the information or data. This could include:</p> <ul style="list-style-type: none"> • Organisation, adaptation or alteration of the information or data; • Retrieval, consultation or use of the information or data; • Disclosure of the information or data by transmission, dissemination, or otherwise making available; and • Alignment, combination, blocking, erasure or destruction of the information or data
Sensitive Personal Data and Confidential Information	<p><i>Personal data</i> consisting of information about any of the following:</p> <ul style="list-style-type: none"> • Racial or ethnic origin; • Political opinions; • Religious beliefs or other beliefs of a similar nature; • Trade union membership; • Physical or mental health or condition; • Sexual life; • The commission or alleged commission by the <i>data subject</i> of any offence; and • Any proceedings for any offence committed or alleged to have been committed by the <i>data subject</i>, the disposal of such proceedings or the sentence of any court in such proceedings. <p><i>Confidential information</i> may include –</p> <ul style="list-style-type: none"> • Any commercially sensitive information,

such as information relating to commercial proposals or current negotiations

- Information relating to security, investigations and proceedings
 - Information provided in confidence
-

The Legislative Background

12. Alongside the Data Protection Act 1998, the following statutory legislation governs aspects of the Council's data protection and information security arrangements. This list is not exhaustive:

Legislation	Areas Covered
The Freedom of Information Act 2000	Public access to Council information
The Human Rights Act 1998	Right to privacy and confidentiality
The Electronic Communications Act 2000	Cryptography, electronic signatures
The Regulation of Investigatory Powers Act 2000	Hidden surveillance of staff
The Copyright Designs and Patents Act 1988	Software piracy, music downloads, theft of Council data
The Computer Misuse Act 1990	Hacking and unauthorised access
The Environmental Information Regulations 2004	Public access to Council information related to the environment
The Re-use of Public Sector Information Regulations 2005	The Council's ability to sell certain data sets for commercial gain

Our Policy Position

On the Principles of Data Protection

Handling and Collecting Information (Principles 1 and 2)

13. The Council will process all personal data for the purpose of providing an effective delivery of service in accordance with the aims, responsibilities and obligations of the Council.
14. All personal data will be processed in accordance with the Council's notification with the Information Commissioner. Under the Act, Data Controllers are required to notify the Information Commissioner of the processing which they undertake. The Council will maintain its Data Protection Register entry. Heads of Service are responsible for informing the Data Protection Officer of any new purposes for which personal data are processed in order to ensure the Council's notification is kept up to date.
15. The Council carries out data-matching exercises to identify any anomalies or inconsistencies and also for the prevention and detection of fraud and when required by law.
16. All those accessing or processing personal data in connection with Council business are individually responsible for ensuring that they comply fully with the Act.
17. It is a criminal offence to knowingly or recklessly obtain or disclose personal data without the Council's consent, for example by using the data used at work for personal use. Staff should not process any personal data unless they are sure that they are authorised to do so.

Records Management (Principles 3, 4 and 5)

18. The Council will only collect personal data where there is a clear purpose for collecting and using the information.
19. The Council will not hold personal data for longer than is necessary.
20. All managers and staff will work towards ensuring that the personal data they hold is accurate and, where necessary, kept up to date.
21. Opinions recorded on a file must be carefully and professionally expressed.

Individuals' rights (Principle 6)

22. The Council will process personal data in line with an individual's legal rights.
23. The Council will ensure that any requests for access to personal data are handled courteously, promptly and appropriately. The Council will ensure that either the data subject or his/her authorised representative has a legitimate right to access under the Act, that the request is valid and that the personal data is communicated in an intelligible form. Guidance is available to staff on the intranet.
24. Detailed guidelines on dealing with data subject access requests will be made available on the intranet. Each service area has responsibility for providing the response to requests for access to personal information held by them, subject to any guidance from the Data Protection Officer.

Security (Principle 7)

25. All managers and staff are responsible for ensuring that personal data is held securely at all times, for example by locking their computer when away from the desk, and by keeping any personal data out of plain sight.
26. Paper files and manual records containing personal data must be kept secure both within and outside Council premises.
27. Access to all Council systems will be password protected and only authorised personnel will have access.
28. When working off site, Council employees are responsible for ensuring that personal data is held securely.
29. Records will be safely and responsibly disposed of when they are no longer required, for example by placing any paper copies in the confidential bins provided.
30. Data processing by a data processor must be carried out under a written contract and include specific obligations on the data processor. See the [intranet](#) for more information.

Transfer of Data (Principle 8)

31. Personal data shall not be transferred to a country or territory outside the European Economic Area (EEA).

On related matters of Information Security

Email, Instant Messaging and Social Media

32. Email has quickly become an essential tool for conducting day to day business.
33. All emails that are used to conduct or support official Ashford Borough Council business should be sent using a “@ashford.gov.uk” address, Government secure GCSx email (when told to do so by the person you are in correspondence with) or another which has been agreed with the Council IT team. Other non-work email accounts should not be used to conduct or support official Ashford Borough Council business. Elected Members have a duty to comply with data protection principles, and the requirements of this policy. The advice from government is that the use of an @Ashford.gov.uk email address helps to achieve this.
34. Staff must not open attachments or click on hyperlinks within e-mails from unknown sources, and Councillors and staff must ensure that any emails containing sensitive information is sent from a recognised and agreed Council email.
35. The official Council disclaimer is automatically added to all emails sent to external addresses – this is an important security feature and should not be altered.
36. When forwarding or replying to a message, consider the chain of messages that precede it and whether these need to be sent on.
37. It is equally important to not divulge sensitive or confidential information through other electronic mediums – namely instant messaging and social media platforms. Details of the specific considerations to be made regarding social media can be found In the Council’s social media policy.

Home and off-site working

38. Any laptop or other device that is taken off Council premises must be encrypted and allocated to the user.
39. All necessary precautions must be taken to ensure the security of hard copy documents that are taken off Council premises.

40. All home working and remote working must be carried out in compliance with relevant policies and procedures and have the authorisation of the relevant line manager. Please see the Council's *Home Working policy* for further details.
41. Council staff working off-site with Council-owned personal data must ensure that they abide by the provisions of the Act. In particular, Council-owned data which taken off-site for home-working must be transferred and held securely, not transferred to a third party and must be used only for official Council business. Personal data should not be retained on home computers beyond the time needed for the home work to be completed.
42. As such, personal data relating to Council customers, clients, employees, members or third parties such as suppliers or contractors must not be removed from Council offices by staff without the express authorisation of the appropriate manager. When Council-owned data is away from the Council offices, staff are solely responsible for the security of the data and must take reasonable precautions to prevent unauthorised persons gaining access to it. This may include not leaving storage devices or computers unattended in public spaces, or ensuring that such devices are password protected.

Disposals

43. Staff must ensure compliance with the Waste Electrical and Electronic Equipment (WEEE) Directive and ensure that sensitive data is not accidentally released. The disposal of any IT and associated equipment must be carried out by ICT.
44. Sensitive and confidential information should be disposed via the confidential bins provided.
45. If working at home staff must comply with the above disposal methods which ensure secure methods such as shredding. If no secure disposals methods are available, sensitive information must be transported to your normal working area for secure disposal.
46. It is important to keep the waste in a secure place until it can be collected for secure disposal. Never put sensitive and confidential waste in any normal waste bins.

Systems and Software

47. All information processing systems which are to be used for storing and processing Council information must be formally authorised by IT. Information asset owners are responsible for ensuring new systems have the necessary validation checks and audit trails and also for ensuring user acceptance testing is carried out.

48. The Council's IT team will have overall responsibility for keeping the authority's anti-virus and other security software up to date.
49. User access to systems must be adequately controlled using complex passwords and appropriate access rights. User access rights must be regularly reviewed to ensure they are still appropriate.
50. Users must use a unique username and password for accessing the Council's network and information systems.
51. Users are responsible for keeping their passwords confidential at all times, and must not disclose passwords to anyone, including their line managers. Weak passwords must not be used.
52. Users must not attempt to access systems or records within systems which they have not been formally authorised to access.
53. Users must not bypass, disable or subvert system security controls.
54. Computer systems and software must only be used for purposes for which they are designated.
55. USB ports are restricted and must only permit the use of IT approved and encrypted devices. Active scanning will automatically check all media plugged into USB ports to ensure compliance with USB port restrictions
56. Only software authorised by IT shall be loaded onto the Council's computers.
57. Software must only be used in compliance with the terms of any contractual or licence agreements.
58. The Council will have sole ownership and copyright of all programs and data it has developed, unless there is a contrary prior written agreement otherwise.
59. Deliberate unauthorised access to, copying, alteration or interference with computer programs or data is strictly forbidden.
60. All staff with IT access must undergo the Council's Information security e-learning refresher package. Managers will ensure this is part of a new employees' induction.
61. Managers must ensure that when any staff member leaves the Authority, all Council equipment (including their ID card) is returned. IT Service Desk must be informed of all leavers immediately to ensure network access is revoked.

62. All users must inform their manager if they detect, suspect or witness an incident which may be a breach of security.
63. All users must be aware that the network is monitored. IT Service Desk will monitor day to day access to ensure adequate protection against security threats, and where necessary, will collect evidence of misuse and unauthorised activity.

Information Handling

Building Security

64. All facilities that hold or process information must be suitably physically secured. This includes, but is not limited to -
 - The general office space will have controlled access, and logs recording access
 - Visitors to office facilities must be escorted at all times while in data processing areas
 - Visitor reception and pass procedures must be followed
 - IT servers and other sensitive equipment should be enclosed in secure locked areas if in general office areas

Storage

65. It is everyone's role to ensure that information is not put at risk of damage or theft, and is stored securely and access allowed only to those who need it for legitimate purposes and in accordance with the Data Protection Act 1998. For example all Council records are stored in secure buildings with access controls to the building and specific floors. The locations of any stored records are sited to avoid unauthorised access, damage, theft and interference. Electronic information should be stored on the Council network unless alternative storage (e.g. Cloud) is authorised by IT.

Other forms of Communication

66. Extra care must be taken when printing sensitive or confidential information or sending/receiving faxes. When sending sensitive or confidential information a test fax must be sent prior to sending the information or phone the organisation first to let them know what is being sent. In areas without multi-functional devices ensure printed sensitive or confidential information is not left unattended.
67. Voicemail may contain personal and sensitive or confidential information and therefore passwords must be kept secure.

Portable hardware including laptops, mobile devices & tablets

68. Portable hardware should be protected by a password or pin code.
69. Equipment taken off site must be locked away and kept out of sight when left unattended.
70. Users shall ensure that unauthorised persons are not able to view Council information on portable devices and shall protect access by locking computers when unattended. This policy also applies to staff accessing Council information on own devices.
71. Staff must ensure they do not leave portable media such as CDs that contains personal or sensitive information in drives.

Removable media

72. To prevent data loss, the use of USB devices such as portable hard drives and removable media (such as CDs, DVDs, memory sticks etc.) on Council PCs must not be used to store personal and sensitive or confidential information unless there is a business requirement to do so.
73. Staff must only use mobile media to transfer personal and sensitive or confidential Council information if there is a business requirement to do so and there is no other more secure means available e.g. Government secure GCSx email.
74. Only media purchased through the Councils IT service and with a sufficient level of encryption, may be used to temporarily hold personal and sensitive or confidential Council information.

Office/desk security

75. Staff must ensure that all personal and sensitive or confidential information is stored securely for example:
 - Personal and sensitive or confidential information including phone numbers, passwords, financial records, notes on meeting times, places and subjects are not left unattended
 - Mobile phones can contain sensitive or confidential personal information and have their call histories compromised and therefore must be password protected.

- Keys and access cards must not be left unattended as they can give intruders access to restricted areas
- Positioning of desks, furniture and visual display boards must be carefully considered to prevent sensitive or confidential information being visible to unauthorised people.
- Personal and sensitive or confidential information must not be left on white boards or notice boards.
- When leaving desks for short periods all users must use 'Ctrl, Alt and Delete' to lock computers. When leaving desks for long periods users must ensure they are logged off the network.
- All doors and windows must be closed outside office hours. Any open doors or windows during office hours must not allow unauthorised access to the building to take place.

Security and Breaches

76. Any loss or risk of loss of information, either actual or suspected, must be reported immediately to the relevant line manager. The Council will notify other parties, such as the Information Commissioner, as required or recommended by legislation and take action as appropriate. Under the Data Protection Act (DPA), although there is no legal obligation on data controllers to report breaches of security, we believe that serious breaches should be reported to the ICO. Further details can be found on the [ICO website](#).
77. If staff suspect that a breach has occurred, this should be reported immediately to their line manager. Managers should liaise with the Head of Legal and Democratic Services to discuss the nature of the breach and how it should be taken forward.

Individuals' Rights

78. The Data Protection Act gives rights to individuals in respect of personal data held about them by others. These rights are:

- Right of Subject Access;
- Right to Prevent Processing Likely to Cause Damage or Distress;
- Right to Prevent Direct Marketing;
- Rights in Relation to Automated Decision Making;
- Right to take action for compensation if an individual suffers damage by any contravention of the Act by the data controller;
- Right to take action to rectify, block, erase or destroy inaccurate data.
- Right to request that the Information Commissioner carries out an assessment of a data controller's processing of their data.

Data Subject Rights

79. Where appropriate, complaints about the way the Council processes an individual's personal information – especially those which highlight where a system or process could be improved - should be brought to the attention of the Data Protection Officer.

80. Individuals are entitled to request that the Council stop processing information they believe causes damage or distress. The Council has a legal obligation to review and respond to such complaints within 21 days, advising the individual if their complaint is upheld or rejected and the reasons for this.

81. Whilst data protection is everyone's responsibility, the Data Protection Officer will have overall responsibility for ensuring that the Council's procedures are up to date, and that the rights of data subjects are respected.

Right to Subject Access

82. Every individual has the right to request a copy of all the information held about them by the Council. This is known as a Subject Access Request.

83. A Subject Access Request must be answered within 40 calendar days. There may be situations where information about an individual is exempt from release. This could be because the individual's information is also the personal data of another person or it may be felt that the release of information may cause harm. The Freedom of Information/ Data Protection Officer will provide advice on exemptions to the release of information.

Disclosure of Personal Data

84. Requests for the disclosure of another person's personal data fall under either the Freedom of Information Act or the Environmental Information Regulations. All employees and Elected Members should exercise caution when asked to disclose personal data held on another individual to a third party.
85. Personal data can be legitimately disclosed in certain circumstances, such as:
- Where the individual has given their consent
 - Where the disclosure is in the legitimate interests of the Council and the Act permits such disclosure without consent in relation to specific purposes.
 - Where the Council is legally obliged to disclose data
 - Where disclosure of data is required in relation to a contract which the individual has entered into.
86. Unless consent has been obtained from the data subject, information should not be disclosed over the telephone.
87. In addition, there are situations where personal data can, and indeed, must be proactively disclosed without a request having first been made, for example, to protect individuals. A judgement should be formed as to the reasonableness of disclosing the data according to the circumstances.
88. The Council reserves the right to disclose information under certain circumstances where allowed by law.
89. The Council will consider each request for disclosure individually. Where a disclosure takes place, the Council will only disclose the minimum amount required.

Roles and Responsibilities

Accountable Officer

90. The Chief Executive Officer for Ashford Borough Council is ultimately responsible for ensuring that all information is appropriately protected and that the Data Protection Act is adhered to.

General Responsibilities

91. The Council has a corporate responsibility for data protection, and is defined as the “Data Controller” by the Act.
92. Elected Members are each separately defined as “Data Controllers” in their capacity as ward members as well.
93. All employees and Elected Members are individually responsible for ensuring that their collection, storage, processing and destruction of data are in accordance with the Act. All employees and Elected Members have a duty to carry out regular accuracy checks of Personal Data in the normal course of Business.

Data Protection Officer

94. The Data Protection Officer is responsible for data protection issues and setting standards and procedures in relation to the Act, and acts as a liaison to other partner organisations.

Key Workers

95. A list of key workers from across the Council is available on the Intranet. This list should be consulted initially if any employees need support regarding data protection and the security of information.

Ensuring Compliance

96. In order to ensure it meets its obligations under the Data Protection Act, Ashford Borough Council will ensure that with relation to its employees and elected members:

- There is an individual with responsibility for data protection in the organisation.
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.
- Everyone managing and handling personal information is appropriately supervised.
- Persons wishing to make enquiries about handling personal information, whether a member of staff or a member of the public, is aware of how to make such an enquiry.
- Queries about handling personal information are promptly and courteously dealt with.
- Methods of handling personal information are regularly assessed and evaluated.

For Managers

97. All line managers must make sure that all persons that have authorised use of the Council's IT systems have adequate and appropriate understanding and training on:

- operating the technology and information systems provided
- understanding the security risks to their information systems
- using the security features provided within their information systems
- choosing, managing and protecting passwords and not passing them to others or leaving with their computer
- ensuring accounts are locked when absent from computers
- preventing the infection or spread of Malware and protecting data from the damage that Malware can cause
- identifying and protecting important, sensitive, personal or confidential data or records from loss, destruction and error
- applying agreed document classification and record retention schemes in accordance with the Council's Data Retention guidelines. These guidelines will be updated with input from services.
- only use Council supplied encrypted external storage devices
- ensuring the physical security of their desktop, laptop and other information assets
- identifying and reporting security incidents³

³ An Information Security incident is an event that compromises the confidentiality, integrity or availability of information or information assets, having an adverse effect on security, reputation, performance or ability to meet regulatory or legal obligations

For All Staff

98. All employees should be aware of the Data Protection policy and the good practice contained within it relating to data protection and the management of electronic and non-electronic information.

For Contract Managers

99. These must ensure that any third parties or contractors operating on behalf of the Council are aware of the requirements around data protection, and to check, as appropriate, that they comply with them.
100. Information shall only be shared within the Council and with other organisations in line with the law and only where there is a need or obligation to do so, and consent has been given or legislation allows. Where there is a need to enable service delivery with external organisations the information sharing will be governed either under the terms of a contract or an information sharing or information access /disclosure agreement. The Council will also share information as required by law.

Support and Training

101. The Information Commissioner's Office (ICO) (<https://ico.org.uk/>) has prepared a detailed guide on the practicalities of dealing with the Data Protection Act 1998.
102. The ICO's role is to uphold information rights in the public interest. The ICO can take action to change the behaviour of organisations and individuals that collect, use and keep personal information.
103. The Data Protection Officer can also advise on all aspects of the Council's dealings with personal data and best practice, for example on the requirements around Subject Access Requests.
104. Ashford Borough Council will ensure that all staff are aware of the requirements of the Act, and that appropriate specific training is given to relevant staff within service areas on relevant aspects of Data Protection.

Accountability and Review

105. This policy, data protection arrangements and guidance will be reviewed every three years, unless there is a major change to the underlying regulations.
106. The ICO may use criminal prosecution, non-criminal enforcement and audit, depending on the circumstances. The ICO also has the power to serve a monetary penalty notice on a data controller.
107. Some of the options open to the ICO where there has been a more serious breach of the Data Protection Act include the ability to:
 - serve enforcement notices and 'stop now' orders where there has been a breach, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law;
 - issue monetary penalty notices, requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act occurring on or after 6 April 2010;
 - prosecute those who commit criminal offences under the Act.

Agenda Item No: 10
Report To: CABINET
Date: 14 JULY 2016



Report Title: Revenues & Benefits Recommended Write-Offs Schedule
Report Author: Peter Purcell – Revenues & Benefits Manager

Portfolio Holder: Cllr Shorter, Portfolio Holder for Finance, Budget & Resource Management

Summary:	This report proposes the formal write off of 122 debts totalling £149,109.45. The proposals are in line with the Council's Revenues & Benefits Service Write Off Policy. Existing bad debt provisions already more than cover the sums involved.
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Key Decision: No
Affected Wards: None

Recommendations : **The Cabinet be asked to:-**
(i) Note the action that accounts totalling £8,929.91 have been written off under the delegated powers (Financial Regulations 11.1)
(ii) Approve the write offs listed in the Exempt Appendices totalling £140,179.54

Policy Overview: The regular review and writing off of un-collectable debts is part of strong financial management.

Financial Implications: None – provision for bad debts has been made in the final accounts.

Risk Assessment No

Exemption Clauses **The Exempt Appendix is Not for Publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972**

Contacts peter.purcell@ashford.gov.uk

Purpose of the Report

1. To advise Members of debts written-off and obtain approval to write off further individual debts of over £1,000.00 listed in the Exempt Appendices.

Issues to be Decided

2. To agree the write off of uncollectable debts.

Background

3. The write offs being recommended are in accordance with the Revenues & Benefits Service Write Off Policy that was approved by the Executive Committee on 20 March 2003. Over recent years, due to the economic climate there has been a significant increase in NNDR (Business Rates) write offs, the majority of these relate to companies that have ceased trading.

Write Offs

4. Details of the write-offs being recommended are listed in the Exempt Appendices to this report and are summarised along with the debts written off under delegated powers by the Head of Finance as follows:

	Value of debts written off under delegated powers £	Value of debts recommended for write off (see attached appendices) £	Provision for Bad Debts at 1.4.16 £	Provision for Bad Debts Balance (Current) £	Value of outstanding Debt at 1.4.16 £
Council Tax	1,970	8,441	2,415,831	2,405,420	3,694,075
NNDR	2,314	117,765	783,154	663,075	1,677,951
HB overpaymts	2,875	13,973	1,207,956	1,191,108	3,019,890
Sundry Debtors	1,771	0	133,488	131,717	419,786
Housing Rents	0	0	728,433	728,433	815,244
TOTAL	8,930	140,179	5,268,862	5,119,753	9,626,946

5. The write offs do not have an immediate financial effect on the current year's budget as the bad debt provision is greater than the write-off total. However, the making of that provision did have a cost implication at the time the provision was made; those being sundry debtors at full cost, council tax approximately 10% cost (90% financed by Kent County Council, Police and Crime Commissioner of Kent & Kent Fire Authority), housing benefit overpayments 60% cost due to existing subsidy arrangements and NNDR 40% (50% financed by the Government and 10% by Kent County Council). The Housing accounts are provided for in full in the Housing Revenue Account.
6. Under delegated powers (Financial Regulations 1.1) the Head of Finance has written off 74 Council Tax accounts (£1,969.79), 11 NNDR accounts (£2,313.90), 9 Housing Benefit Overpayment accounts (£2,874.65) and, 4 Sundry Debtor accounts (£1,771.57).

Other Options Considered

7. In most cases a number of methods of collection were attempted before the debt was recommended for write off.

Consultation

8. Head of Finance and Cllr N Shorter Portfolio Holder.

Implications Assessment

9. The financial implications are given above.

Handling

10. Debts to be written off are considered on an on-going basis and reported to Committee regularly.

Conclusion

11. The Service's Write Off policy has been followed and in many cases a number of methods of recovery followed before the debts have been recommended for write off.

Portfolio Holder's Views

12. This is one of a regular series of reports to Cabinet showing recent write-offs from bad debts over £1,000.00. The total amount of £149,109.45 (which includes all debts over and under £1,000.00) is a significant amount however this should be considered in the context that £130m of debt is raised each financial year and the amount written off each year is less than half of one percent.

Contact:	Peter Purcell
Email:	Peter.Purcell@ashford.gov.uk

Agenda Item No: 11
Report To: Cabinet
Date: 14th July 2016
Report Title: Affordable Housing Provider Protocol
Report Author: Jennifer Shaw, Housing Strategy Manager
Portfolio Holder: Cllr Clokie



Summary:

The challenging financial environment for the delivery of affordable housing has seen a number of alternative models of delivery evolve. This report presents a set of criteria to ensure the affordable housing needs of local residents are met by any model being proposed and the Council's reputation and financial interests are safeguarded.

Key Decision: NO

Affected Wards: All

Recommendations: **The Cabinet be asked to:-
 Approve the revised eligibility criteria to widen the scope of affordable housing delivery in the Borough to meet local housing needs.**

Policy Overview: The Protocol supports the Corporate Plan 2015-2020, Priority 2: Living Ashford:
 Quality Housing and Homes For All

Financial Implications: There are only likely to be any financial implications to the Council whereby a specific development/delivery model includes an aspect of joint venture/SPV or underwriting/guarantee by the Council. In such cases the implication for the Council would be appraised before any delivery agreement is reached

Risk Assessment NO – any individual delivery model will be risk assessed at the appropriate time

Equalities Impact Assessment YES – please see Appendix 2

Other Material Implications:

Exemption Clauses: N/A

Background Papers:

Contacts: jennifer.shaw@ashford.gov.uk – Tel: (01233)

Report Title: Affordable Housing Provider Protocol

Purpose of the Report

1. To explain how recent legislative changes and funding pressures have reduced and will continue to reduce 'traditional' affordable housing development programmes.
2. To present an updated version of the existing eligibility criteria to develop affordable housing in the Borough for Member approval. This is to allow for a wider range of models to be considered in the future whilst maintaining quality development and management. This will open opportunities to explore alternative delivery models to boost supply, where traditional forms of affordable housing delivery may not be viable.

Issue to be Decided

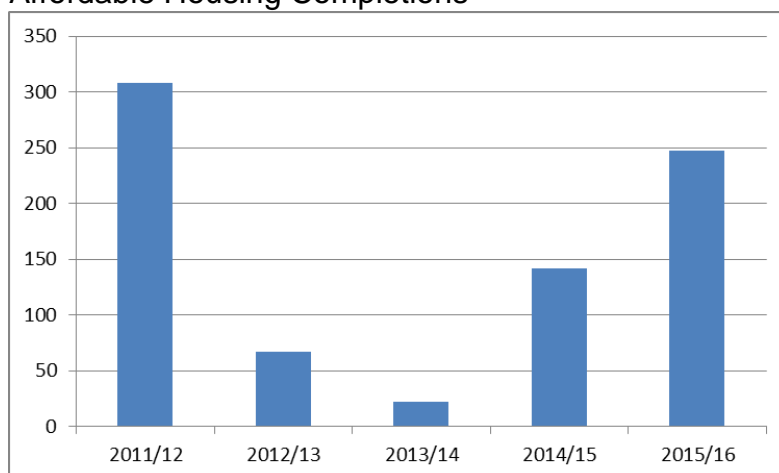
3. Member approval is sought on the revised eligibility criteria that both Registered Providers and Non-Registered Providers of affordable housing will need fulfil in order to maintain a programme of quality affordable housing delivery in the Borough.

Background

4. The Affordable Housing Development Protocol was introduced in 2009 to provide an opportunity for Registered Providers of Social Housing to demonstrate their commitment to the development and management of affordable housing and to widen the scope for new registered providers to work in the Borough. The protocol moved away from the previous 'preferred partners' approach which had effectively reduced competition and innovation by only working with a selective number of providers.
5. Through the protocol a number of criteria were set to ensure the registered providers developed and managed homes to certain standards. Over the past 5 years these criteria have been reviewed and refined to ensure the providers were competent and committed to affordable housing delivery and the management of their stock in the Borough.
6. The current challenges (rent reduction programme and reduced grant funding) faced by Registered Providers in developing 'traditional' affordable housing (social rent, affordable rent and shared ownership) threatens the continued supply of affordable housing to meet local housing needs as development programmes shrink. This could be through s106 agreements with developers, on housing association sites and by local authority new build.
7. Many Housing Associations are now building open market and market rent homes to subsidise their affordable housing programmes but the opportunities for them to compete with the volume housebuilders to bring forward mixed tenure sites are limited.

8. With an identified need for 368 affordable homes per year (the Strategic Housing Market Assessment) it is necessary to consider additional ways to bring a range of housing opportunities forward in the borough to meet the needs and aspirations of all residents, now and in the future.
9. The number of affordable homes completed has fluctuated as shown in the chart below. An increase to 247 homes was seen in 2015/16 but still falls short of the 368 homes needed per year.

Affordable Housing Completions



10. The principle of the Affordable Housing Protocol remains consistent – to ensure quality development and management of affordable housing in the Borough. However the Affordable Housing Protocol needs to be responsive to enable other providers to demonstrate how their affordable housing products can help meet local housing needs.
11. This will potentially widen the opportunity to increase the affordable housing available in the Borough and potentially ‘unlock’ the affordable housing provision on sites that the registered providers, due to financial restraints, maybe unable or unwilling to deliver.

The Revised Affordable Housing Providers Protocol

12. Housing providers registered with the Homes and Communities Agency (HCA) will be the first choice of the Council to deliver affordable housing in the borough.
13. Non registered housing provider products will be considered where they can increase the number of homes available to those resident’s unable to purchase or rent through the open market and cannot be delivered by a Registered Provider.
14. Registered Providers will have to provide evidence that they meet the HCA economic and consumer standards.
 - They will need to have an HCA governance (G) and financial viability (V) rating of G1 and V1 or where a provider has a G2 and/or V2 rating to demonstrate they are working towards G1 and/or V1.

- They will be required to demonstrate that they have not had a referral to the HCA Consumer Regulation Panel in the previous 12 months or if there has been a referral what steps have been taken to address the issue.
 - If the Registered Provider does not currently have housing stock in the Borough they must evidence how they will manage those units to the satisfaction of the Head of Housing. This could include an arrangement for the homes to be managed by another Registered Provider who has stock in the Borough including the Council's Housing Estates Management Team.
15. Non Registered Providers will have to demonstrate to the satisfaction of the Head of Housing:
- They have a social ethos and robust evidence to support this.
 - The housing product promoted will meet local housing need.
 - On an allocated housing site the project will bring additional homes above those that are provided as the affordable housing quota of a s106 agreement. Housing products targeted at social rent levels (approximately 60% of market rent) may be considered as part of the affordable housing quota.
 - The management of the homes will be undertaken by a responsible organisation capable of ensuring properties are maintained to a high standard and any issues relating to occupiers can be resolved swiftly. Where a management agreement is to be put in place it is expected that an existing registered provider with local housing stock and/or the Council would be given the first opportunity to bid for such estate management work.
 - The provider should ensure there is a mechanism by which the homes can be offered to future occupiers with the same or similar opportunity for less than market rent or purchase. If the home is purchased outright by an occupier then the capital gain should be recycled to provide further affordable housing in the borough.
 - The Council will require the provider to enter into a binding agreement to safeguard the interests of the council and residents of the scheme to ensure as far as is reasonably practical the scheme remains for the purpose it was built for and for the timescale that was originally negotiated.
16. The Property Company: ABC Property. Opportunities to deliver affordable housing will be also be shared with the Council's property company: A Better Choice for Property.
17. Each Housing Provider will be required to complete a set of questions (Appendix 1) to assess if they meet the criteria outlined above. If successful and accepted to develop affordable housing in the Borough they would be required to renew the criteria every 3 years or sooner if there was a significant change within the organisation, or if legislation impacted on their ability or commitment to provide and manage affordable housing.

Risk Assessment

18. With the increasing number of different affordable housing models entering the market, any new proposal presented to the Council would be assessed to ensure it would meet local housing needs and pose minimal financial and reputational risk to the Council.

Equalities Impact Assessment

19. Completed and no adverse impacts identified – Attached at Appendix 2.

Consultation

20. The Portfolio Holder for Housing and Home Ownership has been involved in the review of the Affordable Housing Provider Protocol.
21. The Registered Providers currently eligible to develop affordable housing in the Borough were asked for their views on the revised criteria. Two responses were received which broadly welcomed the revised criteria.

Handling and Monitoring

22. The approved criteria will be made available on the Council's website.
23. Organisations developing and managing affordable housing in the borough will be expected to attend the relevant development or management forum organised by Ashford Borough Council.
24. In addition to the 3 yearly review to ensure each provider continues to meet the criteria; Housing Providers registered with the Homes and Communities Agency will be required to notify the Council should their Governance and Viability rating change or a consumer issue is referred to Consumer Regulation Panel and the Registered Provider will be required to provide their regulatory ratings annually.
Non-registered providers will be required to provide an annual report detailing their developments and any future schemes, together with a report on management of the homes in their portfolio and how they are delivering against their social goals.
25. Both registered and non-registered providers must ensure that the Housing Enabling Officer is involved in the planning and design of any new development. After construction commences invitations are then extended to the Enabling Officer to attend regular site meetings.

Conclusion

26. The revised Affordable Housing Protocol will provide a framework to ensure the continued delivery of affordable housing to meet a range of local housing needs.
27. By opening up the protocol to non-registered housing providers it is anticipated that this will widen opportunities to increase the range of

affordable housing models and therefore improve delivery in a constrained market.

Portfolio Holder's Views

28. "This protocol should ensure the continued inflow of affordable housing investment, despite the current ever changing environment of government regulations."

Contact: Jennifer Shaw, Housing Strategy Manager

Email: jennifer.shaw@ashford.gov.uk

Eligibility criteria to develop affordable housing in the Borough of Ashford Kent



ASHFORD
BOROUGH COUNCIL

Civic Centre
Tannery Lane
Ashford, Kent
TN23 1PL

Please complete and return to:
David Jeffrey, Housing Enabling Officer
Ashford Borough Council
or by email to david.jeffrey@ashford.gov.uk

Introduction

Ashford Borough Council welcomes organisations to work in partnership with the Council and other local agencies to deliver high quality affordable housing in the Borough.

To ensure organisations are competent and committed to affordable housing delivery and management in the Borough each is required to meet the eligibility criteria of the development protocol as set out below. This will enable Ashford Borough Council to make an open and transparent decision on the ability of an organisation to deliver and manage affordable housing whilst ensuring all interested organisations have a fair and equal opportunity to demonstrate how they would operate in the Borough.

Ashford Borough Council Housing Services is committed to continuous improvement and will review the eligibility criteria on a regular basis and require organisations to renew their protocol arrangement every 3 years unless circumstances require an earlier review.

Specialist housing providers who are unable to fulfil all the criteria should provide an additional statement to explain any omissions in completing the protocol. Priority will be given to housing providers registered with the Homes and Communities Agency (HCA).

Organisational Details

Organisation

Address

.....

..... Postcode

HCA registered number (if applicable)

Contact:

Name Telephone Number

Designation/Job Title

Email

Date



Ashford Borough Council Use Only

Checked by Date

Approved development organisation Yes/No

Organisation informed
of outcome (date) Date for renewal

Eligibility Criteria

Section 1: For housing providers registered with the Homes and Communities Agency

1. Regulation

a) Please provide your current rating from the Homes and Communities Agency for:

Governance

Viability

If this is below G1 and V1 please provide evidence of how you are working towards G1 and/or V1

b) Please state if you have been referred to the HCA consumer regulation panel in the last 12 months. If yes, please explain why and what action is being taken to address the issue.

2. Choice Based Lettings

Is the organisation a member of Kent HomeChoice? (yes/no)

If no, please demonstrate a commitment to join Kent HomeChoice

3. Housing Management

Do you currently have housing stock in the borough? (yes/no)

If no please state how any homes you develop will be managed

4. Annual Report

Please provide the latest copy of your organisations Annual Report.

5. Types of Accommodation

What types of accommodation/schemes does your organisation specialise in?
(Tick those that apply)

- General Needs Housing – Rented
- General Needs Housing – Shared Ownership
- Rural Needs Housing – Rented
- Rural Needs Housing – Shared Ownership
- Supported Housing – Older Persons
- Supported Housing – Vulnerable Persons
- Starter Homes
- Other – please specify below

6. Partnership working

Can the organisation confirm its commitment to attend and participate in the:

- Ashford HA Development Forum,
- Ashford HA Management Forum,
- Ashford Rural Round Table (as required),
- Enquiry by Design Workshops,
- Consultation with members and residents via Housing Enabling Officer

Can the organisation confirm it will invite the Housing Enabling Officer to regularly attend construction site meetings?

7. Social Inclusion

Can the organisation demonstrate a commitment to encourage the employment and or training opportunities of local people when developing property in Ashford?

Section 2: For housing providers NOT registered with the Homes and Communities Agency

Please answer the flowing questions and provide a written statement to support your submission.

1. Governance

a) Please explain the structure of your organisation, accountability and long term vision

b) How closely do you compare with all the HCA regulatory standards?

2. Project finance

a) What are the sources of the investment for the project? Can you evidence that this funding is long term i.e. a greater than 20 year commitment.

b) What measures are taken to ensure the homes are not sold if the funder wishes to realise their investment?

3. Project stability

a) What arrangement is made with regards to the length of time the homes will be available as affordable housing. i.e. if working in partnership with the local authority the length of lease and option to renew

b) How and where (i.e. within the borough) will any receipts from shared owners staircasing be reinvested?

4. Meeting local housing need

a) Any rent levels need to be at or below the local housing allowance rates, can this be complied with?

b) For shared ownership what are the expected level of entry shares.

c) Will there be any restrictions on shared owners acquiring full ownership? If a shared owner staircases out to full ownership and wish to sell the property, would you consider including an option to buy back and resell the property at a lower share?

5. Standards, design quality and management

a) Will the homes meet or exceed a standard equivalent of decent homes standard and/ or any local space standards in force at the time such as the Ashford space standards?

b) Please demonstrate your commitment to design quality by providing examples of where you have achieved high quality design in previous schemes you have developed.

c) What arrangements will be made for the allocation and ongoing management of the homes. Would you consider using an existing local affordable housing provider to manage the homes?

6. Examples

Please provide examples of similar projects delivered elsewhere.

7. Commitment

The council will require you to enter into a binding agreement to safeguard the interests of the council and residents of the scheme to ensure as far as is reasonably practical the scheme remains for the purpose it was built for and for the timescale that was originally negotiated.

Are you willing to enter into such an agreement?

Yes No



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Impact Assessment

When is an assessment needed?

Councils must assess the impact of **proposed policies or practices** while they are being developed, with analysis available for members before a decision is made (i.e. at Cabinet).

Broadly, *policies and practices* can be understood to embrace a full range of different activities, such as Cabinet decisions which substantially change the way in which we do something, setting budgets, developing high-level strategies, and organisational practices such as internal restructuring. Assessments should especially be undertaken if the activity relates closely to an equalities group (see next page).

Importantly, this does not include reports that are 'for note' or do not propose substantial changes – assessments should only be considered when we propose to do something differently.

Assessments should also be carried out when conducting a large-scale review of **existing policies or practices** to check that they remain non-discriminatory. This does not mean filling out an assessment on every report on a subject – it is up to you to decide if the report's scope or scale warrants an assessment

1. General Information	
1.1 Name of project, policy, procedure, practice or issue being assessed	Affordable Housing Providers Protocol
1.2 Service / Department	Housing
1.3 Head of Service	Sharon Williams
1.4 Assessment Lead Officer	Jennifer Shaw, Housing Strategy Manager
1.5 Date of Assessment	1 June 2016
1.6 Is this assessment of an existing or a proposed project, policy, procedure, practice or issue?	Review of an existing protocol

2. What is Being Assessed?	
2.1 What are the aims of this project, policy, procedure, practice or issue?	To ensure providers of affordable housing meet an agreed set of standards to ensure quality development and management of affordable homes for local residents
2.2 Who is intended to benefit from this project, policy, procedure, practice or issue?	Local residents seeking affordable housing
2.3 Who else is involved in the provision of this project, policy, procedure, practice or issue? i.e. other sections, public or private bodies	
- within Ashford BC	Legal, finance, planning
- from other agencies	Registered providers (including Housing Associations), other affordable housing providers, developers

3. Possible Sources of Information

In order to assess the impact of proposed decision it is important to bring together all information you have on it to, analyse them and come to conclusions on how it affects those with protected characteristics.

Information on a policy, project or procedure can come in many forms :-

- Census and other demographic information
- User satisfaction and other surveys
- Previous consultation exercises
- Performance Indicators
- Eligibility Criteria
- Service uptake data
- Complaints
- Customer Profiling
- MOSAIC data

In order to come to conclusions on impacts in section 4 you **must** have taken in to account all appropriate information, and be able to provide this if necessary in support of the judgements you make.

Also, it is not enough to have broad information on service users – to meet equalities duties this information **must** be broken down – where applicable – into the relevant protected characteristics which may be affected by this decision. For example, when considering disabled access to a new community facility, overall usage figures are not enough – an understanding of how many disabled users within this total must be demonstrated.

The protected characteristics are :-

Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity
Race	Religion and belief	Sex	Sexual orientation	

More information on the definitions of these characteristics can be found here - <http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/protected-characteristics-definitions/>

4. What judgements can we make?				
4.1 Does the evidence already available indicate that the project, policy, procedure, practice or issue may affect these groups differently? (please check the relevant box and provide evidence where possible)	Positive Impact?	Negative Impact?	No Differential Impact	If yes, can it be justified (and how)?
Impact Factors:				
Age (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage / Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion / Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation (please detail any specific groups considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Conclusions	
5.1 Does the decision maximise opportunities to promote equality and good inter-group relations? If "yes" please state how?	<input checked="" type="checkbox"/> Yes in line with current Council policies <input type="checkbox"/> No
5.2 Based on the answers to the above can we confidently say that in its present form the decision treats different groups <u>fairly</u> (bearing in mind "fairly" may mean differently) and that no further amendment is required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If further action is identified to ensure fair impacts please complete the Action Plan available on the intranet and attach it to this form	

6. Monitoring and Review	
How will monitoring of this policy, procedure or practice be reported (where appropriate)?	The protocol will be monitored through the affordable housing providers' development forum. Feedback will be discussed with the Head of Housing and the Portfolio Holder
When is it proposed to next review the project, policy, procedure, practice or issue?	<p>Once a housing provider has been assessed against the criteria this remains active for 3 years. If there is a significant change in their circumstances or methods/models associated with development of affordable housing, an earlier review would be triggered of an individual organisations ability to meet the criteria.</p> <p>A wholesale review of the criteria will be undertaken in 3 years unless there is a change in legislation or practice that affects how affordable housing can be developed which will prompt an earlier review of the criteria.</p>
Any additional comments?	

Agenda Item No: 12
Report To: Cabinet
Date: 14 July 2016
Report Title: Procurement & Appointment of External Audit
Report Author: Ben Lockwood
Head of Finance
Portfolio Holder: Cllr Shorter Portfolio Holder for Finance & Budget, Resource Management and Procurement

Summary: This report seeks to highlight to cabinet the work of the Audit Committee in identifying a preferred route to procure the Council's next External Auditor.

The Audit Committee at its meeting on the 16th June Considered a report that highlighted the pathways available to the Council for this process and recommended to Council that it seeks to procure via a sector led body.

Council will consider this recommendation at its meeting on the 21st July 2016.

Key Decision: No

Affected Wards: N/A

Recommendations: **Cabinet is asked to**

- i. note the report**
- ii. endorse the Audit Committees recommendation to Council**

Policy Overview: The Councils contract with its External Auditor is due to expire, and it will need to appoint a new auditor before 31 December 2017. The new auditor will take on responsibility for examining the 2018/19 financial statements and deliver their first opinion in July 2019.

Financial Implications: The Audit contract is a significant contract with audit fees of circa £70,000. The procurement route for a new external auditor will impact upon the ability of this procurement process to extract the best value for this service.

Contact: Ben Lockwood
01233 330540

Report Title: Procurement & Appointment of External Audit

Purpose of the Report

1. To inform Cabinet of the process of the procurement and appointment of the Council's next External Auditor.

Issue to be Decided

2. The Cabinet is asked to note the Audit Committees recommendation to Council.

Background

3. Part of the legislative programme of the coalition government saw the abolition of the Audit Commission and with it changes to the process Local Authority external auditors are appointed.
4. The Audit Committee has received a number of reports on this matter and the most recent report highlighted the options available to the Council for this appointment. The Audit committee has made a recommendation to the Council on its preferred route to appoint an external auditor. This report is attached at **Appendix A**.

Handling

5. In view of the significance of the decision it is considered necessary to highlight this report and the Audit Committee's recommendation to give time for consideration and reflection before Full Council considers the issue.
6. Once a sector led body has been appointed by the secretary of state and this body has invited the Council to join in its procurement exercise a further report will be put to the audit committee outlining the proposal and seeking a recommendation to Council to appoint the sector led body to procure the next External Auditor.

Conclusion

7. That the appointment of a sector led body to procure the Council's next External auditor is the preferred procurement route.

Portfolio Holder's Views

8. To be given at the meeting

Contact: Ben Lockwood

Email: ben.lockwood@ashford.gov.uk



Agenda Item No:

Report To: **Audit Committee**

Date: **16th June 2016**

Report Title: Procurement and Appointment of External Auditors

Report Author: Ben Lockwood - Head of Finance
Richard Clarke - Head of Audit Partnership

Portfolio Holder Cllr Shorter Portfolio Holder for Finance & Budget, Resource Management and Procurement

Summary: This is the third report to the committee updating them on the emerging picture for the procurement of an external auditor for the 2018/19 financial statements.

This is the first time that the Council has had the ability to appoint its own auditor, although this freedom will be restricted to appointing an auditor that is authorised by the Financial Conduct Authority.

There are three approaches to this procurement that are outlined in the paper and it recommends that the preferred option is to procure through a Sector Led Body.

Key Decision: Yes

Affected Wards: All

Recommendations: **The Committee is asked to:**

- i. Note the report**
- ii. Recommend to Council that the preferred procurement route for the appointment of an external auditor is through a sector led body.**

Policy Overview: The Councils contract with its External Auditor is due to expire, and it will need to appoint a new auditor before 31 December 2017. The new auditor will take on responsibility for examining the 2018/19 financial statements and deliver their first opinion in July 2019.

Financial Implications: The Audit contract is a significant contract with audit fees of circa £70,000. The procurement route for a new external auditor will impact upon the ability of this procurement process to extract the best value for this service.

Contact: Ben Lockwood
01233 330540

Report Title: Procurement and Appointment of External Auditors

Purpose of the Report

9. To inform the committee of the options it has for the appointment of the Councils External Auditor.

Issue to be Decided

10. To make a recommendation to Council on the procurement route for the Council's external auditor.

Background

11. At its meeting on the June 2015 the Audit Committee received a report on the future of local public audit. This reported Informed members of the arrangements that had been put in place following the dissolution of the Audit Commission.
12. In December 2015 the committee received a further report informing members of the Department for Communities and Local Government decision to extend the existing audit contracts by 1 year requiring Authorities to have procured and appointed an external auditor by the end of December 2017.

Options

13. Before considering the procurement options it is important to note that suppliers must be authorised by the Financial Conduct Authority to provide public audit services. Currently the following suppliers are so authorised and provide public audit services in local authorities.
 - a. BDO LLP (Currently auditing 39 authorities)
 - b. Ernst & Young LLP (Currently auditing 232 authorities)
 - c. Grant Thornton UK LLP (Currently auditing 265 authorities)
 - d. KPMG LL P (Currently auditing 218 authorities)
 - e. Mazars LLP (Currently auditing 40 authorities)
14. More providers may seek authorisation as procurement decisions move closer although it is unlikely that small local independent firms will be able to meet the criteria, therefore within this process it is important to acknowledge that the Councils choice of Auditor will be limited.

Solo Procurement and Auditor Panels

15. The Council could opt to take the decision to procure a new auditor alone. To do this the Council would have to establish an Auditor Panel as set out in the 2014 Regulations. The Panel must be independently chaired and contain a majority of independent members. The definition of 'independent' is established in regulations however to be independent a person must :
 - a. not be a councillor or officer of the authority or employed by a prospective auditor and has not been so for at least five years.
 - b. not be a relative or close friend of any serving councillor or officer.

16. Should the authority choose this route, the Auditor Panel could be entirely separate from the Council’s committee structure or a sub-committee within its existing governance (for example a sub-committee of the audit committee). It must meet the composition requirements of the Regulations, including a majority independent members and chair. An Auditor Panel is an advisory body recommending actions to full Council, however the Council is not bound to follow its recommendation. Beyond the appointment of an auditor, the Auditor Panel should remain as a standing committee as it has other functions, including:
- Reviewing the Council’s policy on obtaining non-audit services from the auditor,
 - Maintaining an independent relationship to the auditor,
 - Monitoring the quality and effectiveness of the auditor,
 - Considering any investigation into the circumstances of an auditor’s resignation from office or any proposal to remove, and
 - Receiving any Public Interest Reports published by the auditor.

17. A summary of the advantages and disadvantages of the approach is outlined in the table below.

Advantages/Benefits	Disadvantages/Risks
Maximum (though not complete) control over auditor procurement.	Costs of recruiting and maintaining an <i>Auditor Panel</i> .
Ability to shape auditor requirements to local circumstances	May struggle to recruit sufficient independent members.
	Unlikely to achieve economies of scale.

18. This raises a question whether members would be comfortable with a panel of independent members making recommendations on the appointment of an auditor and overseeing some elements of the governance structure. Whilst it may be possible to recruit a panel of independent members this process would be resource intensive.
19. It also needs to be remembered that an Audit Panel would report directly to council and not through the Audit Committee and this could create some governance issues, especially with the overlap in responsibilities between the Panel and committee for the ongoing items that would be the with the Panels remit.
20. In addition to this it is uncertain whether the audit would be of a sufficient scale to achieve a competitive price and therefore this may result in an increase in the audit cost.

Joint Procurement

21. An alternative to the approach outlined above is that authorities can decide to ask the Auditor Panel of another authority to advise them (a joint procurement, but not a joint Panel). Joint panels need not be restricted by geography or sector (for instance, a joint panel with Police or Fire authorities could meet the requirements). However, the Auditor Panel will still require a majority of independent members.
22. A summary of the advantages and disadvantages of the approach is outlined in the table below.

Advantages/Benefits	Disadvantages/Risks
Spreads the cost of procurement	Some loss of local control of process
Potentially easier to recruit independent members	May encounter complexities if participants have differing procurement aims.

23. It is considered that a joint process is more likely to be able to attract independent members for an Audit Panel it does raise the issue that the panel will remain as a standing committee and therefore a third party body will be maintaining the relationship with the auditor and monitoring their performance and potentially be receiving public interest reports issued. This ongoing function may prove difficult to manage and not be attractive to the Council with this key governance function being operated by a third party.
24. The ability of the body to generate a contract of sufficient scale to achieve a competitive price will be dependent on the number of other authorities that can be encouraged to join the procurement process. A Kent wide body has been considered but this is not a preferred option.

Outsourced Procurement (the 'Sector Led Body')

25. The Secretary of State to authorise a Specified Person who would have the authority to make auditor appointment decisions on behalf of those authorities who opt-in to those arrangements. The regulations do not limit this to a single body however currently the Secretary of State has not made any authorisation and so at this time no Specified Person exists.
26. However, the Local Government Association (LGA) has been exploring the possibility of creating a Sector Led Body (SLB) that would seek authorisation to operate as a Specified Person. The LGA's explorations have included seeking initial feedback from authorities on whether they would be interested in making their procurement decision via an SLB. In a brief survey 58% of respondents reported an interest in the *Specified Person* route (the survey had only a 20% response rate).
27. Authorities that choose to procure via a Specified Person **do not** need to create or maintain an Auditor Panel. In this route, once full Council decides to opt-in, the Specified Person would negotiate contracts and make the

appointment on behalf of councils. The Specified Person would also take on all of the existing tasks of an Auditor Panel on behalf of the opted-in councils.

28. Under the 2015 Regulations, the decision of full Council to opt-in (or not) following invitation by a Specified Person is final. The Council will not have the option of waiting to see what deal the Sector Led body is able to achieve before deciding, nor can it leave the arrangement if it does not support the eventual appointment.
29. A summary of the advantages and disadvantages of the approach is outlined in the table below.

Advantages/Benefits	Disadvantages/Risks
Likely to deliver economies of scale.	Loss of local control of process
No requirement to run procurement exercise or create <i>Auditor Panel</i>	

30. Whilst there is some loss of control of the process this needs to be balanced against the reality of the level of choice that the authority would actually have in the appointment of its auditor. This route has the benefit of being a simplified process and one similar to the process that has been followed previously delivering a considerable reduction in the audit fees. We would need to be mindful of how the sector led body were to recover its costs and monitor the quality of the audit.

Equalities Impact Assessment

31. An EIA is not necessary at this stage.

Handling

32. The Audit Committee is asked to recommend to Council that the council's preferred route to procure an external auditor is through a sector led body.
33. Given the importance of this decision it is suggested that the committee put a report to cabinet highlighting the issue and seeking their endorsement of the recommended approach.
34. Officers will monitor any bodies that come forward and make recommendations on which body is the preferred option for the procurement of the Councils external auditor. A timetable is attached at **Appendix A**.

Conclusion

35. There are three possible routes to procure an external auditor for the council with the sector led body model being the preferred option.
36. The Committee will report to Cabinet with its recommendation to Council.
37. Officers will monitor progress on the development of a sector led body and make recommendations to the Council on the most suitable body to procure the external audit contract.

Portfolio Holder's Views

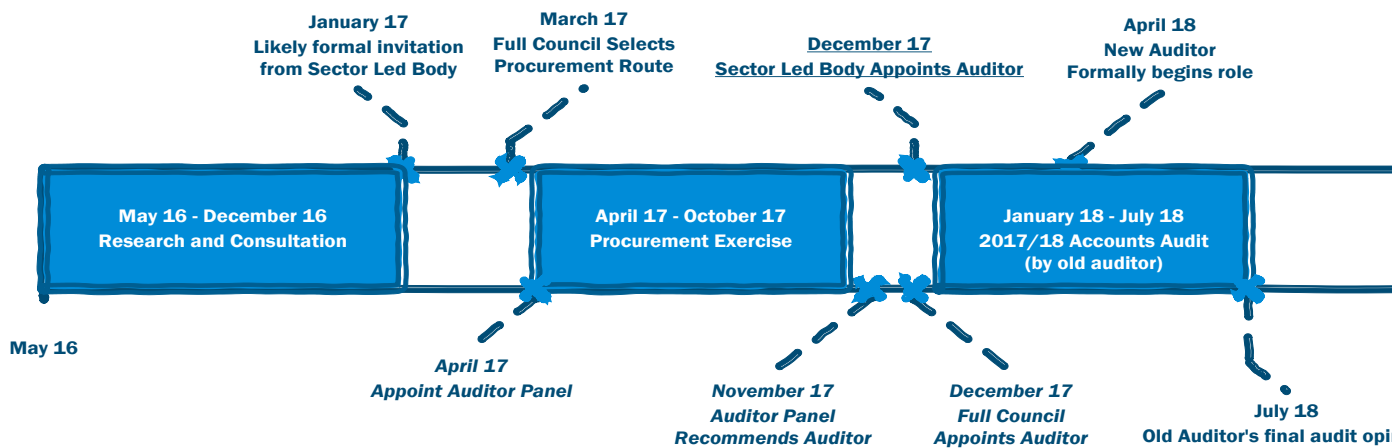
38. To be given at the meeting

Contact: Ben Lockwood

Email: ben.lockwood@ashford.gov.uk

Appendix A - Next Steps

No action is required now. At this stage we ask the Committee to consider the options available and give their views in order to guide the detailed work that officers will then have to undertake. The timeline below sets out a likely way forward from this point.



Italicised events apply only with local procurement
Underlined events apply only with Sector Led Body Procurement

Agenda Item No: 13
Report To: Cabinet
Date: 14/07/2016
Report Title: Ashford Borough Council Annual Report 2015-16
Portfolio Holder: Leader of the Council, Councillor Gerry Clarkson
Portfolio Holder for Information, Technology and
Communications, Councillor Callum Knowles
Report Author: Senior Policy, Performance and Scrutiny Officer, Nick Clayton

Summary:

The Annual Report provides a transparent and accessible summary of the achievements and milestones of Ashford Borough Council over the course of the 2015/16 financial year.

It not only reflects on what has been achieved across the borough and through the work of the Council's services, but also provides another opportunity to highlight the plans for the next four years as set out in the Council's new Corporate Plan.

The intention is for this to be the last year of extensive hard-copy distribution of the Annual Report. Accordingly, this year's Annual Report includes space at the bottom of the back page. Once the report itself has been agreed by Cabinet, this space will be used to provide a link to a simple online form which will encourage recipients to return their details, email address and choice of subjects they would like to receive further targeted communications around. Residents may also complete the hard copy form and return it, to the council offices.

Key Decision: NO

Affected Wards: ALL

Recommendations: **The Cabinet be asked to:-**

(i) Note the contents of the Annual Report for 2015-16

(ii) Agree the method of distribution as set out in paragraph 7.

Policy Overview: Production of an Annual Report offers another means by which the Council can embrace the transparency agenda and provide a high-level reflection on the previous financial year.

Financial Implications:	As there is no specifically agreed budget for the distribution process funding will have to come from reserves.
Risk Assessment	Not specifically applicable, but the report notes progress against a number of projects which the council considers key to achieving its strategic objectives. The project management of these 'Big Eight' projects is conducted regularly by the Ashford Strategic Delivery Board.
Equalities Impact Assessment	N/A. The Annual Report is a summary of projects and initiatives which have previously been agreed by the Council.
Portfolio Holders Comments	"The Council's Annual Report offers a fantastic way for us to provide residents with a high-level reflection on the previous financial year. We will also use the opportunity to gather details from those residents who would like to receive further, targeted information from the council in the future on important service changes, developments within the borough and community events."
Contacts:	Nicholas.clayton@ashford.gov.uk – Tel: (01233 330208)

The Annual Report

1. As part of the Council's wider accountability and transparency arrangements, it is important that Members endorse an Annual Report which considers the outcomes achieved during the last year.
2. The production of an annual report forms a crucial part of the council's overall arrangements to demonstrate good governance and accountability. The revised '*Delivering Good Governance in Local Government*'¹ framework, produced by CIPFA and SOLACE and published in April 2016, notes that such reporting demonstrates good practices in transparency, reporting, openness and engagement to deliver effective accountability.

Distribution

3. In previous years copies of the Annual Report have been distributed by Ward Members and through individual community buildings and local supermarkets. Copies were also provided at the Civic Centre and Gateways. Whilst this provided distribution at minimal initial cost, it included large amounts of incalculable staff and member time.
4. When developing the approach to this year's distribution, it became clear that the most cost-effective means was a mixed approach of targeted distribution in the Ashford urban area through a distribution company, complemented by small-scale circulation to community buildings and supermarkets. This would minimise costs (both calculable and non-calculable) whilst ensuring the most efficient distribution.
5. Quotes were requested from a number of local distribution companies, alongside traditional royal mail postage, and a summary of the costs associated with this are set out below.
6. The assumptions set out below relate to this-year's 20-page annual report (eight pages shorter than last year's), print costs pro rata to those incurred last year, using a distribution company with the focus on individual distribution to the c.29,500 households of the Ashford and Tenterden urban areas. This would be supplemented by small boxes (around 50 in each) to rural ward members for distribution in local community hubs and additional stacks (as previously) for local supermarkets.
7. So, for a focus on individual urban distribution and community distribution points in the rural area, costs would be as follows -

Element	Price
Printing (c. 34,000)	£12,815
Distribution	£2,646
TOTAL	£15,461

¹ <http://www.cipfa.org/policy-and-guidance/publications/d/delivering-good-governance-in-local-government-framework-2016-edition>

8. If the council were to expand distribution to include individual households in the rural areas, including the outlying villages across the Ashford borough, the overall distribution cost would increase by around **£9,380** (plus VAT). The additional printing required to cover all the households (around 52,000) in the borough would also add around **£6,500** to the printing costs noted above. This would bring the final total to around **£31,300**.
9. It should be noted that, as with previous year's reports, there is no specifically agreed budget to meet the cost of producing and distributing the Annual Report. Funding will therefore have to come from reserves. Proposed future years' arrangements for the Annual Report are detailed below.
10. In consultation with the Portfolio Holder, the recommendation that Cabinet is asked to agree the distribution mechanism for the Annual Report, as set out in paragraph 7, demonstrates the best value for money.

Future Annual Reports

11. The intention is for this to be the last year of extensive hard-copy distribution for the Annual Report. In the longer-term, this one-off yearly distribution will be replaced with a move towards more frequent, targeted digital engagement. This move corresponds with the council's other digital developments - including more extensive use of the website - as more appropriate and cost-effective means of engaging with residents.
12. Accordingly, this year's Annual Report includes space for a form at the bottom of the back page. Once the report itself has been agreed by Cabinet, this space will be used to provide a link to a simple online form which encourages recipients to return their details, email address and choice of subjects they would like to receive further targeted communications around. Residents may also complete the hard copy form and return it, to the council offices.



people
serving
people



Ashford Borough
Council
Annual Report
2015 - 2016

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GERRY CLARKSON, CBE

LEADER, ASHFORD BOROUGH COUNCIL

Welcome... To the third of our Annual Reports. The report reflects on the achievements and milestones seen across our borough over the course of the last year.

From hosting the National Tourism Symposium to work now well underway on a new International College at the heart of the town, there is much to celebrate and be proud of.

Exciting future plans have come forward for a 100,000 square foot expansion of the Designer Outlet, alongside a new cinema and restaurant complex in the town centre.

Alongside the opening of a stunning new country park at Conningbrook Lakes, and Ashford bucking the trend and increasing

the number of people visiting the town, we are hopefully beginning to make a significant difference to Ashford as a really good place to live, work and play.

This is not to say that we are in any way complacent – indeed in December we agreed a new 5 Year Plan for Aspiration, Action and Achievement, which builds upon our current successes with a comprehensive plan for the next four years. I look forward to sharing news of Ashford's continued progress with you all in next year's Annual Report.



TRACEY KERLY

CHIEF EXECUTIVE, ASHFORD BOROUGH COUNCIL

Along with Ashford's attraction for national and international companies, the council also looks to reinvigorate its local businesses – and there are several innovative commercial initiatives which you will read about in this report.

While we've been supporting and encouraging these enterprises we've also been focussing on our existing and future residents. A growing borough needs more housing, and our systems help to provide a fast approach to planning while ensuring that quality remains a key priority.

But we're also aware that our growing borough is a changing borough, so we've also been focussing on our ageing population through the early phases of our care-ready homes – both in Ashford and Tenterden.

Through partnership working and careful planning, these homes help our residents to maintain their independence, and also help to reduce costs and dependencies in social care and the health service.

It's important, too, that our communities remain vibrant and you can read about our culture and our communities (pages 12 and 13) as well as our efficient and effective services (pages 14 and 15).

I hope you enjoy this report, and I hope you will take the opportunity to give us some feedback by responding to the short form on the back page.

THE UK'S INTERNATIONAL TOWN

38
MINUTES
from
LONDON



3.6 MILLION
PASSENGERS
travel through
ASHFORD
INTERNATIONAL STATION
each year



Internationally
CONNECTED

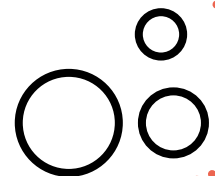



PARIS 1HR 52MINS
away

BRUSSELS 1HR 37MINS

LILLE 56MINS

OFFICE RENT
73%
LOWER than
LONDON




NUMBER 1
BUSINESS
LOCATION in Kent


SUPERFAST 4G

IN THE
TOP TEN%
of the most
DESIRABLE
PLACES TO LIVE

TOURISM brings in over
4 MILLION
VISITORS PER YEAR

TO OVER
30
attractions
across the borough
£ 270
MILLION
PER YEAR

224.5 SQ
MILES
the largest borough in
KENT

ONLY
UNPOLLUTED
DARK SKIES
in the SOUTH EAST

MORE THAN
3,000,000
PEOPLE VISIT
THE OUTLET EACH YEAR

OVER
80
DESIGNER
BRANDS

183,000
SQ FEET

Ashford - the best business location in Kent

Since being named the best place in the county to do business by the county's investment and relocation experts Locate In Kent, more and more businesses are moving to the borough. Indeed, Locate In Kent acted on their own findings and recently relocated to the borough. They share space in International House with the Swedish-owned bank Handelsbanken, who also opened a new office in the Commercial Quarter development this last year.

Ashford's location is one of its most significant assets, with unrivalled road and rail links to the rest of the country and the continent. In fact, the International Station is one of the top 8% busiest stations in the UK. The exciting developments at the Commercial Quarter will take advantage of this connectivity, stimulating major investment opportunities, creating hundreds of jobs and 590,000 square feet of office space.

Plans are underway at the nearby Elwick Place for a boutique cinema, family hotel, restaurants and bars. These received planning permission in December, and alongside the already-approved plans to expand the Designer Outlet with 40 new stores and six new restaurants and cafes, offers further proof of exciting developments in and around the town centre.

October saw the announcement of exciting plans to construct a state-of-the-art new brewery and visitor attraction in the heart of Ashford by Tenterden's award-winning winery Chapel Down. The brewery will enable them to grow their domestic and international distribution, and could be fully operational by December 2016 - subject to receiving planning approval. This was the result of a successful £1 million crowdfunding campaign.



Supporting local businesses

Ashford has bucked the national trend, increasing footfall into the town centre at a time when most others have seen a decline. Independent shops and traders are crucial to the success of the local economy, which is why the council purchased the Park Mall shopping centre in June as part of a proactive approach to support Ashford's high street. With an emphasis on quality, the area now includes the Made In Ashford business collective, alongside the popular crafts and haberdashery Emporia and other.

The LoveAshford.com site continues to offer a 'digital high street', helping town centre traders to reach more customers and share offers and ideas, while the Farmers' Market provides a range of high quality stalls, music and entertainment each month. And so that visitors can find their way around the town as easily as possible, in January we improved and emended the town centre pedestrian signage in a new, contemporary and clear style.

Helping people gain skills and find employment

Whilst Ashford's unemployment remains below the national and county-wide average, it is crucial that Ashford's impressive business development is matched by employment for local people with the right skills. Demolition work began in August to pave the way for a new £16 million state-of-the-art college campus in the heart of Ashford – set to welcome students from September 2017. The Ashford College will play a major part in the town's future growth and prosperity, providing local people with skills for the manufacturing, construction, technology and service sectors.



Quality homes across the borough



It is important that we keep growing the borough and providing the homes all residents need. Building is underway to create a new thriving community at Finberry near Sevington, whilst proposals have come forward to provide more than 800 homes close to the International Station on the former Powergen site.

Work will also begin soon at Chilmington Green, with the development of up to 5,750 quality homes. There will also be schools and infrastructure, including major dualling of the A28, and the creation of over 1,000 jobs over the next 20 years.

We know that a helpful, fast approach to planning helps businesses and homeowners greatly. That is why we have adopted the 'Ashford Model' – an insistence on quality of both design and build to create lasting communities.

During the year we received over 1,600 planning applications, including almost 1,400 from householders and companies seeking to develop their homes and businesses. We know it's important to decide upon these quickly, so we turned around three quarters of these within eight weeks – and approved over 90%.

Innovative solutions to help residents afford their home

Ashford has long prided itself on being the leading provider of rural affordable homes in the county, whilst embracing innovative solutions to meet demand. In November, 13 such new affordable homes - alongside eight shared ownership properties - opened in Charing. This was on top of the almost 400 homes already completed in Ashford through the government's Affordable Homes Programme.

The council's innovative social lettings agency helps those who may not otherwise be able to afford to rent in the private sector.

This leadership on delivering housing for residents across the borough was recognised in March, when the government declared Ashford 'Housing Business Ready' – acknowledging the way in which the council goes the extra mile, working with the private sector and using its own assets to provide local leadership.

Supporting the most vulnerable

Over the next ten years, 40% of Ashford residents will be aged over 50, and may require extra care and support. This is why the council plays its part in supporting those who need additional help to lead fulfilling lives.

In January work was completed on phase one of the new dementia-friendly accommodation at Farrow Court. The new accommodation will offer a total of 104 high-quality living spaces, including eight recuperative care units for people released from hospital who need additional respite care before they can return to their homes, and 12 units for people with learning disabilities.

The council has also recently been awarded nearly £2 million towards the cost of providing care-ready homes at Danemore in Tenterden. Such housing helps people to remain as independent as possible, for as long as possible, in a home suited to their needs. This also plays an important part in helping to reduce costs and dependencies in areas such as social care and the health service.

The recent humanitarian crisis in Syria shocked the world. Ashford is proud that the borough has committed to welcome up to 50 refugees per year for the next five years as part of the government's Syrian Vulnerable Persons Relocation Scheme. These families have been provided with private sector accommodation and support to help them settle into their new local communities.



highlights

throughout the year

APRIL

Ashford's digital high street, LoveAshford.com, was transformed with a new look, more features, offers and events

loveashford 

JUNE

Ashford hosted the National Tourism Symposium, launching the new wine trail



JUNE

SEPTEMBER

Designer Outlet's 100,000 square foot expansion plans approved, creating an additional 700 jobs whilst adding 40 new stores, six restaurants and cafes



SEPTEMBER

MAY

MAY

With the launch of Eurostar's new direct services to the south of France, passengers can now travel from Ashford to Lyon, Avignon and Marseilles up to five times a week

JULY

The Ashford Farmers' Market, which offers local traders, produce, music and entertainment, celebrated its first birthday

JULY

AUGUST

AUGUST

Work began on the new state-of-the-art £16million Ashford College, set to open in September 2017

10

OCTOBER

A series of sailing courses launched at the Conningbrook Lakes Country Park, run by the Sailing School of the Royal Cinque Ports Yacht Club



DECEMBER

Plans approved for a new six-screen cinema, 60-bed family hotel, 8 restaurants or bars at Elwick Place



MARCH

Plans approved for Repton Connect, a new community building and multi-use games area at Repton Park



NOVEMBER

NOVEMBER

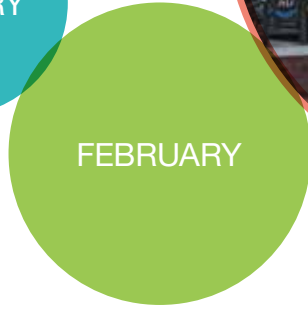
As part of the new Poppy Fields development in Charing, the keys were handed over on 13 new affordable homes and eight shared ownership properties



JANUARY

JANUARY

To mark the completion of the first phase of public works between the International Station and Commercial Quarter, a magnificent art installation was unveiled – Ashford’s ‘Tree of Life’



FEBRUARY

FEBRUARY

Work began on a new Spearpoint Pavilion, which will provide modern facilities and changing rooms

...Ashford's vibrant communities

Supporting our communities



Local facilities for sport and leisure form the focal-point for many communities. That is why the council invested in new facilities in Willesborough, Kingsnorth and Bridgefield. Such facilities bring communities together by providing much needed spaces for local people and groups to use and enjoy. A new Spearpoint Pavilion in Kennington is also under construction, providing modern facilities to support local sports clubs.

In March planning permission was granted for Repton Connect – a new community building and multi-use games area in Repton Park. This centre will host sports clubs, educational courses, cooking workshops and social events.

In June the Intelligence Corps marked their 75th Anniversary with a Freedom Parade through Ashford. The march reaffirmed the bonds of friendship and support between the borough's communities and the armed forces – enshrined within the Armed Forces Covenant signed in 2014.

Play areas across the borough took part in a pilot initiative to create smoke-free play areas. This project has been very successful in providing a cleaner environment for children and their families to enjoy, whilst reducing the amount of cigarette litter.

We know that inappropriate lorry parking causes a variety of problems for local communities. That is why we launched a six-month pilot with the police and county council aimed at cracking down on nuisance lorry parking. The pilot was very successful, with a decrease in HGV parking in the three targeted locations. The pilot forms one part of the council's proactive work to discourage illegal lorry parking across the borough.

Tourism and the rural economy

Ashford is the third most visited destination in Kent for overseas visitors, and the total value of the industry to the borough is estimated at £270 million a year, supporting over 5,000 jobs. That is why the borough was proud to host the National Tourism



Symposium in June, attracting more than 240 leading industry professionals and high profile speakers from across the country.

The symposium also provided the perfect opportunity to launch a brand new wine trail, taking in Tenterden's award-winning vineyards – giving residents and visitors the chance to explore this glorious part of the borough while tasting some of Ashford's excellent local produce.

Conningbrook Lakes

In May Conningbrook Lakes Country Park formally opened to the public. The park reinforces the borough's reputation as a great place to live, work and relax, providing families with a variety of leisure and water-based activities in the heart of the North Downs.

Over 1,700 people of all ages attended an open day in September to try these activities out, including paddle boarding, archery and canoeing.

Culture, creativity and the Arts

In July, nearly 5,000 people braved heavy rains to celebrate 20 years of the Create Festival with a headline set from the 80's icon Adam Ant. The four day festival included Gaz Coombes playing a sell-out show at Revelation St Marys, a Create-themed bandstand in the town centre and KINBAKU – a free multi-media show by members of the Jasmin Vardimon Dance Company.

The Create Festival also celebrated the 174th birthday of Mr George Harper, the man who gifted the Hubert Fountain to Ashford's Victoria Park, with a pre-festival picnic.

In March the council granted planning permission for the Ashford International Model Railway Education Centre (AIMREC). These ambitious plans aim to transform the old Klondyke Railway Works site in Newtown into an important tourist destination – embracing Ashford's railway heritage alongside the only model railway exhibition centre in the world.



Entrepreneurship and self-sufficiency

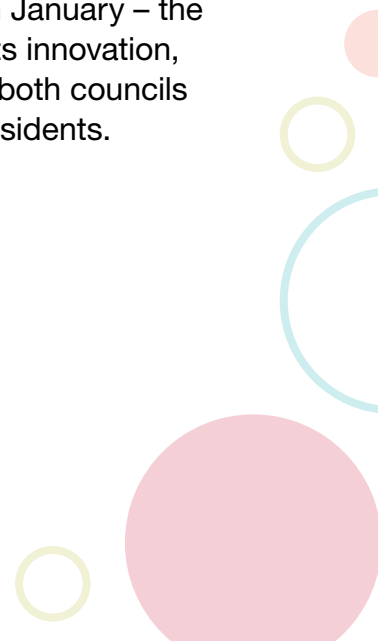
In these times of reducing government funding, the council has embraced a more entrepreneurial approach to become self-sufficient. This will allow the authority to keep its share of council tax the lowest in Kent while making sure that its services aren't affected.

Over the summer the council purchased Park Mall and the Wilkinson store in the town centre. These not only provide the council with valuable income, but also give us the opportunity to breathe new life into this part of the town by welcoming new businesses and investing in the overall look and feel. This follows the purchase last year of International House as part of the ambitious plans for the Commercial Quarter.

Delivering efficient services

The council's entrepreneurial approach gives us the opportunity to innovate and make sure our services work for residents. In March the council's customer services returned to the Civic Centre. The council has seen a change in the way customers use our services, with an increasing number preferring to use online methods or self-help. With the introduction of Universal Credit, this change in location will support an improved customer experience, tailored to provide the right help for everyone and appointments for those with more complex enquires.

It is important that we work with others to achieve the best results for Ashford. That is why we signed a 'District Deal' with Kent County Council in January – the first of its kind in the county. This deal puts innovation, creativity and quality at the heart of what both councils are working to deliver for the borough's residents.



Ensuring quality and high standards

The council works hard to make sure that local businesses operate to high standards. Since the launch of the Food Hygiene Rating System in Ashford in 2012, the borough has seen a significant increase in the number of restaurants, cafes and hotels achieving the top rating of 5.

Building on the success of ratings for food premises, in June the council began a similar voluntary hygiene rating system for tattooists. This system gives such businesses the chance to showcase how clean their operations are, whilst giving customers the confidence that the artist is well trained and knowledgeable.

Since introducing a new recycling service in 2013, the amount recycled by residents has increased four-fold, and the council was nominated for Public Services Recycler of the Year. The borough now ranks as one of the most improved recycling areas in the country.

The council's proactive Town Centre Action Team (TCAT) ensures that our town centre stays clean, bright and beautiful. They maintain the standards of street furniture, signage, car parks and more – while getting involved with some wonderful community projects such as the free book stop by the bus stops in Park Street. The team now work all across the borough, and since October have also made regular visits to Tenterden.



Our plans for the next four years

Our Aspiration:

In December the council agreed a new direction and priorities for the future. This Corporate Plan – Aspiration, Action and Achievement - sets out the positive direction the council is taking to help the borough to grow, thrive and prosper in the coming years.

Whilst the next four years will be a challenging one for local authorities as they prepare for independence from central government funding, the council is committed to a proactive commercial approach - finding alternative ways to generate income and exploring innovative solutions to meet the demands of Ashford's growing population.

The council has four priority areas for the near future, supported by a set of underpinning principles

Enterprising Ashford

Our Aspiration:

To promote growth and achieve greater economic prosperity for Ashford borough. We will work to secure inward investment to create a wide range of jobs carried out by a highly skilled workforce.

Living Ashford

Our Aspiration:

To secure quality homes across the borough, catering for a range of ages, tenures and need, in well planned and attractive new places.

Active and Creative Ashford

Our Aspiration:

To provide or enable a range of quality leisure and cultural activities where people can make healthy and affordable lifestyle choices and enjoy assets that create attractive, desirable and active communities.

Attractive Ashford

Our Aspiration:

To achieve an environment that creates higher standards of public space design, alongside improved standards of presentation of key green spaces. To safeguard and conserve our local heritage and areas of outstanding landscape quality to ensure the very best attractive environment with thriving and vibrant town centres.

Ashford's Underpinning Principles

Our Aspiration:

To remain a well-resourced council, with effective governance, high quality services, good communications, safe surroundings, demonstrating good compliance and high standards.

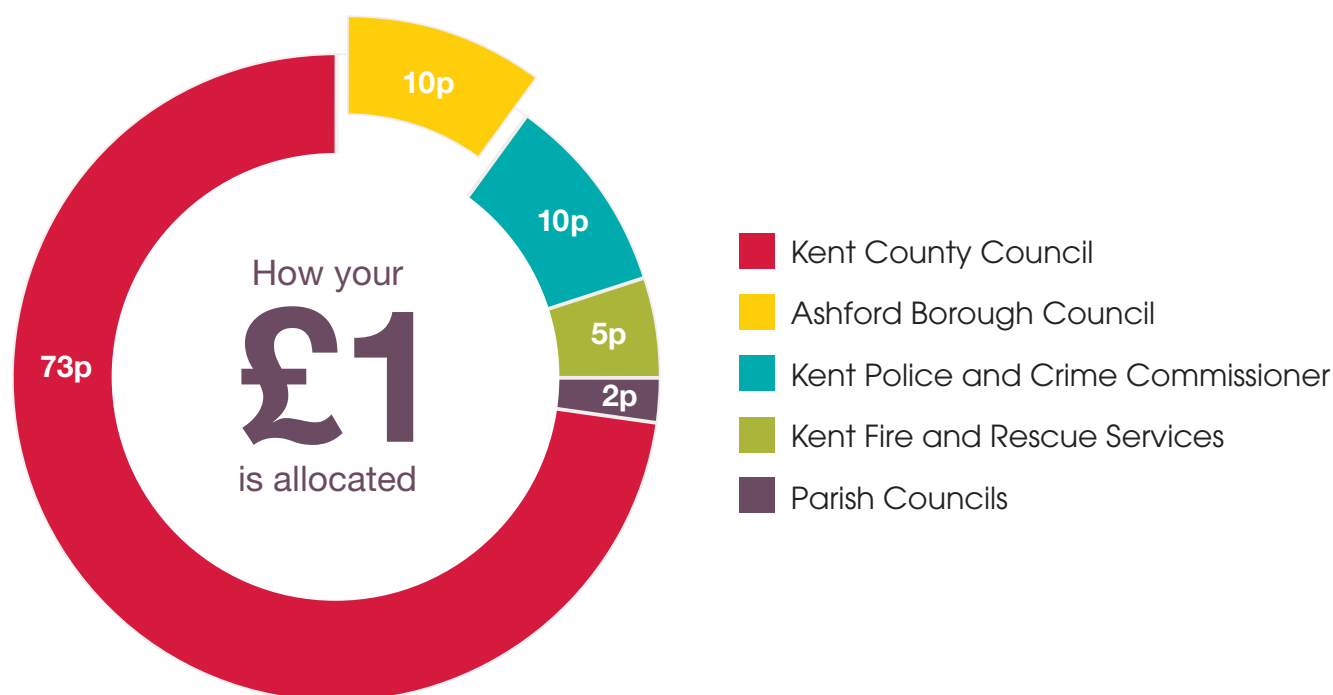
Financial Information

We realise that it is important not only to achieve much, but to do so while keeping our spending – and your council tax bills – to a minimum. This is why our council tax remains frozen for next year and is the lowest in Kent (based on Band D council tax per average taxable property).

We have set a prudent budget for next year under difficult external funding conditions, which has limited the impact on front-line services whilst providing important investment in key areas to progress our priorities. Indeed, our auditors have checked our books and agree that we are not only financially resilient but also provide good value for money. This means we can work cost-effectively while also delivering services that residents are happy with.

Here's a summary of how we spent your money last year. To make sure we continue to offer real value, we manage and monitor our spending regularly to make sure they continue to meet our criteria and your standards.

The pie chart below shows where your council tax goes. Although Ashford Borough Council is responsible for collecting the council tax payments made by Ashford residents, we only keep around 10p for every £1 you pay to provide our own services, and distribute the rest to Kent County Council, Kent Police, Kent Fire and Rescue and the parishes.



The council's budget

Service	2015/16 £000	2016/17 £000	Per Head £
Cultural	1,804	1,851	15.01
Environmental	8,019	8,108	65.77
Planning	3,152	3,455	28.02
Highways & transportation	(333)	1,641	13.31
Housing	66,479	68,558	556.09
Central services to the public	7,661	9,033	73.27
Gross Expenditure	86,782	92,646	751.48
Less grants & other income	(73,013)	(78,547)	(637.12)
Net Expenditure	13,769	14,099	114.36
Contribution to/(from) Reserves	6	1,464	11.87
	13,775	15,563	126.24
Budget requirement financed by:			
Government Grant & NHB	(4,431)	(5,053)	(40.99)
Business Rates	(3,182)	(3,948)	(32.02)
Funding requirement	6,162	6,562	53.23



This is just a snapshot of Ashford's achievements and the services we provide. For full information, including details of your local councillors, find out more at www.ashford.gov.uk

Useful contacts

Ashford Borough Council

Contact us

www.ashford.gov.uk

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customer.care@ashford.gov.uk

- Pay bills online www.ashford.gov.uk/pay
- Apply for our services www.ashford.gov.uk/apply
- Report a problem www.ashford.gov.uk/report
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Kent County Council

Contact KCC

www.kent.gov.uk/roadsand-travel/report-a-problem for:

Street lights, Potholes, Traffic signals, Broken signs, Overgrown trees



ASHFORD
BOROUGH COUNCIL

Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent TN23 1PL

Agenda Item No.14

Report To: Cabinet

Date: 14th July 2016

Report Title: Management of Julie Rose and Conningbrook Lakes and Country Park

Report Author: Christina Fuller Head of Culture

Portfolio Holder: Cllr Jessamy Blanford Portfolio Holder for Culture, Leisure, Environment and Heritage.



Summary: This report updates Members on the change in arrangements recommended to and agreed by the Cabinet at its meeting on 16th March 2016 concerning the lease of the Julie Rose Stadium and management of Conningbrook Lakes Country Park.

In order to protect the pension rights of a number of staff it has not been possible to transfer the service from ALT to the Southern Neighbourhood Community Trust. However, ALT has agreed to enter into negotiations, looking at the same legal arrangement previously offered to Southern Neighbourhood Community Trust. The length of the proposed legal arrangements (i.e. 18 months with an option for an extension of 6 months) allows the Council and ALT to work together to engage the market and put in place more sustainable management models for these facilities and the Stour Centre.

Key Decision: NO

Affected Wards: All.

Recommendations: **The Cabinet be asked to:-**

- i. Agree that the Council negotiate a concession contract with ALT for the operation of Conningbrook Lakes Country Park and Julie Rose Stadium;**
- ii. Agree that officers engage the leisure market with a view to conduct a procurement exercise for these facilities, working with ALT and/or other leisure operators as appropriate, assisted by a dedicated budget of up to £20k in consultation with the Stour Centre Redevelopment and Leisure Management Steering Group;**
- iii. To authorise the Heads of Culture and Legal & Democratic Services, in consultation with the**

Portfolio Holder for Culture, Leisure, Environment and Heritage to take all appropriate steps required to give effect to these recommendations and agree the necessary contracts.

Policy Overview:	The 5 year corporate plan 2015-2020 specifically commits to improving the management and development of the Council's key leisure facilities.
Financial Implications:	We are currently working with ALT to fully understand the financial implications for ALT's operation of the facilities. An 'open book' approach has been agreed. The Council, in conducting an agreed future procurement exercise (explained further in the document) will need expert external advice and up to £20K could be needed to support officers in the process.
Risk Assessment	Officers have prepared a risk assessment for the proposed transfer.
Community Impact Assessment (CIA)	A CIA screening tool has been completed which indicates services are open to all and the proposals in this report bring positive benefits to equality of access.
Other Material Implications:	The proposals in this report seek to support and deliver the corporate plan and medium term financial plan.
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Report Title: Management of Conningbrook Lakes Country Park and Julie Rose Stadium

Purpose of the Report

1. This report updates Members of the need to change the arrangements recommended to and agreed by the Cabinet at its March meeting concerning the lease of the Julie Rose Stadium and management of Conningbrook Lakes Country Park and recommends that the Council negotiate with ALT a concession contract.

Transfer changes

2. Cabinet gave approval for officers to allow a concession contract to be negotiated with the Southern Neighbourhood Community Trust and its agent Serco to operate the Julie Rose Stadium, Conningbrook Lakes Country Park, Courtside/Pitchside and Spearpoint Pavilion. Whilst operating agreements for Courtside/Pitchside and Spearpoint Pavilion are in place, it has not been possible to transfer the service from ALT for the Julie Rose Stadium and Conningbrook Lakes Country Park to Southern Neighbourhood Community Trust.
3. The transfer was unable to take place due to the pension arrangements required for a number of ALT staff that are in or are permitted to be part of the Kent Pension Scheme. The Southern Neighbourhood Community Trust and its operating partner do not have Admitted Body status or a broadly comparable pension. A retrospective application, in other areas, does not disadvantage staff i.e. continuous service is preserved. However the Kent Pension Scheme does not include this protection and thus staff would be required to break their service whilst Admitted Body Status was put in place (which can take 9 months). This is not a broadly comparable scheme and could legally be contested. Thus we have had to withdraw the notice to ALT to allow both staff and customers to be aware of the change and for them to continue under the current legal arrangements.
4. The security of the current arrangements with ALT for Julie Rose Stadium (i.e. a tenancy at will) is not conducive to requiring ALT to sign up to a Service Specification - a monitoring contract that ensures a continued safe and effective service. A lease and management agreement, is the preferred arrangement similar to that offered to the Southern Neighbourhood Community Trust (refer to in the previous Cabinet report).
5. Fundamentally, the length of the Lease and associated Conningbrook management agreement is intended to align with an agreed procurement exercise (i.e. 18 – 24 months).

Procurement Exercise

6. ALT has discussed with the Chief Executive and Head of Culture initial suggestions of how, together, we could engage with the market and seek proposals to secure a stronger well resourced leisure operator with greater capacity. This approach also aims to deliver an improved financial offer that enables the Council to reduce its subsidy as well as support future investment at the Stour Centre.
7. Clearly, if we cannot reach agreement on the process or as the exercise progresses then the Council will need to agree for officers to start a new procurement process for our community facilities which will exclude the Stour Centre but will complete in 18 – 24 months i.e. aligning with the concession contract for the Julie Rose Stadium and the Conningbrook agreement as well as others now in place.
8. The Council's involvement in procurement exercises will require external expertise and Cabinet is asked to support up to £20K for this work, if required.

Risk Assessment

9. ALT's agreement to a comprehensive Service Specification provides a robust monitoring framework to manage operating risks as part of the Julie Rose Stadium Lease and Conningbrook Lakes Country Park management agreement.
10. The concession contract and management agreements' length of 18 months with an option of 6 months extension provides both parties to put in place appropriate procurement exercises, and allow the preferred model of operation to mobilise.

Community Impact Assessment

11. Services are open to all and the proposals in this report bring positive benefits to equality of access.

Other Options Considered

12. The operation of both facilities could be taken in house. This would require significant resourcing with at least 20 staff joining the establishment and potentially joining the pension scheme. The operating budget would need to take into account £82K for rates and VAT implications (lessened by Trust status).
13. Such commitments, whilst not impossible to deliver, are considered unnecessary at this time given the current discussions with ALT. If negotiations are not successful then the in house option or a further procurement exercise will need to be considered for these facilities.

Handling

14. The Stour Centre's future regeneration and our relationship with ALT particularly as part of a procurement exercise is the focus of the Stour Centre Redevelopment and Leisure Management Steering Group. The chair Cllr

White, is keen to monitor the arrangements and a market testing exercise that will support the Stour Centre.

15. ALT is working on providing an effective business plan with bespoke business proposals one of which is to bring forward an investment plan for the facilities it operates. Officers will continue to encourage ALT to work in partnership to deliver this and the Stour Centre Redevelopment and Leisure Management Steering Group aim to consider and scrutinise proposals and report to Cabinet as required.

Portfolio Holder's Views

16. Cultural Services are working hard to agree a short term contract with ALT over the method of working together during the next few months. This will also include the start of a procurement exercise for a professional sports and leisure management partner. Further discussion will be undertaken with the Stour Centre Redevelopment & Leisure Management Task Group which is meeting on 13th July. I recommend the Cabinet to agree that delegated powers to cover the arrangements for this contract are given to the Head of Culture and Legal and Democratic Services, in consultation with myself.

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len.mayatt@ashford.gov.uk. Tel: 01233 330490

Agenda Item No: 15
Report To: Cabinet
Date: 14th July 2016
Report Title: Looking After the Town Centre:
A review of T-CAT's role and its needs
Report Author: Policy & Performance Manager: Kirsty Hogarth
Portfolio Holder: Town Centres Focus & Business Dynamics: Cllr Galpin



Summary:

The Town Centre Action Team (T-CAT) was formed three years ago with the intention of having a flexible and reactive resource to keep the town centre attractive and well-looked-after. This review is to check that T-CAT is achieving what it set out to do and is providing extra worth to the town centres.

Key Decision: NO

Affected Wards: Town centre wards

Recommendations: **The Cabinet, in acknowledging the positive contribution and value of T-CAT, be asked to approve the following recommendations in respect of continuing and improving the service:**

(i). That, in the interests of better service integration and synergy, and support to the Corporate Plan, T-CAT should be re-located to the Environmental & Contracts Team and that management responsibilities should transfer to the Environmental & Contracts Manager.

(ii). In support of recommendation (i), the agreed budget for T-CAT should transfer to the Environmental & Contracts service, to be managed and monitored by the Environmental & Contracts Manager.

(iii). Once the T-CAT Team has settled into its new service location and the synergy between T-CAT, Biffa and Aspire is better understood, the size of the T-CAT team should be reassessed in line with Ashford's growth.

(iv). In support of the Corporate Plan and its underpinning principles, that the Environmental & Contracts service should consider the best way of raising T-CAT's profile once they are settled into the Environmental & Contracts service.

Policy Overview: In line with delivery of the Council's Corporate Plan: 2015-2020

Financial Implications: Transfer of budget to base budget for Environmental & Contracts – and possible increase in terms of lease vehicle and, eventually, workshop/storage facilities.

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Report Title: Looking After the Town Centre: A review of T-CAT's role and its needs

Purpose of the Report

To determine the way forward for T-CAT by agreeing the four recommendations on the front page of this report.

Background

1. The Town Centre Action Team (T-CAT) was formed in October 2013 to reflect the aspirations of ABC Members to have a vibrant and well-looked-after town centre. This would not only help in attracting visitors, but also in encouraging business location, development and investment and helping to ensure the town centre economy remains buoyant – all of which would underpin the Council's corporate and business planning processes.
2. Since that time, T-CAT has extended its role, to encompass work in both Ashford (as the 'urban' centre) and Tenterden (the rural centre), ensuring that the two towns remain clean and tidy, with street furniture kept in state of good repair.
3. T-CAT's efforts have also been extended through the type of work that the Team now does, expanding to include support to the council's economic development function: fitting out/decorating shops (particularly in Park Mall), supporting the monthly Farmers' Market (setting up and dismantling), plus constructing planters and bus stop 'libraries'.
4. For some time now requests for T-CAT's support and work have been increasing (from both Members and Officers), although there have been various staff changes over the last two years that have left T-CAT substantially under-resourced. Recent recruitment re-establishes the original Team's size, but this – in turn – leads to various questions.
5. The purpose of this review, therefore, is to look at T-CAT nearly three years' on, establishing whether it is fulfilling its original intentions – both strategically and operationally; whether it is fit-for-purpose; and what, if anything, needs to be changed. This report aims to look at those aspects and provide some firm recommendations, in the first instance to Management Team and, subsequently, to Cabinet.
6. During the course of the review, consultation took place with officers, councillors and the T-CAT Team itself. As the report states, all the feedback has been positive, and there is no doubt that T-CAT fulfils a role that 'adds a little extra' to the town centre and provides services that we would not otherwise have. As shown in the next section (relating to costs and benefits), T-CAT's 'worth' cannot be quantified in specific monetary terms. However, there is no doubt that the T-CAT team have provided services and support that would not have existed without them and which have brought much

added-value to the town centre. Without exception, that has been the view of people interviewed for this review, and T-CAT when it was fully staffed was a welcome sight on Ashford's streets.

7. The conclusion of this review is that T-CAT should continue, but that operational changes (to be determined by management) should provide a clearer focus for the Team and more clarity for Members on T-CAT's role.

The Way Forward

Costs, Benefits & Finance

8. The annual cost of T-CAT to the Council is £120,000 (not including support costs). £95,000 of this is made up of the Team's salaries; the rest is in costs for equipment, materials and vehicles.
9. In terms of measuring T-CAT's value-for-money, at this stage (with the Team having been consistently under-staffed and supported by staff from other areas - principally Parking Services) it is not possible to conduct a valid analysis in any scientific sense, so the 'worth' of T-CAT cannot be quantified in specific monetary terms. However, there is no doubt that the T-CAT team have provided services and support that would not have existed without them and which have brought much added-value to the town centre. Without exception, that has been the view of people interviewed for this review, and T-CAT when it was fully staffed was a welcome sight on Ashford's streets.
10. Some of T-CAT's added value has come from the 'just' jobs (which needed to be done quickly) ... addressing unsightly fly-tipping in the town centre, for example, or clearing glass or other dangerous debris ... or are things that would have cost the council a lot of money if done by others on a one-off basis.
11. T-CAT has also provided a 'creative' service, by doing jobs that would never, otherwise, have been done at all. This includes making planters for various parts of the town centre, as well as bus-stop libraries: both initiatives of their own that have brightened not only the physical environment, but also the lives of people visiting the town centre or waiting for buses! Additionally, T-CAT is involved in some educational work, including Safety At Work week, Clean Sweep events and providing Sir Litter Not at community events such as Create and the Stanhope Fun Day.

Finance for T-CAT was originally provided by New Homes Bonus; this is expected to continue through the lifetime of the MTFP to 2021.

12. **Recommendation: To make sure the agreed budget transfers to Environmental & Contracts, along with the T-CAT Team, under the management of the Environmental Contracts & Operations Manager.**

A more structured approach

13. The first point to give a more structured approach to T-CAT is the proposal to move the T-CAT Team from their current location, in Health, Parking & Community Safety to the Environmental & Contracts Team.
14. When the concept of T-CAT was first proposed, it was intended to be part of the Environmental Team; with the reforming of Environmental & Contracts to include both street cleansing (Biffa) and landscape services/grounds maintenance (Aspire), it is a logical move to have T-CAT in the same service area, in order to be able to support both those functions, and to complement them as well. By making this move, it will also give greater support to the Corporate Plan – particularly to priority 4: Attractive Ashford - in helping to improve the presentation of the borough.

15. The following diagram shows the 'fit' between the service areas:

IMPROVING THE PRESENTATION OF THE BOROUGH



Pride, Ownership and Responsibility

16. Each of those service areas - Landscape Services (now called Aspire), T-CAT and Biffa – is responsible for part of the presentation of the borough, ensuring that high standards are maintained in street cleansing, grounds maintenance and overall presentation of the public realm.
17. **Recommendation: That T-CAT should be relocated to the Environmental & Contracts Team and that management responsibilities should transfer, accordingly, to the Environmental & Contracts Manager.**
18. As stated earlier, the original purpose of setting up the T-CAT Team was to improve the appearance of Ashford Town Centre, making it a more attractive place to visit, to shop, to do business, to live ... and to invest. These aspirations are all part of the Corporate Plan, which T-CAT helps to fulfil at a very operational and 'on the ground' level.
19. There is no doubt that T-CAT has fulfilled this agenda, and feedback – from Members, Officers and the public – has been extremely positive.
20. Since its inception, T-CAT has covered many areas of work – from the regular, general maintenance issues (such as painting or repairing street furniture or removing graffiti), through to the innovative and creative issues, such as building bus-stop libraries and fitting out shops in Park Mall. Within those parameters, there have also been many other duties, including supporting the Farmers' Market (erecting & dismantling it), removing fly tipping, and providing a general reassuring presence in the high street.

21. Some of the work T-CAT has covered, however, has been work that should have been undertaken by the Council's contractors who are paid to carry out certain duties under contract. This has obviously not been acceptable.
22. T-CAT will no longer carry out anything that has a contractual obligation – unless there are exceptional circumstances. This is a message that will be reinforced by officers managing the process, as it is vital that the council is satisfied its contractors are doing what they are supposed to do, and what they are paid to do. In terms of value-for-money, financial accountability and transparency this is also important.
23. One of T-CAT's strengths has been flexibility: both in terms of team members' ability to 'turn their hand' to various skilled and unskilled functions, and in terms of being around to pick up urgent issues that need resolution.
24. However, and as demonstrated by the contractual duties that T-CAT has covered in the past, flexibility can be a two-edged sword, so that the team has undertaken tasks designated to be carried out by others. Perhaps more importantly, T-CAT has not always been able to be clear about its agenda, or who sets it – because those issues have never been specifically defined - which has led to uncertainty about tasks they should, or should not, be carrying out, and to some difficulty in prioritising those tasks.
25. With a variety of people managing or tasking T-CAT over the last three years, it has become apparent that there should be a more structured approach to tasking T-CAT overall. This means that the Team should have a schedule of works, which will list the regular tasks to be covered (whether on a daily, weekly, monthly, quarterly, annual – or other regular - basis) and the inspections needed to catalyse some of that work.
26. Such a schedule would not limit the flexibility of T-CAT: a schedule of works would give a defined set of tasks to the Team, while allowing it still to remain reactive for necessary 'just-in-time' or 'one-off' jobs.
27. In parallel with this, it is important to ensure that T-CAT is properly tasked by an identified line manager. This will reduce any conflict about priorities or the nature of tasks to be undertaken, as well as have the benefit of ensuring that T-CAT are available as-and-when required for the tasks they are supposed to be carrying out.

T-CAT's Size & Location

28. Various issues and questions have been raised during the course of this review of the T-CAT Team – one of which is the size of the Team. Originally staffed by four FTEs, a fifth post was agreed to be funded (from the Parking Services budget).
29. The Team, however, has not been at full strength for some time now; personnel difficulties and staff sickness have resulted in only two or three of the four officers being present at any one time. This has meant that this review is not in a position to judge what the optimum size of the T-CAT Team should be, as there is no evidence base to show whether four staff were

sufficient, or whether it needs five to fulfil a role with which Members are happy.

30. When this review first started, there were only two Members of the original Team still in post, and they needed to be supported by a temporary member of staff, as well as various staff from Parking Services.
31. Additionally, with Ashford's growth already in train (via the new college and the planned Elwick Place and Commercial Quarter developments), some thought should be given to the future requirements of T-CAT, in terms of servicing a wider area and a night-time economy.
32. **The next recommendation, therefore, is that over the next six to 12 months, the service monitors carefully the tasks designated for T-CAT, together with the 'fit' of the Team with the street cleansing and grounds maintenance teams, and then reviews the size of the Team according to the Council's requirements.**
33. In terms of the Team's location, the review has identified four locations that T-CAT works from. They are based in the Ashford Monitoring Centre, which is an arrangement that suits everyone. Ashford Monitoring Centre will continue with the administrative function for T-CAT as it fits well with public reporting mechanisms.
34. The Team's equipment, however, is based in three separate locations: a container in Vicarage Lane, a storage/workshop area in Edinburgh Road and a garage in Brookfield. Because of parking and storage constraints, this is not ideal, although it is all – currently – free.

In an ideal world, T-CAT would be based at the new depot, where it would be best-placed to support the new Grounds Maintenance Team – ASPIRE. The costs of the new site, however, have meant that space is limited and it is, therefore, proposed that T-CAT retain their current workshop and storage spaces, with a view to identifying some shared space capacity within the new depot once ASPIRE is up and running.

Transport & Equipment

35. The other issue to be considered is that of a replacement vehicle for T-CAT. It is important that the Team has the use of an appropriate vehicle – i.e. one that is suitable for all its needs.

The type and specification of the vehicle remains an issue for the managers of the service, but it is important to note that the T-CAT Team requires a vehicle that is practical, able to carry large pieces of equipment or materials and can be left loaded and secure.

Raising T-CAT's profile

36. T-CAT's profile started off high and T-CAT over the three years since its inception has received a lot of positive publicity.
37. Some of the most recent publicity, however, has been due to one of the T-CAT members of staff (the supervisor) informing the Town Centre Regeneration Manager of T-CAT's work and asking her to publicise this.
38. There is no doubt that a high profile is beneficial: to T-CAT in motivational terms, to the Council in reputational terms, and to the town centre retailers and the public in 'feel good' terms.
39. This review recommends, therefore, that, once the Team has settled in to its new location with Environmental & Contracts, there should be a management review on how to keep T-CAT's profile high within the town centre.

Recommendation: To consider the best way of raising T-CAT's profile once they are settled in with the Environmental & Contracts Team.

Portfolio Holder Comments:

Councillor Galpin is the Portfolio Holder with responsibility for Town Centre Focus and has commented as follows:

This report describes some of the positive outcomes that are attributable to the activities of the TCAT team. TCAT has often become the resource of first resort and consequently is frequently taken away from its key objective. The report covers how this can be overcome and a new model for relating to other contractors will be most useful. T-CAT is emblematic of the success of Ashford town centre and I commend all involved.

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Agenda Item No: 16
Report To: Cabinet
Date: 14 July 2016



Report Title: Phase 1 Commercial Quarter Office Development (Land Transaction)

Report Author: Stewart Smith, Senior Commercial Development Manager

Portfolio Holders: Cllr Clarkson, Leader of the Council

Cllr Shorter, Portfolio Holder for Finance and Budget, Resource Management

Cllr Galpin, Portfolio Holder for Town Centre Focus and Business Dynamics

Summary:

In October 2015 Cabinet members approved the Council's five-year Corporate Plan, in which a key priority is encouraging economic investment and growth. The Commercial Quarter is crucial to this and, as part of the Council's Big 8 agenda, forms a critical part of the strategy for the economic development of the borough and regeneration of the town centre.

This proposal, at the heart of the town centre, is crucially important in the successful delivery of the Commercial Quarter which it is envisaged will revitalise the town centre and bring with it many economic advantages including:

- employment opportunities;
- linked trips and increased town centre spend;
- an attractive and modern business environment; and
- the catalyst for wider investment and development.

Terms of the above land deal, the first phase of development of the Commercial Quarter, which will deliver 80,500 sq ft of development at Dover Place including office space with retail and restaurants on the ground floor together with car parking and landscaping, have previously been presented to, and agreed in principle by, the Town Centre Regeneration Board at its meetings of 26 August 2015 and 27 January 2016.

Subsequently lengthy detailed design and commercial negotiations have taken place and this report comes to Cabinet requesting that it recommend to Council that it approve the terms for the transaction as they now stand (the "Transaction").

This report will cover all elements of the development proposal

including:

- i. the sale contract relating to land at Dover Place (including the consideration and overage provision);
- ii. the south park car park lease (including the Council's development option);
- iii. the office lease to the Council;
- iv. the planning position;
- v. The land valuation,

It will also seek to highlight the regeneration and economic development benefits that it is anticipated will come from what is proposed and how the Transaction demonstrates the Council's commitment to securing the early regeneration of the town centre.

The Council operates as transparently as it can at all times but there are circumstances where its ability to act commercially would be hindered by the full disclosure of the financial and valuation information and advice it has received and, as such, parts of this report are not made available for publication.

Key Decision: No

Affected Wards: Victoria Ward

Recommendations: That Cabinet is asked to recommend to Council that it:

- i. notes the advice contained within this report;
- ii. notes the valuation advice contained in **Exempt Appendix A**;
- iii. approves the Transaction as set out in paragraphs 10 to 32 below;
- iv. approves the land disposal values in respect of the Dover Place Land and the South Park Land as contained in **Exempt Appendix E**;
- v. authorises the disposals referred to at iv above at the undervalue as set out in **Exempt Appendix E** on the grounds that the land transactions will help to secure the promotion or improvement of the economic, social or environmental well-being of the local area and the undervalue is less than £2m under market value; and
- vi. authorises the Chief Executive in consultation with the Leader of the Council, the relevant portfolio holders, the Director of Law and Governance, the Head of Finance and the Head of Corporate Property and Projects to take the

necessary steps to finalise and complete the legal documentation to enable the Transaction to proceed.

Policy Overview:	The Council's five-year Corporate Plan identifies encouraging economic investment and growth as a key priority. The Commercial Quarter is crucial to this and as part of the Council's Big 8 agenda forms a critical part of the strategy for the economic development of the borough and regeneration of the town centre.
Financial Implications:	The financial implications which are considered in the report relate to the land values received in respect of the land disposals (freehold and leasehold); the costs of the land the Council is required to acquire to be able to deliver the development site; the potential loss of car parking income from the Dover Place car park; the potential impact on rental income generated from International House; the potential cost of the Council exercising its option to buy back the development site should it decide to do so; and the costs associated with the Council's leasing of 23,976 sq ft of office space in the new office building.
Risk Assessment	A Risk Assessment is contained in the report.
Equalities Impact Assessment	Not applicable.
Exemption Clauses:	Not For Publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Appendices:	Exempt Appendix A – Valuation Advice from Watson Day Appendix B – Plans 1, and 3 Appendix C – Computer Generated Image of the Development Exempt Appendix D – Council Land and Lease Costs Schedule Exempt Appendix E – Land Disposal Values
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Report Title: Phase 1 Commercial Quarter Office Development (Land Transaction)

Purpose of the Report

1. To highlight the regeneration and economic development benefits that will come from the proposed development and request that Cabinet recommend to Council that it approves the Transaction the exact details of which are contained in this report.

Background

2. Dover Place was acquired by the Council from the HCA in April 2014. It formed part of the Council's strategic land assembly programme which incorporated other HCA owned sites including International House. The Council's intention has always been to redevelop Dover Place to take advantage of its key strategic location adjacent to Ashford International Station and the extensive development opportunities it affords to deliver the Commercial Quarter.
3. The Ashford Area Town Centre Action Plan (2010) recognised the Commercial Quarter as a site which would play a leading role in job creation for the town centre delivering new office space and public realm. Additionally a master planning exercise carried out by the HCA in 2012 identified the potential opportunities for major private sector inward investment in the Commercial Quarter.
4. The Council's five-year Corporate Plan identifies encouraging economic investment and growth as a key priority. The Commercial Quarter is crucial to this and as part of the Council's Big 8 agenda forms a critical part of the strategy for the economic development of the borough and regeneration of the Town Centre.
5. The first parcel of land for development in the Commercial Quarter was identified as part of an internal master planning exercise undertaken by the Council in 2015. This development opportunity was then marketed by appointed agents Altus Edwin Hill in March 2015 (this included placing an advertisement in the Estates Gazette). Following a presentation to the Town Centre and Regeneration Board a successful bidder was selected and that bid forms the basis of the Transaction having been agreed in principle at its meetings of 26 August 2015 and 27 January 2016.
6. Since then lengthy and detailed design and commercial negotiations have continued and a new full planning application submitted which has resulted in the Council reaching the position it has now and as is explained in paragraphs 10 to 34 below.

Regeneration and Economic Development

7. In 2003 Ashford was identified as one of the "growth areas" in the Government's Sustainable Communities Plan. The Growth Plan Agenda set the context for the current Core Strategy (2008). The Core Strategy sets out a strategic vision for development in the borough including economic strategy and emphasises the importance of job creation that keeps pace with house building and the need for

development that will help revitalise town centres which will be supported in specific site allocations.

8. The Ashford Area Town Centre Action Plan (2010) specifically recognises the Commercial Quarter as a site which will play a leading job creation role for the town centre delivering new office space and public realm.
9. This proposal at the heart of the town centre and consisting of 80,500 sq ft of office space, retail and restaurant space at Dover Place together with car parking (on and off site) and landscaping (the “Development”), is crucially important in the successful delivery of the Commercial Quarter which it is envisaged will revitalise the town centre and bring with it many economic advantages including the following:
 - **Employment Opportunities** – short term jobs will be generated during the construction phase. Many of these jobs will be retained in the borough; this is based on experience elsewhere which shows that this type of employment does often not have a wide catchment. Long term, the Development will provide for a range of employment opportunities which can be exploited both by the local population and from further afield, bringing business and people to the borough. The longer term office based employment opportunities are likely to be higher skilled, providing opportunities that are currently limited.
 - **Linked Trips and Spend** – the increase in town centre footfall will increase the linked trips and spend within the town centre. Studies have shown that office workers very often prefer to eat, drink and socialise within close proximity to their place of work, very often out of necessity rather than choice. Likewise with shopping and leisure activities such as gyms, cinemas and retail. Businesses in the town centre should see increased trade as a consequence of the Development.
 - **Catalyst for wider investment** – the Development will generate growth and act as a key catalyst for wider investment and development in the town centre, specifically the Commercial Quarter, due to the close proximity to the International Station and the 38 minute journey time to and from London St Pancras.
 - **Attractive and Modern Business Environment** – The Development will be the first phase in the realisation of the Commercial Quarter, continuing the transformation of an underutilised and unattractive town centre location into a modern and exciting commercial hub taking advantage of its strategic location and forming a link between the historic core of the town and its mainline domestic and international railway stations.

Phase 1 Commercial Quarter Office Development (Land Transaction)

The Dover Place Land Sale Contract

10. The land sale contract proposes to sell the freehold of land at Dover Place car park shown edged red on **Plan 3** attached at **Appendix B** (the “Dover Place Land”) to Ashford Commercial Quarter Limited (the “Developer”) (a special purpose vehicle formed specifically for the purpose of carrying out the Development) for the land value referred to in para 1 of **Exempt Appendix E** plus overage.

11. The overage provision is there to protect the Council from the Developer making more profit than originally anticipated. The overage provision applies for 20 years from the date of completion of contracts or until the Developer disposes of the whole of the building, whichever occurs first.

12. The overage calculation can be summarised as follows:

$$((A - B) \times 50\%) - C$$

Where:

A = the net receipts (the value of all disposals up to the relevant trigger date less costs)

B = the Buyer's profit (18% of the value of all disposals up to the relevant trigger date)

C = the aggregate of all overage payments paid by the Buyer before the relevant trigger date.

The Developer has provided a list of costs that can be deducted from the net receipts and these "heads" of costs are contained in the contract.

13. It should be noted that overage mechanisms never guarantee future payments and it is often the case that little if anything is recovered.

14. The land sale contract is conditional on a number of things. These include the Council acquiring and transferring (or granting rights over) small parcels of land currently outside of its ownership, and, most importantly, the issue of a satisfactory resolution to grant planning permission for the Development and agreement of the terms of the accompanying s.106 agreement (the "Conditions")

15. The Conditions are there to protect both the Council and the Developer. The Developer will only want to acquire the Dover Place Land and be bound by the various contractual terms if it can be developed in accordance with a planning permission that meets with its satisfaction. In this respect, if the Developer is not happy with the planning permission it can refuse to complete on the deal.

16. Equally, the Council is only agreeing to sell the Dover Place Land on the agreed terms on the basis that it is developed as is proposed in the planning application (which the Council has previously approved the content of). The Council is selling the Dover Place Land because it wants to see the Development delivered. In this respect, whilst the Developer can walk away from the deal if it does not deem the planning permission to be satisfactory, it cannot choose to proceed without planning permission for the Development. This is to try and protect against the Developer buying the land and then doing something else with it (subject to planning).

17. There are other controls which the Council has in place to try and ensure that the Development is carried out or, that steps can be taken by the Council to buy the land back in the event that it is not. These include:

- Placing a restriction on the title to the Dover Place Land which means that for forty years from completion of contracts it can only be used for purposes permitted in the agreed planning permission; and
 - The various option rights that the Council has including the right to buy back the Dover Place Land for £1 in the event that the Development is not commenced within 12 months of completion of the land transfer (see paragraph 31 below).
18. Various rights over the Dover Place Land have been reserved in favour of the Council to ensure that the Development does not impede the further development of the Dover Place Land and the Commercial Quarter.
19. The costs of the land the Council is required to acquire and transfer to enable the Developer to deliver the Development are included in the Council Land and Lease Costs Schedule at **Exempt Appendix D**.

The South Park Car Park Lease

20. The land shown edged red on **Plan 1** attached at **Appendix B** (the “South Park Land”) is to be leased to the Developer on terms set out in para 2 of **Exempt Appendix E**. The lease will be granted simultaneously with the land transfer as soon as the land sale contract Conditions are satisfied (see para 14 above).
21. In addition to the controls referred to in paragraph 17 above, there is an obligation on the Developer to complete works (the specification having been approved with the Council) to create car parking spaces on the South Park Land. Again this is to ensure that the Development is delivered.
22. There is also a restriction imposed in the lease which specifies that the South Park Land can only be used as car parking for the office development on the Dover Place Land. In addition to this, the car park lease cannot be underlet to anyone other than the owners/occupiers of the Development and can only be assigned as a whole to a party who is the registered proprietor of the office development. These provisions ensure, as far as possible, that the car park and its use are linked to the office development on the Dover Place Land at all times.
23. The reasoning behind locating the majority of the car parking for the Development away from the Dover Place Land is because whilst close proximity car parking was identified as essential for the success of the Development (the Altus Edwin Hill (pre-marketing) Office Market Report), locating all of the spaces on the Dover Place Land would have meant that there was little left for the development of the remainder of the master planned Commercial Quarter. Therefore it was proposed by the Council that a lease, together with the car park option referred to below, of the less valuable South Park Land which is located outside of the Commercial Quarter would serve the purpose of providing the required car parking without impeding future development.

The Council’s South Park Car Park Development Option

24. Should the Council wish to build a multi-storey car park on the South Park Land at some point in the future, it can call on the Developer to surrender the car park lease. This is conditional on the Council being able to provide the same number of temporary spaces, which are no further away than the existing ones, whilst the multi-storey is being built and offering the spaces back to the Developer, on the same lease terms, once the multi-story is completed. In addition to this, the car park lease is limited to the air space 2.5m up from ground level. Everything above this height is retained by the Council in order to protect its ability to develop above the car park should it want to.

The Office Leases to the Council

25. The Council is agreeing to lease two floors of office space (totalling 23,976 sq ft) in the Development once it is completed for a term of ten years (2 x 11,988 sq ft leases for 10 years).
26. The annual rent will be determined by multiplying the exact internal area by the rent per sq ft and is subject to an upward only review at year 5. The total estimated costs of the Council leases over the duration of the ten year term are shown in the **Council Land and Lease Costs Schedule at Exempt Appendix D**. The rent review is not provided for in Appendix D on the basis that it is impossible to accurately predict and it is envisaged that any increase will be passed on to a sub-tenant.
27. The Council has agreed to taking the leases on the basis that this is a speculative development for the Developer, being one which is to be built before tenants are in place to take the leases, and the Council is sharing some of the risk with a view to delivering the economic and regeneration benefits referred to previously in this report.
28. The Council's intention is to sub-lease the office space at nil net cost or, potentially, at an uplift and negotiations have already taken place with prospective tenants. The Developer has advised that soft market testing has indicated that there is significant interest in the Development with pre-lets of up to half of the available space (excluding what the Council is leasing) expected after the grant of planning permission. Likewise the advice the Council has received from Watson Day (**Exempt Appendix A**) is encouraging (para 20.8). The Council's solicitors have confirmed that the leases are in an institutionally acceptable form and that they have the necessary flexibility to allow the Council to sub-let or licence as required.
29. It would be remiss of the Council not to consider the potential implications of the result of the recent EU referendum. The outcome has inevitably resulted in a certain amount of uncertainty and anxiety amongst businesses and individuals in the short term and the longer term effects are yet to be fully understood. As a consequence of this, subsequent to the referendum result the Council renegotiated its position in respect of the space that it is letting and agreed a letting strategy, which will be provided for in the legal documentation, and which will ensure that the first 11,988 sq ft of office lets within the Development will be on the basis that the tenants are sub-tenants of the Council (subject to the Council reasonably approving to the proposed sub-tenant). This could potentially limit the Council's exposure to half of what it is letting. The Council would continue to seek to sub-let the remaining 11,988 sq ft that it retained after this.

The Council will play an active role in the marketing of the Development and the Commercial Quarter generally with a view to ensuring its success.

30. The Council has experience of the successful and profitable ownership and management of commercial property including both International House and the Ellingham Industrial Estate

The Council's Option to Purchase the Dover Place Land and the South Park Land

31. An option to purchase will be entered in to which will give the Council the opportunity to acquire the Dover Place Land and the South Park Land in the following specified circumstances:
- If the Developer has not started the development works and has not entered in to a construction contract for the Development within 12 months from the date of completion of contracts, then the Council can acquire the Dover Place Land and the South Park Land back for £1; and
 - If the Developer has not completed the Development within 7 years of completion of contracts then the Council can acquire the Dover Place Land and the South Park Land back for either market value (as independently determined) or the cost of construction works carried out to date (as certified), whichever is the lower amount.
32. If the Council were to want to exercise the Option a report would come to Cabinet seeking the relevant authority.

The Planning Position

33. When the development opportunity was marketed it was with the benefit of outline planning permission granted in 2013 for the construction of a mixed use development comprising office building (B1) with ground floor retail/professional/café/restaurant (A1, A2, A3), landscaping, car parking and associated works (Ref: 11/00382/AS). It was the intention that the proposed land deal would be subject to the outline permission and that the Developer would make the reserved matters application required and deliver the development this provided for. However, further evaluation of the specific opportunities and constraints of the site led to the Developer requesting that it be permitted to submit a new detailed application in place of the existing outline permission which has since expired.
34. The new application (Ref: 16/00554/AS) is for a similar scheme to that in the outline permission. The key difference is the addition of an additional floor and the inclusion of car parking on the South Park Land, something the previous outline permission did not envisage. Modifications have also been made to the design of the building to modify its external appearance. In summary, what is now proposed is a six storey office block delivering circa 80,500 square feet of office space with the ground floor to be used for A1, A2 and A3 uses (retail, professional and financial services and restaurant). Computer generated images of what is proposed are attached at **Appendix C**. The planning application is to be determined by Planning Committee on the 20th of July 2016.

The Land Valuation

35. The valuation advice received from Watson Day is attached at **Exempt Appendix A**. The land disposal values together with explanation are detailed in **Exempt Appendix E, Land Disposal Values**.

Financial Implications

The Financial Implications of the Transaction

36. The financial implications relate to the following parts of the Transaction:
- the land values received in respect of the land disposals of both the Dover Place Land and the South Park Land (freehold and leasehold) which are considered in paragraph 35 above and in **Exempt Appendix A, the Watson Day valuation advice and Appendix E, the Land Disposal Values;**
 - the cost of the land the Council is required to acquire to be able to deliver the development site detail of which is provided for in **Exempt Appendix D, Council Land and Lease Costs Schedule;**
 - the costs associated with the Council's leasing of 23,976 sq ft of office space in the Development are considered in **Exempt Appendix D, the Council Land and Lease Costs Schedule.** In the event that all or any of the 23,976 sq ft of office space that the Council is letting in the Development remains not sub-let, the Council will meet all of the lease costs (rent, service charge, insurance, business rates) pro-rata the un-let space. A total lease cost (rent, service charge, insurance and business rates) per sq ft per year is provided in **Appendix D** and this is considered in the Risk Assessment below;
 - the potential impact on the income currently generated by International House which is considered at paragraph 43 below;
 - the potential loss of car parking income from the existing car park on the Dover Place Land which is considered in paragraph 37 below; and
 - the potential costs of the Council exercising its option. Depending on the circumstances in which the Council is seeking to exercise the option, the price of buying both parcels of land back will be either £1, in the event that the Developer has not started the development works and has not entered a construction contract for the Development within 12 months of the date of completion of contracts or, in the event that the Development is not completed within 7 years from the date of completion of contracts, either at market value (as independently determined) or the cost of construction works carried out to date, whichever is the lower amount.
37. As a consequence of the Development the Council could lose some of the income it currently generates from the car parking spaces on the Dover Place Land. However, those people displaced from Dover Place could be absorbed in other Council owned car parks in the vicinity, none of which are operating at full capacity, resulting in little loss of income. On the unlikely assumption that none of the displaced car parking is absorbed in other Council owned car parks, the total lost income would equate to circa £130,000 per annum.

Risk Assessment

38. There are a number of risks associated with the Transaction. The majority of the risk is with the Developer, although there is a risk to the Council both financially and in terms of reputation.

The Development Risks

39. Many of the development risks (the implications following the outcome of the EU referendum, interest rate changes, build cost inflation, recession etc.) are borne by

the Developer. However, if the Development failed to be a success, the Council's reputation would likely suffer as a consequence. Also, if the Developer was struggling to let the property it is very likely that the Council would be in the same position in relation to sub-letting the 23,976 sq ft of office space that it has agreed to lease. The financial consequences of this are that the lease costs (rent, service charge, rates and insurance) would need to be met by the Council for the duration that the office space (or part) remained un-let. Details of the lease costs are contained in **Exempt Appendix D, the Council Land and Lease Costs Schedule** where a total lease cost per sq ft per year is given. Despite the recently negotiated and agreed lettings strategy (paragraph 29 above) there is still a risk that the Development could be completed with the Council as the only tenant in the building (albeit potentially with one floor sub-let). There is also the risk that the market rent, when it comes to sub-letting, is less than the rent the Council has agreed to pay under its agreement for lease and the Council would then need to meet the shortfall.

The Council's Sub-tenants Experience Financial Difficulty/Defaults

40. The strength of covenant of the sub-tenants the Council is sub-leasing to will each be evaluated at the time that any sub-lease is negotiated with the usual checks being carried out and references obtained. However, in the event that one of the sub-tenants started facing financial difficulties or became insolvent there is a risk that monies due would not be recovered and the Council would again have to meet all of the lease costs for the duration that the office space (or part) remained un-let.

The Developer Experiences Financial Difficulty/Defaults

41. The materialisation of a development risk or external factors may result in the Developer experiencing financial difficulties. As a Special Purpose Vehicle there is no recourse to a parent company or any guarantee should the Developer fail to perform any of its obligations (although note the option to purchase the Dover Place Land and the South Park Land lease are registered against the land and so exercisable against successive owners). The consequence of this could be to delay or frustrate the completion of the Development. In this scenario, in the absence of agreed resolution, both the Dover Place Land and the South Park Land could potentially lay vacant and undeveloped for a significant period of time and until the Council was able to exercise its option. Exactly when the option could be exercised would depend on whether or not the Developer had started the development works or not (see paragraph 31 above). There are also costs associated with the Council exercising the option which are considered at paragraph 36 above.

The Developer Delays Completing the Development for other Reasons

42. Various controls are in place to try and protect against the risk that the Developer acquires the land and then does not deliver the Development. However, these controls do not guarantee that the Development will proceed as envisaged and there is a risk that the Developer could land-bank the site after carrying out the minimum amount of work necessary to avoid the Council being able to exercise its option in the first twelve months. In this instance the Council would have to wait 7 years to be able to exercise its option to buy the land back. During those 7 years the Council would be unable to do anything in respect of either the Dover Place Land or the South Park Land in the absence of agreement being reached with the Developer and its funder.

The Impact on International House and other Council owned Office Space

43. The Council owns International House and lets office space in the building generating significant income. The significant increase in the supply of office accommodation could negatively impact on the demand for office space at

International House thereby reducing the amount of income generated there. Alternatively, the success of the Development could increase the demand for office space in the Commercial Quarter and therefore at International House ultimately leading to an increase in rents and income.

That the Transaction does not get approved and the Development and the Commercial Quarter do not go ahead for the Foreseeable Future

44. If the Transaction is not approved then it is almost certainly the case that the Development will be significantly delayed. This will undoubtedly negatively impact on the Council's delivery of the Commercial Quarter, the Development being intended as the catalyst leading to further investment and development. It is impossible to accurately forecast how widely the impact of this would influence town centre investment and regeneration generally. It is reasonable to suspect that if the Council were to show signs of losing confidence in town centre investment others would likewise follow. Pursuing any of the alternative options considered below would take considerable time and in the context of the current uncertainty surrounding the economy and commercial property market post the EU referendum, a decision not to proceed is likely to result in the Commercial Quarter not being realised in the foreseeable future.

Other Options Considered

45. Not agreeing to the proposed Transaction could mean the Council having to re-market the development opportunity. This will lead to significant delay, it having taken 12 months to reach this stage, and will ultimately delay the delivery of the first phase of the Commercial Quarter. After considerable and detailed negotiation, the Council is not being offered the opportunity to negotiate any of the terms of the Transaction with the Developer any further.
46. An alternative option to marketing the development opportunity would be for the Council to carry out the Development itself. This would mean the Council meeting the cost of the Development and the Council bearing all of the developer's risk. This being a speculative office development, being one which is built before having tenants signed up, and an area where the Council has little development expertise, the risk was considered to outweigh the potential benefit.
47. Given the uncertainty surrounding the economy and the commercial property market, in particular post the recent EU referendum result, the Council could decide to delay doing anything with the site for the foreseeable future and until more confidence has returned to the market and the economy. This would mean losing the opportunity of the Transaction and would cause considerable delay in bringing forward the Commercial Quarter.

Consultation

48. Terms of the above Transaction have been previously been before the Town Centre Regeneration Board.
49. The planning application which is to be a decision for Planning Committee in July has followed the usual consultation process.

Conclusion

50. Taking this decision makes a significant statement about the Council's commitment to the regeneration of the town centre and demonstrates its faith and confidence in the borough. In addition to the numerous economic and regeneration benefits which the Development will bring, it will mark the beginning of the Commercial Quarter. The fact that the Commercial Quarter is one of the Council's Big 8 Projects illustrates the importance and significance that is placed upon its successful delivery. This proposal has been put forward to give the Council and the Developer the best chance of ensuring that successful delivery.

Portfolio Holder's Views

51. Cabinet is asked to welcome and support this exciting opportunity to regenerate the town centre and kick-start development in the new Commercial Quarter. This key strategic site has long been earmarked for development but it is in only since the Council acquired it and undertook its own master planning and marketing exercise that a proposal has come forward. The economic and regeneration advantages which will follow as a consequence of this development will benefit the town centre and the wider borough enormously. Beyond this it will be the catalyst for the Commercial Quarter delivering jobs and opportunities befitting the international town of Ashford. Given the history of the site and how long it has remained undeveloped, if we were to allow this opportunity to pass I fear for how long it would be before we would get the chance to make such a difference again. I am therefore pleased to be able to commend the recommendations to Council.

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Agenda Item No: 17
Report To: Cabinet
Date: 14th July 2016
Report Title: Funding to support the delivery of the new Ashford Town Centre College Campus
Report Author: Andrew Osborne, Economic Development Manager
Ben Lockwood, Head of Finance
Portfolio Holder: Cllr Gerry Clarkson, Leader of Ashford Borough Council



Summary: Following the Council's agreement to provide a bridging loan of up to £2 million to the College in February 2015 to deliver Phase 1 of the Elwick Road Campus, this report updates the Council on the Colleges new plans to complete both Phase 1 and 1a of the College development by September 2017, providing the opportunity to move all of their operations from Jemmett Road to Elwick Road, and providing efficiency savings and improvements in the standards of educational provision.

In accelerating this development, the College have now requested a further bridging loan of up to £1 million, and then the conversion of both loans into a grant of up to £3 million to enable the delivery of Phase 1 and 1a of the Elwick Road Campus.

Key Decision: YES

Affected Wards: All wards

Recommendations: **The Cabinet be asked to:-**

- I. Recommend that the Council agree to provide an additional bridging loan to West Kent and Ashford College in the sum of up to £1m to be used for the sole purpose of the development of Phase 1 and Phase 1a of the Ashford College Campus on Elwick Road;**
- II. Recommend that the Council agree to provide grant funding to West Kent and Ashford College in the sum of up to £3m to be used for the sole purpose of the development of Phase 1 and 1a of Ashford International College Campus on Elwick Road, and to be conditional as set out in the Heads of Terms;**
- III. Recommend that the Council agree to the**

allocation of the receipt from the sale of land at Conningbrook to be put towards the proposed £3m grant to West Kent and Ashford College;

- IV. Recommend that the Council agree that the loans and grant can be secured against the West Kent and Ashford College Tonbridge Campus and Elwick Road Campus, subject to the successful completion of due diligence, which confirms there is sufficient security for the loan/grant and no state aid impediment to proceeding in the opinion of the Head of Finance; and**
- V. Recommend that the Council delegate authority to the Director of Law and Governance in consultation with the Head of Finance to execute and complete all necessary documentation to give effect to the above recommendations;**
- VI. Recommend that the Council agree the revised prudential indicators as outlined in appendix 2.**

Policy Overview:

The proposed funding will secure the release of other external funding streams, and will enable delivery of Phase 1 and 1a of the Ashford International College Campus on Elwick Road. The College is one of the Council's "Big 8" projects and is strategically important in delivering better further education provision, the regeneration of Ashford Town Centre and growth within the Borough.

This project is identified within the Council's Corporate Plan 2015-20, under Priority 1, Enterprising Ashford: Economic Investment and Growth as a key priority project.

Financial Implications:

The loan to the college will be made at the rate of interest that the council would pay to finance the transaction. In the longer term it is proposed to fund the grant from reserves and the land receipt from the Conningbrook commercial deal. This has been allowed for within the resource planning for the corporate delivery plan and is affordable.

Appendix 2 shows the revised prudential indicators that ensure that there is sufficient provision for the proposed loans and future new corporate priorities, within the operational boundary for borrowing.

Risk Assessment

YES

Equalities Impact Assessment

NO

Exemption

Appendix 3 and 4 to this report are Not For Publication

Clauses: by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Background Papers: Cabinet Report 11th February 2015, "Bridging funding to West Kent and Ashford College for the Ashford International College Campus"

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Report Title: Funding to support the delivery of the new Ashford Town Centre College Campus

Purpose of the Report

1. To update Cabinet on the progress in delivering a new Further Education College Campus in Ashford Town Centre
2. To ask Cabinet to recommend that the Council approve an additional bridging loan of up to £1 million to fund phases 1 and 1a of the Ashford College town centre campus.
3. To ask Cabinet to recommend that the Council approve the conversion of the bridging loans into a grant of up to £3 million to gap fund phase 1 and 1a of the Ashford College town centre campus, subject to the college complying with the conditions of a funding agreement.

Issue to be Decided

4. Whether the Council should approve an additional bridging loan of a sum of up to £1 million, in addition to the bridging loan of a sum of up to £2 million that was agreed by Full Council on 19th February 2015, to bring the total bridging loans for Phase 1 and 1a of the Ashford College Town Centre Campus to a sum of up to £3 million.
5. Whether the Council should approve the conversion of the bridging loans into a grant of up to £3 million for the development of Phase 1 and 1a of the Ashford College Town Centre Campus, subject to the calculation of the requirement for gap funding on completion of the development, and compliance of the College with the terms of a funding agreement.

Background

6. The development of a new Ashford International College Campus within Ashford town centre has been an aspiration for all partners over the last 10 years. The poor level of further education provision provided by previous operators of the Ashford College Campus and the poor condition of the buildings and facilities at Jemmett Road, have created a challenging environment in improving the skills and training of the local workforce, young people and other residents.
7. There are currently a large proportion of local residents who travel outside of the borough to undertake further education courses, reflecting the previous standards and unattractive local provision.
8. The current proposals for the Elwick Road Campus provide the delivery of:
 - a. Phase 1, a 4,715m² college building which will house the general academic departments and administrative facilities, including Mathematics, English, Business Studies, the Learning Resource Centre, Art & Design, Multi Media, Music, Hair & Beauty, Catering,

other specialist departments, the Refectory, Fine Dining, Coffee Shop and General Shop; as well as

- b. Phase 1a, a 2,391m² technology block providing facilities which will include the construction and engineering departments.
9. Planning Permission for Phases 1 and 1a of the new Ashford International College Campus on Elwick Road was permitted in October 2015, with a variation to conditions to facilitate revisions to Phase 1a of the development being permitted in February 2016.
10. Demolition was undertaken at the end of 2015, with development work for Phase 1 having started on site in January 2016. The College now have plans in place for the opening of both Phase 1 and Phase 1a by the summer of 2017 to allow all operations to relocate from the Jemmett Road site, subject to the funding being in place and the outcome of this report.

Report to Cabinet 11th February 2015

11. A report titled "Bridging funding to West Kent and Ashford College for the Ashford International College Campus" was reported to Cabinet in February 2015 and recommendations were then approved at the Full Council meeting on the 19th February 2015. At this time the College were requesting a bridging loan of up to £2 million for Phase 1 of their Elwick Road Campus, subject to the repayment of the loan through the sale of their existing Jemmett Road site to a housing developer.
12. The Council approved this bridging loan facility to ensure the delivery of Phase 1 could be taken forward and therefore assisting the College in securing £5 million from the Skills Funding Agency (SFA), and £9.8 million from the South East Local Enterprise Partnership (SELEP) Single Local Growth Fund to deliver this £16.7 million first phase development. The college have not yet proceeded with this funding request and it is proposed to roll this bridging loan into the revised request.

Business Case for Gap Funding

13. With the Hadlow group having taken over the West Kent and Ashford College from K College in August 2014, and secured the funding for Phase 1 in February 2015, the College have subsequently looked into the benefits of bringing forward the Phase 1A Engineering and Construction block, previously scheduled to come forward 2 years after Phase 1. The new Ashford College Campus phasing diagram attached as Appendix 1 of this report provides a plan showing the different phases of development on the Elwick Road site. The college have also submitted a Case for Support document which is an exempt item attached as Appendix 3 of this report, which sets out the College's full justification for bringing Phase 1A forward. These arguments include:
 - a. The conditions of premises at the Jemmett Road site are poor and deteriorating.
 - b. The existing premises require higher management, maintenance and running costs.

- c. Operating two sites within Ashford will increase costs and have an impact on availability of services on the Jemmett Road site.
- d. Retaining operations at Jemmett Road will impact on the College's standards of educational delivery, due to the facilities, environment and services available to engineering and construction students.
- e. Operating a smaller secondary site has the potential to impact on the standards of discipline at the Jemmett Road site.
- f. There are cost efficiencies in delivering both Phase 1 and 1a concurrently, and early delivery will also mitigate against tender price inflation in the future.
- g. Ashford College has already secured £427,500 of SELEP funding for Phase 1A, which could be lost if delivery is not completed in 2017/18.
- h. The current agreement with the housing developer is for vacant possession of the Jemmett Road site by the summer of 2017, to maximise the value of the site.
- i. Delivery of Phase 1 and 1A by September 2017 will provide additional benefits to the regeneration of Ashford Town Centre, through additional activity and footfall.

Ashford College have estimated that the overall cost savings that could be achieved through the early delivery of Phase 1A is £2.627m.

- 14. In bringing forward the Phase 1A development, the College are now requesting additional bridge funding of up to an additional £1m, and also the conversion of both bridging loans into a grant of up to £3m upon the completion of both Phase 1 and Phase 1A.

What a Council grant will facilitate

- 15. Phase 1 and 1A of the new Ashford College Campus represents an investment of £25.8 million in 7,106m² of new grade A Further Education College facilities, which could support over 2,000 learners, with the potential for student numbers to increase by up to 80% by 2020.
- 16. Ashford College have so far been successful in securing £22.8 million in funding through the future sale of Jemmett Road, applications for SELEP funding, and a Skills Funding Agency grant. This leaves a gap in funding on current estimates of approximately £3 million.
- 17. West Kent and Ashford College are currently rated Inadequate (grade 4) through the Ofsted assessment undertaken previously. The College are working towards improving this rating to Good (grade 2) through changes to the curriculum and improvements to teaching and management standards, but a key part of these required improvements are to the physical environment that students are learning within, and the facilities and equipment that students are able to use. The relocation to the Elwick Road site and completion of Phase 1 and 1A, are crucial to obtaining a Good rating for the College.

18. Currently there are approximately 500 local students who are travelling outside of the Borough to undertake Further Education qualifications, due to past poor provision locally. The College has 1,243 learners in 2015/16, and the proposals for the new campus could see this increase by up to 80% to 2,236 learners by 2020. Improved local provision will make quality learning more accessible for local residents and businesses, strengthening the local workforce and economy and supporting the new developments coming forward within the Borough.
19. The curriculum provision within the new campus will see the delivery of courses that look to support business and employment opportunities within the Borough. As well as delivering Mathematics, English, Business Studies, the Learning Resource Centre, Music, Hair & Beauty, Catering, and other specialist departments, alongside real working experience through a, Fine Dining Restaurant, a Coffee Shop, Salon and General Shop, the new Campus will focus on:
 - a. Engineering
 - b. Construction
 - c. IT and digital media
 - d. Retail and business
 - e. Health and social care
 - f. Creative Arts.

These courses will support both existing business, but also the Council's Big 8 projects, through development of skills in sectors that will support occupiers for the Commercial Quarter, Elwick Place, and Ashford Designer Outlet, as well as construction skills for the delivery of key developments and infrastructure projects such as Chilmington Green and M20 Junction Jct10a.

20. Within the new campus, the College educational provision will also be able to increase the number of apprenticeships and higher apprenticeships, make learning more accessible both through its new town centre location, but also through enabling a widened participation for learners with learning difficulties and disabilities. A key aspiration for the Council in developing "Enterprising Ashford" is the improvement of higher level skills within the Borough, and although the larger Higher Education provision will come forward through the delivery of Phase 2 of the Elwick Road site (proposed to be delivered in the future), a higher level of HE provision will be supported within the new Campus. It is important to also note that in discussions with the College, officers have been informed that the College will not be requesting any further grant funding from the Council for Phase 2 of the Elwick Road development with other sources of funding potentially available to support its delivery.
21. In addition to the improved education provision, the movement of the College campus into the Elwick Road site will also bring footfall and activity to this town centre site. With over 1,000 students and over a hundred staff in this location, within easy walking distance of shops, services, bars and restaurants within Ashford town centre, this development will also have a positive impact on local businesses through the potential for increased visitor numbers and

turnover. As well as supporting the High Street, Park Mall, and County Square, students and staff will be potential customers for the new cinema and restaurants to be built in Elwick Place.

West Kent and Ashford College's Current Financial Position

22. The issues that K-college had in the past have been well documented and have led to the Hadlow group taking over the operations at the Ashford campus. The group have been reviewing its operations and seeking to stabilise the colleges business to allow for the college to recover in the future. The past problems have resulted in there being some legacy debt with Barclays bank which has led to conditions being imposed on the college about the way it secures funding going forward and being unable to take out long term debt to fund the Ashford development. In order to permit the bridging loan previously approved by the council and the extension of this funding the College has sought approval from the bank, which is to be provided to the council before any loan is entered into.
23. The College has provided its business plan showing that the new campus is forecast to make a small surplus once in operation, an average of £213,000 pa between 2017-2020 which is just under 4% of turnover. The model suggests that the colleges finances will be stabilised enabling it to continue to deliver courses over the medium to long term. The college has suggested that in the event that the loan were not to be converted to grant that this would be unsatisfactory to their other funders and make them un-viable, however officers have sought and not been provided with sufficient evidence to support this view.
24. The college currently has a guaranteed level of funding as part of the transitional arrangements of the restructuring. This funding level is currently greater than the level of funding it would actually receive based on student numbers and therefore the new facilities and additional students that it will attract is fundamental to the college maintaining its current level of government support. Therefore whilst the model shows significant increases in student numbers this is not proportionate with the increase it will receive in future funding.
25. The move to the new site will result in a reduction in running costs, the college has also surrendered the lease of a site at Henwood which also reduces the operating costs, this cost reduction is a major element of the stabilisation of the business plan and shows the benefit of bringing forward phase 1a.
26. The College currently has a cash deficit with the balance supported by the Hadlow group. Over the period of the model the college cash flow is forecast to increase over the period and return to a cash surplus.
27. Overall the projections submitted by the college suggest that the new college will be able to become a viable college, however given the risk in the sector it is advisable that the council takes security for the loan and grant to ensure that the objectives of the council continue to be delivered.

Proposed terms of the Funding Agreement and future protection for Ashford Borough Council

28. The Council's Director of Law and Governance, Head of Finance and Economic Development Manager have drafted proposed Heads of Terms for a loan and grant agreement, which can be found as an exempt item as **Appendix 4** of this report. This document sets out the proposed arrangements and conditions upon which a funding agreement with the College should be based.
29. The proposed agreement includes a bridging loan of up to £2 million which was originally agreed by Full Council in February 2015, and is programmed to be put in place by the end of July 2016. This draft agreement also proposes an additional bridging loan of up to £1 million in December 2016, and then for both bridging loans to be converted into a grant of up to £3 million in December 2017 on completion of the Phase 1 and 1A of the new further education college and the completion of the first term of operation.
30. To secure the Council's interest in achieving the long term provision of further education from the Elwick Road site, covenants are proposed within the agreement. The original Council approval specified that the loan be secured against the Jemmett Rd site but the college have asked whether the council would consider moving this charge to the Tonbridge Campus site as a charge on the Jemmett Rd site would restrict their flexibility to work with the developer and maximise their receipt at the earliest opportunity. A charge against the Tonbridge Campus would be a second charge as the college has a loan secured against this site. Due diligence will need to be undertaken to ensure sufficient security is in place, and it is a recommendation that the Head of finance be authorised to assess and sign off this undertaking. Accordingly the loan will be drafted to include a charge against the Tonbridge campus, and the Elwick Road site. This will ensure that for whatever reason, if the current College are unable to undertake further education training within the new campus in the future, and another operator is not able to be found, the Council's financial investment will be able to be returned.
31. The draft Heads of Terms also recognises the Council's requested role in gap funding the Phase 1 and 1A developments through a grant of up to £3 million. With the realisation of the value of the Jemmett Road not yet complete, and the College still to procure the fit out of Phase 1 and the construction and fit out of Phase 1A, the agreement reflects the requirement to calculate the real value of the gap funding grant required at the time of the completion of the development and following the operation of one full term of activity (currently scheduled for December 2017).
32. The agreement seeks to ensure that if the college meets the terms for conversion to grant funding that a charge is placed upon the college site to ensure that in the event that the college ceases to provide education courses on the site the Council's grant will be repaid.
33. The Council has been mindful of potential State Aid Implications and has sought an undertaking from the college that the loan/grant will be within state aid rules. As part of the due diligence in finalising the funding agreements, the Council will need to ensure there is no State Aid impediments and that an

appropriate record justifying this position has been provided. It is again recommended that this be assessed and signed off by the Head of Finance.

34. The council has undertaken a resource planning exercise to support the development of the corporate delivery plan. Whilst the transaction is a loan the council will be able to recover its financing costs from the interest paid by the college, however once the loan is converted to grant the council will need to bear its own financing costs (estimated at £240,000 per annum). Therefore if the council were to borrow to fund this then it would need to pay interest costs and the debt repayment amount from its revenue budget. The resource plan has allocated reserves balances to fund the grant and it is recommended that any receipt from the Conningbrook land deal be allocated towards funding this initiative.

Risk Assessment

35. When drafting the Heads of Terms for the agreement the Council has been mindful of the potential risks and how these will be mitigated, the table below contains the main risks that have been identified

Risk	Mitigation
College do not complete the New Campus and are unable to repay the loans	The Council will be seeking security for the loan with charges being placed on the Tonbridge Campus and the Elwick Campus.
College stop providing FE provision in Ashford	There is a condition in the grant agreement that will require repayment of the grant amount in the event that the college cease to provide FE courses at Elwick. This will be secured on the Elwick Rd site for 25 years.
The cost of the development goes above the estimated £25.8 million	This is the college's risk, the council's funding is capped at £3m. The grant is also conditional on the completion of Phase 1 and 1a of the Elwick Road Campus.
The Council is not able to take a charge against the Jemmett Road site	The College have offered charges against the Tonbridge and Elwick Campus'.
The College are not able to take a loan from Ashford Borough Council due to restrictions.	There is a covenant within the loan agreement requiring the college to evidence that its governance processes to take the loan have been followed and that there are no other restrictions on their ability to take the loan.

<p>The College do not achieve the increased student numbers and income projected.</p>	<p>In the event of this occurring, the College would need to consider its business planning.</p> <p>If they were to cease operation the covenant to repay the grant would be triggered.</p>
<p>The actual costs for the development of Phase 1 and 1a of the Elwick Road Campus are lower than the cost estimates.</p>	<p>The Council will be seeking security through the funding agreement that any reduction in the development costs will reduce the loan / grant required from the Council.</p>

Equalities Impact Assessment

36. Not Applicable

Other Options Considered

37. Ashford Borough Council to provide no funding beyond the £2 million loan already agreed, with the result of Phase 1a not being taken forward.
38. Ashford Borough Council to provide a bridging loan of up to £3 million to West Kent and Ashford College to complete Phase 1 and 1A of the development, with the College making repayments over an extended period of time (25 years). The College have provided within their Case for Support, their requirement for a £3 million grant due their current financial position and their future projected accounts.

Handling

39. The Chief Executive, Head of Finance and Economic Development Manager have progressed discussions with the Director of Finance and Resources and Project Manager at Hadlow College, to bring forward this request and the draft Heads of Terms to inform any funding agreement.

Conclusion

40. This is one of the Council's Big 8 projects, identified as a priority within the Council Corporate Plan. One of the key challenges to economic growth and greater prosperity within the Borough is the improvement of the low skills base. The delivery of this project will support improved educational provision within the borough, supporting improved prosperity for both residents and businesses alike, therefore supporting a stronger future economy within the area.
41. Following considerable challenges over a number of years, the new college operator (the Hadlow Group), have undertaken a number of improvements to the local provision, but their improvement plans for the Ashford College are

intrinsically linked to the delivery of the new Campus on the Elwick Road site within Ashford Town Centre.

42. As well as providing improvements to the local educational provision, the new campus will also support the regeneration of the town centre through new footfall and spend from both students and staff at Ashford College.
43. Although this request is for a significant loan to be converted into a grant of up to £3 million, this funding will release approximately £22.8 million of investment into the Elwick Road campus, providing new state of the art facilities for the residents and businesses of Ashford Borough.

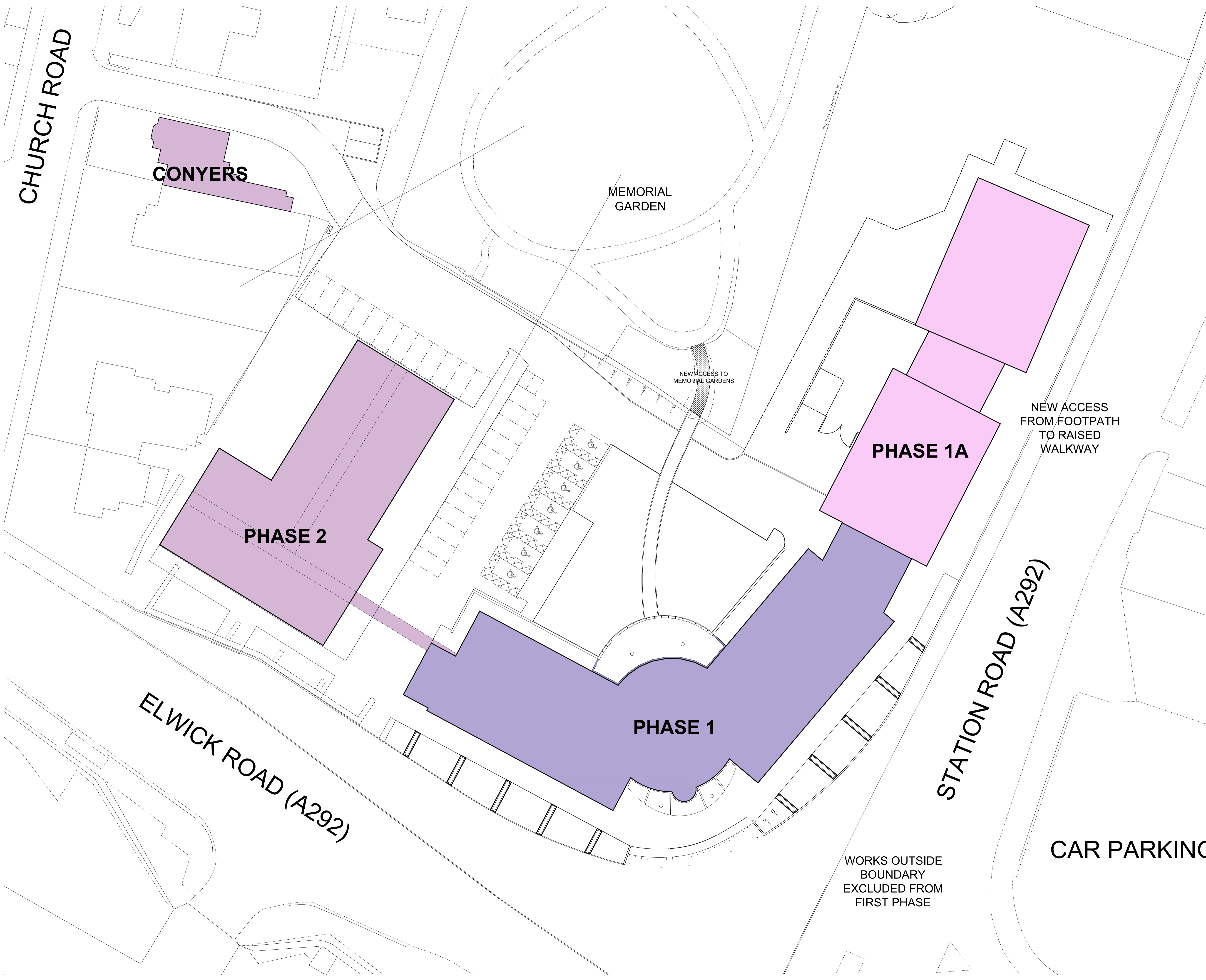
Portfolio Holder's Views

44. This quest for a new college campus has been long outstanding, and has previously included plans on another site within Ashford years ago, but all to no avail. In recent years the Council has been very active in urging Government and other organisations to support the building of this new FE and HE college campus for Ashford. The proposed provision of a £3m grant to secure this new campus demonstrates the Council's commitment to delivering this Big 8 Project and supporting Ashford's future.
45. Whilst the delivery of this campus should have a major impact on the vibrancy of the town, it will also provide the opportunity to promote higher skills levels for our workforce. The offer will include much needed vocational and professional skills and technology that will greatly assist development of Ashford and beyond.
46. At present there are many hundreds of people who need to leave the borough to travel some distance away to study. The provision of our own Ashford College on this Elwick Road site should obviate such a need.

Cllr Gerry Clarkson, Leader of Ashford Borough Council

Contact: Andrew Osborne, Economic Development Manager, Ashford Borough Council

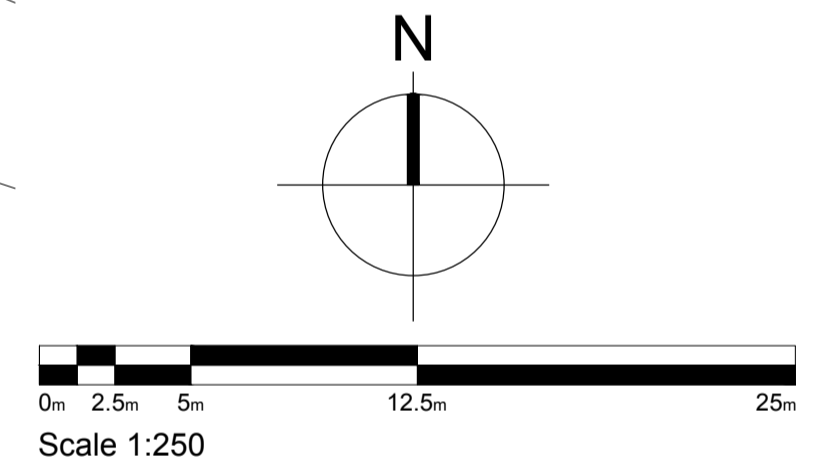
Email: andrew.osborne@ashford.gov.uk



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Rev	Amendments	By	Chkd	Date

- PHASING KEY**
- PHASE 1 NEW BUILD GROUND FLOOR
GIA = 4715 M²
 - PHASE 1A NEW BUILD GROUND FLOOR
GIA = 2391 M²
 - PHASE 2 NEW BUILD GROUND FLOOR
GIA = 3380 M²
- TOTAL = 10,486 M²**
CONYERS = 250 M²



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Project
HADLOW COLLEGE GROUP
ASHFORD COLLEGE
ELLWICK ROAD ASHFORD

Drawing Title
PHASING DIAGRAM

Drawing Status
PRELIMINARY

Scale
A1 - 1:200

Drawn By
ACH

Checked By
KW

Date
03/02/2016

Project No.
16003

Drawing No.
P100

Revision

HNW Architects Ltd - Registered No. 3589904

Revised Prudential Indicators 2016/17 to 2018/19

The Local Government Act 2003 requires the Authority to have regard to the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Authority has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

Estimates of Capital Expenditure:

Capital Expenditure and Financing Estimates	2016/17 Revised	2017/18 Estimate	2018/19 Estimate
	£,000	£,000	£,000
General Fund	40,529	24,658	47,529
HRA	9,775	4,962	5,267
Total Expenditure	50,305	29,621	52,796
Capital Receipts	165	165	165
Reserves	10,228	5,060	5,267
Borrowing	37,150	23,122	47,044
External Grants	2,761	1,274	320
Total Financing	50,305	29,621	52,796

Estimates of Capital Financing Requirement: The Capital Financing Requirement (CFR) measures the Authority's underlying need to borrow for a capital purpose.

Estimated Capital Financing Requirement	31.03.17 Revised	31.03.18 Estimate	31.03.19 Estimate
	£,000	£,000	£,000
General Fund	52,486	75,607	122,651
HRA	145,675	145,675	145,675
Total CFR	198,161	221,282	268,326

Appendix 2

The CFR is forecast to rise by £70.165m over the next three years as capital expenditure financed by debt outweighs resources put aside for debt repayment.

Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

Estimated Debt	31.03.17 Revised £,000	31.03.18 Estimate £,000	31.03.19 Estimate £,000
Borrowing	52,486	75,607	122,651
HRA	117,664	114,664	113,664
PFI liabilities	26,719	26,217	25,649
Total Debt	196,869	216,488	261,964

Total debt is expected to remain below the CFR during the forecast period.

Operational Boundary for External Debt: The operational boundary is based on the Authority's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Authority's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Authority's debt.

Operational Boundary for Borrowing	2016/17 Revised £,000	2017/18 Estimate £,000	2018/19 Estimate £,000
Borrowing	174,000	194,000	240,000
Other long-term liabilities	27,000	27,000	26,000
Total Debt	201,000	221,000	266,000

Appendix 2

Authorised Limit for External Debt: The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act. It is the maximum amount of debt that the Authority can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit for Borrowing	2016/17 Revised £,000	2017/18 Estimate £,000	2018/19 Estimate £,000
Borrowing	405,000	450,000	535,000
Other long-term liabilities	25,000	25,000	25,000
Total Debt	430,000	475,000	560,000

Agenda Item No: 18
Report To: Cabinet
Date: 14th July 2016
Report Title: EXPLORING THE MERGER OF THE FIVE EAST KENT DISTRICT COUNCILS
Report Author: Chief Executive, Tracey Kerly
Portfolio Holder: The Leader of the Council, Cllr Clarkson



Summary:

The report seeks approval in principle, based on the jointly agreed Statement of Intent attached as Appendix 1, to explore the merger of the five East Kent District Councils of Ashford, Canterbury, Dover, Shepway and Thanet. This is in response to financial challenges facing local government and the opportunity to drive improvements and growth in the East Kent area.

Key Decision: YES

Affected Wards: All

Recommendations: **The Cabinet be asked to:**

- 1. Receive and note the report**
- 2. Consider and approve the Statement of Intent (outlined in Appendix 1);**
- 3. Agree to the recommendation that the five councils explore the merger of the East Kent district councils based on the following arrangements:**
 - a) That the Chief Executives of the councils jointly commission work to prepare a Business Case to examine the advantages, disadvantages and potential mechanism of a merger of the five East Kent district councils;**
 - b) The provision of up to £20,000 funding, from each council, to support the preparation of the Business Case (background information is provided in Appendix 2 for developing the draft Business Case).**
 - c) The delegation to the Councils' Chief Executives, in consultation with the Leaders to agree the specification and management of the Business Case**

4. **If recommendations 2 and 3 are agreed, for each Council to raise specific points and issues they would like to be considered as part of the specification of work to be covered by the Business Case.**
5. **That the final version of the Business Case should be reported back to each council once completed before any formal commitment is made to any further decisions or process.**
6. **That Cabinet recommends to Council that the formulation and agreement of any plan or strategy to implement any proposed merger of the East Kent district councils be a matter of Policy Framework and be reserved for the consideration of Full Council pursuant to Article 4.01 (a) of the Constitution of the Council.**

Policy Overview: Council is asked to agree the recommendations set out below because:

- a) Local Government in England faces the combined challenges of increased demand for services coupled with further downward pressure on funding.
- b) Local councils have the opportunity through the Cities & Local Government Devolution Act 2016 to take the steps required to make services more efficient, local government, transformed and redesigned around a new model.

Financial Implications: The financial resource required is up to £20K per authority to undertake the business case. The business case itself will consider the feasibility, and a clear priority for the consideration of an East Kent district is the savings that will be made from such a move. This information will be brought back to Council when complete and for each council to decide if it is supported.

Legal Implications This report merely seeks authority to explore the merger of the five East Kent District Councils of Ashford, Canterbury, Dover, Shepway and Thanet. It does not seek any commitment beyond this.

Legal mechanisms which could be used to enable a merger to take place are already incorporated within local government legislation. Any analysis of how these legal mechanisms would operate in an East Kent context and of the legal implications of engaging them is beyond the scope of this report. This analysis would be undertaken at a later date in the light of any specific proposals that emerge from the exploratory work envisaged by this report.

Risk Assessment As included in the body of the report

Equalities Impact Assessment There are no diversity or equalities issues arising from this report

Contacts: tracey.kerly@ashford.gov.uk – Tel: (01233) 330201

Report Title: EXPLORING THE MERGER OF THE FIVE EAST KENT DISTRICT COUNCILS

Purpose of the Report

1. To seek approval in principle, based on the jointly agreed Statement of Intent attached as Appendix 1, to explore the merger of the five East Kent District Councils of Ashford, Canterbury, Dover, Shepway and Thanet. This is in response to financial challenges facing local government and the opportunity to drive improvements and growth in the East Kent area.

Issue to be Decided

2. Cabinet is asked to consider the information provided within the report and
 - a. approve the Statement of Intent
 - b. commission the production of a Business Case in order to further explore the possibility of merging the five East Kent districts. The Business Case will be brought back to each Council for formal consideration.

Background

3. THE NATIONAL PICTURE
4. Local Government faces the combined changes of increased demand for services coupled with further downward pressure on funding. In order to take the steps required to make services more efficient, local government may need to be transformed and redesigned around new models. Furthermore, the Government has announced that by 2020, local authorities will be entirely dependent upon the income from local taxation (business rates and council tax) for their core funding, as core grant funding from central Government will be phased out.
5. Debates on the structure of local authorities and the viability of the two-tier system are nothing new, but they have been re-energised by the prospect of devolution, public sector reform and long-term changes to local government financing.
6. THE LOCAL PICTURE
7. Discussions have taken place between all Kent councils to identify the most appropriate and fitting response to the Governments invitation. There are separate conversations taking place across the whole of Kent on the possibility of making a bid to Government for the devolution of powers and funding from Government to the public sector in Kent. The five East Kent district councils, whilst being party to these discussions are also keen to build on the economic and social cohesion of the area of East Kent.

8. Separate conversations have therefore been taking place between the Leaders of the five East Kent district councils, and latterly the Leader of the County Council, to explore;
9. a) the possibility of the merger of the five councils into one larger district; &
b) the opportunity to distribute powers and functions more logically in the two-tier area.
10. In order to assist with this, the five East Kent districts jointly commissioned consultants (Grant Thornton & Bevan Brittan) to facilitate three workshops. These looked at:
11. 1. The art of the possible –what could be achieved for East Kent and why;
12. 2. The exploration of the preferred option and considered deal-breakers and how we could achieve this option.
13. 3. Engagement with KCC as a key stakeholder to consider the opportunity to redistribute powers in the two tier area.
14. The Statement of Intent is the result of this work and we are seeking endorsement to that Statement as the basis for further work to explore the possibility of an East Kent district (see Appendix 1).
15. In addition, East Kent is continuing to work with Kent & Medway in many areas of commonality and mutual benefit.

How did this position come about?

16. The Kent Council Leaders meeting asked all District Leaders to consider the appetite for devolution and to bring back their position for open discussions in the New Year (2016).
17. The Leaders and Chief Executives of the five East Kent authorities (Ashford, Canterbury, Dover, Shepway and Thanet) with the support of Swale (attending as observers) have worked with Grant Thornton and Bevan Brittan to consider the possibilities and to bring us to this point. There is provisional evidence to suggest that creating an East Kent district could deliver savings as well as reinforcing the ability of local Government to provide better outcomes for the residents, businesses and visitors to the area. Historically, East Kent has worked well collaboratively on such issues and this work seeks to build on these relationships for the benefits of our communities.
18. The drivers for the potential East Kent arrangement were agreed by the Leaders as:
 - Cohesive Economic Development, growth & regeneration
 - Housing Growth (affordable and total care for an ageing population) & delivery
 - East Kent Local Highway Maintenance;
 - Skills and employment opportunities;
 - Health & Wellbeing agenda; and
 - Rationalising organisational structures.

19. With the aim to deliver:
 - A more effective local government that is lean and commercial in its approach;
 - A reduction in the numbers of different management structures;
 - Clarification of governance for clear decision for each level of powers;
 - Upwards and downwards devolution of services in order to achieve best fit and most logical and effective outcomes.
20. The result of these discussions has led to consensus to explore the benefits and savings that could be achieved through the establishment of a merger of the five East Kent district councils, into a single district authority.
21. In addressing the question of re-organising the powers and functions of the two tier system, Leaders have also identified that an exploration of opportunities to consider the distribution of powers between a new District and the Town/Parish Councils contained or created within its boundaries should be looked at in the Business Case.
22. As said above, as part of the Business Case, we would seek to specifically consider what powers and functions currently held by either Kent County Council or the district councils could benefit from being redistributed or co-commissioned, should an East Kent district be deemed viable. Preliminary discussions with Kent County Council have identified the following services and functions that should be investigated further as part of the Business Case:
 - Health & Social Care (including CCGs)
 - Waste collection and disposal managed by the same authority
 - Environmental Health, Trading Standards
 - Housing – supporting independence
 - Community and leisure facilities including libraries
 - Transport Policy – particularly as it connects to Local Planning
 - Operational Highways, including environmental and road maintenance e.g. potholes, verges, roundabouts etc.
23. This list is by no means exhaustive, however, it identifies areas that could benefit from greater collaborative working with partners and could fit well with a larger district, such as East Kent.
24. NEXT STEPS AND INDICATIVE TIMESCALES
25. The five East Kent districts are seeking approval in principle to explore the advantages, disadvantages and mechanisms of a potential merger of the current five districts into one East Kent District Council.
26. If moving towards an East Kent district council is viable and all five district councils agree to pursue this and the Business Case provides compelling evidence that this option will produce savings and economies of scale, the indicative timescale is to have the new East Kent authority in place before the next Local Elections in 2019.

27. Once completed, the Business Case will be brought back to Council for formal consideration.

Risk Assessment

28. The risk management issues are summarised below:

Perceived risk	Seriousness	Likelihood	Preventative action
Reputational	4	3	To work closely with members and other neighbouring authorities in the ongoing discussions and debate.
Financial	3	3	To consider and grasp opportunities for financial savings and efficiencies through selected proposals.
Legal	5	2	To ensure any proposals are robust and follow legislative procedures, working closely with key Government Departments.

Portfolio Holder Comments:

The Portfolio Holder is the Leader, Councillor Clarkson, who has commented as follows:

Discussions between the five East Kent districts are still in the very early stages: the agreement that we should explore the potential benefits and savings through closer collaboration - and a possible merger - of the five councils will need proper investigation and review work in order to ascertain the validity of progressing along this route.

We shall need a broad range of options to be evaluated before consultation can take place, and there are many external factors which will need to be taken into account before any solutions can be considered.

In a time of change, where the government is strongly promoting devolution, it is right to explore options which look to the future and *may* result in great benefits for local government and for East Kent.

Contact: Councillors with any questions arising out of this report should contact the Chief Executive prior to the meeting

Email: Tracey.kerly@ashford.gov.uk

Statement of Intent

To examine a merger of East Kent District Councils



Summary

The Leaders of Ashford, Canterbury, Dover, Shepway and Thanet District Councils have undertaken a series of discussions to examine options for closer collaboration, leading to a shared view **that a merger of the five East Kent districts merits further serious consideration.**

This Statement of Intent confirms the Leaders' thinking on the purpose of a merger and the principles that would underpin evaluation of the business case.

Purpose of a potential merger

The preferred option for further investigation is the merger¹ of the **five** East Kent district councils. East Kent leaders believe that the purpose of a potential merger would be to:

1. Deliver opportunity and prosperity for all in East Kent

- Work together to enhance the economic competitiveness of East Kent with a shared focus on jobs and housing
- Build on and market key sub-regional strengths such as a high-quality natural environment and a unique Europe-facing position
- Achieve better strategic influence over infrastructure and transport decisions
- Attract younger residents who are economically active

2. Achieve better social outcomes and reduce inequality

- Improve quality of life for all residents
- Tackle deprivation and inequality throughout East Kent
- Better coordination of efforts to improve health outcomes especially for the ageing population, exploring new models of health and social care provision with partners

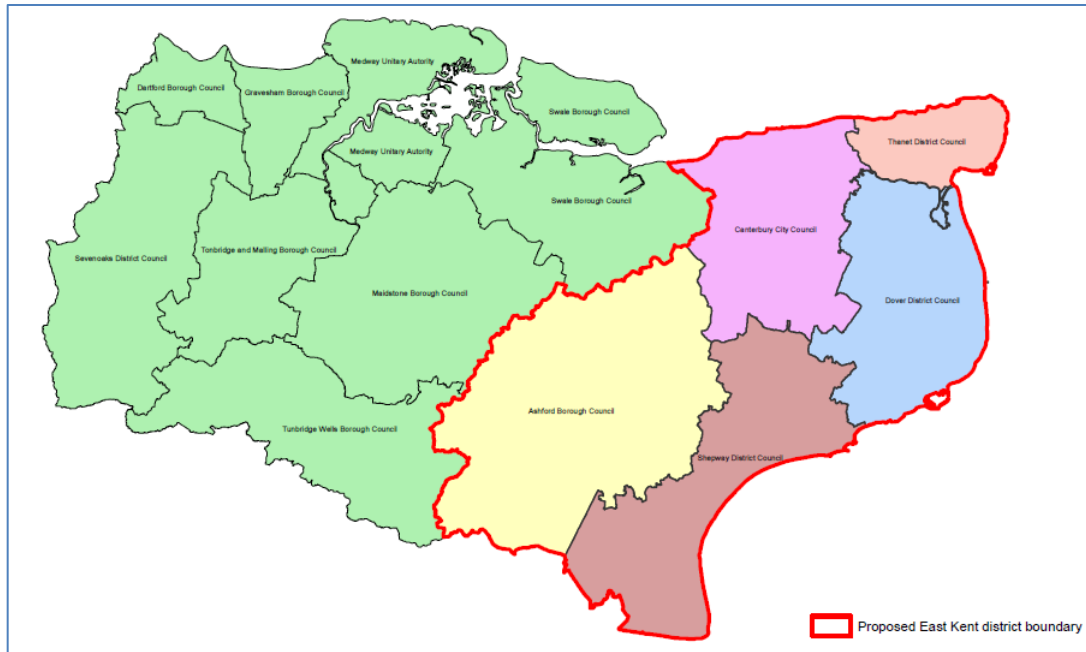
3. Improve value for money and consistency of core services

- Pool resources to achieve greater consistency, quality and value for key services such as leisure, waste collection, public realm and environmental health
- Deliver an East Kent local plan
- Achieve more resilient services through increased scale

4. Empower communities and create a platform for further innovation

- Speak with a single and louder voice with business, communities, partners and central government
- To improve democratic representation and accountability at every level by strengthening the role of town and parish councils
- Explore more commercial approaches to income generation and alternative delivery models
- Enable further service integration with partners

¹ The creation of a new unitary council for East Kent is **not** under consideration



Principles for examining the business case

Discussions between Leaders have established a number of principles that will underpin the evaluation of any business case. These are:

- Decisions about East Kent must be taken at the right level to maximise engagement and empowerment of local communities, whilst also ensuring that strategic issues are considered at the right scale. East Kent expects meaningful involvement in devolution discussions between Kent County and central government.
- Any merger would proceed hand in hand with the opportunity for devolution of appropriate responsibilities to town and parish councils to the greatest extent that is possible, practical and legally permissible.
- The identity, civic responsibilities and heritage of the districts, towns and parishes of East Kent must be respected and protected under any new arrangement.
- Further careful examination of the implications for local council tax would be required.

We recognise that any potential business case will need to satisfy the evidential requirements of the Secretary of State and / or the Boundary Commission depending upon the preferred legal route. In either case these will include;

- The need to secure effective and convenient local government
- Reflecting the identities and interests of local communities
- Community support for proposals
- Financial clarity over the implications
- Clarity on proposed changes to electoral arrangements
- Implications for town and parish Councils

27 June 2016

Preparing the Business Case

If agreed, the draft scope for the Business Case will be prepared by the five East Kent Chief Executives, in consultation with the five district Leaders.

The Business Case will be based on the [Treasury's Five Case Model Approach](#) that states:

“Policies, strategies, programmes and projects will only achieve their spending objectives and deliver benefits if they have been scoped robustly and planned realistically from the outset and the associated risks taken into account.

The business case, both as a product and a process, provides decision makers, stakeholders and the public with a management tool for evidence based and transparent decision making and a framework for the delivery, management and performance monitoring of the resultant scheme.”

The business case therefore must evidence:

- That the intervention is supported by a compelling **case for change** that provides holistic fit with other parts of the organisation and public sector– the “strategic case”;
- That the intervention represent best **public value** – the “economic case”;
- That the proposed Deal is attractive to the market place, can be procured and is **commercially viable** – the “commercial case”;
- That the proposed spend is **affordable** – the “financial case”;
- That what is required from all parties is **achievable** – “the management case”.

Therefore a draft Business Case to examine the merger of five East Kent districts will need to contain:

- **Strategic case** – to measure the 'strategic fit' for each partner, measured against the demands of an increasingly integrated and locally driven public sector alongside the potential risks and benefits of regional or national collaboration on a wider scale.
- **Economic case** – to evaluate the high level cost-benefit of each option, focusing on value to the public. This will be on a consistent basis, savings potential and the ability to manage financial risk.
- **Commercial case** – to review the evidence and financial analysis to viability of each option, considering staff and asset transfer (where applicable), and to provide a high level analysis on the ability to manage the transfer of the precept in consideration of existing local government legislation and enabling options under the new Cities and Devolution Act.
- **Financial case** – to undertake financial analysis to consider how the options would be funded, including investment needs and working capital considerations and the sources of funding for these aspects.

- **Management case** – to consider the implications for operational management and governance under each option to ensure that the preferred option has effective processes and controls to ensure successful on-going delivery, that performance can be effectively monitored and benefits can be tracked.

Specifically, the Business Case will be asked to consider:

- Financial savings that could be achieved through an East Kent district
- Protecting democratic representation within East Kent and the role of Town & Parish Councils
- The shift in powers and functions between three tiers of local government
- Maintaining council tax levels to the lowest within East Kent (Ashford)

Agenda Item No: 19
Report To: Cabinet
Date: 14th July 2016
Report Title: Member Training Panel Annual Report 2015/16
Report Author: Danny Sheppard - Senior Member Services Officer
Portfolio Holder: Cllr Clarkson - Leader of the Council
Cllr Knowles – Portfolio Holder for Information, Technology and Communications

Summary:	The report introduces the Annual Report of the Member Training Panel for 2015/16.
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Key Decision: NO

Affected Wards: None specifically

Recommendations: **The Cabinet is asked to receive and note the contents of the Annual Report of the Member Training Panel for 2015/16.**

Policy Overview: The Member Training Panel has been constituted to gain feedback from Members on training and development and to steer induction/training programmes. The Council's Constitution requires the Panel to make an Annual Report to the Cabinet.

Financial Implications: Spend met from within the allocated Member Training Budget

Risk Assessment: Members' skills, capacity and experience was covered within the Council's previous Strategic Risk Register (Risk 6) (applicable for part of 2015/16 year).

Contact: danny.sheppard@ashford.gov.uk – 01233 330349

Member Training Panel Annual Report

Purpose of the Report

1. The Council's Constitution requires the Member Training Panel to make an annual report to the Cabinet to review training issues.
2. This report will give an overview of member training from 2015/16 and expenditure from the Council's Member Training Budget as well as commenting on plans for the future.

Background

3. The Member Training Panel has been constituted to gain feedback from Members on training and development and to steer induction/training programmes. A re-focus of the Panel during 2012/13 aimed to raise its profile by formally constituting it within the Council's Constitution and by introducing an agreed programme of regular meetings and annual reports to review training issues.

2015/16

4. For the period covered by this report the Member Training Panel had eight Members, representing all Political Groups on the Council.
5. During 2015/16 the Member Training Panel did not meet formally. However there have been numerous informal meetings involving the Chairman and Officers and, on occasion, the Vice-Chairman. This was chiefly because the programme of work for Member Training and Induction for the new Council had already been set during 2014/15. The informal meetings were held to monitor how the induction process was progressing and to discuss ideas for the future.
6. A new Chairman and new Panel Members were appointed in May 2016 and a meeting will be held during the summer under the new Chairman to review the past Municipal Year and to look ahead to the forthcoming year.
7. The initial Training and Induction Programme took place between May 2015 and January 2016. The specific events that took place during this period are outlined below in Paragraph 8. This was supplemented by one to one appointments for new Members with the Chief Executive and the distribution of an information pack containing guidance and relevant information and a suite of *Framework Documents* including the '*What to Expect as an Ashford Borough Councillor*' document produced by this Panel.
8. For the year 1st April 2015 to 31st March 2016 the following training events have been held: -

- Planning Committee (Part 1) – 19th May 2015 – Initial compulsory training for Planning Committee Members to which all Members were invited. – 21 Members attended.
- Code of Conduct – 27th May 2015 – Facilitated by an expert firm of Consultants, Paul Hoey and Associates - all Members and Parish Councils were invited – 14 Members and 33 Parish Council representatives attended.
- Licensing Committee Training – 28th May 2015 – Initial compulsory training for Licensing Committee Members run by the Institute of Licensing to which all Members were invited – 11 Members attended.
- Overview and Scrutiny Training – 5th June 2015 – Facilitated by Elaine Bolton of Beckwith Consulting – all Members invited – 8 Members attended.
- Audit Committee Training – 22nd June 2015 – All Members invited – 11 Members attended.
- Planning Committee (Part 2) – 8th July 2015 – All Members invited – 14 Members attended.
- Safeguarding Training – 28th July 2015 – Including updates on general safeguarding, child sexual exploitation and domestic abuse from external experts – All Members invited – 6 Members attended.
- An Introduction to Housing – 13th October 2015 – All Members invited – 11 Members attended.
- Local Government Finance Part 1 (including HRA) – 14th October 2015 – All Members invited – 8 Members attended.
- Planning Enforcement Workshop – 19th October 2015 – All Members invited – 17 Members attended.
- Local Government Finance Part 2 (including MTFP) – 22nd October 2015 – All Members invited – 6 Members attended.
- An Introduction to Cultural Services – 12th January 2016 – All Members invited – 10 Members attended.

Individual Events

- Councillor Miss Martin attended the LGiU Course ‘Using Social Media for Community Engagement and Community Leadership’ in London – 1st October 2015. Cost £149.95.
- Councillors Burgess and Hicks attended the Medway Valley Countryside Partnership’s Rivers and Land Management Workshop:

'Water Quality, Impacts and Solutions' in Headcorn – 24th November 2015. Cost Free.

- Councillors Burgess and Hicks attended the Westminster Briefing Course 'Gypsy and Traveller Policy Under the New Government' in London – 26th November 2015. Cost £175 each.
- Councillor Link attended a Development Day for Audit Committee Chairmen run by CIPFA in London – 20th January 2016. Cost £290.
- Councillor Miss Martin attended the LGiU Course 'An Introduction to Local Government Finance' in London – 8th March 2016. Cost £149.95.
- Councillors Bradford and Feacey attended Public Health England's 'Alcohol Licensing and Public Health 2016' Event in Maidstone – 10th March 2016. Cost Free.

9. Officers have also routinely offered numerous pre-Committee briefings in an attempt to cover issues of interest to Members and topical issues in a non-obtrusive and non-time consuming way. These included major planning issues, treasury management and guest speakers on topical issues such as superfast broadband, communications and the Local Government Boundary Commission's Electoral Review of Ashford. These are mainly held before Planning and Audit Committee meetings although there have also been sessions before Full Council and Cabinet Meetings. They are open to all Members and during 2015/16 the following have taken place: -

Audit Committee

29th September 2015 – Treasury Management from the Council's Advisors Arlingclose.

Planning Committee

29th July 2015 – Elwick Place Scheme

23rd September 2015 – AIMREC (Pre-Application Presentation)

18th November 2015 – Ashford Commercial Quarter Phase 1

17th February 2016 – Victoria Way East

11th March 2016 – Land at Willesborough Lees

Cabinet

14th January 2016 – Superfast Broadband

10th March 2016 – Communications Audit

Council

18th February 2016 – Local Government Boundary Commission – Ashford Electoral Review 2016/17

10. Also during 2015/16 we have continued to roll out weekly electronic newsletters and media updates which are provided to all Councillors and include links to enable Members to access relevant and up-to-date material. The Council has also continued regular written Leader Briefings to all Councillors. Between 1st April 2015 and 31st March 2016 the Leader issued 36 briefings. Portfolio Holders can also issue personal notes on matters of more specialist importance.

11. Feedback from Members about the Induction Programme has been largely positive. 84% of Members have undertaken some sort of training in 2015/16, including 93% of newly elected Members. Records show a generally good attendance and take up. 15 evaluation forms were received after events and all but one included positive ratings.
12. Following the wishes of the Panel last year, an on-line Members' Portal has been set up to house training material and general useful information for Members. Population of the Portal has been placed on hold for the time being though whilst Members and Officers investigate the possible introduction of a new externally hosted on-line Committee Management System, which could potentially provide significantly increased capability. On-line training (e-learning) has however been made available to all Members from October 2015 via the LGA and Learning Nexus.

Budget

13. The Member Training Budget is £15,000 rolling over the four year life of the Council. In 2015/16 expenditure was £3,172.80 which can be broken down as follows: -

Licensing Committee Training = £800

Overview & Scrutiny Training = £645

Code of Conduct Training for ABC and Parish Councillors = £787.90

Councillor Miss Martin to attend Social Media course = £149.95

Councillors Burgess and Hicks to attend Gypsy and Travellers Course = £350 (£175 each)

Councillor Link to attend Audit Committee Chairmen Day = £290

Councillor Miss Martin to attend Local Government Finance course = £149.95

Total for 2015/16 = £3,172.80

Conclusion

14. This report details the Induction arrangements for the new Council in 2015/16 and ongoing member training and recognises the desire for member training to be given a higher profile in the future at Ashford Borough Council. Work for 2015/16 was focused chiefly on the delivery of an Induction Programme for the new Council. It is considered that it has been a successful year in terms of the Induction and the production of the Framework Documents. The discussions between Officers and the Chairman and Vice-Chairman of the Panel have been helpful and productive and it is hoped that this will continue and develop with the new Chairman and Vice-Chairman. I would like to thank Councillors Jane Martin and Larry Krause for their help, support and enthusiasm this year.

Contact: Danny Sheppard – Senior Member Services Officer

Email: danny.sheppard@ashford.gov.uk

Local Plan & Planning Policy Task Group

Notes of a Meeting of the Local Plan & Planning Policy Task Group held on the **11th May 2016**.

Present:

Cllr. Clarkson (Chairman);
Cllr. Bennett (Vice-Chairman);

Cllrs. Mrs Blanford, Clokie, Galpin, Michael, Shorter.

Apologies:

Cllr. Britcher.

Also Present:

Cllrs. Burgess, Dehnel, Smith.

Ian Grundy (IG) – Principal Policy Planner; Ashley Taylor (AT) – Principal Policy Planner; Daniel Carter (DC) – Principal Policy Planner; Richard Alderton – Head of Planning and Development; Mark Chaplin – Principal Urban Designer; David Jeffrey – Housing Enabling Officer; Jeremy Baker – Principal Solicitor (Strategic Development); Rosie Reid - Member Services & Scrutiny Support Officer.

1 Declarations of Interest

- 1.1 Councillor Clarkson made a Voluntary Announcement that he was a Director of A Better Choice for Property Ltd.
- 1.2 Councillor Shorter made a Voluntary Announcement that he was a Director of Kent Play Clubs and A Better Choice for Building Consultancy Ltd.

2 South of Ashford Development Area

- 2.1 The Head of Planning and Development introduced this item. He explained that potential sites south of Ashford had been considered at the previous meeting and Members had questioned how these sites would be related to one another. The Head of Planning and Development gave a presentation on the key principles to development in the south of Ashford and the relationship between the three proposed sites.

3. Strategic Site Allocations

- 3.1 The Principal Policy Planner (IG) circulated comments from the Ward Member. He gave a presentation on three proposed sites and asked Members to note that these sites would be included in the public consultation exercise. Other issues would also be submitted to the Task Group in due course to agree an approach.

Resolved:

That the Local Plan and Planning Policy Task Group agree the draft site policies set out in the report for inclusion in the Draft Local Plan

4 Community Infrastructure Levy – Preliminary Draft Charging Schedule Consultation – Proposed Rates

- 4.1 The Principal Policy Planner (AT) gave a presentation on this item, and covered background and context, evidence requirements and proposed rates. The Head of Planning and Development explained that this was a very simplistic system, which was in line with Government guidelines. He suggested that the wisest approach may be to maximise Section 106 contributions and use CIL as a top-up means. It was essential not to set CIL so high that it resulted in a lack of viability. In answer to a question, he confirmed that Parish Councils would receive 15% of CIL receipts relevant to their area, but if they had a Neighbourhood Plan in place they would receive 25%.

Resolved:

That the Local Plan and Planning Policy Task Group agree the proposed rates for inclusion in the consultation on the Community Infrastructure Levy Preliminary Draft Charging Schedule.

5 Date of Next Meetings

- 5.1 30th June 2pm Council Chamber
3rd August 2pm Council Chamber

Councillor Clarkson (Chairman)
Local Plan & Planning Policy Task Group

Queries concerning these minutes? Please contact Rosie Reid:
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Local Plan & Planning Policy Task Group

Notes of a Meeting of the Local Plan & Planning Policy Task Group held on the **31st May 2016**.

Present:

Cllr. Clarkson (Chairman);
Cllr. Bennett (Vice-Chairman);

Cllrs. Mrs Blanford, Clokie, Michael, Wedgbury.

Apologies:

Cllr. Galpin.

Also Present:

Simon Cole – Head of Planning Policy and Economic Development; Daniel Carter – Principal Policy Planner; Richard Alderton – Director of Development; Jeremy Baker – Principal Solicitor (Strategic Development); Dean Spurrell – Communications and Marketing Manager; Rosie Reid - Member Services & Scrutiny Support Officer.

1 Declarations of Interest

- 1.1 Cllr Mrs Blanford made a Voluntary Announcement that she was a member of the Weald of Kent Protection Society and the Campaign to Protect Rural England.
- 1.2 Cllr Bennett made a Voluntary Announcement that he was a member of the Weald of Kent Protection Society and the Tenterden and District Residents' Association.
- 1.3 Cllr Clarkson made a Voluntary Announcement that he was a Director of A Better Choice for Property Ltd and a member of the Weald of Kent Protection Society.
- 1.4 Cllr Clokie made a Voluntary Announcement that he was a member of the Weald of Kent Protection Society and the Tenterden and District Residents' Association.
- 1.5 Cllr Michael made a Voluntary Announcement that he was a member of the Weald of Kent Protection Society.
- 1.6 Cllr Wedgbury made a Voluntary Announcement that he was a member of Kingsnorth Parish Council.

2 Notes of the Local Plan and Planning Policy Task Group Meeting held on 25th April 2016

- 2.1 The Task Group Members agreed that the Notes of the Local Plan and Planning Policy Task Group Meeting held on 25th April 2016 were an accurate record.

3 Ashford Local Plan 2030 – consultation arrangements

- 3.1 The Head of Planning Policy and Economic Development (HPP&ED) introduced this report, which was for Members' information. The consultation period would take place for eight weeks, following the Cabinet meeting on 9th June. Copies of the draft Local Plan would be placed in staffed exhibitions at strategic points around the Borough, and further publicity would be via formal notice and press releases in the media, radio, podcasts and social media.
- 3.2 In response to a question, the HPP&ED explained that it would be difficult to resource weekend exhibitions. Members noted that the timings of the weekday exhibitions were such that members of the public would be able to attend after work if desired. However, the HPP&ED agreed to give further consideration to weekend options.
- 3.3 One Member suggested that there should be more emphasis on the fact that the statutory consultation period was only 6 weeks, but the Council had decided to adopt an 8 week consultation period in order to give the public every opportunity to provide feedback.
- 3.4 Some Members expressed concern about the use of social media. The Communications and Marketing Manager advised that this method of publicity was mainly aimed at the younger generation. It was not intended to encourage debate with the Council, but just to be used to publicise the consultation opportunity. He considered that it was important to use as many methods of publicity as possible to reach the maximum number of people. He advised that leaflets would be deposited in various places throughout the Borough advertising deposit points where the full draft Plan could be read. Special packs would also be sent out to all parishes and urban forums.
- 3.5 Members questioned the rationale for the location of the exhibitions. The HPP&ED explained that the areas chosen were generally those areas where the main site allocations were situated. Areas taking forward Neighbourhood Plans had been avoided. Members suggested that parishes should be linked together in clusters, with one exhibition arranged per cluster. The HPP&ED said he would give further consideration to this point. There was some discussion about the difficulties of having a permanent unstaffed exhibition in a vacant unit in Park Mall, and it was agreed to reconsider this idea.
- 3.6 Members questioned the relationship between the draft Local Plan and Neighbourhood Plans. The HPP&ED explained that the draft Local Plan was used to set strategic policies for housing needs in the Borough, and Neighbourhood Plans gave local expression to how the necessary numbers could be met within a particular local area. Neighbourhood Plans must be in accordance with any emerging draft Local Plan. Members were concerned that not all parishes understood the relationship between the Local and Neighbourhood Plans, and the HPP&ED agreed to strengthen this point in the Local Plan. He also undertook to provide a briefing session for all Members.

4 Future Meetings Programme

- 4.1 The HPP&ED introduced this report, which proposed various topics to be considered by the Task Group during the Local Plan consultation period. The housing land supply and Otterpool garden village proposal were both important forthcoming issues, and the other three proposed strategies would give rise to implementation issues requiring consideration. Members were content with the suggested topics.

Resolved:

That the Task Group would discuss the proposed items at its meetings on 30th June and 3rd August 2016.

5 Ashford Local Plan 2030 – draft for consultation

- 5.1 The HPP&ED introduced this item. He reminded Members that the site policies and allocations had already been seen and agreed by the Task Group over recent months. However, he drew Members' attention to several issues that had been amended since consideration by the Task Group. These were the Housing Strategy, The Eureka Park Policy and Broadband Policy. He said that the Housing Strategy was the centrepiece of the Local Plan, and it was important that Members understood and accepted the Strategy and its implications. He also drew Members' attention to Policy SP2, and said this was a critical policy and any changes to this policy should be avoided or kept at a minimum. He explained that a total of 12,636 dwellings would be delivered in the Borough between 2016 and 2030. This figure was made up from the SHMA calculations, together with employment needs and London out-migration. A large proportion of the development locations had already been determined by planning decisions, where the Council had adopted a traditional approach. He advised that there were some risks associated with this approach and Members should be conscious of this when considering representations to amend numbers or the distribution.
- 5.2 The Director of Development reminded Members that any agreed changes would be made prior to the final submission of the draft Local Plan for examination. He considered there was a strong likelihood that re-consultation would be necessary, only on amended areas. He asked Members to email Planning Officers with any general points in relation to the Draft, but to wait until consultation began before feeding back concerns on specific areas.

6 Dates of Next Meetings

- 6.1 30th June 2pm Council Chamber
3rd August 2pm Council Chamber

Councillor Clarkson (Chairman)
Local Plan & Planning Policy Task Group

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Joint Transportation Board

Minutes of a Meeting of the Joint Transportation Board held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **14th June 2016**.

Present:

Mr. C Simkins (Chairman);
Cllr. Bartlett (Vice-Chairman);

Cllrs. Bradford, Burgess, Feacey, Mrs Martin, Mrs Webb
Mr. M J Angell, Mr P M Hill, Mr. D Smyth, Mr. J N Wedgbury, Mr M A Wickham.

Mr. K Ashby – KALC Representative.

Apology:

Mr S J G Koowaree.

Also Present:

Cllr. Sims.

Lorna Day (Parking Enforcement Manager – KCC), Lisa Willoughby (Ashford District Manager – KCC), Jo Fox (Health, Parking & Community Safety Manager – ABC), Chris Miller (Team Leader – Parking – ABC), William Train (Engineering Technical Officer – ABC), Danny Sheppard (Senior Member Services Officer – ABC).

31 Declarations of Interest

Councillor	Interest	Minute No.
Mrs Webb	Made 'Voluntary Announcements' as the Ward Member for, and a resident near, the Beaver Road Bus Gate.	35

32 Minutes

Resolved:

That the Minutes of the Meeting of this Board held on the 8th March 2016 be approved and confirmed as a correct record.

33 Public Transport Liaison Task Group – 8th April 2016

Resolved:

That the Minutes of the Meeting of the Public Transport Liaison Task Group held on the 8th April 2016 be received and noted.

34 Parking and Waiting Restrictions Update

The report provided an update and summarised parking and waiting restriction schemes that had been brought through the Joint Transportation Board. It also asked the Board to agree recommendations regarding the recent consultation on the 'Amendment 1' order. Mrs Fox outlined the components of Amendment 1, which included: - Finn Farm Road, Ashford; Danemore, Tenterden; High Street, Tenterden; Wotton Road, Ashford; and Ellingham Way, Ashford and the objections and comments received. She further explained that the Appendix to the report also contained details of further schemes that were currently out to consultation. No decision had been made on any of these schemes and any comments received during the consultation period would be fully considered.

In accordance with Procedure Rule 9.3 Mr Goundry, a local resident and one of the owners of The Kennington Carvery spoke on this item. He said that as a business owner in Ulley Road and a lifelong local resident, he objected to the current proposals for Ulley Road. He wanted to work with Officers during the consultation period to find an acceptable solution, but at this stage he felt he had to lodge his opposition. He considered that the installation of double yellow lines would increase the speed of traffic on the road and he was concerned for the safety of pedestrians, especially children using the schools and playing field, as the footpath was only 18 inches wide in places. Mr Goundry said that the proposals appeared to have been suggested to facilitate larger vehicles including buses, but no bus routes actually used Ulley Road. He considered that the proposal was rushed, poorly communicated and poorly thought through and he would support a fuller investigation of the situation in the area to arrive at a more proportionate and satisfactory outcome.

The ABC Ward Member for Kennington said that there had already been approximately 290 objections to the proposals for Ulley Road in the three days since the consultation began and he personally could not support the proposed double yellow lines. Another Member, who was the adjacent Ward Member, said she also objected to the proposals and would like to be involved in any further investigations. Mrs Fox said that she would arrange a small site meeting, involving local Ward and Division Members, to discuss this particular proposal.

Resolved:

That the Board support the introduction of the recently advertised Amendment 1 order, plans of which are included at Appendix 2 to the report.

35 Beaver Road Bus Gate

Further to the request of this Board at its last meeting for KCC to consider a trial suspension, the report from KCC set out the need to retain the Beaver Road Bus Gate as a traffic restriction. Mrs Day introduced the report and gave the history of the scheme which was developed as a safety measure to discourage use of Beaver Road as an access route to Ashford town centre. An assessment of the road prior and after the installation of the bollard showed that the restriction had achieved an improvement in road safety. In the 19 years before the implementation of the bollard there was an average of eight crashes per year and in the 16 years following, the crash record had dropped to an average of four crashes per year. Over the last three years the crash record for Beaver Road was good with only one slight injury accident recorded and this was not attributed to the bollard. Therefore on balance there was currently no justification for implementing a trial from a safety or congestion benefit in light of the data available and KCC did not support either a trial or permanent removal of the Beaver Road Bus Gate.

The Chairman directed Members' attention to the tabled paper which included comments in support of the recommendation from Councillor Apps who was one of the Ward Members for the adjacent Ward.

The Ward Member said she was not surprised with the outcome but she was disappointed. The crash record prior to the installation of the Gate was misleading as at that time the road was two-way and did not have the pinch points it had now and she believed that if the road was re-opened the pinch points would slow the traffic down naturally. She considered the decision may have been taken on cost rather than safety grounds. She also understood there was the possibility of Automatic Number Plate Recognition (ANPR) cameras being introduced in the future but there was no reference to that in the report. She concluded by stating that this issue would not simply go away and she considered that in the absence of a satisfactory outcome it should be reviewed again in six months.

Some Members said they supported the points made by the Ward Member. Residents in this area were suffering and the traffic situation had changed significantly since the Gate was installed in 1999 with both Victoria Way and the by-pass. It was also likely to change even further with the Designer Outlet extension and other nearby developments. If there was to be a traffic control here ANPR cameras, which could exempt the vehicles of local residents, were surely preferable, but they did think a trial suspension had some merit. One Member considered it was more likely that accidents may increase on the A2042 Romney Marsh Road, as this was now the only route to get from central to south Ashford.

Other Members said they supported the recommendation of Officers. This was chiefly because of concerns about the potential safety effects of disabling the Gate. It had been put in for a reason, because traffic wanted to use the road as a rat run and if it was removed this would undoubtedly happen again because people would want to avoid coming past the Outlet. In terms of safety it was considered to be an unreserved success and road safety should be the primary consideration here. Ashford had one of the worst road safety records in the county and nothing should be done that could potentially make that situation worse. The views of the bus

company should also be taken in to consideration and it was likely that removal of the Gate would mean they would not be able to stick to their timetable. It was true to say that a lot was changing in the area, but that was more of an argument to not remove the restriction at this stage. The Designer Outlet extension, Model Railway centre, Victoria Way development and the trial of ANPR cameras at Bridgefield were all considered reasons to wait and see what happened in the area, and then perhaps re-consider this proposal in the future if the evidence suggested it was the best thing to do.

Mrs Fox advised that the conclusion to not support any sort of removal of the restriction was based purely on safety factors. They would never look at the financial situation over safety considerations. The ANPR test case at Park Farm could possibly create an opportunity as, if successful, the back office functions would already be set up, but this would be some time in to the future. At this stage though safety was the paramount concern and both KCC and ABC Officers were in agreement over the conclusion.

Resolved:

That the Board notes Kent County Council's conclusion that it would not support either a trial or permanent removal of the traffic restriction (Beaver Road Bus Gate).

36 Lorry Parking Update

Mrs Fox introduced the report which gave the Board an update on the continued overnight HGV parking enforcement and clamping of persistent offending HGVs in Ashford. She advised that after many years of hard work they were now slowly starting to see results. The percentage of PCNs paid continued to rise and at present was about 47% of those issued (30% higher than when the clamping trial had begun). The Board had earlier in the meeting agreed a full overnight and weekend HGV ban at Wotton Road and Ellingham Industrial Estate and work was continuing on a number of proposals to improve the situation at the Hothfield laybys. It was still clear though that additional HGV spaces were needed so displacement to other areas was a real issue. Enforcement was working and achieving a higher level of compliance but lorry parking spaces in the area were now full to capacity on most nights of the week. ABC's new draft Local Plan included a specific plan for the Borough's only dedicated off road lorry park at Waterbrook to expand the current park from 325 spaces to 600 spaces, but all parties were waiting for a decision from Government on the potential Operation Stack Lorry Park at Junction 11 and, if permitted, whether that would also be available for constant use throughout the year.

The Chairman thanked Mrs Fox for her update. He said slow, but sure progress was being made and this should be seen as a real positive.

In response to a question, Mrs Willoughby advised that KCC had conducted surveys on 7th, 8th and 10th June across the county at identified HGV parking locations, to ascertain numbers to assist in the formulation of future solutions. These surveys had been undertaken at 40 known locations and had identified 311 vehicles.

The Vice-Chairman said that he supported the possible expansion of the lorry parking facilities at Waterbrook, but he urged caution about moving too quickly when large numbers of houses were also being built in the area and he thought the Local Plan process should be allowed to play out properly.

Resolved:

That the report be received and noted and the ongoing work supported.

37 Highway Works Programme 2016/17

The report updated Members on the identified schemes approved for construction in 2016/17.

Mrs Willoughby agreed to feedback more information to Members on the following matters surrounding the Highway Works Programme: -

- The drainage problems on private land in Hamstreet.
- A request from the Parish Council to install a footpath in front of Griffin Cottages, Victoria Terrace, Appledore.
- The precise location of drainage works on the A28 Canterbury Road.

Resolved:

That the report be received and noted.

38 ABC Owned Amenity and Footway Lighting

The report was submitted for information having previously been agreed by the Cabinet of ABC. It outlined plans for ABC to fund up to £1m as a capital investment to upgrade and replace as appropriate, its amenity and footway lighting columns to adoptable KCC standard, and to transfer as many of the assets as possible to KCC. It also advised of proposals to remove amenity and footway lighting where deemed not necessary by KCC and/or ABC and where a third party (e.g. a Parish Council) did not want to adopt.

A Member asked Officers to bear in mind that some Parish Councils had their own bespoke light fittings which they had previously purchased from their own funds. Mr Train assured the Member that these were safely in storage.

Resolved:

That the report be received and noted.

Queries concerning these Minutes? Please contact Danny Sheppard:
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Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees

Agenda Item No: 22
Report To: CABINET
Date: 14TH JULY 2016
Report Title: SCHEDULE OF KEY DECISIONS TO BE TAKEN
Report Author: Corporate Director (Law and Governance)



Summary:	To set out the latest Schedule of Key Decisions to be taken by the Cabinet of Ashford Borough Council.
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Key Decision: NO

Affected Wards: Where appropriate, individual Wards are indicated.

Recommendations : **That the Cabinet receive and note the latest Schedule of Key Decisions.**

Policy Overview: Under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, there is no longer a legal requirement to publish a Forward Plan of Key Decisions, however there is still a requirement to publish details of Key Decisions 28 clear days before the meeting they are to be considered at. The Council maintains a live, up to date rolling list of decision items on the Council's website, and that list will be presented to the Cabinet each month, in its current state, for Members' information.

Financial Implications: Nil

Other Material Implications: Nil

Exemption Clauses: Nil

Background Papers: None

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**CABINET
SCHEDULE OF KEY DECISIONS TO BE TAKEN**

The following Key Decisions will be taken by Ashford Borough Council's Cabinet on the dates stated.

Ashford Borough Council's Cabinet is made up of: - Councillors Gerry Clarkson; Neil Bell; Clair Bell; Mike Bennett; Jessamy Blanford; Gareth Bradford; Paul Clokie; Graham Galpin; Callum Knowles; Neil Shorter.

Copies of the reports and any other relevant documents that are submitted to the Cabinet in connection with a proposed decision will be available for inspection, or on screen, five clear days before the decision date at the Civic Centre, Tannery Lane, Ashford and at The Town Hall, 24 High Street, Tenterden, during opening hours, or at www.ashford.gov.uk/councillors_and_committees.aspx

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
14th July 2016					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	10/7/15
Affordable Housing Provider Protocol	<i>To provide members with an explanation of how recent changes to national housing and planning policies are changing the ways in which affordable housing can and is being delivered.</i>	Cllr Clokie	Jennifer Shaw	Open	31/3/16
Section 106 Agreements – Annual Progress Report	<i>Focus on s106 contributions received in the last year, contributions secured in new agreements and projects that have been supported by s106 funding</i>	Cllr Bennett	Lois Jarrett	Open	12/6/15

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Procurement and Appointment of External Audit	<i>To explain that each Local Authority has a choice of three different routes to choosing its external auditor and to recommend to Council a preferred route to procurement.</i>	Cllr Shorter	Paul Naylor	Open	31/3/16
Annual Report	<i>The Annual Report will build upon the contents of quarterly performance monitoring, but will also include the following information – An Introduction from the Leader and Chief Executive; Facts and figures about Ashford; Timeline of key achievements in the Borough over the calendar year; Borough achievements; and a Financial Summary.</i>	Cllr Knowles	Nicholas Clayton	Open	10/7/15
A Review of T-CAT's Role and Options for the Future	<i>To propose a review of T-CAT which will determine: - the current functions of the Team; categories of functions carried out by T-CAT and their worth; who tasks T-CAT and how that tasking is done; what else needs to be done (now and during the next five years) and who should do it; what resources need to be available to do this work, and where they should come from.</i>	Cllr Mrs Bell/ Clarkson	Kirsty Hogarth	Open	9/5/14
Data Protection Policy	<i>To Approve the revised Data Protection and Information Security Policies which have been brought up to date to align with changes in national policy and current best practice.</i>	Cllr Knowles	Nicolas Clayton	Open	6/4/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Phase 1 Commercial Quarter Office Development (Land Transaction)	<i>For Cabinet to note the decisions that were previously taken on this transaction, and also for Cabinet to recommend to Council that it approve those matters requiring approval which fall outside of the remit of the Town Centre and Regeneration Board.</i>	Cllr Shorter	Paul McKenner	Open	19/5/16
Chilmington Design Code – Adoption as a Supplementary Planning Document	<i>To analyse all representations received following recent public consultation and seek approval to adopt the Codes as a Supplementary Planning Document to the 2013 Chilmington Green Area Action Plan, subject to any recommended amendments.</i>	Cllr Bennett	Mark Chaplin	Open	31/7/15
Ashford College Funding Phase 1a		Cllrs Clarkson/ Shorter	Ben Lockwood	Open	14/3/16
Park Farm Bus Subsidy	<i>To allocate funds from SPG6 to KCC for the provision of bus services and improvements from the SATS Infrastructure Fund.</i>	Cllr Bennett	Lois Jarrett	Open	9/5/14
Ashford Leisure Trust – Stour Centre	<i>To update Members on the need to change the arrangements recommended to and agreed by the Cabinet (April meeting) concerning the lease of the Julie Rose Stadium and management of Conningbrook Lakes.</i>	Cllr Mrs Blanford	Christina Fuller	Open	26/5/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
11th August 2016					
MEETING CANCELLED					
8th September 2016					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot'.</i>	Cllr Shorter	Nicholas Clayton	Open	28/7/15
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	28/7/15
Corporate Commercial Property – Annual Report		Cllr Shorter	Stewart Smith	Open	11/5/16
Revenues & Benefits – Updated Enforcement Policy		Cllr Shorter	Hannah Davies	Open	23/5/16
Syrian Vulnerable Persons Relocation Scheme – One Year On		Cllr Clarkson	Sylvia Roberts	Open	12/5/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Homelessness Strategy	<i>To update Members on the outcome of consultation and to seek approval for adoption.</i>	Cllr Clokie	Jennifer Shaw	Open	19/4/16
Food Safety Policy		Cllr Bradford	Sheila Davison	Open	23/5/16
Misuse of Drugs and Alcohol Policy		Cllr Knowles	Joy Cross	Open	16/5/16
Annualised Hours Policy	<i>To approve an annualised hours working pattern, and supporting Personnel Policy, whereby operational staff work longer hours in the summer periods and shorter hours in the winter periods. Such a pattern is intended to maximise productivity and reflect the seasonality of grounds maintenance work.</i>	Cllr Knowles	Joy Cross	Open	28/4/16
Microchip Policy		Cllr Mrs Bell	Julie Rogers	Open	26/5/16
Corporate Delivery Plan		Cllr Clarkson	Kirsty Hogarth	Open	26/2/16
Medium Term Financial Plan		Cllr Shorter	Ben Lockwood	Open	26/5/16
Ashford Town Centre, Kingsnorth and Woodchurch Conservation Area Appraisals		Cllr Bennett	Daniel Carter	Open	27/6/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Review of Pension Costs associated with Grounds Maintenance Restructure	<i>Possible approval of the costs of the early release of local government pension for a post-holder for reasons of redundancy, associated with the proposal for grounds maintenance services to be taken in-house.</i>	Cllr Knowles	Joy Cross	Exempt	16/5/16
13th October 2016					
Outcome of HRA Review		Cllr Clokie	Sharon Williams	Open	26/5/16
Housing Home Ownership Opportunity – Opt to Buy		Cllr Clokie	Richard Robinson	Open	20/6/16
10th November 2016					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Shorter	Maria Seddon	Open	13/11/15
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance ‘snapshot’</i>	Cllr Shorter	Nicholas Clayton	Open	13/11/15
Cemetery Memorial Safety Policy	<i>Report back on adoption of policy and set of operational guidelines to manage the forward process relating to the safe management of memorials in Ashford.</i>	Cllr Mrs Bell	Julie Rogers	Open	26/2/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
8th December 2016					
Draft Budget 2017/18	<i>To present the preliminary draft service budget and outline MTFP for the purposes of subsequent formal scrutiny by the O&S Task Group and public consultation.</i>	Cllr Shorter	Paul Naylor/Ben Lockwood	Open	4/12/15
Council Tax Base	<i>To present for approval the estimated 2017/18 Council tax base calculation for the Borough and each parished area, on which the major preceptors and local Parish Councils will base their requirements.</i>	Cllr Shorter	Ben Lockwood	Open	4/12/15
12th January 2017					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	16/1/15
Waste & Recycling – Costed Forward Education & Promotion Strategy	<i>Further to the report received by the Cabinet in February 2016, presentation of a costed forward education and promotion strategy, including forward recycling options and targets be approved.</i>	Cllr Mrs Bell	Julie Rogers	Open	13/2/16
9th February 2017					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/2/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Revenue Budget 2017/18	<i>To present the draft revenue budget for 2017/18 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Paul Naylor/Ben Lockwood	Open	13/2/16
Corporate Performance Report	<i>The report seeks to give members and the Borough's residents an overview of how the Council is performing. It seeks to do this in a transparent and easily-accessible manner, giving a key performance 'snapshot'.</i>	Cllr Shorter	Nicholas Clayton	Open	13/2/16
Climate Change and Sustainable Environment – Annual Progress Report	<i>This report summarises actions and initiatives undertaken throughout the authority during the last year in the complementary areas of a sustainable environment, carbon and energy reduction and responding to the threat of climate change. These had been brought together previously within the Council's Position Statement.</i>	Cllr Mrs Blanford	Paul Naylor	Open	13/2/16
Domestic Abuse Annual Report	<i>Sets out for comment the progress the Council and its partners are making on projects focusing on domestic abuse over the past 12 months since the agreement by the Council to allocate up to £50,000 per year for three years to support the work on tackling domestic abuse.</i>	Cllr Bradford	James Hann/Elizabeth Mannington	Open	13/2/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
9th March 2017					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance.</i>	Cllr Knowles	Ian Smith	Open	11/3/16
6th April 2017					
11th May 2017					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/5/16
8th June 2017					
Final Outturn 2016/17	<i>Final budget outturn for previous financial year</i>	Cllr Shorter	Ben Lockwood	Open	10/6/16
Annual Report 2016/17	<i>The Annual Report will build upon the contents of quarterly performance monitoring, but will also include the following information – An Introduction from the Leader and Chief Executive; Facts and figures about Ashford; Timeline of key achievements in the Borough over the calendar year; Borough achievements; and a Financial Summary.</i>	Cllr Knowles	Nicholas Clayton	Open	10/6/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Section 106 Agreements – Annual Progress Report	<i>Focus on s106 contributions received in the last year, contributions secured in new agreements and projects that have been supported by s106 funding</i>	Cllr Bennett	Lois Jarrett	Open	10/6/16

***If you wish to contact a Report Author by email, unless stated otherwise, the addresses are;
first name.surname@ashford.gov.uk***

6/7/16