

Cabinet – Supplementary agenda No. 1

A meeting of the Cabinet will be held on:

Date: 15 July 2014

Time: 3.00pm

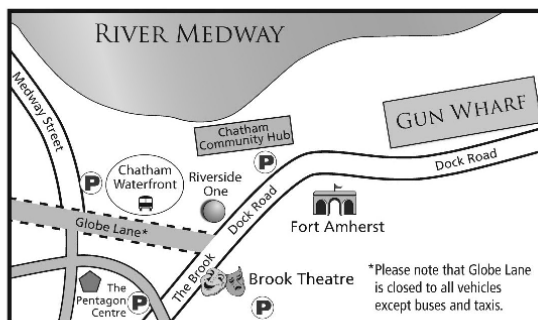
Venue: Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4 4TR

Items

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|-----|---|-------------------------|
| 6. | Hot Food Takeaways in Medway: A Guidance Note | (Pages
3 - 78) |
| 7. | Review of the Guide to Developer Contributions | (Pages
79 -
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| 13. | 2013/2014 Year End Performance Monitoring | (Pages
157 -
188) |

For further information please contact Wayne Hemingway/Anthony Law, Democratic Services Officers on Telephone: 01634 332509/332008 or Email: democratic.services@medway.gov.uk

Date: 7 July 2014



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If you have any questions about this meeting and you want to speak to someone in your own language please ring **01634 335577**

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Appendix 1



Hot Food Takeaways in Medway A Guidance Note

July 2014

Executive Summary

This guidance note has been produced to help tackle the issue of obesity through the built environment. It seeks to locate hot food takeaways in appropriate areas, and avoid over-concentration of these uses in an effort to encourage people to eat more healthily. In accordance with the National Planning Policy Framework, it seeks to ensure town centre viability and vitality.

The issue of health has been addressed in both the National Planning Policy Framework, and the National Planning Practice Guidance, and as such requires planning authorities to work with public health and to take account of the health status and needs of the local population to improve health and wellbeing.

1. Introduction

- 1.1 Obesity occurs when energy intake from food and drink consumption is greater than energy expenditure through the body's metabolism and physical activity over a prolonged period, resulting in the accumulation of excess body fat. Many factors can contribute to obesity, including sedentary lifestyles and excessive consumption of fast food. Fast food and ready meals are often high in calories, salt and fat.
- 1.2 The issue has been recognised nationally and many local authorities have taken steps to exercise greater control over fast food outlets, particularly around schools and other places that attract large numbers of young people. This is because tackling the issue with younger people can prevent problems in later life.
- 1.3 In the case of schools the issue is with fast food consumption at lunchtimes and after school. Other places that attract large numbers of young people include playing fields and children's play spaces and some authorities have sought to control hot food takeaways within a certain distance of these.
- 1.4 Medway Council has considered the approaches that have been taken to combat obesity elsewhere through additional controls on hot food takeaways and has produced this guidance note. The advice in the note will be used in determining planning applications, taking into consideration other matters such as noise and litter, and in developing new policies for the location of development.

2. National Context

- 2.1 Tackling obesity is one of the biggest health challenges facing the UK.
- 2.2 Currently one in four adults in England are obese. There is a clear link between increased body fat (obesity) and risk of medical conditions including type 2 diabetes, cancer, heart and liver disease. The UK-wide NHS costs attributable to overweight and obesity are projected to reach £9.7 billion by 2050, with wider costs to society estimated to reach £49.9 billion per year¹.
- 2.3 Obesity among 2-10 year olds rose from 10.1% in 1995, to 13.9% in 2001. The prevalence of obesity among 11-15 year olds was recorded in 2011 as 20.2%. The 2011/12 National Child Measurement Programme (NCMP) showed that obesity prevalence among 4-5 year olds was 9.5% and 19.2% among children aged 10-11 year olds².
- 2.4 There is a direct relationship between obesity and deprivation. Women in more deprived areas are more likely to be obese than those

¹ <http://www.bis.gov.uk/assets/foresight/docs/obesity/17.pdf>

² http://www.noo.org.uk/uploads/doc/vid_17926_ChildWeightFactsheetFeb2013.pdf

elsewhere. Obesity prevalence increases from 21.5% in the least deprived 20% of areas to 31.5% in the most deprived 20%³.

- 2.5 Given this situation Government aims to achieve a sustained downward trend in the level of excess weight in both children and adults by 2020⁴.

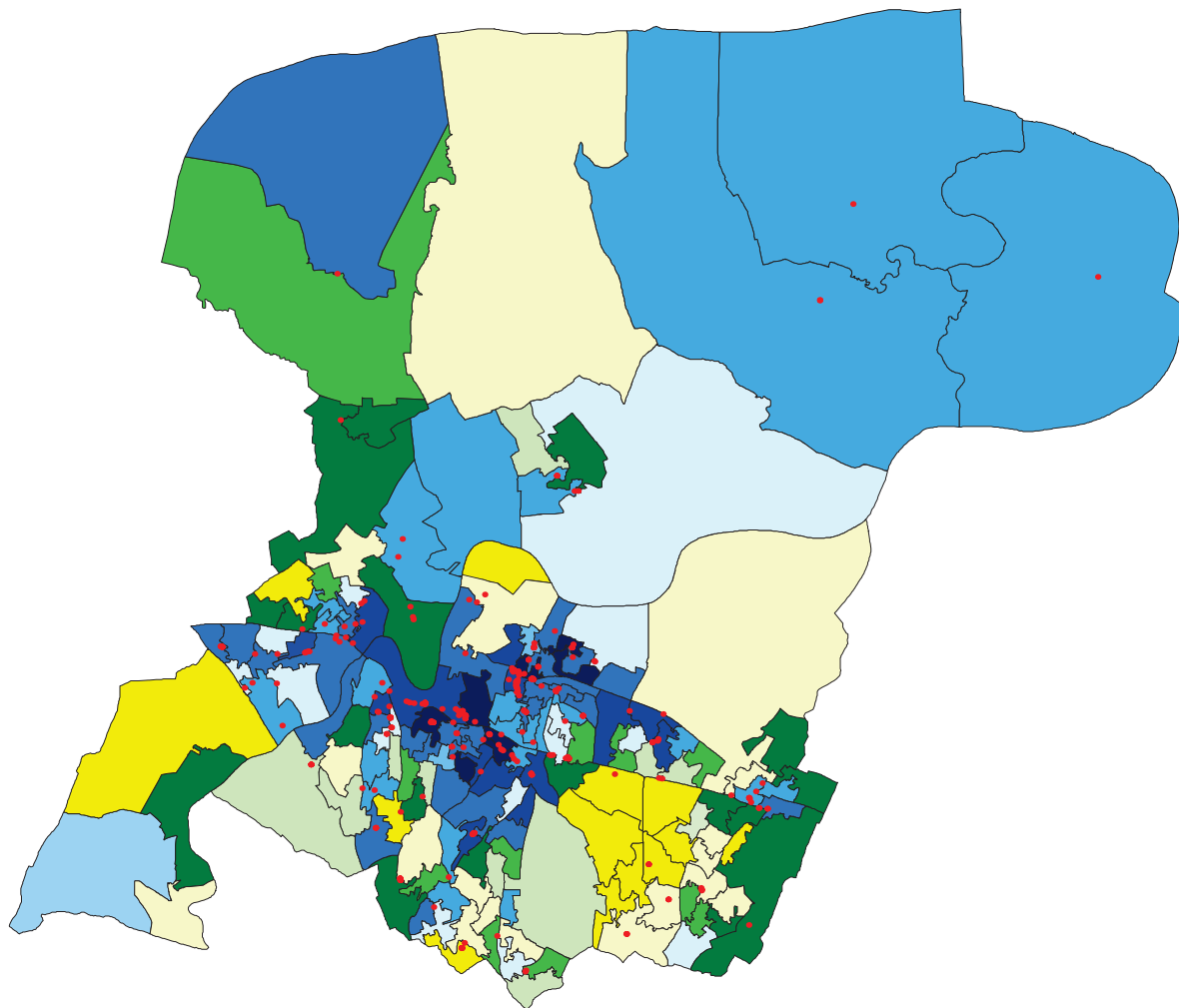
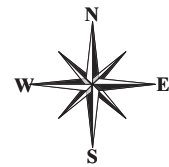
3. Medway Context

- 3.1 The situation in Medway is even more acute than the average picture nationally. An estimated 30 per cent of Medway's adult population and over 20 per cent of children (at the age of ten) are classified as obese.
- 3.2 The cost of overweight and obesity to NHS Medway is estimated as £77.4 million by 2015, of which £45 million is attributed to obesity alone.
- 3.3 In November 2013 there were 238 registered hot-food takeaways in Medway – this equates to 1 per 1,127 people. Taking the 5-16 age range, this rises to 1 per 168 persons⁵. There are more than two hot food takeaways for every school and just over four for every GP surgery.
- 3.4 The majority of these premises are located in the core retail areas, town centres, neighbourhood centres and local centres but some are more widely distributed.
- 3.5 Plan 1 shows the distribution of hot food takeaways and the relationship with areas of multiple deprivation. This shows that there are particular concentrations in the more deprived neighbourhoods and with the greatest number in and around Chatham and Gillingham town centres.
- 3.6 Plan 2 shows the location of hot food takeaways in relation to the core retail areas and local centres. Currently there are 128 outlets in these areas and 110 or 46% are outside. This is a high proportion given the large number of local centres situated across the area.
- 3.7 Plan 3 shows the location of hot food takeaways in terms of their proximity to schools and the effect of a 400 metre buffer around them. This confirms that there are 179 hot food takeaways within 400 metres of a school.
- 3.8 To put this into context a national study showed, at a local authority level, a density of fast food outlets ranging between 15 and 172 per

³ http://www.noo.org.uk/uploads/doc/vid_17925_AdultWeightFactsheetFeb2013.pdf

⁴ <http://www.instituteofhealthequity.org/projects/fair-society-healthy-lives-the-marmot-review/fair-society-healthy-lives-full-report>

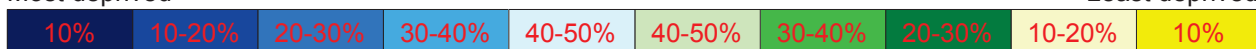
⁵ <http://www.medway.gov.uk/environmentandplanning/developmentplan/factsandfigures.aspx>



● Registered hot food
takeaway

Most deprived

Least deprived



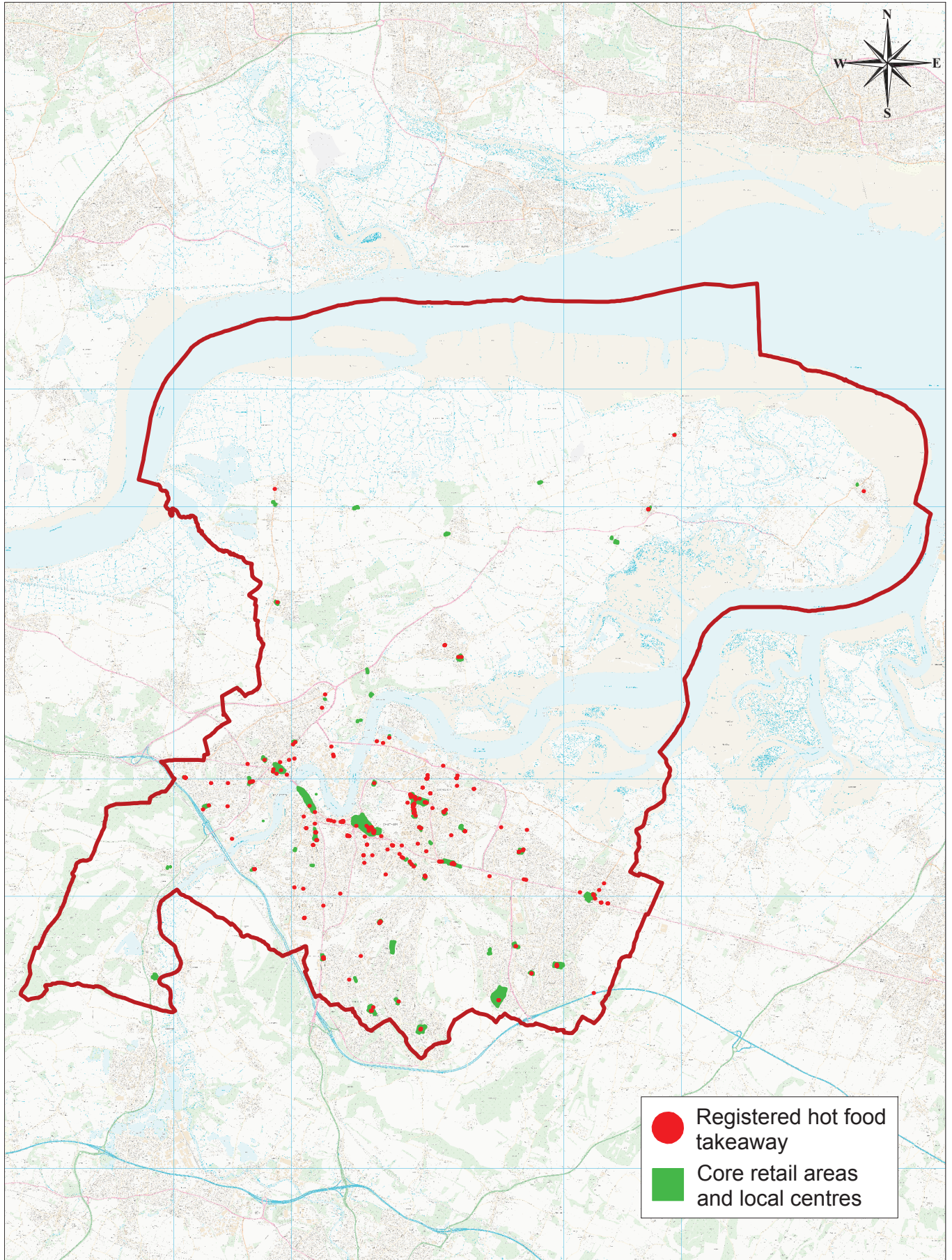
Plan 1

Medway
COUNCIL
Serving You

Scale: 1:150000 18/02/14

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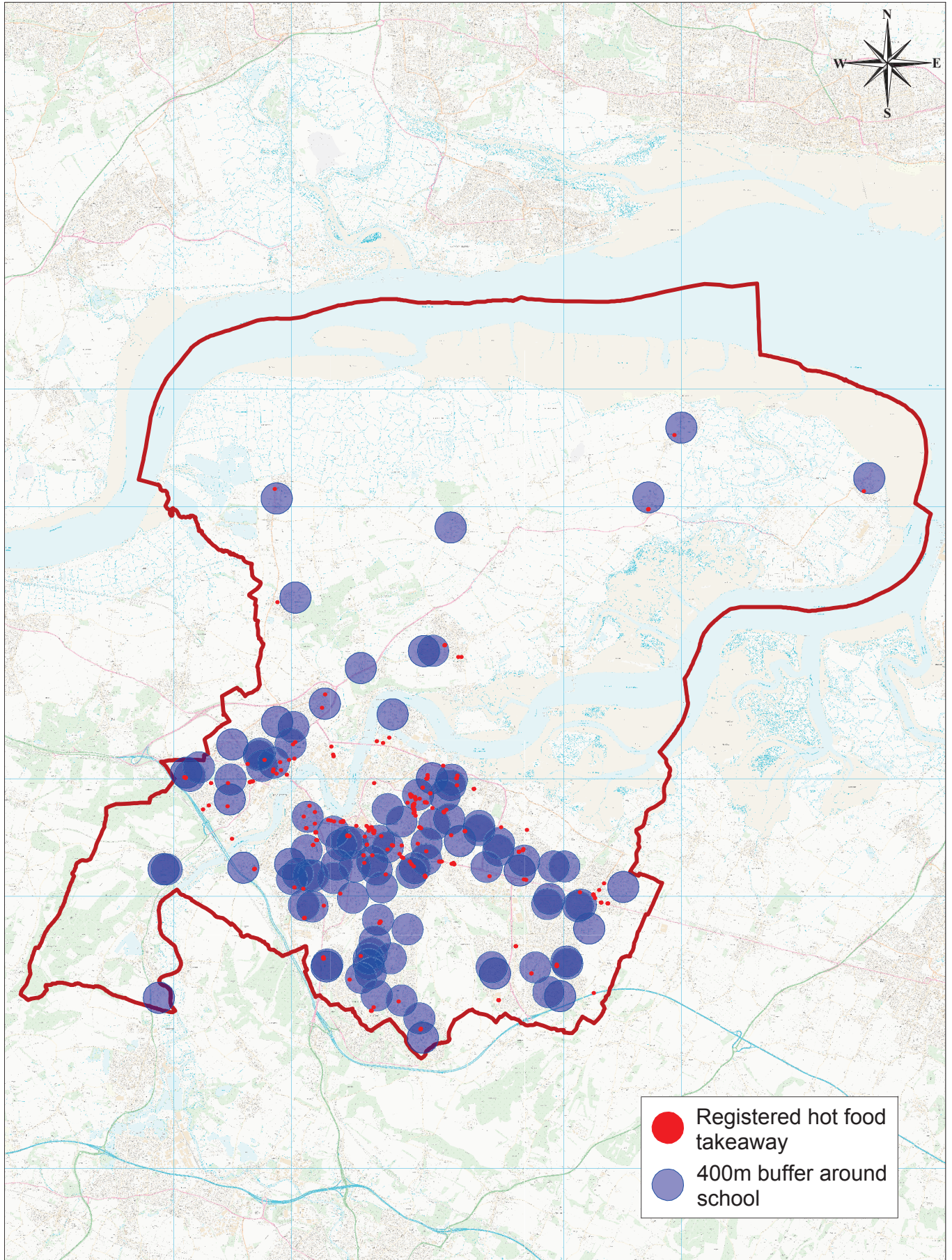
Plan 2



Scale: 1:135000 29/01/14

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Plan 3



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100,000 population⁶. The equivalent figure for Medway is 89. This may appear to be an average figure but as the plans show the distribution within Medway is concentrated in certain areas.

4. Responding to the Issue

National Planning Policy Framework

- 4.1 The National Planning Policy Framework (NPPF) makes it clear that local planning authorities (LPAs) have a responsibility to promote healthy communities. It says that local plans should *“take account of and support local strategies to improve health, social and cultural wellbeing for all”*.
- 4.2 Furthermore, the National Planning Practice Guidance (NPPG) states that *“local planning authorities should ensure that health and wellbeing, and health infrastructure are considered in local and neighbourhood plans and in planning decision making”*.
- 4.3 In addition, LPAs should prepare planning policies and take decisions to achieve places that promote *“strong neighbourhood centres and active street frontages which bring together those who work, live and play in the vicinity”*.
- 4.4 The NPPF also gives clear advice that local planning authorities should *“work with public health leads and organisations to understand and take account of the health status and needs of the local population... including expected changes, and any information about relevant barriers to improving health and wellbeing”*. Important issues may be identified through health impact assessments that may be conducted as part of the planning process.
- 4.5 In response to this, a number of local authorities have drawn up supplementary planning or other documents to deal specifically with the issue of hot food takeaways. Others are looking more widely at the interaction between planning and health.

National Health Policy

- 4.6 Addressing the wider determinants of health and wellbeing has been identified as the basis of the new public health service. The Marmot Review recommended strengthening the role and impact of ill-health prevention including by tackling obesity⁷. Local authorities are part of the response to tackling obesity with a whole systems approach, which should include integrated policies. Sustainable Community Strategies

⁶ <http://www.local.gov.uk/documents/10180/5674046/Obesity+briefing/e7cfd1b-953b-418d-85f2-1b6abe2e0a16>

⁷ <http://www.instituteofhealthequity.org/projects/fair-society-healthy-lives-the-marmot-review/fair-society-healthy-lives-full-report>

should be used as a critical planning tool to develop local strategies to reduce obesity⁸.

- 4.7 Creating a healthy environment is fundamental to spatial planning. *“Planning policy has a key role to play in shaping environments which make it possible for people to make healthier choices about exercise, local services, travel, food, nature and leisure”*⁹. It has been recommended that local authorities be given the power to influence planning permission for retail food outlets to prevent and reduce ill health. In line with public health objectives, local authorities should be encouraged to restrict planning permission for takeaways and other fast food outlets¹⁰. The Government has said it will promote use of such powers by local authorities to highlight the impact they can have on promoting healthy weight. It has identified areas in close proximity to parks and schools as areas in which such restrictions should be applied. These powers may be initiated through the use of Supplementary Planning Documents¹¹.
- 4.8 National research has shown that the density of fast food outlets is higher in deprived areas making it harder for people in these areas to access healthier food options¹². Further research work is summarised in Appendix 1.

Local Health Policy

- 4.9 The Medway Sustainable Community Strategy (SCS)¹³ highlights key ambitions to be achieved by the Council, one of which states that every child has a good start in life; and that Medway residents enjoy good health, wellbeing and care. Healthier choices should be made easier for individuals and communities, which will maximise the potential of all Medway residents. *“Growing Healthier”* produced by NHS Medway supports the SCS setting out its aims to improve the health and wellbeing of the population, reducing health inequalities and turning the tide on the rising numbers of obese people¹⁴.
- 4.10 The Joint Health and Wellbeing Strategy (JHWS) (2012-2017) sets recommendations to tackle obesity in Medway:
1. *Deliver a coordinated set of environmental measures to tackle obesity in a smaller number of defined neighbourhoods, supporting the commitment of planning policy to reduce inequalities and informing development of new local policy.*

⁸ <http://www.bis.gov.uk/assets/foresight/docs/obesity/17.pdf>

⁹ http://www.rtpi.org.uk/media/6325/GPN5_final.pdf

¹⁰ <http://guidance.nice.org.uk/ph25>

¹¹ http://webarchive.nationalarchives.gov.uk/20100407220245/http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_084024.pdf

¹² http://www.noo.org.uk/uploads/doc/vid_15683_FastFoodOutletMap2.pdf

¹³ http://www.medway.gov.uk/pdf/sustainable_com_strategy_web.pdf

¹⁴ <http://www.medway.gov.uk/pdf/Growing%20Healthier%20-%20NHS%20Medways%20Strategic%20Commissioning%20Plan%202008%20to%202013.pdf>

2. *Develop a coherent approach to use licensing and planning to restrict access to fast food and improve the food offerings from street vendors.*

4.11 Priority Action 4 of the JHWS stipulates: “*Given that this issue affects such a high percentage of the population it is considered that it needs integrated action on a population level to make a difference. This will include action on environments to make sure healthier choices are easier such as planning fast food outlets, and support for increasing access to a variety of opportunities to increase physical activity*”¹⁵.

4.12 A review undertaken for Medway Council has raised concern with the distribution of hot food takeaways across the borough and has recommended there be a reduction in the opportunities for school age children to access unhealthy food near to schools and recreational areas¹⁶.

Local Plan Policy

4.13 ‘Saved’ policy R18 from the Medway Local Plan 2003 covers Takeaways, Hot-food Shops, Restaurants, Cafes, Bars and Public Houses. It details the criteria that must be met in order to successfully locate a hot-food takeaway. Development of hot-food takeaways, restaurants, cafes, bars and public houses will be permitted where there is no significant detrimental impact on neighbouring land uses or residential amenity. The policy also states that there should not be a proliferation of a single use in an area that would have a negative impact on the environment or highway safety. Hours of operation are dependant on the surrounding land uses and associated amenity considerations. Proposed development must make provision for suitable refuse disposal and collection facilities and will be subject to other policies of the plan pertaining to amenity, traffic, parking and disability access.

4.14 It should be noted that the Medway Local Plan was prepared and adopted prior to a change in the use class order which now categorises hot-food takeaways as a single use in their own right; A5.

Approach Taken by Other Local Authorities

4.15 A number of local authorities have produced planning documents relating to hot food takeaways and their scope is summarised in a table in Appendix 1. These have addressed both the health dimension and more common planning issues such as vitality and viability.

4.16 It will be seen that restrictions have been introduced:

¹⁵ <http://www.medway.gov.uk/pdf/health%20and%20Well-being%20StrategyFINAL.pdf>

¹⁶ http://www.medway.gov.uk/pdf/130515_The%20scope%20for%20tackling%20obesity%20in%20Medway%20through%20the%20built%20environment%20v6%20FINAL.pdf

- To prevent an undue **concentration** of units within commercial/retail frontages
- To avoid units **clustering** together (usually no more than two adjoining each other)
- To limit **proximity** to schools and, in a few cases, leisure and recreation facilities.

5. The Medway Approach

- 5.1 A similar approach, other than in relation to leisure and recreation facilities is appropriate in Medway. It is not intended to include leisure centres, playing fields and play areas at present. This is because they are not used exclusively by young people and other initiatives are more likely to result in improved outcomes.
- 5.2 Applications for hot food takeaways are assessed against saved policy R18 in the Medway Local Plan 2003, the National Planning Policy Framework and other material considerations. Other material considerations relating to the health dimension include the Joint Health and Wellbeing Strategy and the Medway Sustainable Community Strategy, together with the evidence relating to obesity that underpins them.
- 5.3 Specific consideration will be given to the following matters.

Proximity to Schools

- 5.4 Evidence shows that once obesity is developed it is difficult to treat. If in adolescence obesity develops, it is likely to remain into adulthood. In an effort to establish appropriate healthy eating habits and reduce the rate of childhood obesity in the local population the Council therefore considers it appropriate to restrict the hours of operation of hot food takeaways within 400m of schools.
- 5.5 Having fast food outlets in close proximity to schools negates some of the independent health promotion initiatives implemented in schools and is a contributing factor in the rise of obesity in the area. It is for this reason that a buffer zone is set at 400m from both secondary and primary schools. This distance is equivalent to a five-minute walk and it is widely used across the country¹⁷.
- 5.6 A specific issue has been identified with teenagers leaving secondary schools at lunchtimes to access hot food outlets. Children in primary school do not normally leave school premises during school hours but research indicates that the most popular time for purchasing food from shops is after school¹⁸.

¹⁷ <http://www.healthyurbandevelopment.nhs.uk/wp-content/uploads/2013/12/HUDU-Control-of-Hot-Food-Takeaways-Feb-2013-Final.pdf>

¹⁸ http://www.fhf.org.uk/meetings/2008-07-08_School_Fringe.pdf

- 5.7 Given these considerations a condition controlling the hours of operation will be applied to planning permissions for new hot-food takeaways (use class A5) where proposals:
- Fall within 400m of the boundary of a primary or secondary school; and
 - Are situated outside an established core retail area or local centre.

Concentration and Clustering

5.8 Over provision of takeaways within a commercial frontage, local centres or in proximity to schools outside recognised centres are not appropriate - either in terms of the vitality and viability of centres or from a health perspective. Too many units together can undermine the main retail function of a centre and appear to promote hot food takeaways in preference to healthier food options. This is recognised in Policy R18, which sets down a number of criteria against which proposals can be assessed and in health research.

5.9 In particular, criterion (ii) of Policy R18 questions whether:
The presence of any similar uses in the locality, and the combined effect that any such concentration would have, would be acceptable in terms of environmental impact and highway safety.

5.10 Within Medway there are six core retail areas or centres. These are the town centres of Strood, Rochester, Chatham, Gillingham and Rainham and Hempstead Valley Shopping Centre.

5.11 Below these in the retail hierarchy are a number of local centres, the largest of which have recently been classified as ‘neighbourhood centres’. All local centres are listed in Policy R10 of the Medway Local Plan 2003 (see also Appendix 2 to this guide). The neighbourhood centres are as follows:

- | | |
|----------------------------------|-------------------------------------|
| - Wainscott Road,
Wainscott | - Rochester Riverside |
| - Frindsbury Road,
Frindsbury | - Chatham Maritime |
| - Bryant Road/Weston
Road | - Brompton High Street |
| - Darnley Road | - Luton Road – Luton High
Street |
| - Bligh Way | - Princes Park |
| - Wells Road | - Wayfield |
| - Temple Waterfront (new) | - Shirley Avenue |
| - Delce Road – Maidstone
Road | - Walderslade Village |
| - Marley Way | - Kestral Road |
| - Borstal | - Admirals Walk |
| | - Silverweed Road |
| | - Livingstone Circus |
| | - Sturdee Avenue |

- Watling Street
- Twydall Green
- Station Road (Rainham)
- Hoath Lane – Fairview Avenue
- Cliffe
- Cliffe Woods
- Chattenden
- Cooling
- High Halstow
- Hempstead Road
- Parkwood Green
- Hoo St Werburgh
- Lower Upnor
- Upper Upnor
- St Mary Hoo
- Lower Stoke
- Stoke
- Allhallows
- Grain

- 5.12 The Council will consider the possible impact of hot food takeaways/A5 uses in each type of centre as part of an assessment of the vitality and viability of the centre as a whole. The approach is described below:

Type of Centre	Approach
Core retail area/main town centre	Determine the proportion of each main frontage in terms of each main town centre use class (A1, A2, A3, A4, A5, D1 and D2). This will normally be expressed in linear metres converted to an overall percentage; A1 should normally account for at least 60% of the total and preferably more; A5 uses should not normally exceed 10% unless there is a clear issue with units being vacant for 12 months or more. No more than two adjoining units will normally be allowed. This is to avoid fragmentation of the main retail function and avoid an undue concentration of A5 units
Neighbourhood or larger local Centre	Determine the proportion of each main frontage in terms of each main town centre use class (A1, A2, A3, A4, A5, D1 and D2). This will normally be expressed in linear metres converted to an overall percentage; A1 should normally account for at least 40% of the total. A5 uses should not normally exceed 15%
Smaller Local Centre	The characteristics of each centre can vary considerably but it is important to retain such centres where possible as they provide a focus for local community life and contribute to sustainability. Determine the proportion of each main frontage in terms of each main town centre use class (A1, A2, A3, A4, A5, D1 and D2). This will normally be expressed in linear metres converted to an overall percentage; An A5 use will not normally be permitted if it would displace an active A1 use or if it would result in more than 3 adjoining units being occupied by hot food takeaways.

- 5.13 Outside such centres and in all cases where the property is situated within 400 metres of a school, A5 uses will be subject to restricted opening hours enforced through an appropriate condition. This will ensure that outlets are not open during school lunchtimes and for a period after school, so as to contribute towards healthier lifestyles for younger people in particular.

- 5.14 New hot food takeaways will not be permitted to operate between the hours of 12:00 – 14:00 if located within 400 metres of a secondary school. Hours of operation will also be restricted between 15:00 – 17:00 in areas where new hot food takeaways are located within 400 metres of a primary or secondary school.

- 5.15 These restrictions will not apply in town centres, or neighbourhood/local centres, even where they fall within 400 metres of a school.

Location

- 5.16 A5 uses, (hot food takeaways) are considered a town centre use and so will not normally be permitted beyond the core retail areas and neighbourhood and local centres as defined above. Applications for hot food takeaways will be considered within the core retail areas, even where they fall within 400 metres of a school and may be exempt from the condition restricting hours of operation. This is considered appropriate as development of this nature is suitably sited in these areas and prohibiting development in established centres would be unreasonable.

Vitality & Viability

- 5.17 Whilst hot food takeaways contribute to the mix of town centres, it is important that they do not dominate the local retail food offer in the area. An over abundance of hot food takeaways displaces other shop and food options and impacts on the vitality and viability of designated town and neighbourhood centres. Because of this some communities in Medway have a limited choice of and access to fresh, nutritious food.
- 5.18 The clustering of hot food takeaways breaks up the continuity of the retail frontage and can detract from the primary retail function resulting in the loss of shops, which is to the detriment of local residents and the vitality and viability of the centre as a whole. To ensure that shopping areas are diverse and balanced, especially in designated centres, applications for hot food takeaways will be assessed for their cumulative impact.

Section 106 agreements

- 5.19 Hot food takeaways will be permitted provided they satisfy Local Plan policy and guidance. To mitigate their impact on the health of local communities a fee will be levied on each new A5 unit which is permitted. This will be done through a standard legal agreement known as a section 106 agreement. Money raised will be spent exclusively on initiatives to combat obesity, which will be identified in partnership with Public Health.
- 5.20 New hot food takeaways over 100m² will be subject to a contribution of £1,000; £100 per 10m².
- 5.21 A wide range of cost effective initiatives are possible but could include:
- The promotion of healthier menu options with takeaway operators
 - Cookery demonstrations and healthy eating advice in more deprived neighbourhoods and amongst specific target groups

- Healthy food promotions in conjunction with local markets and leisure centres
- Promotion of local produce
- Provision of outdoor exercise equipment.

Appendix 1: Further Background Information

Research into obesity and the incidence of hot food takeaways

A study of the relationship between socioeconomic deprivation and the location of McDonald's fast food restaurants in England and Scotland found that per capita outlet provision was four times higher in the most deprived census output areas compared to the least deprived census output areas¹⁹. This concentration of hot food takeaways can create what are termed "obesogenic environments" in which pupils have ready access to fast food outlets when travelling to and from school²⁰.

A study undertaken in Leeds has shown that there is a positive correlation between the density of fast food outlets and the obesity of children in the area²¹. Another study found that students with fast food outlets within half a mile of their schools consumed fewer servings of fruit and vegetables, consumed more soft drinks and were more likely to be overweight than students whose schools were not located close to fast food outlets^{22, 23, 24}. There is a further association between fast food outlets and ill health; a study has identified a link between fast food restaurants and stroke risk in neighbourhoods which were subject to this research²⁵.

Approaches taken by other local authorities to control hot food takeaways

Council	Concentration	Clustering	Proximity
Barking & Dagenham	5% limit on A5 units and/or frontage	No more than two adjoining frontages to be A5; at least two non-A5s between groups of A5	400m around primary and secondary schools (measured from the school boundary)
Barnsley		No more than two A5 units are located adjacent to each other; no less than two non-A5 units between	400m around primary and secondary schools or Advanced Learning Centre

¹⁹ [http://www.ajpmonline.org/article/S0749-3797\(05\)00256-4/fulltext](http://www.ajpmonline.org/article/S0749-3797(05)00256-4/fulltext)

²⁰ <http://hej.sagepub.com/content/69/2/200.full.pdf+html>

²¹ <http://www.sciencedirect.com/science/article/pii/S1353829210000948>

²² <http://ajph.aphapublications.org/doi/pdf/10.2105/AJPH.2008.137638>

²³ http://www.fhf.org.uk/meetings/2008-07-08_School_Fringe.pdf

²⁴ <http://www.nber.org/papers/w14721.pdf>

²⁵ <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2745509/pdf/nihms136009.pdf>

Council	Concentration	Clustering	Proximity
		groups of A5 units	
Birmingham	No more than 10% of units within the centre or frontage to be A5		
Bristol			400m of an area where young people gather
Central Lancashire (Chorley, Preston, South Ribble)	Applications	assessed against their cumulative impact	400m of primary or secondary, or special school
Dudley	No more than 5% of the frontage to be A5 uses	No more than two A5 uses will be permitted adjacent to one another	400m of an existing school or other youth centred facility
Greenwich	25% limit on non-A1 frontage	400m	around primary and secondary schools (measured from school boundary)
Halton			400m of primary, secondary schools, playing fields and children's play spaces
Hammersmith and Fulham	No more than 20% of the length of the key local shopping centre frontage as a whole will be permitted to change to food and drink uses (A3, A4, A5)	Areas	where children are likely to congregate – schools, parks and youth facilities
Haringey		No more than two adjoining frontages to be non-A1	
Havering	20% and 33% limits on non-A1 frontage	No more than two adjoining frontages to be non-A1	
Kensington & Chelsea	20% and 34% limits on non-A1 frontage	No adjacent non-A1 frontages; no more than three adjoining frontages to be non-A1 [in other areas]	
Newham			400m around secondary schools
North West Leicestershire	No more than 10% of the total commercial units in specified centres,	No more than two A5 units to be located adjacent to each other	

Council	Concentration	Clustering	Proximity
	to be A5 uses		
Oldham	No more than 5% of ground floor frontage in defined locations shall be A5 use No more than 10% of ground floor frontage in another specified location to be A5 use	No more than two A5 uses to be located adjacent to each other Between individual or groups of A5 uses, there should be at least two non-A5 uses	
Salford Avoid	over-concentration		
Sandwell			400m around primary and secondary school or college site
St Helen's	No more than 5% of units in the centre or frontage being A5	No more than two adjoining frontages to be A5	400m around primary and secondary schools
Stoke (proposed)	Limits proposed	Limits proposed	400m around secondary schools
Tower Hamlets	No more than 5% of units to be A5 within the defined areas	No less than two non-A5 units between groups of hot food takeaways	200m around primary and secondary schools, youth club and/or local authority leisure centre 200m – 400m from schools may be permitted with hours of operation conditioned
Wakefield	5% limit on A5 units and/or frontage	No more than two adjoining frontages to be A5; at least two non-A5s between groups of A5	The proximity of an existing (or proposed) school and/or local authority leisure centre
Waltham Forest	5% limit on A5 frontage; no A5 within 400m of existing A5 [outside designated areas]	No more than two adjoining frontages to be A5; at least two non-A5s between groups of A5	400m around schools, youth centres and park boundaries
Worcester			Consultation with schools within 400m of an A5 application

Hot food takeaways – a definition

Hot food takeaways serve a different purpose to that of restaurants or cafes (A3 use class), drinking establishments (A4 use class) and shops (A1 use class). This guidance applies to hot food takeaways (A5 use class) under the Town and Country Planning (Use Classes) Order 1987 as amended.

The definition of a hot food takeaway is an establishment whose primary business is the sale of hot food for consumption off the premises.

The proposed layouts of such premises provide a guide as to whether the use will fall into the A3 or A5 use class. In determining the dominant use of the premises, consideration will be given to:

- The proportion of space designated for food preparation and other servicing in relation to designated customer circulation space; and
- The number of tables or chairs to be provided for customer use.

Applicants should demonstrate that the proposed use would be the primary business use. The table below identifies what shop types fall within the A5 use class, however it should not be considered as a definitive list.

Examples of A5 use class shop types	Examples of shop types not within the A5 use class
Pizza shops	Restaurants/cafes
Kebab shops	Public Houses
Chicken shops	Wine Bars
Fish and Chip shops	Night Clubs
Indian, Chinese or other takeaway shops	
Drive through premises	

Appendix 2: Local Centres, Villages and Neighbourhood Centres listed in Policy R10 of the Medway Local Plan 2003

Local Shopping Centres

Lordswood	1-18 Kestral Road
Parkwood	1-45 Parkwood Green
Twydall	1-64 Twydall Green
Walderslade	263-385 odds; Walderslade Road 7-11 (odds) & 8-12 (evens); Walderslade Shopping Centre, Units 1-6 Sherwood House, Walderslade Village Centre
Ordnance Street	2-16 (evens)

Luton Road	2-74 (evens)
Pattens Lane	106-112 (evens) & 27-35 (odds)
Wayfield Road	161-183 (odds)
Luton High Street	25-49 (odds) & 50-54 (evens)
Shirley Avenue	1A-5 (odds) & 20-25 (incl.)
Silverweed Road/Yarrow Road	42-86 (evens) & 27-31 (odds)
Admirals Walk	1-12 (evens)
The Links	11-16 (incl.)
Holland Road	60-68 (evens)
Rainham Road/Watling Street	168-182 (evens) & 101-109 (odds)
Delce Road	82-128A (evens)
The Fairway	64-72 (evens) & 1-2 Leake House
Marley Way, Central Parade	1-12 (incl.)
Maidstone Road, Rochester	69-83 (odds) & 118-130 (evens)
Leander Road/Orion Road	80-82 (evens) & 53-57B (odds)
Bligh Way	165-181 (odds)
Bryant Road/Weston Road	61-97 (odds) & 34,36,64/49
Darnley Road/Cedar Road	9A-29 (odds) & 14/1-5 (odds)
Wells Road	1-7 (odds) & 25-35 (odds)
Frindsbury Road	88-110 (evens) & 105-109 (odds)
Brompton High Street	3-25 (odds) & 8-26 (evens)
Fairview Avenue	151-169 (odds)
Hempstead Road	140-148 (evens)
Hoath Lane	30-48 (evens)/Wigmore Road No.2
Maidstone Road, Rainham	371-377 (odds)
Sturdee Avenue	42-58 (evens) & 59-65 (odds)
Watling Street	46-94 (evens) & 123-147 (odds)
Norreys Road	1-4 (incl.)
Livingstone Circus	1-8 & 13-17 Livingstone Buildings, Barnsole Road 1-6, Gillingham Road 198-206 (evens) & 239-277 (odds), Franklin Road 142 & Balmoral Road 217 & 219
Princes Park	Safeway Store, 1 & 2 The Mall
Hoo, St Werburgh	All shops in village

Village Centres

All Hallows	All shops in village
Chattenden	All shops in village
Cliffe	All shops in village

Cliffe Woods	All shops in village
Cuxton	All shops in village
Grain	All shops in village
Halling	All shops in village
High Halstow	All shops in village
Lower Stoke	All shops in village
Wainscott	All shops in village

Neighbourhood Centres

London Road, Rainham	12-40 (evens)
Delce Road	48-56 (evens)
New Road, Chatham	139-15 (odds)
Maidstone Road, Rochester	57-59 (odds), 208-214 (evens), 97-109 (odds)
Cuxton Road	Units 1-9 (odds), Unit 2-4 (evens)
High Street, Strood	5-39 (odds) & 4-24 (evens)
London Road, Strood	2-24 (evens)
Canterbury Street	132-136 (evens), 148-206 (evens), 227-255 (odds), 302-304 (evens), 312-320 (evens), 428-432 (evens), 499-563 (odds)
James Street	119-123 (odds)
High Street, Rainham	173-179 (odds)
London Road/Maidstone Road	1-7 (odds)/2 (evens) Maidstone Road
Station Road, Rainham	88-94 (evens) & 183-191 (odds)
Ashley Road	1-9 (odds)
Barnsole Road	151-157 (odds)
Boundary Road	109-113 (odds)
Carnation Road	41-47 (odds)
Dale Street	289-291 (odds)
Gillingham Road	36-46 (evens)
Grove Road	54 (evens) & 59 (odds)
John Street	78-86 (evens)
Laburnum Road	67-71 (odds)
Lonsdale Drive	286-288 (evens)
Luton Road	268-274 (evens), 136-183 (odds), 110-114 (evens), 84-92 (odds)
Rochester Court, Medway City Estate	Unit 2-6 (evens) & 3-1 (odds)
Palmerston Road	88-106 (evens)
Peveral Green	45-49 (odds)
Richmond Road	136-142 (evens)
Scotteswood Avenue	1-7 (odds)
Trafalgar Street	131-135 (odds)

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Appendix 2

Schedule of responses to public consultation on Hot Food Takeaways in Medway: A Guidance Note

1.0 Introduction

Public consultation on the draft guidance note took place over a six-week period from 20 March 2014 to 02 May 2014.

20 formal written responses were received, 3 responses were received from schools, and 147 young people responded to surveys which were carried out by the Medway Young Inspectors on behalf of the council.

All comments on the draft Guidance Note have been considered and the table below contains officer's proposed responses to those comments together with recommendations for where changes should be made to the guidance note as a result.

Formal responses received from individuals/organisations

Comments made by	Summary of response	MC response	Recommended change to the guidance note
A. Masters	Supportive of the guidance note. Planning applications/guidance necessary.	Para 5.12 sets out the methodology used when assessing suitability of A5 uses in specific areas within Medway.	None
P. Rose	Supportive of the guidance note. Specific reference to para 3.3 and 3.4.	Noted	None
S. Hannant	Supportive of the guidance. It won't make much impact due to concentration that already exists. Other shops sell drinks and sweets – and we wouldn't want these uses to be taken away. Teenagers gather around hot food takeaways at lunchtime – why are they allowed leave school grounds	The guidance only applies to new hot food takeaways (A5 use). Local shops would not be affected, and the council seeks to ensure that there are sufficient services to meet the needs of local people.	None

	at lunchtime.			
D. Brake	Strongly supports the proposal.		Noted	None
L. Napleton	In support of the guidance note. Refers to the need for more healthy lifestyle choice venues including; healthy eating, physical activity.		Noted	None
B. Katnoria	Supportive of the guidance note. Questions whether or not schools allow children to leave school at lunchtime. Refers to the social isolation that may be suffered by elderly people who rely on these outlets. Food should be labelled to identify fats, calories and sugars.	The restrictions proposed in the guidance note would only apply to new hot food takeaways. Therefore existing provision would not be affected and current patterns of behaviour are likely to remain unchanged – with respect to the elderly using these businesses. The restrictions on new hot food takeaways would only apply where they are within 400 metres of a school between certain hours of the day, and outside of town, neighbourhood and local centres.		Potential to consider application of policy in restricting lunchtime opening hours in proximity to primary schools.
H. Athawes	Supportive of the guidance note. Questions why schools are allowing children out at lunch times. There are far too many hot food takeaways in Medway and takeaways should be encouraged to provide healthy food. Food sold in takeaways should be labelled giving information on the sugar and fat contents.		Noted	Potential to consider application of policy in restricting lunchtime opening hours in proximity to primary schools.
A. Turner	Supportive of the guidance note. Recognising that it is a positive step.		Noted	None
H. Ince	Supportive of the guidance note.		Noted	None

E. Olsen	Supportive of the guidance note. Must provide additional initiatives/alternatives. Clustering these uses in one place means that litter/parking issues are contained.	The issue around clustering would see an appropriate dispersal of hot food takeaways, rather than confining these uses to specific areas in the way the response suggests.	None
G. Hawkins	Supportive of the guidance note.	Noted	None
K. Hawkins	Supportive of the guidance note. Highlights that disadvantaged areas are being targeted by these uses. More liaison with schools in these areas suggested. More emphasis on educating children on life skills.	The guidance note maps the areas of multiple deprivation in Medway showing the location of hot food takeaways. These are often in the less advantaged areas of the borough.	None
C. Wrate	Strongly supportive of the guidance note. There should be a distinction between primary and secondary schools, as primary school children are not allowed leave school at lunchtimes. Disagrees with a higher percentage of hot food takeaways being permitted under the guidance in smaller centres. Grouping an area of Luton High Street with Chatham would make sense in terms of clustering. Cars double-parking outside hot food takeaways in Luton are an issue making it difficult for road users and deliveries. There should be no more hot food takeaways on Luton Road. Council should also look at reducing the number of outlets selling alcohol. Particular concern with regards to the neighbourhood designation of Luton. The	In order for smaller parades of shops to be viable it may, in some cases, be necessary to allow additional A5 uses in these areas. Each planning application is considered on its own merit and the guidance note would be applied to ensure that areas are not overly concentrated with hot food takeaways going forward. Car parking and littering are issues that are addressed in any planning application and would be considered in the assessment of any planning application going forward. The guidance will complement rather than over ride the issue of parking and littering when determining planning applications. Restricting A5 uses outright is not considered reasonable. A range of different uses is needed	Potential to consider application of policy in restricting lunchtime opening hours in proximity to primary schools.

	<p>policy will need to be applied as stated – addressing each area as opposed to combining them into one.</p> <p>Remove the designation of the smaller areas of Luton Road and not allow any A5 uses. Ensure only designated areas are included in calculating the percentages. Be more specific about the percentage of A5 in an area. Licensing needs to be looked at if the council are to address the issue of health in Medway.</p>	<p>in order to create a retail area/ neighbourhood area that is viable and vital and serves the local area.</p> <p>Addressing the issue of outlets selling alcohol is outside the scope of this particular guidance.</p>	
T. Irvine	<p>Strongly disagrees with the proposal. Children and parents are best placed to decide for themselves. Needs to be more support for education and encouragement amongst local early year providers.</p>	Noted	None
E. Jennings	<p>Strongly disagrees with the proposal. Disagrees with the 400m buffer. Primary school children are not allowed to leave school at lunch times. Adults who are capable of making their own decisions are being penalised. Unreasonable not to allow a takeaway because it is close to another takeaway. If one wishes to open, it means there is demand for this use, and it is preferable to vacant units.</p>	<p>The 400m buffer is the equivalent of a 5 minute walk. It has been used across the country for this purpose. The council must provide town centres/ neighbourhood centres that are vital and viable which necessitates the provision of a range of services, and not a concentration of any one particular use.</p>	<p>Potential to consider application of policy in restricting lunchtime opening hours in proximity to primary schools.</p>
D. Atkinson	<p>Disagrees with the proposals. The proposal would damage the local economy</p>	<p>Each planning application is considered on its own merits. Should the guidance note be</p>	<p>Potential to consider</p>

	<p>and not achieve the desired outcome. Children are not allowed leave school at lunch time. After school, children will go to a shop and buy sweets and fizzy drinks; not usually the takeaway. The school in which the respondent works sells fruit and has also worked to improve children's attitude to exercise. It denies freedom of choice. More needs to be done to involve families in outdoor activities.</p> <p>The concentration of hot food takeaways should be dealt with by way of planning applications. Some areas (e.g. Hoo) could do with one or two takeaways to give residents choice. In some villages, going beyond 400m of a school would effectively mean no takeaway could locate there.</p>	<p>adopted, it would aid in decision making rather than be used solely in assessing planning applications.</p> <p>The guidance note does allow for more flexibility in local and neighbourhood areas for the very reason put forward by the respondent. Such areas provide a service to people in these areas, and in order for there to be sufficient choice available, a higher percentage is permitted. The 400m buffer proposed in the guidance note would not apply where it would impact on designated centres.</p>	<p>application of policy in restricting lunchtime opening hours in proximity to primary schools.</p>
N. Back	<p>Neither agrees or disagrees with the proposal overall. Disagrees with the proposal in terms of concentration and clustering of hot food takeaways – there are no healthier eating options for them to undermine. This may be the only hot food some children can access. Improving school meals should be undertaken before applying the guidance note. Provide children with the food they want to eat at an affordable price in school. Nudge</p>	Noted	None

M. Carpenter (Planware Ltd) on behalf of McDonald's	<p>people towards healthier food rather than forcing it upon them.</p> <p>Wholly opposed to the guidance note. The planning Authority should plan positively for the area and not seek to influence people's dietary choices. There is no evidence to suggest that A5 uses close to schools causes adverse health consequences. Applying s106 levy does not accord with guidance test or Planning Acts. The council should plan to meet the development needs of the area. The proposed policy does not allow for exceptions and restricts all A5 development, making new business unviable. It does not reflect the sequential test. There is no justification for applying a 400m buffer. There is a weak relationship between body weight and exposure to fast food outlets.</p>	<p>The guidance document has been prepared positively in line with the National Planning Policy Framework which states that town centres should be recognised as the heart of their communities and should support their vitality and viability with provision for customer choice and a diverse retail offer. The guidance as drafted permits further development of hot food takeaways in town centres/neighbourhood centres and local centres where there would not be over-concentration of this use, and subject to other planning considerations such as litter and neighbouring amenity.</p> <p>Planning obligations should only be sought where they are necessary to make the development acceptable in planning terms, are directly related to the development and are fairly and reasonably related in kind and scale to the development. The contribution is a modest amount which reflects the fact that over half of hot food takeaways in the Borough are located in core retail areas, neighbourhood and local centres. Therefore, it is related in scale and kind to the types of A5 uses the Council is likely to receive.</p>	None
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C. Irvine	<p>Strongly opposed to the guidance note. There is no evidence to support the proposal and it could potentially be illegal to enforce. No opinion with regards to the clustering element of the guidance note. Greater emphasis should be placed on education and encouragement.</p> <p>It is an attack on jobs, business and the local economy. It is only part of the solution. How does it make sense to restrict a business within 399m of a school, but allow it if the business is 401m beyond a school. Supportive of the efforts being taken to educate people on how to make healthy choices and encourage more people to enjoy a healthy, active lifestyle.</p> <p>Children up to year 7 are not allowed to leave the school premises unless accompanied by an appropriate adult.</p> <p>Obesity is declining in Medway. Questions</p>	<p>The Urban Design Compendium (2000) is a recognised and well referenced guide, and states in paragraph 3.2.1 (p.41): “A widely used benchmark is for mixed development neighbourhoods to cover a 400m radius, equating to about five minutes walk.”</p> <p>Hot food takeaways would still be permitted should the guidance note be adopted. It is noted and agreed that taking action on hot food takeaways is only part of the solution. Public Health have several other initiatives which promote healthy eating and work to reduce obesity. Application of the 400m buffer is based on the Urban Design Compendium (2000) is a recognised and well referenced guide, and states in paragraph 3.2.1 (p.41): “A widely used benchmark is for mixed development neighbourhoods to cover a 400m radius, equating to about five minutes walk.”</p> <p>It is agreed that particular emphasis should be on education and helping people to make healthier food choices.</p> <p>Obesity in Medway is reducing however, efforts are in place, through this guidance and other initiatives, to reduce the obesity levels further.</p> <p>Evidence supports the guidance note, which is</p>	Potential to consider application of policy in restricting lunchtime opening hours in proximity to primary schools.
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	<p>if the guidance is legal, supported by evidence, or if it will contribute to a reduction in childhood obesity. Will the guidance result in appeals against the council.</p>	<p>referenced within the document. The effectiveness of the guidance note will be monitored in the Authority Monitoring Report and can be amended if appropriate. Similar guidance has been adopted in numerous other planning authorities which bears weight in relation to its legality and effectiveness.</p> <p>Obesity and overweight is measured annually through the National Child Measurement Programme.</p>	
<p>N. Saynor on behalf of Public Health England</p>	<p>Strongly supportive of such an approach, taking a robust stand on trying to regulate the growth of hot food takeaways as one strand in an approach to control the rise in obesity in the population. Recognised that regulation of hot food takeaways needs to be done as one strand of a wider obesity strategy. Suggests restricting students to school grounds over lunch times; working with takeaways to see if it's possible to influence their menus; working with environmental health officers and considering how restrictions of opening hours might be applied for noise or other reasons as well of course for hygiene and sanitation issues.</p>	<p>Support of the guidance note is welcomed. It is agreed and accepted that this is only one strand in the approach to reducing obesity in the population. Suggestions put forward, whilst they may work, are not something that can be considered through the planning process, but can be shared with the relevant departments.</p>	<p>None</p>

Schools:

A survey was conducted with all schools in the area through the Schools Bulletin which is sent to schools in Medway on a weekly basis.

There were three responses to the consultation two of which were received from a secondary/grammar school, and one from a primary school. The response received from the primary school disagreed that hot food takeaways should not have their opening hours restricted at lunch times and after school. In this case, there are no hot food takeaways located within a five-minute walk from the school and pupils are not permitted to leave the school grounds at lunch times.

Both secondary/grammar schools did not allow pupils to leave school at lunchtimes, however one stated that sixth form pupils are permitted to leave school at lunch. This school is within a five-minute walk of a hot food takeaway and the response received agrees that hot food takeaways should have their opening hours restricted both at lunch and after school. The second response received from a secondary/grammar school does not have a hot food takeaway within a five-minute walk of the school, pupils are not allowed to leave the school at lunchtimes, but the response strongly agrees that new hot food takeaways should have their opening times restricted at lunch and for a period after school.

Young people:

The Young Inspectors programme is designed to bring young people together and support them to influence local services for young people. The programme recruits young people with a range of life experiences aged from 13 to 19 and up to 25 for those with disabilities and/or learning difficulties.

The role of the young inspectors is to go out and inspect services that are aimed at children and young people.

Research and surveys were carried out by the Young Inspectors which found:

Almost 10% of children in Medway (during the period of 2012/13) are obese by their first year of school. This compares to the South East average of 7.9% and the National average of 9.3%.

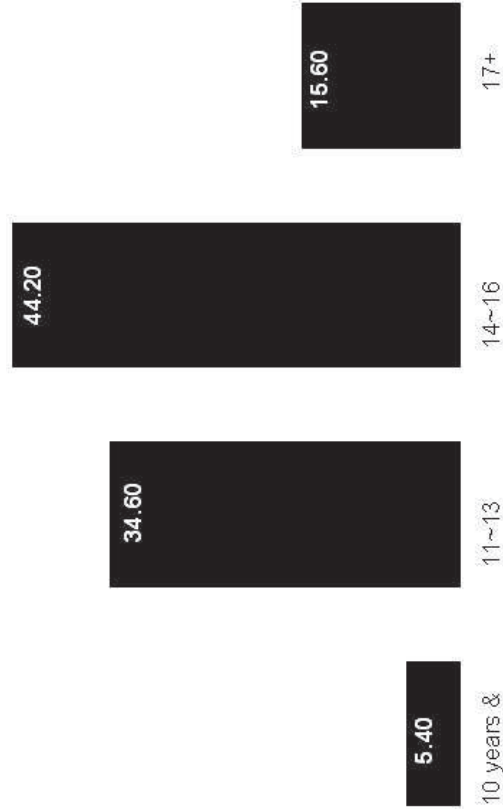
This shows that Medway has a higher proportion of children considered obese than both the regional and national averages.

Just over 32% of Medway children in year six (during the period of 2012/13) are considered to be obese. This compares to the South East average of 29.7% and the national average of 33.3%.

Even though Medway has a high obesity level amongst year 6 school pupils. This is slightly below the national average but slightly higher when compared to the South East.

Respondents came from various areas of Medway with 43 from Rochester/Strood, 49 from Gillingham, and 55 from Chatham.

Age of respondents shown as a percentage:



Counts: Analysis % Respondents	Total	How often do you eat takeaways?						
		Daily	Once a week	Twice a week	Twice a month	Monthly	Never	Special occasions
Base	147	12 8.2%	53 36.1%	2 1.4%	35 23.8%	35 23.8%	4 2.7%	6 4.1%
Age								
10 years & under	8	1 12.5%	1 12.5%	-	4 50.0%	1 12.5%	1 12.5%	-
11	5	1 20.0%	1 20.0%	-	1 20.0%	1 20.0%	-	1 20.0%
12	28	1 3.6%	13 46.4%	-	7 25.0%	6 21.4%	-	1 3.6%
13	18	-	9 50.0%	-	1 5.6%	7 38.9%	-	1 5.6%
14	16	4 25.0%	4 25.0%	-	3 18.8%	3 18.8%	-	2 12.5%
15	19	-	6 31.6%	1 5.3%	4 21.1%	6 31.6%	1 5.3%	1 5.3%
16	30	2 6.7%	10 33.3%	-	9 30.0%	9 30.0%	-	-
17	17	2 11.8%	7 41.2%	-	5 29.4%	2 11.8%	1 5.9%	-
18	6	1 16.7%	2 33.3%	1 16.7%	1 16.7%	-	1 16.7%	-

Counts Analysis % Respondents	Total	Who do you usually go with to get your takeaway?		
		On your own	With friends	With family
Base	147	2 1.4%	43 29.3%	109 74.1%
What time of the day do you usually have your takeaway?				
During school lunch time	2	-	2 100.0%	-
After school	23	-	11 47.8%	14 60.9%
Evening	118	2 1.7%	29 24.6%	96 81.4%
Weekends	4	-	3 75.0%	2 50.0%

53 Respondents (36%) said they have takeaways once a week. 12 Respondents said they have takeaways daily. Two respondents said they have a takeaway during their school lunch break and go with friends to get it.

15.6% (23) respondents said they usually go after school to get a takeaway. Out of those 60.9% (14) said they go with family. 47.8% (11) said they go with friends.

Most respondents (80%) said they usually have their takeaways in the evening, with the majority of these going with their family.

Only 4 respondents said they have a takeaway during the weekend.

Should hot food takeaways have their opening times restricted during school lunch times?

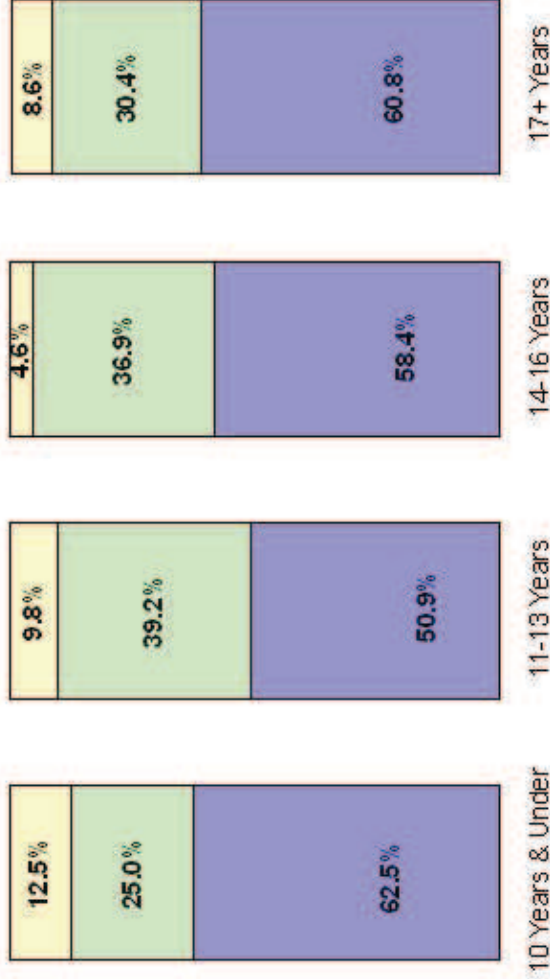


Just over half (56.4%) of respondents agreed that hot food takeaways should have restricted opening times during school lunch times.

The age group least likely to agree with restricted opening times at lunch times were those aged 17 years and over.

56.5% aged 17 years and over disagreed with this proposal.

Should hot food takeaways have their opening times restricted if within a five-minute walk from school?



Just over half (56.4%) of respondents agreed that hot food takeaways should have their opening times restricted if they are located within 5 minutes of a school.

The age group least likely to agree with restricted opening times if they are located within 5 minutes of a school were those aged between 11 to 13 years.

39.2% aged between 11 to 13 years disagreed with this proposal and further 9.8% said they did not know.

Luton Residents Meeting:

A meeting was held with some residents of Luton involved with Big Local. There was a consensus that there are too many hot food takeaways in Luton with a particularly high concentration on the High Street/Luton Road. There was concern raised in relation to the proposal with regards to the concentration/clustering principle. In this area a 15% threshold would not work in this area due to the number of residential dwellings also in that area.

One resident stated that the 15% threshold would never be reached and this would allow a large number of hot food takeaways locate in the area, far beyond what is already developed and operating.

Residents raised concern in relation to the number of off-licences in the Luton area, and suggested that something be done to reduce the number of them in proximity to schools, much like what is proposed with hot food takeaways.

All were in agreement that something needs to be done to tackle the issue of obesity and the proliferation of hot food takeaways in their area and were therefore supportive of the guidance note.

Asset Mapping:

The guidance note was discussed at an Asset Mapping event run by the Public Health Team. The group consisted of a number of stakeholders; some of who responded to the consultation using the response forms. These have been considered in the accompanying table above.

Developing Neighbourhood Approach (DNA) meeting:

The group expressed the need to reduce the number or prevalence of hot food takeaways in Luton and Medway. Attendees were encouraged to submit a response to the consultation.

Youth Club:

Respondents differed in their views. Some were of the opinion that there are too many hot food takeaways, some thought there was a need for more and others thought there were enough already.

Sixth formers were permitted to leave school grounds at lunchtime and some of those would go to hot food takeaways at this time. After school was a more likely time for pupils to go to hot food takeaways.

Some of the respondents were in favour of the 400-metre buffer around schools, and others were not in support. There was no reason given for these views.

One respondent stated that they would not be deterred from using hot food takeaways should there be less of them in the area, they would simply go elsewhere. Other respondents said they would use hot food takeaways less often if there were less of them in the area.

All respondents were in support of Medway Council making Medway a healthier place to live.

One of the supervisors said that there is a demand for hot food takeaways or else they would be going out of business. The respondent stated that if children do not go to a hot food takeaway, they will go to a shop to buy chocolate and crisps which is no better than food served from a hot food takeaway. She questioned what gives the Council the right to allow fish and chip shops but not allow ethnically derived food. According to the respondent, the high street is changing from retail to social with a café culture emerging. Development of a hot food takeaway or restaurant was considered more favourable than having an empty unit in the area. People want a food experience, and if that's what they want then let them have it. The respondent also mentioned the fact that some hot food takeaways work in combination with delicatessens – referring to the Turkish restaurant and Tulip on Chatham's High Street. She suggested that the Council look into selecting the type of food rather than hot food takeaways generally and to promote a mix, not one dominant offer. The Council need to provide better cycle lanes, roads for pedestrians/cyclists, and not for motorists so that people can play.

Medway Ethnic Minority Forum:

Members of the forum asked questions regarding the issue of clustering, however no views were expressed at this meeting. Members were encouraged to submit their views using the online response form.

Appendix 3

Hot food takeaways

Young Inspectors Project Report
April 2014:

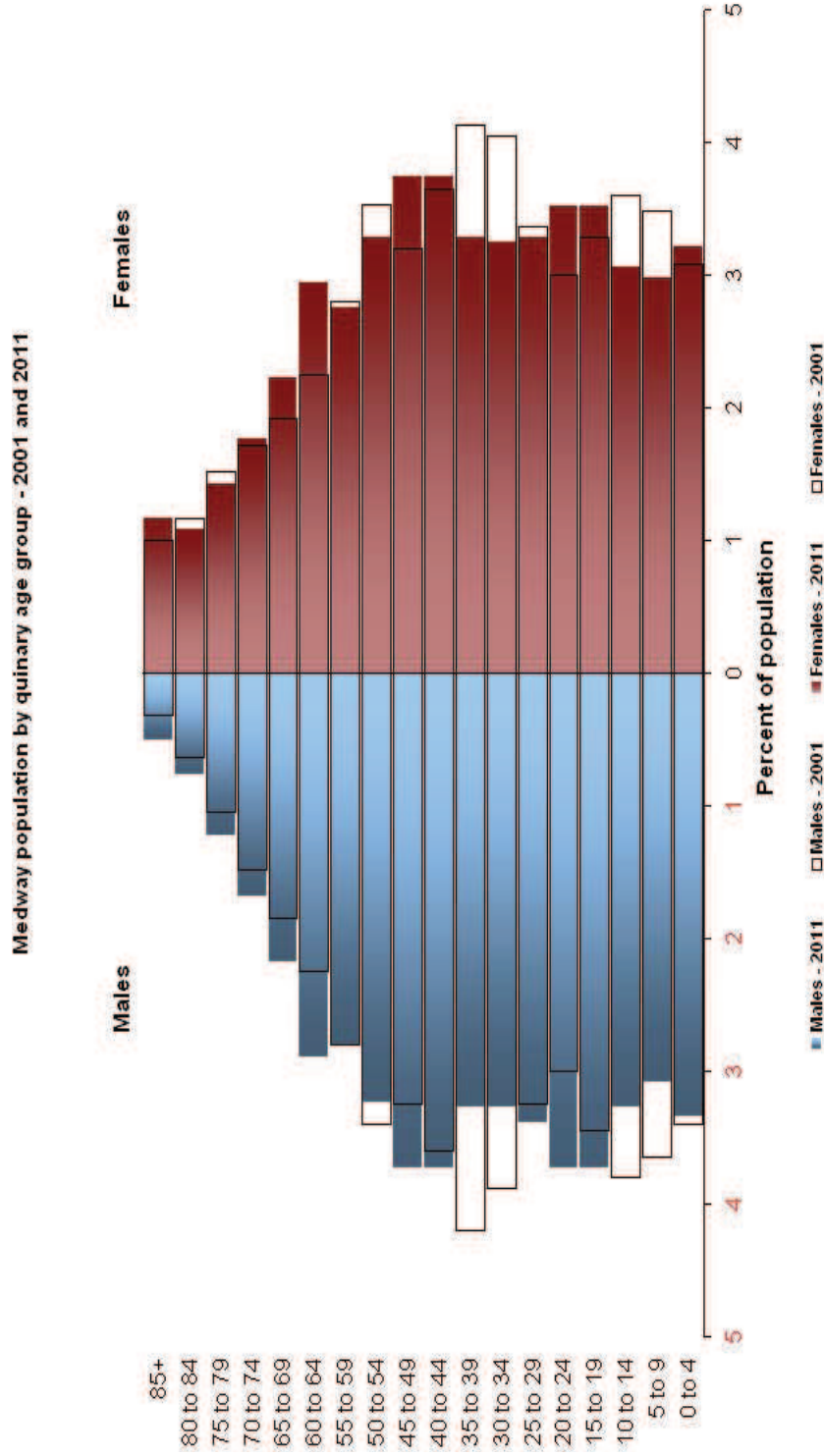
Ricky, James, Bradley, Andrew,
Jess, Robert, Reece, Liam



Background

Medway Young People

- Medway's population according to the 2011 Census now stands at 263,900.
- 69,000 Medway residents are aged between 0 to 19 years of age, which is 26% of Medway's populations.



Medway Schools

Currently Medway has:

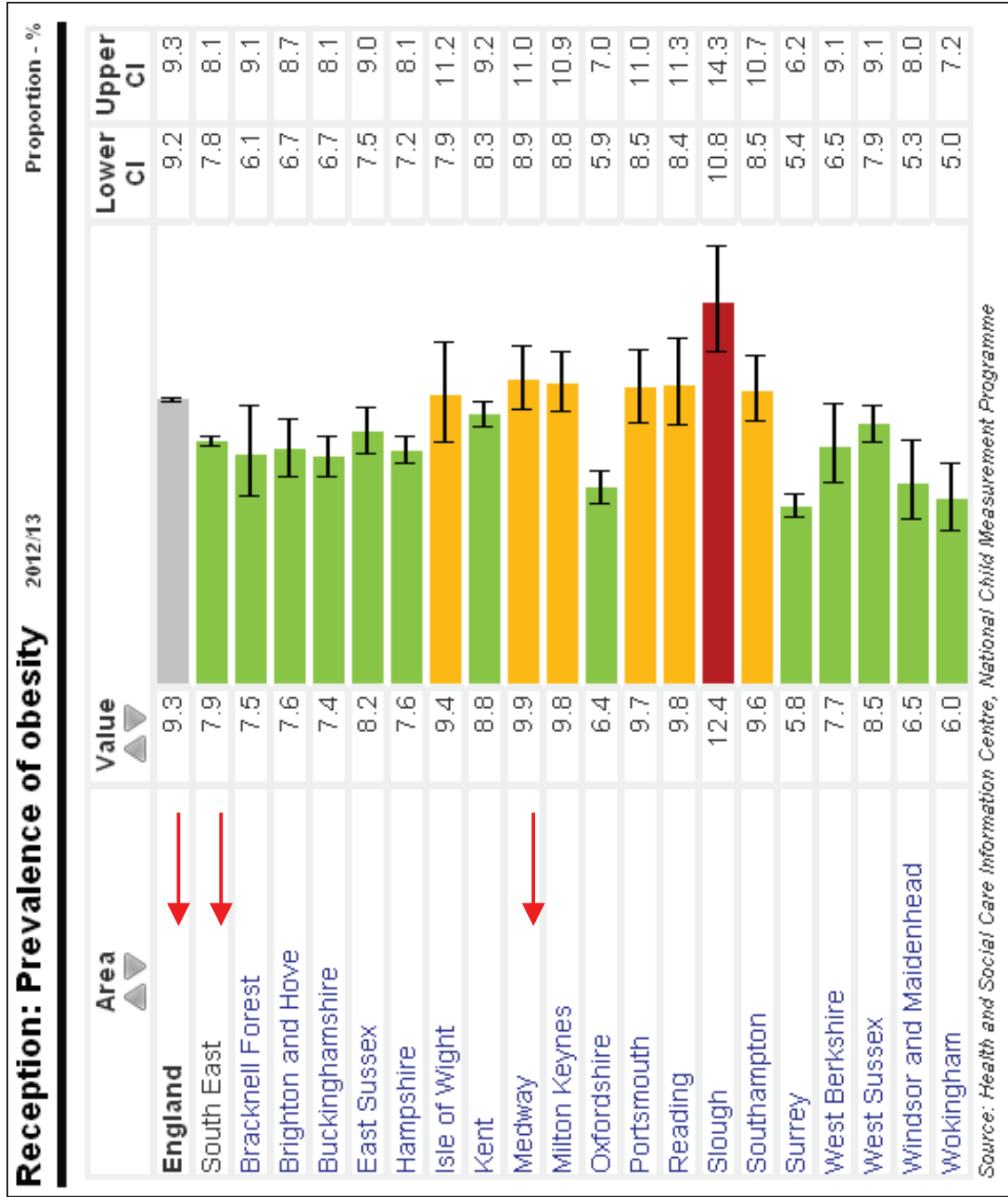
77 - Primary Schools

17 - Secondary Schools

6 - Special Schools & Units



Medway Child Obesity - Reception

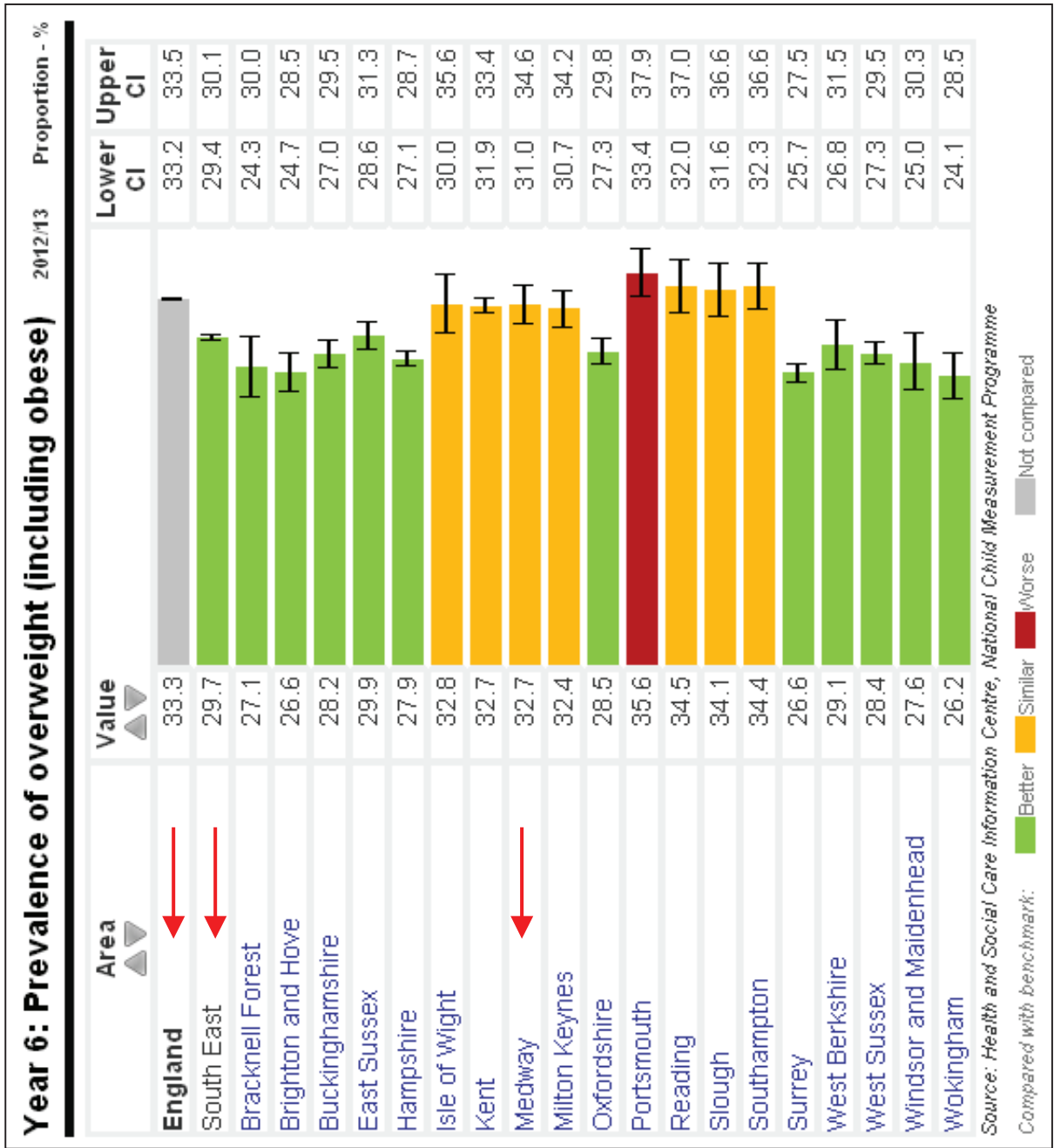


Almost 10% of children in Medway (during the period of 2012/13) are obese by their first year of school.

This compares to the South East average of 7.9% and the National average of 9.3%.

This shows that Medway has a higher proportion of children considered obese than both the regional and national averages.

Medway Obesity - Year 6 Children



Just over 32% of Medway children in year six (during the period of 2012/13) are considered to be obese.

This compares to the South East average of 29.7% and the national average of 33.3%.

Even though Medway has a high obesity level amongst year 6 school pupils. This is slightly below the national average but slightly higher when compared to the South East.

Inspection Methodology



Day 1:

We were briefed by the Medway Council Planning Team on a proposal that might help reduce childhood obesity in Medway.

We were asked to find out young people's eating habits as well as their opinions on hot takeaways near secondary schools.

We decided to design a questionnaire to find out:

- How often young people have takeaways
- Opinions on restricting takeaways opening times
- Should the council be creating a healthy environment for young people?

Day 2:

Once we had finished designing our survey. We decided the best place to find out young people's opinions would be to go to local parks & play areas.

We then split into three groups taking 50 surveys per group. To ensure respondents knew who we were, we had photo ID and blue Medway Council research tops.

Areas covered:

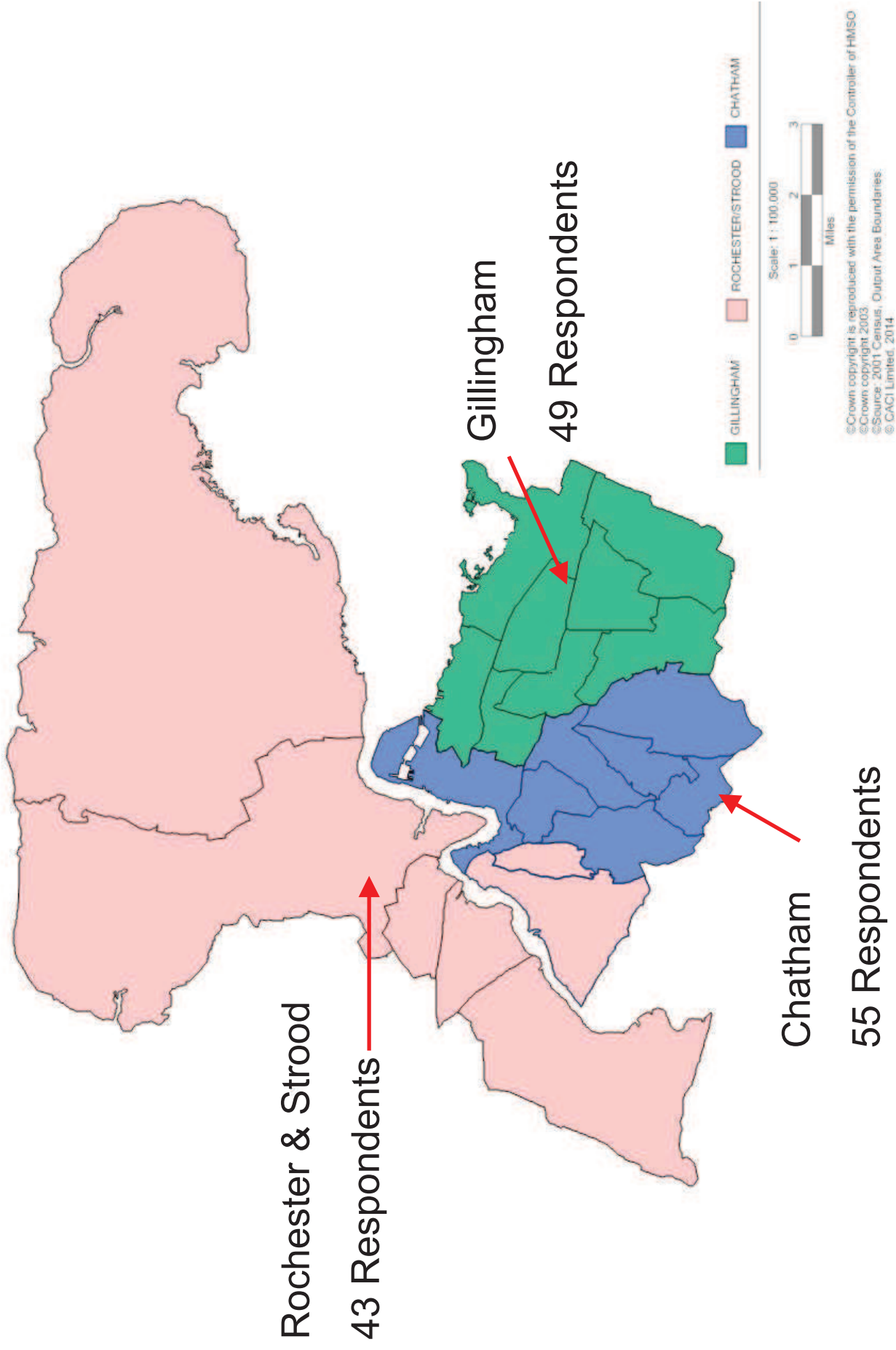
- Gillingham
- Chatham
- Rochester and Strood

Overall we collected 147 surveys.

Day 3:

On the third day, we analysed the survey information we had collected and prepared a verbal presentation to the Planning & Health Teams.

Respondents



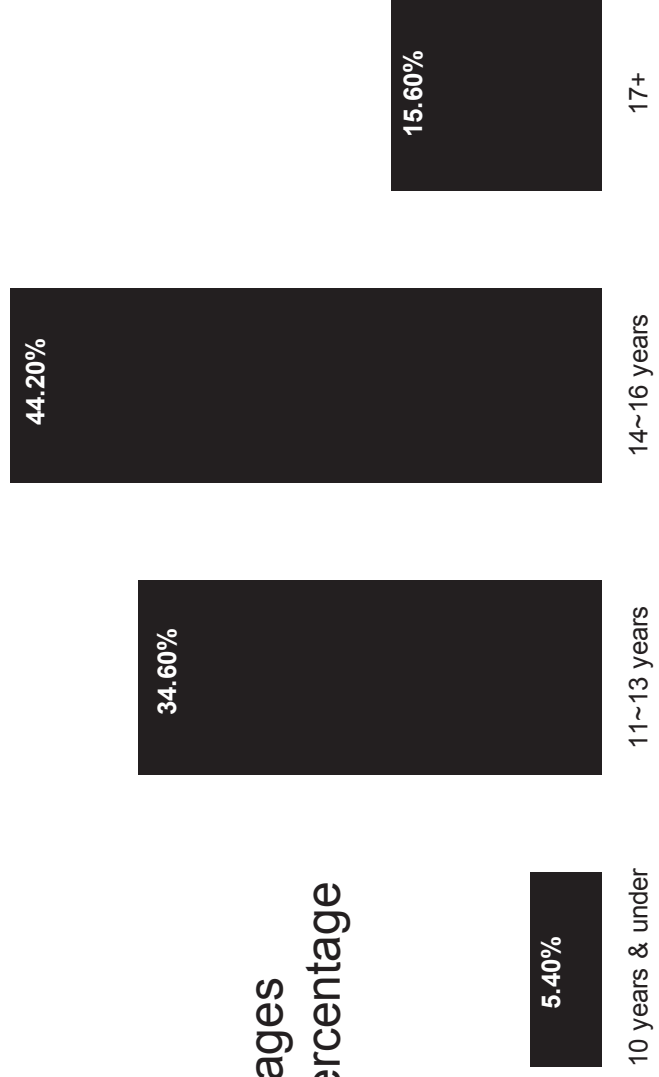


86 Respondents were male (58.5%)



61 Respondents were female (41.5%)

Respondents ages shown as a percentage



What did we find out?



How Often Do You Eat Takeaways?

Counts Analysis % Respondents	Total	How often do you eat takeaways?						
		Daily	Once a week	Twice a week	Twice a month	Monthly	Never	Special occasions
Base	147	12 8.2%	53 36.1%	2 1.4%	35 23.8%	35 23.8%	4 2.7%	6 4.1%
Age								
10 years & under	8	1 12.5%	1 12.5%	-	4 50.0%	1 12.5%	1 12.5%	-
11	5	1 20.0%	1 20.0%	-	1 20.0%	1 20.0%	-	1 20.0%
12	28	1 3.6%	13 46.4%	-	7 25.0%	6 21.4%	-	1 3.6%
13	18	-	9 50.0%	-	1 5.6%	7 38.9%	-	1 5.6%
14	16	4 25.0%	4 25.0%	-	3 18.8%	3 18.8%	-	2 12.5%
15	19	-	6 31.6%	1 5.3%	4 21.1%	6 31.6%	1 5.3%	1 5.3%
16	30	2 6.7%	10 33.3%	-	9 30.0%	9 30.0%	-	-
17	17	2 11.8%	7 41.2%	-	5 29.4%	2 11.8%	1 5.9%	-
18	6	1 16.7%	2 33.3%	1 16.7%	1 16.7%	-	1 16.7%	-

53 Respondents (36%) said they have takeaways once a week. 12 Respondents said they have takeaways daily.

Time of Day & Who Do you Go with?

- Only two respondents said they have a takeaway during their school lunch break and go with friends to get it.

- 23 (15.6%) respondents said they usually go after school to get a takeaway. Out of those 14 (60.9%) said they go with family, slightly less said they go with friends.

- Most respondents 80% said they usually have their takeaways in the evening, with the majority going with their family.

- Only four respondents said they have a takeaway during the weekend.

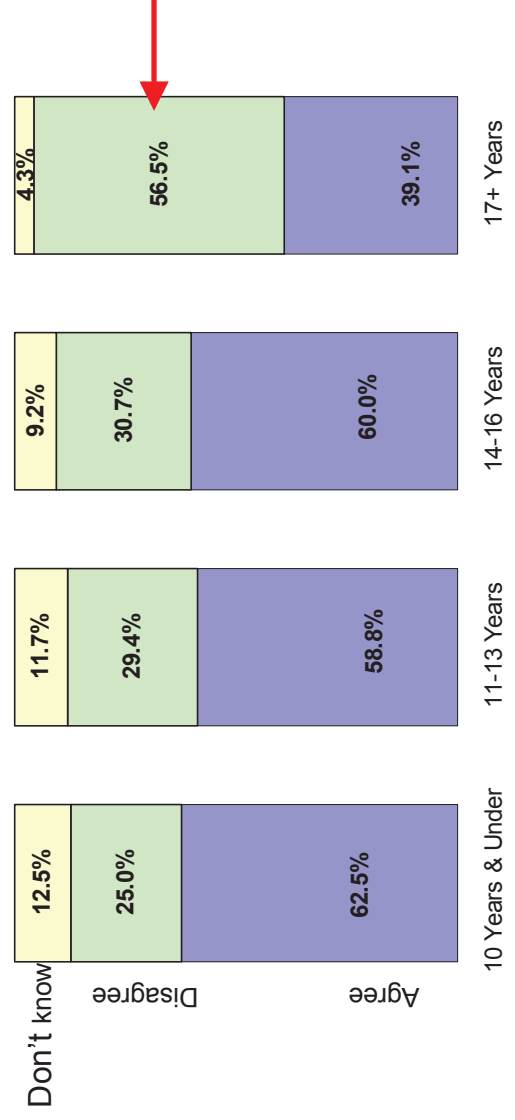
Counts Analysis % Respondents	Total	Who do you usually go with to get your takeaway?		
		On your own	With friends	With family
Base	147	2 1.4%	43 29.3%	109 74.1%
What time of the day do you usually have your takeaway?				
During school lunch time	2	-	2 100.0%	-
After school	23	-	11 47.8%	14 60.9%
Evening	118	2 1.7%	29 24.6%	96 81.4%
Weekends	4	-	3 75.0%	2 50.0%

Please note: Respondents could have chosen more than one option.

Should Hot Food Takeaways Have Their Opening Times Restricted During School Lunch Times?

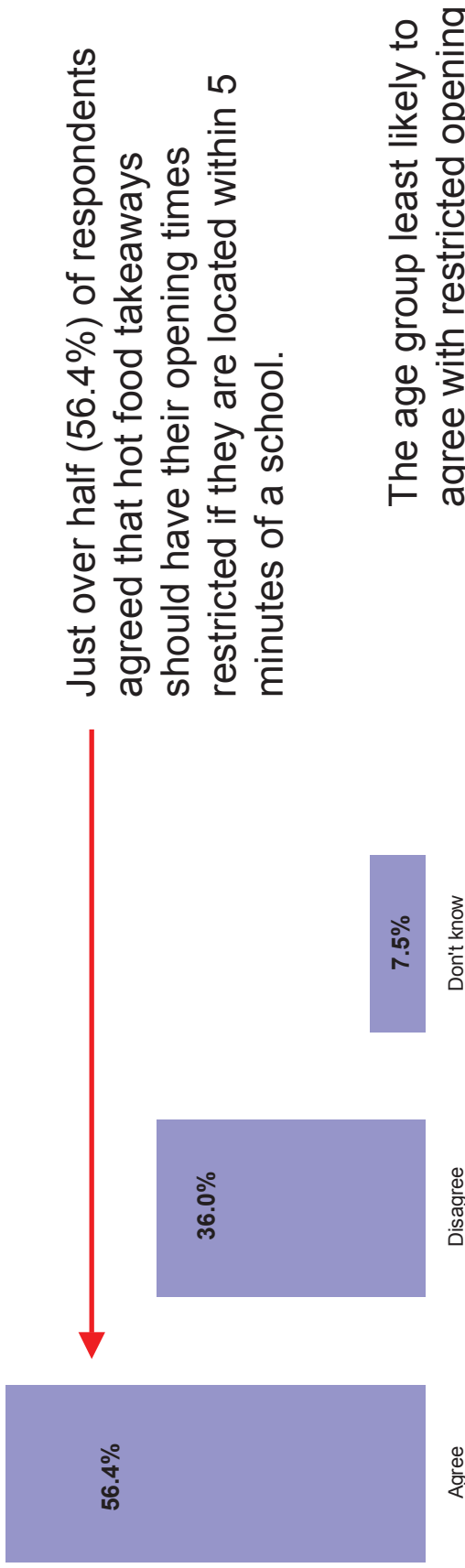


The age group least likely to agree with restricted opening times at lunch times were those aged 17 years and over.



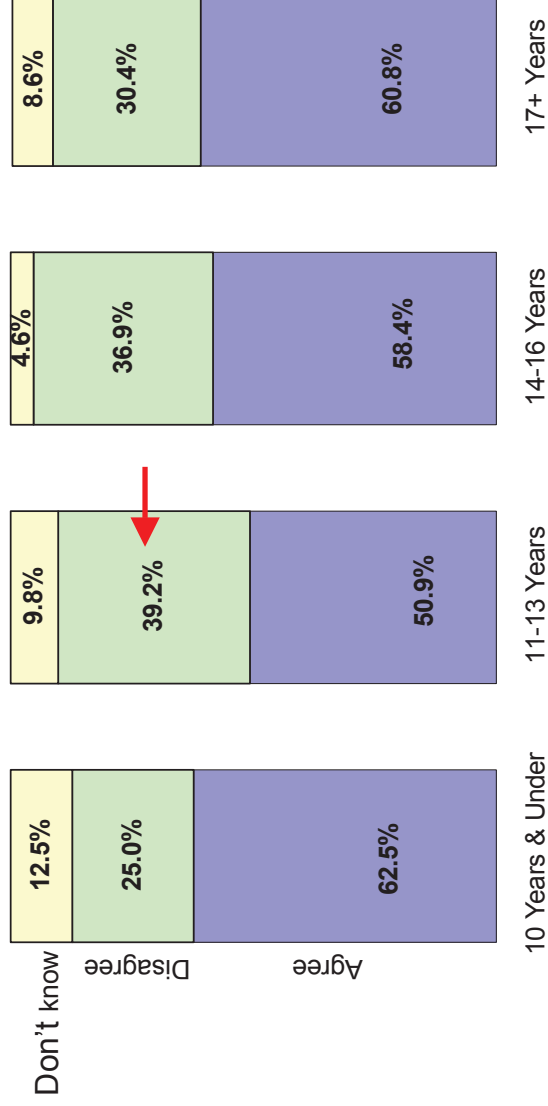
56.5% aged 17 years and over disagreed with this proposal.

Should Hot Food Takeaways Have Their Opening Times Restricted If Within A Five Minute Walk From School?



Just over half (56.4%) of respondents agreed that hot food takeaways should have their opening times restricted if they are located within 5 minutes of a school.

The age group least likely to agree with restricted opening times if they are located within 5 minutes of a school were those aged between 11 to 13 years.



39.2% aged between 11 to 13 years disagreed with this proposal and further 9.8% said they did not know.

Should Medway Council Create A Healthy Environment?

Counts Analysis % Respondents	Total	The council creating a healthy environment for you			
		Supportive	Neither supportive or unsupportive	Unsupportive	Don't know
Base	145	75 51.7%	53 36.6%	8 5.5%	9 6.2%
Age					
10 years & under	8	6 75.0%	2 25.0%	-	-
11	5	3 60.0%	2 40.0%	-	-
12	28	16 57.1%	9 32.1%	1 3.6%	2 7.1%
13	18	9 50.0%	7 38.9%	-	2 11.1%
14	15	6 40.0%	6 40.0%	2 13.3%	1 6.7%
15	19	8 42.1%	10 52.6%	-	1 5.3%
16	29	15 51.7%	9 31.0%	3 10.3%	2 6.9%
17	17	9 52.9%	6 35.3%	2 11.8%	-
18	6	3 50.0%	2 33.3%	-	1 16.7%

Just over half overall said they were supportive of Medway Council creating a healthy environment.

Only eight respondents (5.5%) said they were unsupported.

Appendix 4

Diversity impact assessment

Guidance on carrying out a diversity impact assessment

A diversity impact assessment (DIA) (sometimes referred to as an equality impact assessment - EIA) is a process that helps you demonstrate that you have complied with the Council's statutory obligation to put fairness and equality at the centre of any change to service provision, policy or strategy and taken into account the impact on individuals.

The DIA process helps you to assess the likely impact any such change may have on all sections of the community and/or council staff, including people with protected characteristics as defined in the Equality Act 2010 ("the Act").

By considering the likely impact **before any decisions** are made that will result in a change to service, this process helps you to find ways that can prevent, or at the very least, reduce any potential adverse impact. You cannot fulfil your duty by justifying a decision **after** it has been taken.

Protected characteristics (Equality Act 2010)

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Why carry out a DIA?

Carrying out DIAs, and making sure decision makers take into account the findings of DIAs, is one way that the Council can demonstrate compliance with its public sector equality duty under the Act. Section 149 of the Act states that public authorities must, in the exercise of their functions, have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Service improvement

DIAs are an effective tool to drive forward improvements to services which benefit our communities.

Medway's approach

In 2013, Medway reinforced its support to continue using DIAs as an effective way to demonstrate our focus on customers and citizens.

One of the two values of Medway Council is:

"Putting our customers at the centre of everything we do".

Carrying out DIAs is a vital tool for managers to ensure that they incorporate this value in the way they deliver services.

What if we don't carry out a DIA?

Done badly or not at all, it carries significant risks in terms of compliance with legal requirements and Council policy. There is no legal requirement to carry out a DIA, but without one, it's hard to show that the Council has fulfilled its legal duties to have due regard to the matters in the Act. This could result in Council decisions being challenged in the courts, in delays, legal costs and damage to the Council's reputation.

Diversity impact assessment

Failure to carry out a DIA would also be a lost opportunity to improve the quality and accessibility of services for our residents.

What support is available to help me carry out an assessment?

Contact your Performance & Intelligence hub if you require any help carrying out the DIA.

Stage 1: Getting started – Identify what you are assessing?

Why are you carrying out a DIA? Be clear about what it is you are trying to assess. Are you trying to assess the impact of a proposed new service, project, strategy or policy - or the impact of a proposed change to an existing one of the above?

When is a DIA required?

You must assess the impact on protected characteristic groups (or any other disadvantaged groups) **before any decisions** are made in relation to any of the above.

You can only assess the likely impact of any proposed change if you have sufficient evidence on which to base your judgment.

Stage 2: Gathering evidence What evidence do I gather?

All relevant evidence which will support your judgment about the likely impact (whether this is a negative or positive impact) on the protected characteristic groups.

Keep it in proportion

The amount of evidence collected should be proportionate to the scale and impact of the issue being assessed.

You need evidence to help you answer the following questions:

Can you quantify the current service?

- Actual number of service users
- Profile of service users (age/ethnicity/disability etc)
- Potential number of service users (enclosed Medway community profile information may be useful)
- Customer satisfaction results

- Budget information
- Performance information
- Benchmarking information

Can you quantify the scale of any problem which this proposed change is attempting to resolve?

- Number of incidents
- Number of complaints
- Previous DIAs addressing this

Can you quantify what changes are being proposed?

- What new/different services will look like compared to the current service

Can you quantify who will be impacted by the change?

- Numbers of staff
- Numbers of existing customers
- Numbers of potential customers
- Contractors/other groups/all of Medway community
- What protected characteristics do any of the above have

Who have you consulted to identify what the impact on the above groups will be, or what solutions could mitigate any adverse impact?

- Existing service users and/or their families/carers
- Staff/legal dept
- Other stakeholders
- Other organisations
- Service user, or performance information
- Staff forums

Where **evidence is missing**, and where appropriate, you should consider obtaining new evidence. This can be included in your Action Plan.

Again, remember any additional work to obtain new evidence must be proportionate to the subject under assessment.

Stage 3: Assessing the impact

How do I use the information gathered?

You must make an assessment regarding the likely impact that the proposed change will have on the protected characteristic groups.

You will need to identify if the impact is positive, negative, or a mix of both.

Diversity impact assessment

'Positive impact' could include how the change may **advance equality** and/or **foster good relations between people who share a protected characteristic**.

You will need to identify how significant the impact is in terms of its nature and the number of people likely to be affected.

No adverse impact

There is likely to be no adverse impact on any of the protected characteristic groups. What happens next?

Complete the DIA and include evidence to show why you judge that there will be no adverse impact. This information will be vital should the DIA be challenged at a future date.

No further work is required on the DIA unless there is a significant change in the future which requires a new assessment.

Adverse impact

There is likely to be an adverse impact on one or more protected characteristic groups. What happens next?

You need to identify how you can avoid any adverse impact or at least mitigate the adverse impact.

You must set out in the Action Plan what mitigating measures you intend to put in place.

What if there are no options which will mitigate adverse impacts?

If you can't mitigate the adverse impact, it is important that you state that this is the case, and why, as it will act as an important early warning to managers and councillors.

What if I don't know what the impact will be?

If you don't know, you must demonstrate how you plan to get evidence of the likely impact. Include this in your Action Plan.

What should Action Plans contain?

The Action Plan is an important part of the DIA. It should include actions showing how you intend to:

- Mitigate adverse impacts

- Obtain new evidence to enable an informed judgment on the likely impact to be made

All actions should be Specific, Measurable, Achievable, Realistic and Time bound (SMART).

Stage 4: Recommendation

Based on the evidence available, the lead officer may include a recommendation for decision makers to consider.

If there is insufficient evidence to make a recommendation, say so. You may be able to make a recommendation once further evidence is obtained.

Stage 5: Authorisation

The completed DIA must be signed by your Assistant Director as confirmation that:

- The evidence included is satisfactory
- The action plan to mitigate adverse impacts and/or obtain new evidence is satisfactory
- Relevant service managers are aware of the content of the DIA
- The recommendation is satisfactory

What next?

All reports being submitted to Cabinet regarding a proposed change to a service, strategy etc must include a copy of the relevant DIA. Cabinet has to have due regard to equality matters when making decisions. It cannot do so if it does not have the relevant information in the report when it makes its decision.

All DIAs are published on the Council's internet site (including those which do not go to Cabinet). Email a copy of your completed DIA to the [Corporate Performance & Intelligence hub](#) where arrangements are made to publish on the internet.

Stage 6: Monitoring the Action Plan

The Action Plan should be incorporated into your existing service plan so that it can be monitored as part of your existing service plan monitoring process.

Diversity impact assessment

Medway community profile information

The 2011 Census provides a wide range of equality data relating to the communities in Medway. The following is a summary of this information which you may find useful as part of your evidence gathering.

If you require more detailed information relating to Medway communities, this can be found in Medway's annual equality report: **Delivering fair and responsive services.**

Age

- Medway's population at the 2011 census was 263,925.
- Broken down by age group, 24.5% (64,724) are aged 0-18, 61.5% (162,196) are 19-65 and 14% (37,005) are over 65.
- The last ten years has seen an increase in the number and proportion of the 65+ category and a decrease in the number of children (0-18) in Medway.
- Although there has been a decline in the 0 to 18 age group, the proportion of the population at this age remains higher than Kent, the South East and England & Wales.
- The decrease in the population of young people is likely to be reflective of a decline in births from 1997 onwards, although it should be noted that births have started to increase again from 2007.

Gender

- As recorded in the 2011 Census, the population in Medway is almost evenly split along gender lines with 49.6% male and 50.4% female.
- Since 2001 there has been a higher increase in the male population (+6.5%) compared to the female population (+5.1%).

Disability

- The majority of Medway's population, 82%, is in good or very good health, with the proportion of the population not in good health increasing slightly since 2001.
- 16.4% (43,354) of the population state that their day-to-day activities are limited. This is a lower proportion than the average cross England and Wales (17.9%) but higher than across the South East (15.7%).
- In addition, 24,289 households (24.9%) report having at least one person in the household with a long-term health problem or disability.
- There are 25,033 (9.5%) residents in Medway who provide some degree of unpaid care.

Race

- The white population is the most prominent ethnicity in Medway accounting for 89.6% (236,579) of the total population.
- This has decreased from 94.6% in 2001.
- White British is the largest individual ethnic group reporting at 85.5% of the population.
- The Black and Minority Ethnic group stands at 10.4% of the population, which is higher than Kent (6.3%) and the South East (9.4%) but lower than across England and Wales (14.1%). This has increased significantly from 5.4% in 2001.
- Residents who stated they were Black African saw the greatest proportional increase in population up from only 0.3% in 2001 to 1.8% in 2011
- Medway's Profile: White (89.6%), Asian (5.2%), Black (2.5%), Mixed (2%), Other (0.7%)

Diversity impact assessment

Religion or belief

- The most prominent religious group in Medway is Christian accounting for 57.8% (152,637) but this showed a large decrease from 2001 (72%) and is lower than Kent (62.5%), the South East (59.8%) and England and Wales (59.3%).
- This is followed by No Religion (29.9%) and Religion Not Stated (6.8%).
- Those who stated their religion as Muslim increased at a faster rate than Sikh since 2001 and now represents the fourth largest religious group in Medway.
- Proportionally, Medway has a significantly higher percentage of residents stating their religion as Muslim than Kent, but is significantly smaller - less than half - the proportion of England & Wales.
- Religion & belief: Medway Profile (2011): Christian 57.8%, No Religion 29.9%, Religion Not Stated ((6.8%), Muslim (2%), Sikh (1.5%), Hindu (1%), Other Religion (0.5%), Buddhist (0.4%) Jewish (0.1%)

Gender reassignment

- There are no accurate local estimates of the transsexual population.
- There have been two studies in the Netherlands and Scotland, which have suggested that between 1 in 11,500 and 1 in 12,500 people are transsexual. (Trans: A Practical Guide, Department for Health, October 2008).
- In the UK there have been 3,863 applications dealt with by the Gender Recognition Panel between 2004/05 and 2012/13.

Marriage and civil partnership

- Of the population aged 16 or over, 46.1% (97,095) were married in 2011.
- This represented a 6.1% decrease in the marriage rate since 2001.
- The proportion of the population aged 16 or over who are single and have never married has increased by just over 17,200 or up by 5.8 percentage points.
- This will in part reflect Medway's younger age profile, and the national trend of declining numbers of marriages.
- The 2011 census also collected data on civil partnerships for the first time.
- There are just over 350 residents in Medway in a civil partnership; the low numbers reflect its relatively new legal status.

Pregnancy and maternity

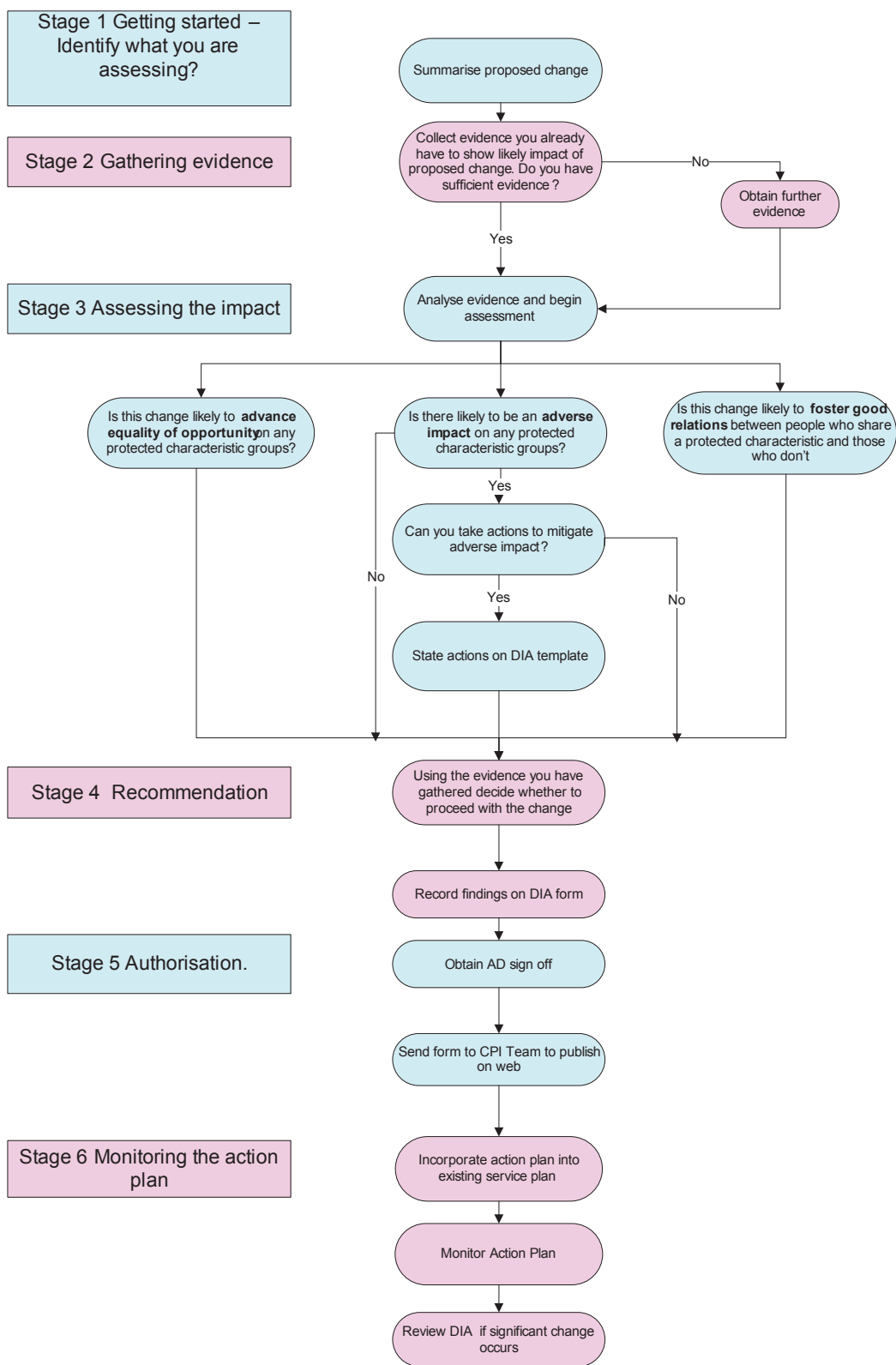
- In 2011 there were 4,714 conceptions within Medway; a rate of 86.3 conceptions per 1,000 women aged 15 to 44, higher than the Kent, South East and England and Wales rates.
- The rate of under 18 conceptions, 38.8 conceptions per 1,000 women aged 15 to 17 in 2011 was higher than Kent, the South East and England and Wales.

Sexual orientation

- Whilst there is no specific data available with regard to sexual orientation, research suggests that the lesbian, gay and bisexual (LGB) population account for between 5 and 7% of the population. (DTI, Final Regulatory Impact Assessment: Civil Partnership, 2004)
- Using these figures and the Medway mid-2012 population estimate, the Medway LGB population (18+) is likely to be between 10,300 and 14,500 people.
- In Medway the Census 2011 indicated that there were 1,589 people or 0.8% of the population living in a civil partnership or are a same sex couple cohabiting.
- This is broadly comparable with national trends.

Diversity impact assessment

DIVERSITY IMPACT ASSESSMENT FLOWCHART



Diversity impact assessment

TITLE <i>Name/description of the issue being assessed</i>	Hot Food Takeaway Planning Guidance Note
DATE <i>Date the DIA is completed</i>	20 June 2014
LEAD OFFICER <i>Name of person responsible for carrying out the DIA.</i>	Catherine Smith Planning Manager - Policy

1 Summary description of the proposed change

- *What is the change to policy/service/new project that is being proposed?*
- *How does it compare with the current situation?*

The guidance note seeks to manage the location of new hot food takeaways in Medway, particularly to avoid siting near schools and over concentration in local centres. The proposal aims to contribute to wider public health interventions to improve the health of Medway's communities. The planning guidance note builds on the existing policy R18 in the 2003 Medway Local Plan that sets the criteria for the location of Hot Food Takeaways. The guidance only applies to the consideration of planning applications for new Hot Food Takeaways, and not existing businesses.

2 Summary of evidence used to support this assessment

- *Eg: Feedback from consultation, performance information, service user records etc.*
- *Eg: Comparison of service user profile with Medway Community Profile*

Public Health information has provided details of the health characteristics of Medway's communities.

Consultation was carried out on a draft of the guidance note. The consultation sought to engage with sectors of the community that may be most affected by the new guidance. This included contacting schools, children and young people, minority ethnic communities, and small businesses.

The consultation showed a majority supported the aims of the guidance. The results of the survey of children and young people had a mixed response on the proposals to restrict new hot food takeaways and their opening hours in the vicinity of schools.

Details of the consultation responses are set out in the Appendices to the report.

Diversity impact assessment

3 What is the likely impact of the proposed change?

Is it likely to :

- Adversely impact on one or more of the protected characteristic groups?
- Advance equality of opportunity for one or more of the protected characteristic groups?
- Foster good relations between people who share a protected characteristic and those who don't?

(insert ✓ in one or more boxes)

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age			
Disability			
Gender reassignment			
Marriage/civil partnership			
Pregnancy/maternity			
Race			
Religion/belief			
Sex			
Sexual orientation			
Other (eg low income groups)			

4 Summary of the likely impacts

- Who will be affected?
- How will they be affected?

There is no direct impact on any protected characteristic group, as all planning applications are subject to a standard assessment process. The guidance note seeks to improve the health of people in Medway through promoting a healthier environment, as part of a wider package of public health interventions. The guidance has specific aims to manage the location and operation of new hot food takeaways in the vicinity of schools, as part of measures to reduce childhood obesity.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

Diversity impact assessment

- Are there alternative providers?
- What alternative ways can the Council provide the service?
- Can demand for services be managed differently?

Planning officers can advise on locations where the siting of new hot food takeaways would not be affected by the proposed guidance note.

6 Action plan

- Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence

Action	Lead	Deadline or review date
Monitor implementation of hot food takeaway guidance (if adopted) and likely impact.	Planning Policy & Public Health teams	Annually by 31 March.

7 Recommendation

The recommendation by the lead officer should be stated below. This may be:

- to proceed with the change implementing action plan if appropriate
- consider alternatives
- gather further evidence

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

To support the introduction of the proposed planning guidance on the location of new hot food takeaways, for the opportunities to promote improved health in Medway, as part of an integrated package of public health interventions.

8 Authorisation

The authorising officer is consenting that:

- the recommendation can be implemented
- sufficient evidence has been obtained and appropriate mitigation is planned
- the Action Plan will be incorporated into service plan and monitored

Assistant Director

Stephen Gaimster

Diversity impact assessment

Date

20 June 2014

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC: phone 2443 email: annamarie.lawrence@medway.gov.uk

C&A: phone 1031 email: paul.clarke@medway.gov.uk

BSD: phone 2472 or 1490 email: corpipi@medway.gov.uk

PH: phone 2636 email: david.whiting@medway.gov.uk

Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication

Appendix 1

DRAFT

MEDWAY COUNCIL

GUIDE TO DEVELOPER CONTRIBUTIONS

(2014)



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Introduction

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

The guide covers:

- Affordable housing
- Open space, outdoor formal sport and Great Lines Heritage Park
- Environmental mitigation
- Children's services (schools)
- Community facilities and services
- Transport and travel
- Training and workforce development
- Public realm
- Health
- Waste and recycling
- Sports facilities

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

Level of contributions

Please note:

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

contribution for	contribution covers	amount per dwelling (with average 2.45 persons occupancy) £
Open space, outdoor formal sport, Great Lines Heritage Park, heritage and museums	Open space / outdoor formal sports / heritage and museums	1,903.65
	Great Lines Heritage Park*	124.95
Education	Nursery	915.20
	Primary	2,246.40
	Secondary	2,272.40
	Sixth form	598.00
Transport and travel	Safer routes to school**	72.00
Training and workforce	For 3 bed house	200.00
Community facilities and services	Youth provision	58.43
	Community centre and neighbourhood facilities	136.71
	Libraries***	149.57
Public realm		245.00
Health		467.95
Waste and recycling		155.44
Sports facilities		221.00
TOTAL		9,766.70

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

**transport and travel contributions are not solely limited to the contribution per dwelling but would be determined on an individual basis

*** for existing library

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

1. Background

- 1.1 Medway is expecting major growth development over the next few years, including regeneration projects such as Rochester Riverside, Gillingham Waterfront and Chatham Centre.
- 1.2 This Guide was first adopted and published in April 2008. The Guide was updated/adopted in November 2012. This 2014 version reinstates public realm and sport facilities.
- 1.3 The purpose of this guide is to set out Medway Council's policy relating to developer contributions. It is to assist developers, the Council's own staff and all stakeholders to:
- Ensure that there is clear information on the Council's policy for developer contributions
 - Follow current best practice in the field
 - Provide a streamlined, efficient service
 - Ensure consistency, transparency and accountability
 - Achieve greater speed in determining planning applications
 - Ensure the impact of developments are properly mitigated
- 1.4 This document is available on the website. Should a hard copy be required as internet access is not available to you, you can contact the Council's Section 106 Officer who will print a copy for you.
- Phone 01634 331594, or
write to Section 106 Officer
Medway Council
Development Management
Gun Wharf
Dock Road
Chatham
Kent ME4 4TR
- 1.5 The Guide provides comprehensive advice on how to determine contributions and includes technical details for most services for which contributions may be sought. The guide also includes a checklist, to be followed in order to enable faster decisions to be made.
- 1.6 Every effort has been made to make this guide as comprehensive as possible but it is not possible to anticipate the needs generated by all types of development. It is the responsibility of those submitting planning applications to contact planning staff at as early a stage as possible to determine whether the potential impacts of a proposed development go beyond the advice given here.
- 1.7 Developers are expected to take account of, and meet, the requirements of this document, before submitting planning applications to the council.**

2. Legal and Policy Context

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

- 2.7 Contributions may be either in kind or in the form of a financial contribution. Payments can be made in the form of a lump sum, an endowment, or as phased payments related to dates, events or triggers.
- 2.8 Local planning authorities are encouraged to set out their policies and requirements through the Local Plan process but this will take some time to put fully in place. The key objective is to ensure that intending developers are aware in advance of what contributions might be sought from any particular development and this is a prime function of this guide.
- 2.9 The Council's own policy in respect of developer contributions is set out in "saved" Policy S.6 of the Medway Local Plan 2003. This states that:

"The Council will set conditions on planning permissions or seek to enter into a legal agreement with developers to provide for new physical infrastructure, social, recreational and community facilities (including education facilities) and environmental mitigation or compensation measures where mitigation is impossible or inadequate on its own, where the need for these arises directly from the development concerned. Provision will be sought in proportion to the size and nature of the individual development, and will take into account the existing pattern of provision and capacity in the locality.

Provision will be made on the site where this can be reasonably achieved. When this is not the case, contributions will be sought for the provision of facilities and ecological features elsewhere, provided their location can adequately serve the development site or are appropriately related to it."

This policy is the basis for the detailed requirements set out later in this guide. It will be replaced in due course by policies in the new Local Plan.

3. The Medway Context

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

4. Procedural and Administrative Considerations

- 4.1 Medway Council has put in place systems and arrangements to assist developers, speed the decision making process and ensure consistency, transparency and accountability.
- 4.2 The Section 106 Officer is first point of contact for all stakeholders and is responsible for all agreements after they have been completed.
- 4.3 *Standard Templates and Clauses*
To ensure effective use of staff resources in drafting legal agreements, the Council has developed standard templates, based on many years experience and established legal practice. For unilateral undertakings, proof of ownership of the land affected by the agreement must be shown. Templates are available on the website <http://www.medway.gov.uk> Please search for developer contributions.
- 4.4 *Contacting and Negotiating with the Council*
Co-ordination and openness are critical to the successful negotiation and completion of agreements. Developers and their agents should:
- Conduct all negotiations through the development management case officer. In pre-application discussions the Council will make every effort to identify a case officer, to ensure continuity and consistency. A pre-application charge will be levied by the council. Please visit the website for details <http://www.medway.gov.uk>. One to one negotiations with a particular service should only take place with the prior agreement of the case officer. The case officer will usually attend all such meetings. Contact with the Legal Section by the applicant should not be necessary in straight forward cases other than for checking title information, technical legal queries or to arrange the engrossing of an agreement. The case officer is responsible for involving the Legal Section, if necessary, in all other cases. However in his/her capacity as monitoring officer, the Assistant Director Legal and Corporate Services can always require legal involvement where necessary to protect the position of the council.
 - Traditionally the negotiation and drafting of agreements has started very late in the determination of a planning application. This imposes great pressure to agree heads of terms before Planning Committee meetings and can delay planning permissions not being granted for weeks or months after a positive resolution. With this in mind Medway Council will enter into 'without prejudice' negotiations and drafting at as early a stage as possible. These negotiations will consider S106 related matters without prejudice to the consideration of the associated planning application. In this way negotiations can commence at the pre-application stage and the shared aim should be to have a completed agreement ready by the time an application is determined.

4.5 *Basis of Guide*

The Council's initial negotiations will generally be based on this guide. Only where there are good and valid reasons for departing from the guide will alternatives be considered.

4.6 An example might be where the 'normal' level of contribution is genuinely unaffordable in which case the developer should inform the Council as quickly as possible and provide detailed financial evidence to substantiate the claim. Only where comprehensive evidence is provided will it be possible for the Council to consider such departures and in these cases an 'open book' approach will be required.

4.7 *Resolving Disputes*

Complaints relating to procedural and administrative matters will be dealt with in accordance with the Council's normal complaints procedure as set out on our website. Any concerns over negotiations should be made initially to the case officer, and if this does not resolve the problem, to the Head of Planning. If necessary the matter will then be referred to the Assistant Director Housing and Regeneration, and if necessary to the Director (Regeneration, Community and Culture).

4.8 *Administrative and Associated Costs*

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

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

5. General Approach

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

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

- 5.2 The widest range of contributions will generally be sought on residential developments, but other large developments including large warehousing schemes and town centre retail schemes may have a range of impacts. The size thresholds are based on recent local development experience and the impacts they have caused.
- 5.3 Medway Council's standard S106 obligations are set out in the summary sheets for individual services attached. Quoted costs reflect standard indexing sources, such as the Department for Education for school places.
- 5.4 *Future Maintenance Costs and Commuted Sums for Maintenance*
Generally where recreation or community facilities are provided, these should be retained by a management company, and not transferred to or adopted by Medway Council. Where recreation and community facilities are provided for adoption by the Council, it is important to take account of the long term management and maintenance implications. In these cases the following assumptions are used:
- The effective life of the facility will be 20 – 25 years, except for equipped playgrounds where the expectation is 15 years

- The commuted sum to cover annual maintenance costs will be 15 times the annual cost.

5.5 *Revenue Support*

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

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

5.7 *Non-adopted Facilities*

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

- 5.8 The Council will require the relevant contract and performance details to be provided for approval to ensure that appropriate standards can in fact be maintained.

- 5.9 Social regeneration is as important as providing buildings and infrastructure. Medway Council therefore seeks financial contributions from developers towards enabling existing communities to share in the benefits of the regeneration programme through:

- Access to skills, training and local employment
- Access to stronger and better community facilities and services
- Access to quality of life improvements.

Further information on social regeneration can be found at www.medway.gov.uk

6. Summary Chart and Checklist for Applicants

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

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

Planning application process	Actions for applicants	Notes
5. Post determination	<ul style="list-style-type: none"> After a resolution to approve the planning application has been made, the S106 legal agreement should be signed and engrossed without delay. Medway Council reserves the right to refer all cases which have not been completed within six months of the decision back to committee with a recommendation for refusal, unless special circumstances have been clearly identified 	<ul style="list-style-type: none"> The applicant and the Council should work to a target signing and engrossing the agreement/undertaking within one week of the decision
6. Post decision	<ul style="list-style-type: none"> It is the applicants' responsibility to comply with the terms of the S106 legal agreement in a timely manner, including respecting 'trigger points' which may occur some time after a development has commenced The Council will continually review all 'live' agreements and monitor against progress on site It is the applicant's responsibility to complete the commencement notice and forms attached to the agreement, and post or email (to S106@medway.gov.uk) so that the council is made aware of when contributions become due. 	<ul style="list-style-type: none"> Invoices, which include BACS details, will be raised by the S106/CIL Officer.

7. Technical Guidance for Individual Service Areas

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

This information is set out in the following individual sections

- A. Affordable Housing
- B. Open space
- C. Environmental mitigation
- D. Children's services: education
- E. Community facilities and services
- F. Transport and travel : including highway improvements, public transport provision and infrastructure, car parking, cycling, pedestrian facilities and other transport initiatives.
- G. Training and workforce development
- H. Public realm
- I. Health
- J. Waste and recycling
- K. Sports facilities

7A. Affordable Housing

1. Background

- 1.1 *Medway Local Plan Policy H3: Affordable Housing* states that where a need has been identified, affordable housing will be sought as a proportion of residential developments of a substantial scale.
- 1.2 The 2009 *North Kent Strategic Housing Assessment (SHMA)* clearly identifies a need for additional affordable housing in Medway and the Council is committed to meeting this.
- 1.3 The aim of the Council's Affordable Housing Planning Policies and this guidance is to ensure the development of balanced and integrated communities and to deliver good quality affordable housing for local people in housing need for both present and future generations.

2. Definition of Affordable Housing

- 2.1 The primary definition that is used to assess need, suitability, and to inform the development of requirements for affordable housing is provided within National Planning Policy Framework Annex 2: Glossary, which defines affordable housing as:

Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.

Homes that do not meet this definition of affordable housing, such as “low cost market” housing, may not be considered as affordable housing for planning purposes.

3. When Affordable Housing Will Be Sought

- 3.1 As set out in *Policy H3* of the *Medway Local Plan (2003)*, affordable housing will be required on residential developments of a substantial scale i.e.:
- developments of 15 or more dwellings or developments with a gross site area of 0.5 hectare or more in rural settlements with a population of 3,000 or less; or
 - developments of 25 or more dwellings or developments with a gross site area of 1 hectare or more in urban areas.
- 3.2 The application of the policy is Medway-wide and reflects the need for affordable housing throughout the area as identified in the *North Kent Strategic Market Housing Assessment (2009)* and subsequent detailed analysis of both the council’s housing register and demand data held by the Help to Buy agency.
- 3.3 S106 Agreements will require the affordable housing to be retained permanently. Matters to be taken into account when affordable housing is negotiated will be:
- a) the suitability of the site for affordable housing development;
 - b) the economics of provision;
 - c) the proximity of local services and facilities and access to public transport;
 - d) the realisation of other planning objectives;
 - e) the need to support Medway’s regeneration agenda and to achieve a successful housing development, taking into account the appropriate mix of affordable housing types and the proportion of affordable housing and its subsequent management.

4. How Much Affordable Housing Will Be Sought

- 4.1 The Council’s target is to seek at least 25% of homes to be affordable homes on any site meeting the Council’s size thresholds.
- 4.2 The size thresholds and the percentage of affordable housing are supported by the 2009 *North Kent Strategic Housing Market Assessment*. Where the Council considers that intermediate tenures are appropriate on a site they will be included within the overall percentage of affordable housing.
- 4.3 The target will be the baseline for negotiations for affordable housing on suitable housing sites. Where a developer considers that this requirement significantly affects the viability of a scheme an “open book” approach based on the residual valuation methodology will be taken to establish the extent of this case.

- 4.4 In many cases, when calculating how many dwellings the percentage target represents on a site, the outcome will not be a whole number. Where the calculation results is a residual of 0.5 or more of a dwelling, the number of dwellings should be rounded up to the nearest whole dwelling and where it results in a residual of less than 0.5 of a dwelling it should be rounded down to the nearest whole dwelling.

5. Who Can Deliver Affordable Housing?

5.1 Affordable Housing Providers

Medway Council does not want to adopt restrictive practices, which could preclude innovation and competition between potential providers of affordable housing. The most effective way of delivering the requirement however, is widely considered to be by engaging a Registered Provider of social housing or be an HCA Investment Partner.

- 5.2 It is recommended that the skills and experiences of Registered Providers be used at an early stage of the design process. Design and management issues in relation to affordable housing are far better resolved at this stage. Registered Providers will also be able to advise on the financial implications of the affordable housing requirement.

- 5.3 Contact details for those Registered Provider partners that have a demonstrable track record of delivery and management within Medway can be provided on request. The Council retains its right not to support the disposal of affordable units to RPs that do not have the management abilities and local knowledge to effectively manage new affordable housing in Medway.

6. Registered Providers & Investment Partners

- 6.1 The Council does not prescribe the affordable housing providers that developers use to deliver affordable housing nor does it have a restrictive list of partner affordable housing providers eligible to operate in the area. To ensure prospective partners are competent and committed to affordable housing delivery and management in Medway they are required to either be a Registered Provider or have HCA Investment Partner status. In addition the organisation must be able to demonstrate that they can meet the eligibility criteria set out by the North Kent Housing Partnership.

- 6.2 Registered Providers are bodies registered with the HCA as a social landlord pursuant to the provisions of the Housing and Regeneration Act 2008.

- 6.3 Investment partners are those organisations that have successfully qualified for investment partner status by completing the HCA's qualification questionnaire and having been selected; this selection having taken into account the applicants technical ability (based on the technical standards described in the former Housing Corporation's Design and Quality Strategy and Design and Quality Standards), financial capacity and good standing.

- 6.4 This will enable the Council to make an informed decision on the ability of the organisation to deliver and manage affordable housing whilst ensuring all interested organisations have a fair and equal opportunity to demonstrate how they will operate.
- 6.5 Specialist housing providers who are unable to fulfil all the criteria may still be considered but the Council reserves the right to demand additional information.

7. North Kent Housing Partnership Eligibility Criteria

- 7.1 All affordable housing providers wishing to operate in Medway will be expected to be able to fulfil all of the following criteria. They must:
1. Be a body registered with the Homes and Communities Agency (HCA) as a social landlord pursuant to the provisions of the Housing and Regeneration Act 2008 or any other body or company approved by the Homes and Communities Agency for receipt of social housing grant or other financial support and approved by the Council.
 2. Enter into a nominations agreement with the Council for the units to be delivered.
 3. Be a member of Kent HomeChoice and agree that all lettings will go through the Kent choice-based lettings system.
 4. Have due regard to the Tenancy Strategy of the council when formulating policies relating to :
 - a. the kinds of tenancies they grant
 - b. the circumstances in which they will grant a tenancy of a particular kind
 - c. where they grant tenancies for a term, the length of the term and
 - d. the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy.
 5. Have an office within Medway or be able to demonstrate that adequate management arrangements have been put in place for the management of the stock in the area.
 6. Be willing to actively engage as a key stakeholder in the development of policies and strategies developed by the council where invited to do so.
 7. Build all of the affordable housing schemes to meet or exceed the Housing Corporation's Design and Quality Standards (2007) or any subsequent standard specified by either the Homes and Communities Agency or the Council.

8. Achieve minimum Housing Quality Indicator (HQI) scores of 41 (size), 32 (layout) and 22 (noise, services, light) for each home to be built or any new scores that the HCA will introduce in future. In meeting the HQI minimum unit layout score, it is expected internal and external storage provisions at least meet the requirements for storage specified in the HQI guidance for the occupancy and do not fall short in any aspect.
9. Achieve level 3 (three star) of the Code for Sustainable Homes as a minimum for all new affordable units (or any other minimum level set from time to time by the HCA).
10. Consider the use of Modern Methods of Construction (MMC) for all new developments (where practicably possible).
11. Use all reasonable endeavours to make developments meet the current Secure by Design standard, and where suitable the additional provisions for specialist provision (unless otherwise agreed by the HCA and the Council).
12. Comply with the standards set out in Fact Sheet No. 6 – Design Principles for Extra Care (CSIP, 2008) or any subsequent design standards that may be adopted by the Council where extra care units are to be delivered.
13. Agree to a Local Lettings Plan, which as a minimum, will comply with the Kent Housing Group’s ‘Sustainability Criteria’. Such a local lettings plan to be agreed on all developments with 10 or more social or affordable rented units.
14. Deliver a range of unit types, tenures and sizes as identified by local need and suitable to the location.
15. Seek to build all affordable homes to the Joseph Rowntree Lifetime Homes Standard wherever possible (unless otherwise agreed by the Council).
16. Work with the council’s occupational therapists (OTs) from the initial unit design stage through to the occupation of units. This will better enable units that can be designed for clients with specialist needs to be accommodated and delivered at minimal cost to all parties. OTs can also assist with the identification of clients with specialist accommodation needs ensuring such units are ready for occupation on completion or re-lets thus minimising void times.
17. Deliver a minimum 5% of all new affordable dwellings as wheelchair-user housing as set out within the Housing Corporations Design and Quality Standards (April 2007). Where it can be demonstrated to the council’s satisfaction that a site cannot deliver wheelchair-user dwellings an exemption will need to be sought.

18. Ensure that their practices are compliant with the council's duties towards equalities. As public bodies, local authorities are required to meet Public Sector Equality Duties (PSEDs), which are set out under Section 149 of the Equality Act 2010. Further information on PSED can be found at

<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty>

These duties include the need to consider how we:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunities; and
- foster good relations

19. Respond in a timely manner to requests by the Council for qualitative and quantitative information – including quarterly information on voids, re-lets, tenure conversions, decent homes standards and rent levels.
20. Be willing to meet quarterly with officers of the Housing Development & Investment Team to discuss the organisation's development plan.
21. Agree to provide training to Council staff on relevant affordable housing standards and issues, which are of clear benefit to the enabling function of the Council and affordable housing providers.
22. Ensure all sites delivering affordable housing clearly display signboards (displaying the local Council's logo), in line with HCA guidelines, which illustrate the local authority's support and partnership working.
23. Provide information on customer satisfaction levels to the Council on a scheme-by-scheme basis.
24. Be willing to arrange site visits for the Council's staff both prior to and on completion of schemes. The aim of this is to assist with developing local lettings plans and to better ensure the properties are correctly advertised on the Kent HomeChoice system.

8. Affordable Housing Tenure Mix

- 8.1 The social rented stock in Medway at 14% is low relative to the national average of 19.3% and does not provide adequate turnover to meet the scale of need identified. The scale of need could justify the whole allocation for affordable housing being used as social or affordable rented units but a balanced approach is now the core of the strategy in Medway and this approach will be pursued.
- 8.2 The Council's preferred options are for mixed tenure schemes of social or affordable rented and intermediate tenures (usually shared ownership). It is accepted that for smaller sites there may be reasons for not mixing tenures. Therefore, where there are to be 10 or less affordable housing units provided in a scheme the Council may accept that the units can be of a single tenure.

This will be determined by the Housing Development & Investment Team on a site-by-site basis based on local needs.

- 8.3 Where the number of affordable units to be provided is greater than 10, a tenure mix of 60% affordable rent and 40% intermediate affordable housing (of which shared ownership is the preferred option) will be sought.
- 8.4 The Council maps the location of affordable housing by tenure and size of units, and in the interests of creating sustainable communities reserves the right to seek different tenure mixes where this improves the mix of tenures locally.

9. Affordable Housing Size Mix

- 9.1 In terms of the size mix of affordable unit on a site, the Council will generally seek to achieve the approximate following mix, where practically feasible :

- 40% 1-bedroom properties
- 30% 2-bedroom properties
- 20% 3-bedroom properties
- 5% 4-bedroom properties
- 5% 5-bedroom properties

The Housing Development & Investment Team recognises that Medway contains a wide range of development sites and not all sites will be capable of delivering the full range of unit sizes. Some sites may be unsuitable for houses and others unsuitable for apartments or bungalows. Where this is the case the Housing Development and Investment Team will expect the affordable element to be representative of the total size mix to be delivered on any given scheme.

- 9.2 The above breakdown of both housing tenure and size is to be regarded only as a guide. The exact percentages for each site will be determined following discussions between the Housing Development & Investment Team, Development Management and the developer prior to the drafting of a s106 Agreement.

10. Design and Layout of Affordable Housing on s106 Sites

- 10.1 In accordance with government guidelines on sustainability, the Council favours a mix of housing types and tenures on developments. The Council expects affordable housing to be so designed that it cannot be easily distinguished from market housing however in some circumstances some differences may be accepted. The developer and affordable housing provider are advised to work together to ensure that the affordable housing forms an integral part of the overall development.
- 10.2 Developers will need to satisfy the Council that the mix of unit types will address the housing need that has been identified in the area and that the standard of construction is suitable.

10.3 Internal space standards should, as a minimum, comply with any current council or Homes and Communities Agency guidance (whichever is larger). The following table gives indicative space standards for selected dwelling types based on the current Housing Quality Indicators (HQIs) as set by the HCA.

1 bed flat (2 - bed spaces)	45 to 50 sq ^m
2 bed flat (3 - bed spaces)	57 to 67 sq ^m
2 bed house (4 - bed spaces)	67 to 75 sq ^m
3 bed house (5 - bed spaces / 2-storey)	82 to 85 sq ^m
4 bed house (6 - bed spaces / 2-storey)	95 to 100 sq ^m
5 bed house (7 - bed spaces / 2-storey)	108 to 115 sq ^m

10.4 The Council has produced the Medway Housing Design Standards that cover all forms of residential development, including affordable housing. These reflect more recent thinking on internal space standards by the HCA and the London Plan. They expand on saved local plan policies and for some property types require a higher minimum internal floor area than HQI standards. As such compliance will be a consideration in the grant of planning permission and will apply to all proposals involving new units of accommodation, including affordable units.

10.5 Specific advice on individual sites should be sought at an early stage from the Housing Development & Investment Team.

10.6 On sites that are large enough for there to be a choice of location for the affordable housing, the opportunity should be taken to locate it near bus routes and local facilities if these are available.

10.7 It is expected that developers will take part in a Considerate Contractor scheme, and where possible seek to use local contractors and suppliers whilst promoting training and career advancement opportunities.

11. Affordable Housing Plan for S106 Sites

11.1 As part of s106 obligations developers will be required to provide an Affordable Housing Plan (AHP). See below for items that should be incorporated within the AHP. The AHP will need to be approved in writing by the Housing Development & Investment Team prior to the commencement of any development. For larger sites broken down by phases the AHP will need to be agreed for each phase before development can commence.

11.2 The AHP should illustrate/include the following:

- Meet the minimum target for affordable housing, provided across the entire site including gardens and any associated buildings such as garages.

- The size (sq^m), number of bedrooms and housing type of each affordable property.
- Clearly labelled associated parking for the affordable units.
- Tenure of the affordable housing - normally 60% affordable rented and 40% intermediate - to be shown in different colors on a layout plan (or floor plans in the case of flats).
- Where more than one type of intermediate product is being delivered these will need to be distinguishable via the use of different colors.
- Which of the affordable homes are being delivered to the Lifetime Homes standard or as wheelchair-user units.
- Which of the affordable homes are specialist units (extra care, sheltered, learning disability etc) where applicable.
- Where units are delivered to different levels of the Code for Sustainable Homes these will need to be identified.
- Written evidence that the scheme has been assessed and meets the required design and quality standards.

12. Phasing

- 12.1 The affordable housing provision to be made on a site should be an integral part of the development. Where a development is to be provided in phases, it may also be appropriate for the affordable housing element to be phased.

13. Sustainable Integrated Communities

- 13.1 On sites where an element of affordable housing is required, it should be provided on the site. This supports the creation of balanced sustainable communities. Normally the affordable housing element of a site should be of a similar size and character to the market housing on the site unless this does not reflect the local need.
- 13.2 The Council believes that to create integrated communities the affordable homes should be indistinguishable from the market housing and distributed throughout the development. However, the Council considers clusters of affordable housing to be more practical than excessive 'pepper-potting' and where it is demonstrated to be essential to ensure high standards of estate management and maintenance, larger clusters of affordable housing will be permitted.
- 13.3 On larger sites, the Council will negotiate a phased release of affordable housing to ensure a better distribution of tenure mix. This will be secured by

way of the s106 Agreement that will include appropriate triggers to link the occupation of open market units to the delivery of the affordable housing

14. Building to Meet Housing Need

- 14.1 New schemes must meet the proven housing needs in Medway. The Council undertakes regular needs analysis based on its housing register, housing needs surveys and/or strategic housing market assessments to establish the housing needs of Medway.
- 14.2 The most recent strategic housing market assessment was undertaken in 2009 in line with *Practice Guidance (2007)* published by Department of Communities and Local Government.
- 14.3 The *Strategic Housing Market Assessment (2009)* identified exceptional local constraints, which a significant number of local residents face. It compared local house prices and the incomes of those seeking new accommodation.
- 14.4 This showed that average house prices had increased rapidly and outstripped local income inflation between 2000 and 2007 and that access to owner-occupation was restricted. Since 2007 house prices have reduced considerably but demand has been constrained by wider market issues including low levels of mortgage lending.
- 14.5 It is recognised that several housing sub-markets operate within Medway and the tenure mix sought may vary to reflect local need and existing supply within any given locality.
- 14.6 The Medway housing register indicates a significant requirement for properties that are fully wheelchair-adapted or suitable for clients with mobility problems. All new housing schemes must be compliant with Part M of the Building Regulations, and the Council will also require suitable affordable housing schemes to include 5% of homes that are fully adapted to wheelchair standards.
- 14.7 Further information on housing requirement can be found in the *North Kent Strategic Housing Market Assessment* which is available for download from the Council's website at:
http://www.medway.gov.uk/pdf/2010_04_26_north_kent_final.pdf

15. Affordability

- 15.1 The Council will insist that intermediate housing products are affordable to local people in housing need before agreeing to their inclusion within an affordable housing scheme. The Council collects data on local incomes and house prices/market rents to establish the income levels required to access the local housing market. This will be used to assess the affordability of intermediate products based on mortgage and rental costs equating to no more than 30% of the average gross income of households unable to access the open market.

15.2 Where service charges are to be charged, they should be reasonable so as not to render the units unaffordable once added to the rents.

16. Funding for affordable housing

16.1 The cost of providing affordable housing should be accounted for in the land purchase price. The Council does not accept situations where developers purchase land with the assumption that the requirements for affordable housing will be residualised in order to ensure financial viability.

17. Site Viability and Abnormal Development Costs

17.1 The Council recognises that requiring developers to allow part of their site to be used for non-market housing will result in a cost. In order to offset these costs, developers will be expected to take the requirement into account in negotiating realistic land values with site owners.

17.2 Other planning related requirements such as education, community facilities, children's play areas etc. will likewise be treated as known costs.

18. The 'Planning Gain' Requirement

18.1 When negotiating on sites with a requirement for affordable housing, the contribution that the Council will seek from the developer is the provision of the affordable housing land fully serviced to the site boundary for free.

18.2 Serviced land covers provision to the site boundary of all services (electricity, gas, water, sewerage, telephone, lighting etc) necessary for development. It also covers connection costs, demolition costs, infrastructure (roads, footpaths, boundary walls etc), decontamination, archaeological costs and site clearance where applicable. Services must be provided to the edge of the land and there must be no legal, physical or financial barrier (i.e. unencumbered access) to the serviced the land for the builder constructing the affordable housing.

18.3 In cases where the developer is to build the affordable homes rather than just transfer the land for free, the Council will expect the planning gain to be demonstrated by the cost that the developer charges the affordable housing provider for the built units. The price should reflect build costs (rather than the value of the dwellings) and exclude the value of the clean serviced land.

18.4 The Council follows an "open book" approach to valuations and development economics on affordable housing schemes where developers present schemes that do not meet the requirements of the affordable housing policy. In these cases the applicants should be prepared to discuss the various cost components of their schemes with the Council, and will be required to meet the costs of an independent assessment of these costs commissioned by the Council.

19. Off-Site Provision

- 19.1 The Council will generally expect affordable housing to be provided on the development site in order to create balanced communities. The Council will, in exceptional cases, take into account the size of the site and the type of development proposed and consider provision on an alternative site within Medway or a financial contribution towards such provision in lieu of on-site provision.
- 19.2 In the exceptional cases where off-site provision is acceptable, a developer will be expected to make the equivalent contribution of an agreed number, size and type of affordable dwellings on a different site (or sites) elsewhere in the area as agreed as part of the Planning Application.
- 19.3 Where it is agreed that it is not possible to provide an alternative site or buildings, the Council will seek a level of financial contribution that will actually result in the provision of affordable housing elsewhere in the relevant area. The sum involved must be adequate to ensure that affordable housing can be provided in that location within an agreed timescale..

20. Supported Housing

- 20.1 The Council regularly undertakes detailed needs analysis on the housing requirement of older and vulnerable client groups. The council will on occasions seek to negotiate an element of supported housing as part of the affordable requirements.
- 20.2 This reflects the government's objectives to provide high quality, value for money housing and support services to vulnerable people. Details on the identified requirement for affordable supported housing can be obtained by contacting the Housing Development and Investment Team.

21. Equality Guidance

- 21.1 Medway Council recommends that all affordable housing providers wishing to operate in Medway ensure that their practices are compliant with the [Housing Corporation Good Practice Note 8: Equality and Diversity \(November 2007\)](#). It is aimed at eliminating discrimination and promoting equality through the people affordable housing providers employ in the delivery of services to the community.
- 21.2 Affordable housing providers should observe and act upon the Equality for Human Rights Commission's code on housing and associated guidance.
- 21.3 The Council also encourages affordable housing providers to give due regard to guidance produced by Habinteg Equality Centre (2007), "*Housing Association Guide to Disability Equality Schemes and Action Plans*" in the delivery of their schemes.

22. Mortgagee-in-possession clauses

- 22.1 The Council will make provision in s106 Agreements for mortgagees in possession to be exempted from covenants to use land only for affordable housing and from occupancy restrictions linked to the development of the affordable homes.

23. Pre-application Discussions

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

24. Registered Providers already operating In Medway

- 24.1 Medway Council operates a flexible approach to partnership working and does not maintain a list of preferred Registered Providers. However, a number of Registered Providers have been developing and managing affordable stock in Medway for a long period of time which has enabled them to develop a better understanding of need and operating procedures in Medway.
- 24.2 Where a developer is seeking to deliver affordable units or deliver the units in partnership with a Registered Provider not currently operating in Medway it is advised that the Housing Development & Investment Team be contacted at the earliest opportunity.
- 24.3 This is advised to ensure the organisation delivering the affordable units is fully aware of the housing need requirements of Medway and the necessary standards are achieved in terms of both build and management. Medway Council will only seek to work with organisations that can demonstrate a long-term commitment to affordable housing delivery and management in line with the Council's strategies and objectives.
- 24.4 A list of Registered Providers currently operating in Medway can be obtained from the Housing Development and Investment Team.

25. Policy/evidence base

National Planning Performance Framework : annex B

Medway Local Plan (2003)

Medway Housing Design Standards

North Kent Strategic Market Assessment (2009)

http://www.medway.gov.uk/pdf/2010_04_26_north_kent_final.pdf Housing

Corporation Good Practice Note 8: Equality and Diversity

http://collections.europarchive.org/tna/20090508023222/http://www.housingcorp.gov.uk/upload/pdf/GPN_8_Equality_and_diversity_20071130140340.pdf

Housing Association Guide to Disability Equality Schemes and Action Plans

http://www.habintegdec.org.uk/data/files/publications/hagdes_final.pdf

26. Housing Development & Investment Team

Russell Drury (Housing Development and Investment Manager)

russell.drury@medway.gov.uk

01634 333508

Gun Wharf, Dock Road, Chatham, Kent ME4 4TR

Matthew Gough (Head of Strategic Housing)

matthew.gough@medway.gov.uk

01634 333177

Gun Wharf, Dock Road, Chatham, Kent ME4 4TR

7B. Open Space, Outdoor Formal Sport ,Great Lines Heritage Park, Heritage & Museums

1. What is covered?

- 1.1 This chapter covers requests for:
- a) Open space and outdoor sport as defined in the '*Playing Pitch and Outdoor Sports Facilities Study*' (December 2012) and '*Open Space PPG17 Study*' (June 2012) excluding athletics tracks, civic spaces, churchyards and green corridors.
 - b) Great Lines Heritage Park.
 - c) Heritage and Museums

2. Where it applies?

- 2.1 The full contribution level will apply on developments of 10 dwellings and above.
- 2.2 Contributions will be pro-rata where suitable on-site provision is made in accordance with local standards established in the '*Playing Pitch and Outdoor Sports Facilities Study*' (December 2012) and '*Open Space PPG17 Study*' (June 2012). Contributions will be requested on all developments even where on-site provision is made.
- 2.3 Quality and quantity of open space provision varies across Medway. All development will result in additional open space need and this contribution will be utilized to best meet need arising from development in the area either through provision of new facilities or improvements to existing facilities and sites to create additional capacity.
- 2.4 The Great Lines Heritage Park was identified as a key site for investment to create a municipal park for Medway in the Medway Wildlife, Countryside and Open Space Strategy 2008-16 and as such contributions are requested on all development for this site.
- 2.5 Heritage and Museums cover the following sites within Medway, Rochester Castle, Upnor Castle, Temple Manor, Eastgate House and Gardens, Guildhall Museum and the Old Brook Pumping Station.
- 2.6 Requests will not be made on sheltered housing and special needs housing for the elderly developments.

3. Future provision

Open Space

- 3.1 Future open space requirements have been calculated for the period to the end of 2017/18 financial year.

- 3.2 The projected build rates for new properties in Medway are contained in the 'Medway Annual Monitoring Report 2013' (December 2013). Based upon Occupancy Dwelling Ratios established in the Local Plan and recent patterns of completions in Medway, the following increase in population is forecast in the four years to 2017/18.

Type of housing	% properties	No. properties	Occupancy rates	No. residents
Houses				
• 1 bedroom	2.2	49	1.33	65
• 2 bedroom	9.3	206	2.44	503
• 3 bedroom	38.4	852	3.59	3,059
• 4 bedroom and larger	21.8	483	3.59	1,734
Flats				
• 1 bedroom	12.9	286	1.33	380
• 2 bedroom	15.4	342	2.44	834
TOTAL	100.0	2,218	-	6,575

- 3.3 The 'Playing Pitch and Outdoor Sports Facilities Study' (December 2012) and 'Open Space PPG17 Study' (June 2012) establish quantitative standards for open space provision. Based on these and projected population growth, the following additional provision is required by the end of 2017/18:

a) Outdoor sports facilities:

Facility	Standard	Additional needs
Adult football	One per 4,300 people	1.53 pitches
Youth football	One per 3,500 people	1.88 pitches
Mini-soccer	One per 8,300 people	0.79 pitches
Cricket	One per 11,100 people	0.59 pitches
Rugby	One per 16,400 people	0.40 pitches
Synthetic turf pitch	One per 32,000 people	0.21 pitches
Bowling green	One per 25,000 people	0.26 greens
Tennis court	One per 3,000 people	2.20 courts
Golf course	One per 50,000 people (one hole per 2,850 people)	0.13 courses (1.30 holes)
MUGA	One per 10,000 people	0.66 MUGAs

b) Open space:

<i>Typology</i>	<i>Standard</i>	<i>Additional needs</i>
Parks and Gardens	0.4ha per 1,000 people.	2.63ha
Children's play	0.08ha per 1,000 people.	0.53ha
Amenity Greenspace	0.74ha per 1,000 people.	4.87ha
Natural/ semi-natural greenspace	1.35ha per 1,000 people	8.88ha
Allotments	0.18ha per 1,000 people.	1.18ha

Great Lines Heritage Park

- 3.4 The Great Lines Heritage Park is an asset for the whole of Medway, and demands on its upkeep and maintenance increase proportionately with population. A tariff will apply to all developments of more than 10 units. For developments within 700 meters of the Great Lines Heritage Park this standard tariff will be doubled.

Heritage & Museums

- 3.5 Heritage and Museums are assets for the whole of Medway, and demands on their fabric upkeep, maintenance and opportunity costs increase with population growth. A tariff will apply for all developments of 10 or more units within 1,000m of the sites identified in 2.5.

4. Charging formula

- 4.1 Costs of meeting projected needs to end of 2017/18 have been calculated based on Sport England facility costs from the second quarter of 2012, local land value assumptions and per hectare allowance for open space typologies.

- 4.2 To meet these costs the following charges will be levied:
Open space & outdoor sport contribution: £777/person
Great Lines Heritage Park: £51/person*
Heritage and Museum contribution: £233/person¹

*dwelling cost x 2 for developments within 700 metres of the nearest boundary of the Great Lines Heritage Park and associated projects.

¹ Where Heritage and Museum charge is levied, the open space and outdoor sport contribution will be reduced by £233/person so overall Heritage and Open Space contribution will remain at £777/person when applied.

- 4.3 Calculation:
No. units of each type x occupancy ratio x £828

Above based on £51 for Great Lines.
Cost increase to £879/person for dwelling inside 700m of Great Lines
Heritage Park boundary.

4.4 Example calculations

Example Calculation 1

12 unit development more than 700m from Great Lines and more than
1,000m from Heritage and Museum site.

Population: $12 \times 2.45 = 29$ people

Open space contribution: $29 \times £777 = £22,533$

Great Lines Heritage Park: $29 \times £51 = £1,479$

Example Calculation 2

12 unit development within 700m of Great Lines and more than 1,000m from
Heritage and Museum site

Population: $12 \times 2.45 = 29$ people

Open space contribution: $29 \times £777 = £22,533$

Great Lines Heritage Park: $29 \times £102 = £2,958$

Example Calculation 3

12 unit development within 700m of Great Lines and within 1,000m from
Heritage and Museum site

Population: $12 \times 2.45 = 29$ people

Open space contribution: $29 \times £544 = £15,766$

Heritage and Museum Contribution: $29 \times £233 = £6,757$

Great Lines Heritage Park: $29 \times £102 = £2,958$

5. Policy/Evidence Base

Medway Wildlife, Countryside and Open Space Strategy 2008 - 2016

Medway Local Plan 2003

CABE : Paying for Parks 2006 www.cabe.org.uk

The Milton Keynes Tariff www.miltonkeynespartnership.info

Playing Pitch and Outdoor Sports Facilities Study, 2012

Open Space PPG17 Study, 2012

'The Community Infrastructure Levy: Advice Note for Culture, Arts
and Planning Professionals:

http://www.artscouncil.org.uk/media/uploads/pdf/CIL_guidance_final.pdf).

6. Additional notes

- 6.1 The provision of open space on Employment Areas and implication on
existing open space and heritage assets will be considered on a case-by-case
basis having regard to the likely scale of the workforce that will be employed
within the development.

- 6.2 Greenspace Services will not usually accept the transfer of any land to Medway Council (playgrounds, allotments, parks, informal open space, sports pitches) which would create additional landscape maintenance responsibilities and costs to the Council. Developers should therefore ensure they make their own arrangements for the management and maintenance of landscaping associated with a development to be agreed with Greenspace Services. If the Council accepts transfer, a charge adequate to cover 15 years maintenance with annual indexation will be levied.
- 6.3 Payment of S106 contributions will be sought at an early stage of the development to enable the funding of project work associated with that development. Accordingly, the trigger for payment of the contribution will be on commencement of civil engineering works, or in exceptional circumstances on the 1st occupation. Where developments are subject to significant phasing it is acknowledged that payment of S106 contributions could be phased in accordance with progress of that development.

7. Service contact

Chris Valdus
Greenspace & Heritage Development Manager
01634 331447
christopher.valdus@medway.gov.uk

Joanne Cable
Chatham World Heritage and Social Regeneration Manager
01634 331176
joanne.cable@medway.gov.uk

7C. Environmental Mitigation

1. What is covered?

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

2. Where it applies?

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

3. Requirement

- 3.1 See Medway Local Plan policies BNE35-39 as below :

Policy BNE35 : international and national nature conservation sites

Policy BNE36: strategic and local nature conservation sites

Policy BNE37: wildlife habitats

Policy BNE38: wildlife corridors and stepping stones

Policy BNE39: protected species

- 3.2 Direct loss of habitat and damage to species should be avoided where reasonably possible but mitigation and/or compensation will be sought when such loss is unavoidable.
- 3.3 The re-creation of habitat on site will always be sought as the first preference and off site compensation should only be considered when all other means have been exhausted.
- 3.4 The developer will be liable for all off site costs associated with survey, translocation, species protection, habitat enhancement and site purchase, management and monitoring where off site mitigation is required.

- 3.5 Where it can be recognised that development could lead to increased pressure on adjacent sites of nature conservation interest, due to noise, disturbance, increased predation (disturbance by domestic pets), light pollution, or through increased amenity use of the site a financial contribution will be sought to minimise these impacts.
- 3.6 The extent, nature and management of required habitat enhancement or creation will depend on the size of the development, its location in the context of designated sites and likely impact on biodiversity.

4. Charging system

- 4.1 Charge will be based upon costs identified to meet the needs of each site. It is anticipated that mitigation and subsequent management will be undertaken through 1 or more of the following mechanisms

- a) On-site mitigation
Medway Council will not normally take on management of development sites where mitigation work has taken place and the developer will need to make arrangements with a third party.

Should the Council take on responsibility an endowment charge equal to 15 times the annual cost of management works (plus indexation) will be payable based on an agreed management plan.

- b) Off-site mitigation on Council land
In instances where it is agreed that mitigation can take place on Council owned land, the developer will be responsible for meeting all capital costs associated with preparing the mitigation land together with a charge equal to 15 times the annual cost (plus indexation) of maintaining the area to an agreed management plan.
- c) Off-site mitigation on third party land
In this instance it is for the developer and the third party to agree design and payment for creation and management.

5. Formulae

- 5.1 Contributions must, at a minimum, ensure like for like provision. In accordance with established ecological standards this will normally require a 2 for 1 replacement ratio. This is to compensate for the loss of quality when creating new habitats.
- 5.2 Mitigation and / or compensation measures should be ecologically functioning prior to the commencement of the development – this is particularly important for the protection of protected species.
- 5.3 Long-term management costs will be based on annualised costs set out in a site-specific management plan.

6. Policy/evidence base

Natural Environment White Paper: implementation update, February 2014
Biodiversity 2020: A strategy for England's wildlife and ecosystem services
Kent Biodiversity Action Plan. <http://www.kentbap.org.uk/>
Medway Wildlife, Countryside and Open Spaces Strategy 2008-2016

7. Service contact

Chris Valdus
Greenspace & Heritage Development Manager
01634 331447
christopher.valdus@medway.gov.uk

7D. Children's services : schools

1. What is covered?

1.1 Primary, secondary, sixth form, special schools, and early years provision.

2. Where it applies?

2.1 All housing developments suitable for family occupation of 10 units and over. "Suitable for family occupation" includes all units of two or more bedrooms (flats or houses) not specifically reserved for non-family occupation.

2.2 Areas where there is, or it is predicted that there will be, a shortfall in site/school places to meet the demand from new housing. The calculation will take into account not only the proposed development but also other developments planned in the vicinity.

3. Requirement

3.1 A contribution towards the cost of new school places to meet the demand arising from the proposed development.

3.2 An assessment will be made of each application to calculate the forecast demand for all schools in an area against existing capacity. This assessment takes account of all current planning permissions and allocated sites in the area.

3.3 The requirement includes provision for 3+ age pupils for whom foundation stage facilities are being provided within primary schools.

3.4 A proportion of the assessed demand will be utilised for pupils with special needs.

4. Charging system

4.1 Nursery :
£8,320 per pupil where accommodation will be provided by extending an existing school
£11,700 per pupil where accommodation will be provided in a new school

4.2 Primary :
£8,320 per pupil where accommodation will be provided by extending an existing school
£11,700 per pupil where accommodation will be provided in a new school

4.3 Secondary (and sixth form) :
£11,960 per pupil. It is assumed accommodation will be provided within existing schools (therefore no cost for new school places has been included).

4.4 The above costings do not take into account any land acquisition which may be required.

5. Formulae

5.1 A survey was commissioned through MORI to look again at the pupils coming from newly built dwellings, but with the aim of achieving a broader sample - of flats v houses, dwellings size and type with sufficient samples.

5.2 The survey was carried out during the summer/autumn of 2005 to assess the numbers of pupils living in newly built housing, with a view to amending the existing Pupil Product Ratios (PPRs) dating from 1998.

5.3 Pupil Product Ratios (PPRs) following the MORI study 2005/6

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

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

Nursery provision :

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

Primary provision :

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

Secondary provision :

$0.19 \times 10 = 1.9 \times$ £11,960 = £22,724

Sixth form provision :

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

TOTAL £60,320

6. Policy/evidence base

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

7. Service contact

Paul Clarke
Strategic and Planning Analyst
01634 331031
paul.clarke@medway.gov.uk

7E. Community Facilities and Services

1. What is covered?

1.1 Youth provision, neighbourhood community facilities and libraries.

2. Where it applies?

2.1 The full contribution will apply for all developments of 10 or more dwellings where no provision is made on site and a deficiency in youth, community and library provision exists in the area. Pro-rata contributions will be requested where on-site provision is made.

2.2 Contributions for youth, community and library will be spent either on the creation of new provision or upgrade to existing facilities in order to better serve the development.

2.3 This contribution will be required on all residential and town centre developments.

3. Requirement

3.1 The provision of youth facilities within new or existing facilities including provision for sport and games development.

3.2 The provision of neighbourhood facilities to the local community to meet service deficiencies exacerbated by the new developments. This will include enhancing existing provision and/or developing new community buildings to meet a wide range of needs across all sections of the community.

3.3 Provision of library accommodation in accordance with national standards:
Library: 30 sq. metres per 1,000 population.

4. Charging system

4.1 Youth provision:
£23.85 per person based on 13 -19 year olds making up 16.88% of the population and construction cost of £2,000 per sq. metre.

4.2 Community centres and neighbourhood facilities:
Population calculation of the development based on standard 2.45 persons per unit.

£55.80 per person based on provision of 31 sq. metres of space per 1,000 population and construction cost of £1,800 per sq. metre.

4.3 Libraries:
Population calculation of the development based on standard 2.45 persons per unit.

£111.81 per person for build and fit out new library based on provision of 30 sq. metres per 1000 population at cost of £3,727 per sq. metre.

or

£61.05 per person for investment in existing provision based on library fit out cost of £2,035 per sq. metre.

4.4 Combining these contributions* the maximum charge per person from any development is £191.46.

5. Formulae

5.1 Calculation: Number of units x 2.45 persons per unit x £191.46 = contribution

5.2 Example: 10 units x 2.45 persons = 24.5 persons
24.5 persons x £191.46 = £4,690.77

6. Policy/evidence base

6.1 Resourcing Excellent Youth Facilities

Public Libraries, Archives and New Development A Standard Charge Approach

[http://www.mla.gov.uk/what/support/guidance/~media/Files/pdf/2010/programmes/Public libraries archives and new development a standard charge approach.ashx](http://www.mla.gov.uk/what/support/guidance/~media/Files/pdf/2010/programmes/Public%20libraries%20archives%20and%20new%20development%20a%20standard%20charge%20approach.ashx)

7. Service contacts

David Dowie
Integrated youth support service manager
01634 334408
david.dowie@medway.gov.uk

Joanne Cable
Chatham World Heritage and Social Regeneration Manager
01634 331176
joanne.cable@medway.gov.uk

Simon Swift
Greenspace, Heritage and Libraries Manager
01634 331276
simon.swift@medway.gov.uk

7F. Transport and Travel

1. What is covered?

1.1 The majority of new development results in the need for travel and these movements place additional demands on local and regional transport infrastructure and can have a negative impact on local air quality. It is therefore reasonable for developers to make a contribution to cover the movement needs generated by their development.

1.2 Obligations can cover a broad range of transport initiatives, including:

- highway improvements, including increasing highway capacity and changes to layout
- public transport improvements including new bus services, railway stations, Park & Ride solutions, improving existing bus services, improvements to bus infrastructure, expansion of real-time information and bus network reliability measures
- public car parking provision
- cycling facilities, such as new cycle tracks, road crossing facilities and secure cycle parking
- road safety schemes, including measures to reduce existing and potential accident problems
- pedestrian facilities, such as new pedestrian routes, road crossings and accessibility improvements
- traffic calming measures, to reduce traffic speed or to reduce the volume of traffic flows
- travel plans, including plans covering residential, education and workplace land uses
- other initiatives to encourage use of public transport, walking, cycling, sustainable transport systems including information packs to new residents and car clubs

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

1. Removing barriers to active travel
2. Safer routes to school initiatives
3. Highway capacity
4. Highway safety improvements
5. Traffic calming works
6. Travel plans

Further details are provided in Table 3.

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

Table T1 - Transport obligation applicability		
Obligation	Medium size developments (10 – 25 units)	Large developments (over 25 units)
1. Removing Barriers to Active Travel	Applicable to all development. <i>See table T2 for thresholds</i>	Applicable to all development <i>See table T2 for thresholds</i>
2. Safer routes to school initiatives	Applicable to residential units of two or more bedrooms (flats or houses) not specifically reserved for non-family occupation. <i>See table T2 for threshold</i>	Applicable to residential units of two or more bedrooms (flats or houses) not specifically reserved for non-family occupation. <i>See table T2 for threshold</i>
3. Highway capacity	Applicable where a Transport Statement identifies highway capacity issues	Applicable where a Transport Assessment (TA) identifies highway capacity issues. <i>See table T2 for thresholds</i>
4. Highway safety	Where a Road Safety Audit or Road Safety Assessment (RSA) identifies road safety concerns. <i>See Appendix 2, table A2b for threshold for a SA</i>	Where a Road Safety Audit or Road Safety Assessment (RSA) identifies road safety concerns. <i>See Appendix 2, table A2b for threshold for a SA</i>
5. Traffic calming	Where a Safety Audit identifies issues that can be resolved by traffic calming <i>See Appendix 2, table A2b for threshold for a SA</i>	Applicable where a TA identifies rat-running or where a Safety Audit identifies issues that can be resolved by traffic calming <i>See table T2 for thresholds. See Appendix 2, table A2b for threshold for a SA</i>
6. Travel plans	Not applicable	Applicable where there is a planning requirement for a travel plan <i>See table T2 for threshold for a travel plan</i>

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

Table T2 - Thresholds for triggering developer contributions								
Use class	Land use	Unit	Removing Barriers to Active	Safer routes to school	Highway capacity	Highway safety	Cumulative impact	Travel plan
	Residential		Thresholds					
C3	Residential – housing	HH	10	10	10	10	10	50
C3	Residential – flats	HH	10	10	10	10	10	50
	Non-residential							
A1	Food retail	GFA	250	-	250	250	250	800
A1	Non-food retail	GFA	800		800	800	800	1,500
B1	Business	GFA	1,500	-	1,500	1,500	1,500	2,500
B2	General industrial	GFA	2,500	-	2,500	2,500	2,500	4,000
B8	Storage and distribution	GFA	3,000	-	3,000	3,000	3,000	5,000
D1	Medical & health services	GFA	500	-	500	500	500	1,000
Key to abbreviations:								
HH Household GFA Gross Floor Area measured in m ²								

2 Requirement

2.1 The requirement for various obligations associated with movement will be robustly tested by the developer and assessed by the council, using various objective methods, including:

- **Accessibility Assessment:** this will determine how accessible a site is to key services such as health, schools, employment and major retail centres by non-car transport modes. Where necessary, the assessment will propose interventions to improve accessibility to these services. The threshold in table T2 shall be taken as the point where an Accessibility Assessment is required.
- **Multi-modal Transport Assessment:** this will assess the impact of a development on the local (and in appropriate circumstances regional) strategic transport network taking into account other committed development, and where necessary identify interventions to mitigate any detrimental impacts.

- Safety Audit: a Stage 1 Road Safety Audit will be undertaken when any of the thresholds in Table A2b (Appendix 2) are met.

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

Table T3 – Movement interventions for which developer contribution will be sought		
	Obligation	Intervention
1	Removing Barriers to Active Travel	Local: Interventions located in close proximity to the development site to aid local movement and remove barriers. Contribution to new road crossings, puffin crossings, real-time information, better bus services and boarders at bus stops, pedestrian surfacing improvements, removal of street clutter and cycle route connections. Strategic: Initiatives covering a larger geographical area to reduce social exclusion. Contributions to better bus and rail services (including area wide infrastructure improvements, increased bus services to improve accessibility, and improvements to environmental and operational conditions); strategic cycle and pedestrian route improvements, and accessibility improvements to the key destinations served by the development. This also includes urban traffic management control system (UTMC), sustainable transport projects that reduce the need for car travel, improve opportunities for active travel and in turn have a positive impact on air quality.
2	Safer routes to school initiatives	Initiatives that reduce the impact of the school run on highway network capacity, generated from new residential developments that are likely to accommodate families with school age children. These developments will be expected to financially contribute towards the operation of local school travel plans, which shall include education and promotion initiatives in schools together with route improvements.
3	Highway capacity improvement	Developments that generate traffic movements that result in the operation of the highway network exceeding capacity or significantly exacerbating existing capacity problems will be required to fund off-site highway capacity improvements and/or UTMC schemes to ensure the operation and accessibility of the highway network is not compromised by movements arising from development.
4	Highway safety	Developments that generate traffic movements that result in additional hazards to highway safety will be required to fund off-site road safety improvements.
5	Traffic calming works	Developments that generate traffic movements that result in additional hazards to highway safety or are likely to result in rat-running causing harm to residential amenity may be required to fund off-site traffic calming improvements. The objective of these works will be to reduce vehicle speed and traffic flows.

**Table T3 –
Movement interventions for which developer contribution will be sought**

6	Travel plans	There will be an obligation on the developer to produce, implement and maintain a travel plan for developments over a certain size. These plans may be applicable for workplace, residential and educational developments. Where travel plans are required, there is an obligation to fund the council's involvement in the monitoring and coordination of the plan during its early years of operation to ensure the intervention is achieving its stated targets.
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2.3 Table T4 details the charging multipliers that shall apply where applicable for residential development. Justification for the multipliers is given in tables A1a, b, c & d. Safer routes to schools charge may not be levied where local schools already have a strong Safer Routes to School interventions in place.

Table T4 – Charging multipliers for residential development

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

Notes:

1. In AQAA (Air Quality Action Areas) the contribution will need to take into account the provision of sustainable transport projects to deliver improved air quality by reducing the need to travel by car and removing barriers to active travel.
2. Contributions associated with removing barriers to Active Travel will be reduced 'in principle' where other interventions are delivered by the development which contribute to these obligations.

2.4 Table T5 details the charging multipliers that shall apply where applicable for non-residential development. Justification for the multiplier is given in table A1d.

Table T5 – Charging multipliers for non-residential development			
	Medium developments	Large developments	Notes relating to large developments
Obligation	Unit value (10 – 25 units)	Unit value (26 – 49 units)	Unit value (50 units and above)
Removing Barriers to Active Travel	Nil	Individual assessment ⁽¹⁾	Accessibility Assessment required
Safer routes to school	Nil	Nil	
Highway capacity	Individual assessment	Individual assessment	Highway capacity improvements may be identified by a Transport Assessment for the site
Highway safety	Individual assessment	Individual assessment	Highway safety improvements may be identified by a Transport Assessment for the site
Traffic calming	Nil	Individual assessment	
Travel plan	Nil	£4,000 per development	Applicable to each phase of development.

Notes:

- 1: In AQAA (Air Quality Action Areas) contributions may be sought towards local sustainable transport projects, which reduce the need to travel by car and remove barriers to active travel therefore delivering an improved air quality environment.

Transport and Travel Appendices

Appendix 1: Formulae for charging multipliers

1.1 The Tables A1a & b set out the justification for the charging multipliers. The various base charges are periodically reviewed; details of the charges in operation at the time of publication are shown in the tables.

Table A1a – Justification for safer routes to school charging multiplier			
<i>The charging multiplier for safer routes to school multiplies the average number of students per school with the estimated number of school age children per dwelling (excluding flats) to obtain a project sharing factor per unit. The approximate cost of implementing a safer routes to school project is then divided by the project sharing factor.</i>	£m's	Units	Charging multiplier
Approximate cost of implementing a safer routes to school project (a)	£0.04m		
Estimated number of school age children/dwelling (excluding flats) (b)		0.72	
Average number of students per school (c)		400	
Safer routes to school charging multiplier (Formula = $a \times b / c$) (Equals cost of works per school multiplied by the average number of school aged children per dwelling then divided by average number of students per school)			£72 per residential unit with 2 or more bedrooms

Table A1b – Justification for Travel plan charging multiplier		
<i>The charge for travel plans relates to the cost incurred by the council in monitoring and coordinating travel plans to ensure the delivery of the plan by the developer is on trajectory to achieve agreed targets</i>		Charging multiplier
Estimated staff charge out rate per hour (a)	£50	
Estimated time involved in monitoring and coordinating plan (b)	80 hours	
Travel plan charging multiplier (Equals staff charge out rate multiplied by estimated time involved in monitoring and coordinating plan) (Formula = a x b)		£4,000 per development (see note)
<p>Note: Residential: Applicable for development up to a maximum of 250 units; each additional unit over 250 will incur a charge of £16. Non-residential: Per phase of development</p>		

2. Policy / evidence base

- 2.1 Medway Local Plan 2003 (Medway Council)
Medway Accessibility Strategy 2006 (Medway Council)
Transport Advice Notes (DfT)

Appendix 2: Minimum criteria

- 1.1 Residential developments will be assessed as having poor accessibility if the minimum criteria set out in table A2a are not fully met.

Table A2a – Minimum accessibility criteria for residential development					
Local Services	Maximum travelling time on public transport	Maximum walk distance to public transport	Minimum service frequency (minutes)	Days of the week service available	Period service is available
GP and Hospital	30 minutes	400m	60	Monday to Friday	08.30 - 20.00hrs
Major retail centre ⁽¹⁾	30 minutes	400m	60	Monday to Saturday	10.00 -17.00hrs
Primary and secondary school	30 minutes	400m	30	Monday to Friday	08.00 - 09.00hrs and 15.30 - 16.30 hrs
Major employment area ⁽¹⁾	30 minutes	400m	30	Monday to Friday	07.00 - 09.00hrs and 16.30 - 18.30hrs
Notes: 1. 'Major retail centre' and 'Major employment area' are defined in the "Local Development Framework Core Output Indicators Update 1/2005"					

Safety Audit

- 1.2 A Stage 1 Safety Audit will be undertaken when any of the thresholds in Table A2b are met.

Table A2b – Stage 1 Safety Audit requirements
<ul style="list-style-type: none"> a) vehicular access to parking for in excess of 50 residential units is formed directly from an existing public highway; b) the scale of a proposed development is considered significant enough to warrant the production of a Transport Assessment; c) the proposal creates a new vehicular access or intensifies an existing vehicular access onto a distributor road; d) the proposal is in a location of high risk, for example, where there is a history of road traffic accidents; or e) in excess of 5 residential units are proposed to be accessed from a new vehicular access that is potentially adoptable by Medway Council as Highway Authority.

Contacts

Steve Hewlett
Head of Integrated Transport
01634 331103
steve.hewlett@medway.gov.uk

Michael Edwards
Principal Transport Planner
01634 331427
michael.edwards@medway.gov.uk

Nikola Floodgate
Senior Transport Planner
01634 331161
nikola.floodgate@medway.gov.uk

7G. Employment, Training and Workforce Development

1. What is covered?

- 1.1 'Developer driven' engagement of Local Labour;
- 1.2 A levy to assist workforce development (skills training) opportunities

2. Where it applies

- 2.1 The Council strives to improve local labour* employment opportunities for Medway residents working in construction. The upskilling of local people is essential to improve the local economy** in Medway and close the skills gap on the south-east. The council is keen to work with developers who share this view to support local people with employment and training opportunities for the long term benefit of their own industry.
- 2.2 The National Planning Policy Framework states that local authorities should proactively encourage sustainable economic growth, and to do this then Medway Council must tackle the key issues of skills, training and employment.
- 2.3 Medway's Regeneration and Economic Development Strategy 'unlocking the potential' has a specific strategic priority for skills development with clear aspirations to:
 - Upskill the workforce to tackle shortfalls in skilled employment and to meet employers' needs
 - Link skills development with proposed physical developments and related short and longer term job opportunities
 - Encourage developers, contractors and employers to come to Medway if they know they will benefit from the Council's support to the construction industry with training and the provision of local labour.

3. Local Labour employment opportunities – what is required

- 3.1 The council wants to secure employment opportunities for local people on Medway development sites. We would expect 30% of the workforce on site to be comprised of local labour.
- 3.2 It is also expected that at least one new apprenticeship will be created per £1million of new build spend.

*local labour is defined as a Medway resident

** the local economy is measured as gross value added (GVA)

- 3.3 Developers and their sub-contractors are expected to work with Medway Council's Employ Medway service to achieve employment apprenticeship and work placement opportunities; plan a site employment programme by providing clear indications of start on-site date; and maintain regular correspondence.
- 3.4 Medway Council expects the developer to outline their commitment to employing local labour and workforce development during the bidding process.
- 3.5 The developer and sub-contractors will make every effort to keep a quarterly record of their local labour for monitoring purposes to be shared with Employ Medway.
- 3.6 On sites in excess of 250 residential units, the developer agrees to second a member of staff to act in an employment liaison role to administrate the uptake of local labour and to manage workforce training and development opportunities in conjunction with Employ Medway.
- 3.7 The developer agrees to participate in a meet the buyer event/s organised in conjunction with Employ Medway, and to ensure its main contractor and sub-contractors also take part. The aim of these events is for the developer to convey site development requirements and timescales to an audience of local suppliers that should be encouraged where possible by the developer and its main contractor to supply the development. The event will also allow a platform for the council's delivery partner to present its workforce and employment development service to event attendees.

4. Training and workforce development - what is covered?

- 4.1 A developer's financial contribution will enable a practical application of construction training in Medway for existing employees, pre-entrant trainees, and those who are unemployed but have experience in the sector. It will help to address local employment take-up and associated skills training support in the construction industry, covering:

- Upskilling and qualifying of a developer's (and sub-contractors) existing workforce
- Apprenticeships
- Business start up support services
- Adult skills training
- Construction expo event held every other year
- Employ Medway costs to manage and coordinate the process

5. Charging system

Houses/Residential units:

£150 per house or flat (up to 2 bedrooms)

£200 per house or flat (up to 3 bedrooms)

£250 per house (4 bedrooms +)

Commercial development
£1 per m² of development

6. Policy/evidence base

ConstructionSkills Strategic Plan 2011-2015

<http://www.cskills.org/aboutus/ourgovernance/pubs.aspx>

7. Service contact

Robert Murray
Employer Engagement Coordinator
01634 332103

robert.murray@medway.gov.uk

7H. Public Realm

1. What is covered?

- 1.1 Improvements to public realm areas situated within the core retail areas of Chatham, Gillingham, Strood, Rochester and Rainham centres as defined in the Medway Local Plan 2003; plus an additional zone surrounding these core retail areas, with a boundary approx. 800 metres from the respective centre. See the plan on page 59. Contributions will be applied across the administrative area¹.
- 1.2 The definition of public realm includes but is not limited to the streets, squares, river walks, car parks and public rights of way located within the above areas.
- 1.3 These areas will be improved via quality of design, construction and specification of the materials used, applied in a consistent and well planned manner, to support the principle of sustainable development. They will also provide economic, social and environmental benefits. The perception, character and appearance of the centres will be improved and long-term maintenance costs will be reduced, to the benefit of all.

2. Where it applies

- 2.1 The core retail and adjoining areas, as defined in the map on page 60.
- 2.2 The centres are focal points for community and economic activities that benefit Medway residents. The attractiveness and maintenance of a high quality external built environment in town centres is crucial to ensure the continuing viability and vitality of these areas. This is emphasised in the National Planning Policy Framework (see paragraphs 17, 23 and 56, 57 and 61).
- 2.3 The population of Medway is predicted to increase by approximately 15,000 over the next ten years² and possibly by as much as 56,000 by 2035³. The pressures imposed by the business, employment, retail, leisure and cultural needs of this increased population will best be met, in line with the National Planning Policy Framework, by revitalised and viable town centres. An upgraded public realm is crucial to ensuring town centres remain viable, attractive and functioning places at the heart of their expanded communities.

1. A hierarchy of centres is defined in the Medway Local Plan 2003 with Chatham as the Main Town/City Centre and Strood, Gillingham, Rainham and Rochester as District Centres. Hempstead Valley Shopping Centre has been excluded because much of the public realm is in private ownership. The core retail areas of each town centre are defined in the Local Plan. The additional 800 metre zone is based on a 10 minute walk band surrounding the core retail areas.
2. Medway Facts and Figures – Medway Council website
3. Medway Strategic Housing Market Assessment update 2013

3. Requirements

- 3.1 All new developments above the thresholds set out on page 58 are expected to contribute towards public realm improvements. Proposals will be set out in a Town Centre Public Realm Improvement Programme and contributions will be used alongside other funding sources to implement schemes.

- 3.2 Large scale developments of over 0.5 hectares are likely to deliver significant new public spaces within their schemes. If such schemes are located within or adjacent to the core retail areas and the proposed improvements complement the Public Realm Improvement Programme, such improvements may be considered as contributing sufficiently to the broader town centre objectives and therefore made exempt. Such developments will be reviewed on a case by case basis.

4. Formulae

Contributions Matrix¹

Use Class 2005	Land use description	Size of eligible scheme ²	Scale of contribution (£ per sq m)
A1	Retail	In excess of 200 sq m gross	£50
A2	Financial & professional services	In excess of 200 sq m gross	£50
A3	Restaurants & cafes	In excess of 100 sq m gross	£50
A4	Public houses & bars	In excess of 200 sq m gross	£50
A5	Takeaway & fast food	In excess of 100 sq m gross	£50
B1(a)	Office*	In excess of 200 sq m gross	£40
C1	Hotel & guest house*	In excess of 200 sq m gross	£20
C2	Residential institutions	In excess of 200 sq m gross	£20
C3	Residential	All schemes of 10+ units ³	See formula below
C3	Affordable housing	0	£0
D1	Non-residential institutions*	In excess of 200 sq m gross	£50
D2	Assembly & leisure*	In excess of 200 sq m gross	£50
Car Parking	Private non-residential*	All schemes	£25
Sui generis	Theatres, nightclubs, retail warehouse, club etc	In excess of 200 sq m gross	£50

* Applies only to areas within the core retail areas and the 800m walk band as defined on the map on page 59.

1. The above table relates to new build development only

2. Contributions liable only on measurements (gross floor space/no of units) that exceed threshold levels

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

5.0 Policy/evidence base

National Planning Policy Framework (2012)
Medway Local Plan 2003 – Strategic policies S2, S4 & S5; Town Centres & Retailing
Medway Local Transport Plan (2011-2026)
Manual for Streets (2007)
Historic Rochester Conservation Area Appraisal (2010)
Gillingham Town Centre Development Framework (2007)
Star Hill/Sun Pier Planning & Design Strategy (2004)
Medway Waterfront Renaissance Strategy (2004)
Medway Renaissance Regeneration Framework (2006-2016)
Medway Waterfront Public Realm Strategy (Draft - March 2007)
Chatham Centre & Waterfront Public Realm Strategy (2007)
Rochester Riverside Development Brief (2004)
Rochester Riverside Design Codes (2007)
Rochester Riverside Landscape, Management & Public Art Strategies (2006)

6.0 Service Contact

Brendan Doyle
Senior Landscape and Urban Design Officer
01634 332168
brendan.doyle@medway.gov.uk



Developer Contributions - Public Realm

MapInfo
 Version 15.0
 Scale: 1:15000
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This map is provided as a reference only. It is not intended to be used as a legal document. The user of this map is advised to verify the accuracy of the information shown on this map. The user of this map is advised to verify the accuracy of the information shown on this map. The user of this map is advised to verify the accuracy of the information shown on this map.

71. Health

1. What is covered?

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

2. Where it applies?

- 2.1 On developments of 10 or more units.
- 2.2 St Mary's Island, Chatham, is exempt as there is currently sufficient physical capacity in that locality due to new facilities having recently opened.

3. Requirement

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

4. Charging system

- 4.1 The modelling tool produced by the Healthy Urban Development Unit is known as HUDU. This modelling system has been prepared by a joint Local Authority and NHS unit. The unit based in London has been set up to assist in the infrastructure development for health in the south east.
- 4.2 HUDU is designed to help the health community respond to the challenges of predicted population growth. The model takes full account of the demographics of the existing population, and the future predicted population growth. Using standard NHS cost and floor space requirements for the various facilities, the model is able to quantify the impact in terms of physical space and subsequent cost, and estimate a cost per dwelling based on the future expansion of the population.

4.3 The HUDU model was used to determine a figure for local health facilities, based on Medway demographics. This has generated a figure of £191 per person.

5. Formulae

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

Example for a 10 dwelling development :

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

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

6. Policy/evidence base

6.1 Key parameters within the HUDU model are set to match local conditions regarding population, land values, building costs and health service practice.

6.2 Medway information has been used in the model but further information can be viewed at the following website: www.healthyurbandevelopment.nhs.uk .

7. Service contacts

NHS Property Services Ltd is the body which will request S106 health care contributions on behalf of NHS England (Kent & Medway Area Team).

The Medway Council planning officer dealing with the development who will liaise with the Head of Primary Care Estates, NHS Property Services Limited as appropriate.

71.A. Public Health

What is covered?

An estimated 30% of Medway's adult population and over 20% of children (at the age of ten) are classified as obese. The cost of overweight and obesity to NHS Medway is estimated as £77.4 million by 2015, of which £45 million is attributed to obesity alone.

There are, as of November 2013, 238 registered hot food takeaways in Medway – equating to 1 per 1,127 people. The majority of these premises are located in town, local and neighbourhood centres. It has been shown that there is a correlation between areas of multiple deprivation and where hot food takeaways locate.

In an effort to reduce childhood obesity in particular, Medway Council has produced a guidance note that seeks to decrease the prevalence of hot food takeaways in the area. New hot food takeaways, where they are deemed appropriate development, would be charged a fixed fee of £1,000.

Where it applies?

All new hot food takeaways given permission over 100m².

Requirement

A contribution towards the costs of public health initiatives aimed at reducing the percentage of obese population in Medway.

Charging System

£100 per 10m² of A5 floorspace.

Formulae

A typical hot food takeaway is about 100m².

Policy/Evidence

The National Planning Policy Framework (2012) and the National Planning Practice Guidance (2014) advocate the need for planning to consider health implications and has made an explicit link between the two.

The Mayor of London produced a Takeaways Toolkit document in November 2012 which recommends that regulatory and planning measures should be used to address the proliferation of hot food takeaway outlets.

The Healthy Urban Development Unit has also recommended that planning plays a role in providing healthier environments in which to live. It document "Using the planning system to control hot food takeaways" (2013).

Both the Foresight (2007) and Marmot (2010) review also encourage local planning authorities to address the issue of health in local plan policy.

Service contact

Su Ormes
Public Health Programme Manager (Wider Determinants of Health)
01634 333012
su.ormes@medway.gov.uk

7J. Waste and Recycling

1. What is covered?

- 1.1 Medway Council is a unitary authority responsible for the collection and disposal of household municipal solid waste. The complexity of managing Medway's waste has steadily increased as we find better ways of using this waste as a resource rather than landfill. We continue to build on past successes in order to maintain a comprehensive set of recycling options for all Medway residents.
- 1.2 Two significant impacts that new developments have on the borough are:
- the need to provide each new home with appropriate receptacles for accessing our comprehensive kerb side waste and recycling services
 - the need to adapt our household waste and recycling centre (HWRC) to meet the demands of today's throughput and the requirement to segregate various waste streams. Extensive redevelopment will be required over the coming decades to ensure Medway's waste infrastructure supports the needs of a growing population.

2. Where it applies?

- 2.1 All developments of 10 dwellings or more.

3. Requirement

The following services come under the remit of Waste Services and require a significant allocation of resources

- Collection and disposal of household municipal solid waste
- Removal and disposal of fly tipped waste and support of community clear up initiatives
- Provision of 3 household waste and recycling centres and 52 localised recycling points (Bring Sites)
- Provision of clear, targeted information and education to all of Medway's residents relating to waste, waste minimisation, reuse and recycling
- The removal of graffiti, street cleansing and washing
- The control of rats, mice and other pests
- Installation, repair and replacement of street litter, recycling and canine bins.

Total cost per dwelling £155.44.

4. Charging system

- 4.1 Kerbside waste and recycling receptacles, £46.55 per household.
- 4.2 Litter, on street recycling and canine bins, £2.74 per household.

- 4.3 Bring sites, £2.16 per household
For developments greater than 500 dwellings, if the area lacks such facilities, there may be an additional requirement for the developer to provide a suitable, accessible and adequate area of fenced, hard standing land that can accommodate at least 10 banks.
- 4.4 Household waste & recycling centres and waste infrastructure development, £96.89 per household.
- 4.5 Graffiti removal, street washing and control of pests that compromise public health, £2.67 per household.
- 4.6 Waste and recycling information and education provision, £4.43 per household.

5. Formulae

- 5.1 Calculations based on per household share of cost on an occupied property count of 110,657 (Housing statistics provided by Medway Revenue and Benefits Dept., 1 October 2013).

6. Policy/evidence base

Environmental Protection Act 1990
 Waste Minimisation Act 1998
 EU Landfill Directive
 Waste and Emissions Trading Act 2003
 Household Waste and Recycling Act 2003
 Clean Neighbourhoods and Environment Act 2005
 EU WEEE & Batteries Directive
 WRAP guidance – Developing Recycling Communications Campaigns
 WRAP guidance – Improving the Performance of Waste Diversion

7. Additional notes

- 7.1 Developers are invited to work alongside the council by making sure each new home is provided with adequate information relating to the council's waste provision. Printed information can be made available to developers or their agents for onward distribution to new residents.
- 7.2 Developers are required to reference and adhere to the guide 'Waste and recycling requirements for new residential developments in Medway' available from Waste Services or Medway Council's website, www.medway.gov.uk.
- 7.3 With agreement from the developer, Waste Services may choose to allocate contributions according to a specific need or project within the locality of the development as opposed to the strict allocation outlined in section 4.

8 Service contact

Steve Baker
Waste Development Manager 01634 333164
stephen.baker@medway.gov.uk

7K. Sports Facilities

1. What is covered?

1.1 Sports halls.

2. Where it applies?

2.1 Development of 10 dwellings or above.

3. Requirement

3.1 The projected increase in the population of Medway will create demand for additional indoor sports facilities, including a shortfall of a sports hall deficiency equivalent to six badminton courts.

4. Charging system

4.1 £90 per person x 2.45 occupancy = £221 per dwelling.

5. Formulae

5.1 Based on Sport England criteria, Medway's projected population increase will lead to the need for an additional six badminton courts generating usage of 52,468 persons per year. This equates to 8,736 persons per court per year.

5.2 The cost of providing an additional badminton court, based on Sport England Facility Cost Guidance, is £785,000.

5.3 A cost figure of £785,000 divided by 8,736 users equals £90 per person.

6. Policy/evidence base

6.1 Sport England Sports Halls Designs and Layouts; Sport England Sports Facilities Calculator; Sport England Facility Cost Guidance.

7. Service contact

Bob Dimond
Head of Sport Leisure and Tourism
01634 338238
bob.dimond@medway.gov.uk

Appendix 2 : Representations received for Draft Guide to Developer Contributions 2014

GENERAL

From	Representation	Comment
1. Clive Gilbert Gravesham Council	Suggests that we should include info on CIL, i.e. pooling of 5 contributions and future migration to a CIL charging schedule	Noted. No work being undertaken on CIL at present.
2. Chris Fribbins, Cliffe and Cliffe Woods Parish Council	Disappointed no mention of Parish Councils. These elected bodies have detailed knowledge of the rural areas and have history and responsibility for identifying and providing facilities. Would hope that Medway could adopt a best practice approach to involving and encouraging parish councils as do other areas in the country. Wish to be involved at the earliest opportunity to identify S106 contributions to help reduce impacts of developments, even where Parish Council might raise objections to the developments on these or other grounds. (Were surprised and pleased when given S106 monies but would like to have been involved in drawing this up and identifying specific requirements in advance).	Noted. Parish Councils consulted on planning applications, which gives an opportunity to make requests. Some Section 106 funding will relate to local areas. The Council encourages developers to contact Parish Councils to discuss their proposals and impact of that development on the rural community at the pre-application stage
3. Christine Gurr Isle of Grain Parish Council (PC)	PC feels that an active involvement of parish council should be sought and encouraged. With potential developments in rural areas, PCs should have more involvement in how S106 agreements are drawn up for developments within parished areas? This is particularly important for this parish as Grain village is already surrounded by large industrial infrastructure (as well as land designated for similar developments) and any future large developments have the potential to swamp this small community. Medway's policy for S106 agreements should recognise the responsibilities of parish councils and involve them at an early stage.	Noted. Parish Councils consulted on planning applications, which gives an opportunity to make requests. Some Section 106 funding will relate to local areas. The Council encourages developers to contact Parish Councils to discuss their proposals and impact of that development on the rural community at the pre-application stage

B. OPEN SPACE

From	Representation	Comment
1. Sue Ormes Public Health	Item 2.4 : suggest that requests should be made for sheltered housing and special needs housing to accommodate an area of land(be it a large raised bed) for the mental wellbeing gardening can give. The physical and social activity will also induce wellbeing. http://www.carryongardening.org.uk/files/documents/Gardening%20for%20mental%20wellbeing%20FINAL%20artwork.pdf	As this is on site provision, negotiation at the planning application is appropriate, rather than a contribution.

D. CHILDREN'S SERVICES : SCHOOLS

From	Representation	Comment
1. Paul Clarke, Children's services	Page 39, clause 4.1 Add "£11,700 per pupil where accommodation will be provided in a new school" to ensure consistency (clause 4.2)	Updated.

E. COMMUNITY FACILITIES AND SERVICES

From	Representation	Comment
1. Simon Lacey, Museum services manager	Requests that museums are included in the guide because new development will put pressure on visitor numbers into museums, and therefore contributions will help to respond to this pressure.	Heritage and museums will be included in the Guide in an updated Open Space, Outdoor Formal Sport, Great Lines Heritage Park, Heritage & Museums, but the overall level of contribution for this section will not be increased.

G. TRAINING AND WORKFORCE

From	Representation	Comment
1. Rob Murray Employer Coordinator, IMPRESS project	a. Change the title to "Employment, Training and Workforce Development" b. Change service contact c. 2.1 – footnote not displayed	Updated

H. PUBLIC REALM

From	Representation	Comment
1. Sue Ormes Public Health	Suggest a 2.4 Improvements to town centres should promote urban visibility in the Public Realm improvement to create a sense of belonging and pride. http://www.cl.cam.ac.uk/~dq209/publications/lathia12hidden.pdf	This would be enabled when considering the detailed design of the public realm improvements

I. HEALTH

From	Representation	Comment
1. Sue Ormes Public Health	Health contributions go to NHS Property Services to provide new health facilities - there should be an allocation for Public Health Medway (Health Improvement) to supply resources to cater for the population/community growth. Any additional population requires Health Improvement services that the Medway Council deliver.	The Council policy is not to increase the overall level of contribution, relating to residential development, for developers and therefore it is not possible to include additional

From	Representation	Comment
		contributions at this time
2. Therese Finn Policy Planner	New public health section should be incorporated into Health section – this would request contributions for public health initiatives from all new hot food takeaways given permission over 100m ² . Wording for new section provided.	This section will be included should Cabinet approve adoption of the Hot Food Take Away Guidance

Appendix 3: Diversity Impact Assessment: Screening Form

Directorate RCC	Name of Function or Policy or Major Service Change Review of Guide to Developer Contributions (November 2012)		
Officer responsible for assessment Jill King, Section 106 Officer	Date of assessment 12 May 2014	New or existing? New	
Defining what is being assessed			
1. Briefly describe the purpose and objectives	The Guide to Developer Contributions (November 2012) sets out what developers are required to pay to Medway Council services when they build a development of 10 dwellings more. These contributions are to address the impact of the development, e.g. funding for school places to meet the needs of residents of the new development. The Guide is being reviewed and the draft is subject to this DIA.		
2. Who is intended to benefit, and in what way?	Developers : they have information available which identifies costs relating to a proposed development which can be taken into account when purchasing land, or costing out projects. The community : if planning obligations include highway works and open space, these benefit not only the residents of the new development but other users of the facility.		
3. What outcomes are wanted?	Obligations are to address the impact of the development, e.g. if it is a large development there could be a requirement for a new doctor's surgery or school, or an extension to an existing surgery or school		
4. What factors/forces could contribute/detract from the outcomes?	Contribute The Guide includes up to date information	Detract Information is out of date	
5. Who are the main stakeholders?	Developers, Medway Council services, residents living in Medway.		
6. Who implements this and who is responsible?	The Guide to Developer Contributions (November 2012) was adopted by Cabinet in November 2012 as a Supplementary Planning Document (SPD). The review and the outcome of the consultation exercise is going to Cabinet on 15 July 2014 with a recommendation to approve. Developers liaise with planning officers to agree contributions and after the S106 agreement is signed and completed, the S106 Officer is responsible for collection of contributions		

Assessing impact		
7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial/ethnic groups</i> ?		
	NO	
What evidence exists for this?	The Guide is available for any person or company wishing to build at least 10 dwellings in Medway.	
8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i> ?		
	NO	
What evidence exists for this?	The Guide is available for any person or company wishing to build at least 10 dwellings in Medway. Contributions identified in the Guide range from open space to health	
9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i> ?		
	NO	
What evidence exists for this?	The Guide is available for any person or company wishing to build at least 10 dwellings in Medway.	
10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i> ?		
	NO	
What evidence exists for this?	The Guide is available for any person or company wishing to build at least 10 dwellings in Medway.	
11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i> ?		
	NO	
What evidence exists for this?	The Guide is available for any person or company wishing to build at least 10 dwellings in Medway.	
12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i> ?		
	NO	
What evidence exists for this?	The Guide is available for any person or company wishing to build at least 10 dwellings in Medway.	
13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i> ?		
	NO	
What evidence exists for this?	The Guide is available for any person or company wishing to build at least 10 dwellings in Medway.	

14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. speakers of other languages; people with caring responsibilities or dependants; those with an offending past; or people living in rural areas)?	NO	
What evidence exists for this?	This document is for any developer and is available in other formats/languages on request	
15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability and age)?	NO	
What evidence exists for this?	See above	

Conclusions & recommendation

16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact?	NO	
17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason?	NO	Please explain
Recommendation to proceed to a full impact assessment?		
NO	This policy change complies with the requirements of the legislation and there is evidence to show this is the case.	

Planning ahead: Reminders for the next review

Date of next review	It is recommended that this DIA be reviewed in May 2016. Note : The Guide to Developer Contributions will need to be updated again if Medway Council becomes a Community Infrastructure Levy (CIL) Charging Authority (CA).		
Signed (completing officer/service manager)	Date		
Signed (service manager/Assistant Director)	Date		










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Council Plan Monitoring - Q4 2013/14

PI Status	Trend Arrows	Success is
This PI is significantly below target	The performance of this PI has improved	Higher figures are better
This PI is slightly below target	The performance of this PI has worsened	Lower figures are better
This PI has met or exceeded the target	The performance of this PI is static	N/A - Desired performance is neither too high nor too low
This PI is data only. There is no target and is provided for reference only.	N/A – Rating not appropriate / possible	

1.1 Ensure older people and disabled adults are safe & supported







Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value		Value		Value		Value		Value	Target	Status	
ASC01	Client satisfaction with adult social care services		62.7		Not measured for Quarters		63.8		68.0							15-May-2014 Draft pending final validation of statutory return The result from the ASC Survey is 63.8%. This is a 1.1 percentage point increase on last year but the target of 68% has been missed. It has been acknowledged that this target was set too high at the start of the year. The result of 63.8% is marginally behind both the 2012-13 comparator result of 64.3% and the 2012-13 national result of 64.1% (2012-13 data).
ASC03	The proportion of people who use services who feel safe		65.80		Not measured for Quarters		64.07		66.00							02-May-2014 Draft pending final validation of statutory return The result from the Adult Social Care Survey is 64.07%. This is a fall on last year's result of 1.7 percentage points. It means that the target of 66% has been missed. Medway's 2013-14 result was lower than the 2012-13 national result of 65.1%, and the 2012-13 Comparator result of 66.2%.
ASC03LD	The proportion of people with learning difficulties who use services who feel safe		83%		Not measured for Quarters		87.1%		83%							02-May-2014 The result from the ASC Survey is 87.1% (54 clients out of 62). This is an increase of 4.1 percentage points on last year. There is no benchmarking data available for comparison.

Code	Short Name	Success Is
ASC04	The proportion of people who use services who say that those services have made them feel safe and secure	
ASC04LD	The proportion of people with learning difficulties who use services who say that those services have made them feel safe and secure	
ASC07	Number of acute delayed transfers of care (local monitoring)	
ASC08	Average rate of acute delayed transfers of care each week, per 100,000 population (local monitoring)	




2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
Value		Value		Value		Value		Value		Value	Target	Status	Trend
83.90		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		86.95	84.00		
100%		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		93.6%	100%		
472	146	179	167	189						681	N/A		
4.45	5.43	6.18	6.21	7.03						6.21	6.00		


Note
15-May-2014 Draft pending final validation of statutory return The result from the Adult Social Care Survey is 86.95%. This is a year on year increase of 3 percentage points and exceeds target by 3 percentage points. Medway's 2013-14 result is significantly better than the 2012-13 national result of 78.1% and the 2012-13 comparator result 79.1%. Service users are encouraged to indicate on the survey if they feel unsafe. These cases are passed to the safeguarding team for investigation.
02-May-2014 The result from the Adult Social Care Survey is 93.6% which represents 59 out of 63 people who said that services made them feel safe. This is a good outcome, but represents a slight drop compared to last year's result of 6.4 percentage points. There is no benchmarking data for comparison.
09-Apr-2014 The year end result is 681 delays. This is an increase of 44% on 2012-13 (472). One delay was attributable to ASC in 13-14.
16-Apr-2014 09-Apr-2014 The per 100,000 population rate for Q4 is 7.03. This is above target and is the highest quarterly rate in recent years. The rate for the full year is 6.21, which is slightly above the target of 6.00.



1.2 We will support carers in the valuable work they do

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	
ASC10	Carers receiving an assessment or review		13.7%		3.7%	9.0%	13.1%	26.5%		26.5%		20.0%				15-May-2014 Draft pending final validation of statutory returns. The provisional outturn is 26.5%, 6.5 percentage points above the target and also marks a 12.8 percentage point increase from 2012-13. The introduction of telephone interviews at the beginning of Quarter 4 has led to a sharp increase in the number of carers' assessments being completed, with almost 60% of all assessments for the year completed in January - March.
ASC02	Carer satisfaction with adult social care services		43.70		Not measured for Quarters			46.70		44.00		44.00				03-Apr-2014 The 13-14 Carers Survey was carried out in Q3. This went to over 300 carers who had been assessed or reviewed by Adult Social Care in the previous year. 46.7% stated that they were extremely or very satisfied with services. This is an increase on the previous year (43.7%) and has exceeded target. Comparison data is not available for 13-14, however this compares favourably to the latest comparator group average of 44.7%.

1.3 Personalised services to meet older & disabled adults needs

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	
ASC06	Adult Social Care clients receiving Self Directed Support		56.4%		33.4%	42.4%	50.6%	58.2%		58.2%		65.0%				15-May-2014 The provisional outturn of 58.2% is short of the annual stretch target of 65% but is an improvement on the previous year's outturn (56.4%) of almost 2 percentage points. Adult Social Care staff continue to actively encourage the take-up of direct payments and personal budgets and ensure good support for people choosing

Code	Short Name	Success Is
ASC05	The outcome of Self Directed Support as measured by older people and disabled adults.	



2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
Value	80.0%	Value	Not measured for Quarters	Value	Not measured for Quarters	Value	Not measured for Quarters	Value	Not measured for Quarters	Value	Target	Status	Trend
										73.1%	N/A		


Code	Short Name	Success Is

Note
more control and choice over their support arrangements.
02-May-2014 The result for this measure is 73.1%. This is a decrease of 6.9 percentage points on the previous year. There is no target set or benchmarking data to compare this result to.







1.4 We will promote and encourage healthy lifestyles for adults

Code	Short Name	Success Is
NI 123	Rate of self-reported 4 week smoking quitters aged 16 or over	













2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
Value	2271	Value	478	Value	910	Value	1339	Value	N/A	Value	Target	Status	Trend
										N/A	2378		














Code	Short Name	Success Is
PB7	Number of Medway Businesses taking part in the healthy workplace initiatives	

Note
09-Apr-2014 Numbers accessing stop smoking services both locally and nationally are decreasing. However, Medway are still treating more people and achieving more quitters per 100,000 population than the England average.
The Medway stop smoking team has recently gained accreditation through the National Centre for Smoking Cessation training. They are only the second service in the country to gain accreditation.
The service is actively engaging with national campaigns such as National 'No Smoking Day' and 'Stoptober' to promote footfall through the service.
Please note status and trend is against Q3 performance due to time lag in obtaining data. Q3 target = 1591
09-Apr-2014 The workplace health programme is proceeding well, with our target of 40 businesses being achieved early in Q4. The programme continues to deliver

Code	Short Name	Success Is	2013/14					Trend	Note	
			Q1 2013/14 Value	Q2 2013/14 Value	Q3 2013/14 Value	Q4 2013/14 Value	2013/14 Value			
PB8	Number of people receiving support from a Health and Lifestyle Trainer		102	181	293	379	379			09-Apr-2014 There is a time lag in reporting data, so Q4 figure is likely to be understated, however the service is not expected to meet the target level of activity. Numbers accessing the service have been slowly increasing over the length of the contract, but remain below target. The contract is currently being recommissioned, and the service model reconsidered to ensure value for money.
PH1	Number of adults taking part in healthy weight and exercise referral interventions		286	436	342	343	1407			09-Apr-2014 343 adults have attended the exercise and adult weight management programmes this quarter. The numbers can be broken down as 275 exercise referral clients and 68 weight management clients (Tipping the Balance).

2.1 Ensure the most vulnerable children & young people are safe

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Target	Status	Trend		
PAF-CF/C21 NI 64	Child Protection Plans lasting 2 years or more		7.1%		6.8%	22.2%	4.9%	2.8%	8.7%	8.0%					02-May-2014 Draft pending final validation of statutory return. Analysis has shown that performance earlier in the year was inflated due to a lower number of children subject to CP plans. Following the introduction of a multi agency panel to review all plans we have seen substantial improvements in performance.	
PAF-CF/C68 NI 66	Looked after children cases which were reviewed within required timescales		87.5%		97.0%	98.0%	80.4%	80.1%	80.1%	95.0%					15-May-2014 Draft pending final validation of statutory return. Below target for the year and remains a continued focus with work being done with the IRO Team to ensure this improves.	
NI 147	Care leavers in suitable accommodation		94.9%		100.0%	90.5%	88.2%	89.5%	91.8%	95.0%					02-May-2014 Draft pending final validation of statutory return. During the year we have had 6 children not in suitable accommodation, 2 of which were in custody. However, our attempts to contact 4 of these young people were unsuccessful and we were therefore unable to determine whether they were in suitable accommodation.	
A1	Average time between a child entering care and moving in with adoptive family		660		705	684	699	723	723	526					02-June-2014 Draft pending final validation of statutory return. This is a challenging indicator for all Local Authorities because of a national shortage of adopters. A report published by Ofsted showed nationally 4682 children with a placement order awaiting a match and only 1890 families approved and waiting to be matched to children as at March 2013. The latest published national data for 2010-13 shows that although Medway Council's performance is below the nationally set target, we performed better than the national average. Medway Council's performance against this indicator has	






Code	Short Name	Success Is	2012/13				2013/14				Trend	Note
			Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status	Value		
CA06	Percentage of child protection cases where children have participated in their plans or reviews		75.0%	85.7%	86.7%	78.3%	81.7%	80.0%		N/A	deteriorated in the period 2011-14, due to the national shortage of adopters and because of a small number of cases, which were delayed in order to ensure the best placement and outcome for the children. Medway Council is continuing to work with the local courts, CAFcASS and the local Family Justice Board to reduce delays.	
CA08	Number of CAFs		170	161	210	216	757	N/A		N/A	16-Apr-2014 On target for the year. The leaflet that is sent out to children with the invitation to their conferences and offering advocacy services has been revised.	
CA10	Rates of re-referrals within 12 months of a previous referral		23.04%	20.68%	21.18%	24.78%	22.48%	26%		N/A	16-Apr-2014 A target has not been set as there is no benchmarking data available.	
CISRS1	LAC Participation in Reviews		89.28%	87.5%	94.3%	92.3%	92.3%	95%			02-May-2014 Draft pending final validation of statutory return. On target for the year. The introduction of the Triage Team has ensured more robust and appropriate decision-making. This is leading to significantly reduced instances of repeat referrals.	
N14	(N14) Timeliness of assessments		72.0%	60.5%	70.4%	83.4%	69.5%	75.0%		N/A	15-May-2014 Draft pending final validation of statutory return. Just below target for the year but showing an improvement on last year.	
N15	(N15) Timeliness of Initial Child Protection Conference		31.2%	45.6%	74.2%	68.0%	58.3%	72.0%		N/A	02-May-2014 Draft pending final validation of statutory return. Improvements seen following practice changes and provision of clear guidance. Despite a decrease in performance for Q4, this is still significantly above the first 2	









Code	Short Name	Success Is	2012/13 Value	Q1 2013/14 Value	Q2 2013/14 Value	Q3 2013/14 Value	Q4 2013/14 Value	2013/14			Note	
				Value	Value	Value	Value	Value	Target	Status	Trend	
N23	(N23) Vacancy rate of social workers			21.34%	28.01%	32.54%	35.86%	30%	6%		N/A	quarters and in the context of a significant rise in children becoming subject to a Child Protection Plan. 02-June-2014 The vacancy rate has increased following investment to create additional social worker posts. We had 8 more social workers in post at the end of Q4 compared to the end of Q3, with 15 new social workers starting with the council in Q4. We continue to be on top of recruitment and are currently processing a further 15 appointments.
N9	(N9) Percentage of referrals leading to the provision of a social care service			12.1%	29.0%	41.3%	23.7%	26.0%	N/A		N/A	02-May-2014 Draft pending final validation of statutory return. Following a dip in Q4, further analysis is underway to help support the development of the service.
NI65-2	% of children becoming the subject of a child protection plan for a second or subsequent time within 2 years		4.8%	5.8%	4.3%	5.8%	6.3%	5.7%	9.0%			02-May-2014 Draft pending final validation of statutory return. On target for the year.






2.2 Champion high standards in schools















Code	Short Name	Success Is	2012/13 Value	Q1 2013/14 Value	Q2 2013/14 Value	Q3 2013/14 Value	Q4 2013/14 Value	2013/14			Note	
				Value	Value	Value	Value	Value	Target	Status	Trend	
SE KS4a	Achievement of 5 or more A*- C grades at GCSE or equivalent including English and Maths (LAA) (formerly NI 75)		61.2%	Not measured for Quarters				60.9%	63.0%			15-Apr-2014 Medway's performance for Academic Year 2012-2013 is at 60.9% which is down from the previous year, but is still slightly higher than the national figure for state-funded schools of 60.8%. Figures were taken from the published figures in the Statistical First Release SFR04/2014 table 3.

Code	Short Name	Success Is	2012/13				2013/14				Trend	Note
			Value	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status		
DMTEYR	The achievement gap at Early Years Foundation Stage Profile between the lowest attaining 20% of children and the mean			Not measured for Quarters	Not measured for Quarters	33.7%	N/A		N/A		10-Apr-2014 Medway's performance on this indicator of 33.7% is better than the national average of 36.6%, although slightly higher than the average for the South East Region (31.1%) and ranks 58th out of 152 local authorities. Figures were taken from the published figures in the Statistical First Release SFR43/2013 table 5.	
NI 101	Looked after children achieving 5 A*-C GCSEs (or equivalent) at Key Stage 4 (including English and mathematics) (LAA)		10.0%	Not measured for Quarters	Not measured for Quarters	14.3%	17.0%				02-May-2014 Medway's LAC performance for Academic Year 2012-2013 is at 14.3%, which is a large increase on the previous years performance of 10.0%. The National figure for state-funded schools this year is 15.3%, so whilst we are below the national figure, we have closed the gap.	
NI 105	The Special Educational Needs (SEN)/non-SEN gap – achieving 5 A* - C GCSE inc. English and Maths		45.8%	Not measured for Quarters	Not measured for Quarters	46.8%	43.0%				11-Apr-2014 Medway's SEN gap for Academic Year 2012-2013 is at 46.8% and the national figure for state-funded schools this year is 47.2%, so we are better than national in closing the SEN gap. Figures were taken from the published figures in the Statistical First Release SFR05/2014 table 6. Our figures for attainment for each of the SEN cohorts were above national.	
CA13	Permanent exclusion rates - % of children excluded from school			0.01%	0.01%	0.01%	0.09%		N/A		16-Apr-2014 The figure quoted here is for permanent exclusions that have been upheld. It should be regarded as provisional since there are a number of appeals pending. This number is expected to fluctuate during the school year, as in Q3 (at the start of the school year) other options are tried before resorting to a permanent exclusion.	
EDU1	The number of children who are missing from education (including all children who are of statutory school age who are not on a school roll or in alternative provision).		41	31	45	69	39				16-Apr-2014 In Q4 a total of 39 cases were referred as Children Missing Education. 11 of these cases are in year 11 due to difficulties in securing places for these pupils at this time of year.	

Code	Short Name	Success Is
EDU3	% of young people who are absent from school for 15% or more days in the school year.	
EDU4	The average time taken to secure suitable education for those placed under Medway Council's fair access protocols	
SCSCT1	% of governors accessing governor training	
SCSCT2	% of governors appointed in the previous 4 quarters who have accessed induction training by the end of this quarter.	
SE KS2	Achievement at level 4 or above in Reading, Writing and Mathematics at Key Stage 2 (Threshold)	

2012/13	2013/14				2013/14			Trend
	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status	
Value	4.4%	4.7%	4.7%	4.7%	4.63%	3%		
Value	5.7%	4.7%	4.7%	4.7%	4.63%	3%		
Value	N/A	21.25	23.12	28.58	25.13	N/A		N/A
Value	18%	39%	61%	83%	83%	85%		N/A
Value	54.5%	51.1%	58.3%	69.0%	57.8%	60.0%		N/A
Value	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	71.0%	79.0%		N/A










Code	Short Name	Success Is
EDU3	% of young people who are absent from school for 15% or more days in the school year.	
EDU4	The average time taken to secure suitable education for those placed under Medway Council's fair access protocols	
SCSCT1	% of governors accessing governor training	
SCSCT2	% of governors appointed in the previous 4 quarters who have accessed induction training by the end of this quarter.	
SE KS2	Achievement at level 4 or above in Reading, Writing and Mathematics at Key Stage 2 (Threshold)	

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	Trend	
SE1a	Difference made to schools by Local Authority support - Schools in Special Measures (formerly SIS2a (amended))		5		4	2	3	5	3	5	3				15-Apr-2014 At the end of Q4, 5 primary schools and 1 secondary school (Academy) was in Special Measures. The measure shows that the target has not been reached. The trend on this measure is upward. Within this reporting quarter one SM schools has come out of measures into "good", but it is not being counted here since the report was published outside the period.	
SE1b	Difference made to schools by Local Authority support - Schools with a Notice to Improve (formerly SIS2b (amended))		3		2	2	2	2	2	2	3				10-Apr-2014 At the end of Q4, 1 primary school and 1 PRU were deemed to have Serious Weaknesses.	
SE1c	Difference made to schools by Local Authority support - Schools below floor threshold (LA maintained schools only) (formerly SIS2c (amended))		7		7	10	7	10	7	10	3				16-Apr-2014 There are 10 schools which are below floor thresholds 6 are maintained primaries, 3 are primary academies and 1 is a maintained secondary. This year there were changes in how this measure was calculated and this has resulted in 9 primary schools not reaching this threshold which is an increase on the previous year's number of below floor threshold but a decrease if compared to 2011.	
SE2 LM	% Ofsted school judgements - schools judged good or better for Leadership & Management		69.0%		70.0%	73.5%	76.5%	72.4%	76.0%	72.4%	76.0%				09-Apr-2014 At the end of Q4, 67.5% of primary schools and 88.2% of secondary schools in Medway (excluding PRUs) had an Ofsted judgement of good or better for leadership and management, including all 4 of the Medway special schools (100%). This represents a slight reduction from last quarter, to be just below target.	
SE2 OE	Ofsted school judgements showing a trend of improvement - Overall Effectiveness				64.0%	64.3%	64.3%	60.2%	70.0%	60.2%	70.0%			N/A	10-Apr-2014 At the end of Q4, 53.2% of primary schools and 82.4% of secondary schools in Medway (excluding PRUs) had an Ofsted judgement of good or better for overall effectiveness, including all 4 of the	

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value		Value		Value		Value		Value	Target	Status	
SE2 QT	Ofsted school judgements showing a trend of improvement – Quality of teaching				65.0%		66.3%		66.3%		62.2%	71.0%			N/A	
SEN1	% of newly stated children placed in out of area maintained special schools		0%		0%	0%	0%	0%	0%	N/A	0%	N/A				
SEN2	% of newly stated children placed in INMS		3.6%		2.3%	3.4%	0.0%	0.0%	6.1%	N/A	3.0%	N/A				
SEN4	Number of tribunal appeals contesting a named Medway provision		3		2	2	3	7	4	N/A	N/A	N/A				
SEN5	% of appeals withdrawn, upheld or refused		20%		0%	12.5%	7.7%	20%	10.05%	N/A	N/A	N/A				

2.3 Promote and encourage healthy lifestyles

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value		Value		Value		Value		Value	Target	Status	
CA17	% of children in need aged 0-4 attending local Sure Start Children's Centre				20.9%	22.4%	23.3%	37.8%	37.8%	37.8%	N/A	N/A			N/A	

Code	Short Name	Success Is	2013/14					Trend	Note		
			Q1 2013/14 Value	Q2 2013/14 Value	Q3 2013/14 Value	Q4 2013/14 Value	2013/14 Value			Target	Status
EY1a	Percentage of children in Medway aged 0-4 attending a local Sure Start Children's Centre		61.6%	43.9%	54.1%	64.7%	64.7%	60%			whom 587 (or 37.8%) have attended a Medway childrens centre. Of those that did not attend a childrens centre, 190 (or 19.6%) were aged over 3 years on 1 April 2013 so will be attending a school or publicly funded nursery setting.
EY1b	Total number of attendances at Sure Start Children's Centres by families with children 0-4 years		235,564	121,375	192,109	277,857	277,857	225,000			15-Apr-2014 Attendance is up by 18% on last year, and 44% up on the year before. This increase reflects the greater number of interventions and services provided by the Children's Centre teams themselves, as well as the consistent increase in the number of interventions being received by families who receive targeted support.
PH3	Numbers completing the MEND programme		81	24	64	100	100	100			09-Apr-2014 32 young people completed the programme in quarter 4 with 8 completed the teenage weight management programme called Fit Fix, 9 families completed MEND 7-13, 4 families completed MEND 5-7 and 11 families completed MEND 2-4. As previously reported the team have had difficulty recruiting to the these programmes, however the total of 87 is the joint highest in the teams history. It has been evident for sometime that families were more reluctant to sign up for the ten week twice a week intervention, so the team have piloted a new programme called Change4Life club. This programme was launched in 2013 and was targeted to the

Code	Short Name	Success Is


		2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14		
		Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	Trend



Code	Short Name	Success Is

Note

families of children who have the highest BMI readings during the National Child Measurement process. Families are offered access to one of the Public health teams specialist advisors, some new resources and other forms of support, however the programme is less intensive than the ten week MEND programme. 13 families have so far engaged and completed the 12 week programme, as they have found this option more appealing than the more formal groups. The programme is showing positive outcomes with families and children losing weight and improving their lifestyle, so is likely to become a part of our menu of support options for families, during 2014. This is in addition to the insight gathering task that is well underway where we hope to gather the views of children, parents and referrers as to the barriers for accessing services, and asking them what support they want from us.

3.1 We will work with the community to keep Medway clean and safe

Code	Short Name	Success Is
NI 195a	Improved street and environmental cleanliness: Litter	

		2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14		
		Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	Trend
		96.37	97.00	97.33	97.67	97.00	97.25	97.00	96.00					

Note




11-Apr-2014 At the end of 13/14 97% of locations were at a grade B (predominantly free of litter and refuse except for some small items) or above, providing a positive result that is above target. Year end performance 13/14 is an improvement on Year End 12/13 (96.37%). The contract monitoring team carry out regular street cleansing inspections across Medway to ensure the contractor is meeting their contractual obligations.

Code	Short Name	Success Is	2012/13				2013/14				Trend	Note
			Value	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status		
NI 195c	Improved street and environmental cleanliness: Graffiti		100.00	100.00	100.00	100.00	100.00	98.00			11-Apr-2014 Graffiti is removed by our in house team who carry out regular inspections across Medway in order to remove graffiti proactively. At Year End 13/14 100% of all locations inspected were free from graffiti. This level of performance has been consistent throughout the past two years.	
SF15	Percentage of people who feel Medway is safe										10-Jan-2014 Previously this information was received from the Kent Crime Victim Survey quarterly. From March 13 Kent Police no longer complete the survey and the measure has now been collected as part of the annual Community Safety Partnership Strategic Assessment. A Citizens Panel Survey took place in August 13 85% of respondents felt safe during the day and as expected less people felt safe after dark 56%. These results will be shared with partners and used to refresh the Community Safety Partnership Plan.	
W8	Satisfaction with street cleaning		72.50	74.00	72.00	75.00	69.00	72.50	75.00		06-May-2014 Although Q4 satisfaction is lower, the annual performance remains at 72.5%.	

3.2 We will support victims of domestic abuse








Code	Short Name	Success Is	2012/13				2013/14				Trend	Note
			Value	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status		
ASC09	Percentage of adult safeguarding referrals where domestic abuse is a factor	N/A		16.7%	14.6%	11.6%	20.6%	15.7%	N/A		02-May-2014 In Q4, in 13 out of 63 referrals (20.6%) domestic abuse was a factor. This is a higher percentage than in previous quarters with the year end outturn at 15.7%. In nine cases the primary allegation was physical abuse, financial abuse accounted for three cases and psychological abuse in	




Note
one case. The alleged perpetrator in all but four cases was the victim's partner. Six of the cases are being case managed by the Mental Health Social Work Team; one by the Physical Disability, one by the Learning Disability and five by Older Persons Care Management teams. The referrals were evenly spread across police, mental health staff, family members, social or health care staff. Three of the alleged victims were male.
15-May-2014 No performance target is applicable to this indicator.
15-May-2014 There have been 295 cases referred by Medway MARAC (Multi-agency Risk Assessment Conference) for IDVA (Independent Domestic Violence Advocacy) support in 13/14. This represents 86% of all MARAC cases (342). The figure is not 100% because, where appropriate to do so, the referral agency into MARAC will continue to work as lead agency. This first year of operation is a baseline year, and it is too early to judge success. However the service is meeting or exceeding the majority of CAADA (Co-ordinated Action Against Domestic Abuse) national benchmarks.
16-May-2014 Against all risks the reduction figure as a result of IDVA intervention is at 99%. For combined significant and moderate risk the annual reported figure is 68% compared to 77% for the rest of Kent. Medway cases comprise 23% of all KDAC clients.

2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
Value		Value		Value		Value		Value		Value	Target	Status	Trend
		46.5%		49.6%		52.3%		57.3%		52.1%	N/A		
		65		64		71		95		295	N/A		N/A
				88.7%		40.0%		60.4%		67.8%	N/A		N/A




Code	Short Name	Success Is
CA18	Percentage of children with child protection plans where domestic abuse is a factor	N/A
DA6	Number of high risk clients referred for IDVA support	N/A
DA7	Percentage of clients where risk is reduced as a result of IDVA intervention	N/A

3.3 We will increase recycling and reduce waste to landfill sites

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value		Value		Value		Value	Target	Status	Trend		
NI 192	Percentage of household waste sent for reuse, recycling and composting		40.61%		42.39%		40.69%		39.87%		42.00%	N/A	N/A		06-May-2014 Data is estimated until Waste Data Flow publishes final figures in Nov 14. Q3 was previously estimated based on 2 months data and was previously reported as 44.27%. All 3 months data has been received for Q3 and is now reported as 39.87%. Quarter 4 information will be received from DEFRA at the end of June 2014. On the 28th of October the DCLG weekly services for recycling, organics and residual waste started there has been a clear rise in the amount of recycling and organic waste collected at kerbside and a decrease in residual waste collected at kerbside post DCLG roll out. This has given us an overall increase of 2.59% kerbside recycling rate for the year.	
W6	Satisfaction with refuse collection		93.50		94.00		93.00		93.00		91.00				06-May-2014 Satisfaction levels have remained consistently high and above target throughout 13/14. This reflects the popularity of our reliable and simple weekly collection service. At 93.5% Year end performance is three percentile points above target and is static against 12/13 results.	
W7	Satisfaction with recycling facilities		86.00		88.00		84.00		89.00		85.00				06-May-2014 Satisfaction with the recycling service remains consistently high and 13/14 the Year End performance of 87.25% is an improvement on 12/13. Work continues via education, promotion and contract monitoring to ensure these standards are maintained. In 13/14 improvements to the service were made by increasing collection frequencies from fortnightly to weekly, this was in response to requests from residents and consultations commissioned by the Waste Team. In Q4 the Waste Team delivered a borough - wide communications and information campaign to support the	

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	
W9	Satisfaction with household waste recycling centres		79.25%		81%	82%	79%	79%	80.25%	82%						implementation of weekly collections. 06-May-2014 Although below target 2013/14 Year end performance of 80.25 is 1% higher than the previous year. Waste Services continues to work closely with our contractor, FCC Environment, to ensure facilities are clean, tidy and recycling facilities are continually improved. This is reflected in the increasing recycling rate at the sites - all three sites are now recycling over 60%. Separately - commissioned biannual customer satisfaction tested against users at each of the three sites consistently, reports levels above 80%. Compared to many other Waste Disposal Authorities, Medway's residents are well served by the number and spread of household waste and recycling centres.

3.4 We will work with local people to maintain parks and open spaces


Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	
GH4	Citizen participation hours - Greenspaces		13190		5074	5018	3577	4055	17724	12000						25-Apr-2014 Q4 Figures are preliminary as there is still some outstanding group data (correct at 9 April). Performance has met Council Plan target (12,000 hours) with a total of 17,724. This growth reflects continuing work by the Greenspace Partnership Officer and the Greenspace Development Team to engage with local community groups to support site management with groups planning community events, undertaking practical task days and supporting funding applications.


Code	Short Name	Success Is	2012/13				2013/14				Trend	Note	
			Value	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status			
GH6	Satisfaction with parks and open spaces		87.75	81.00	84.00	83.00	84.00	85.00	83.00	85.00			06-May-2014 Whilst below target (by 1% point), satisfaction score is reflective of the ongoing high standards of grounds maintenance in the final quarter. In addition the ongoing delivery of the Greenspace Development Programme through targeted investment is incrementally improving visitor perceptions around quality and range of provision. Performance is up by 1% point from Quarter 3 and 2% point compared to Quarter 4 2012-13.
GH7	Satisfaction with play areas		86.75	84.00	86.00	81.00	86.00	85.00	84.25	85.00			06-May-2014 Tracker result is 5% point increase on Quarter 3 and 1% point increase compared to Quarter 4 of 2012-13. Feedback better reflects ongoing investment in play provision by the Service.
GH8	Number of green flags		5	N/A	5	5	5	5	5	5			09-Apr-2014 All 5 sites entered secured Green Flag for 2013-14: Broomhill, The Vines, Hillyfields, Riverside Country Park, Capstone Farm Country Park 7 sites entered for the award in January 2014. The 5 which secured the award in 2013 together with Great Lines Heritage Park and Gillingham Park. All sites required a Site Management Plan (5 Year) to be submitted as part of the application process

3.5 We will tackle and reduce the harm caused by alcohol and drugs


Code	Short Name	Success Is	2012/13				2013/14				Trend	Note	
			Value	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status			
PH4	% of drug and alcohol misusers successfully complete treatment			22.2%	21.3%	19.5%	N/A	N/A	21.0%	N/A			16-Apr-2014 The most recent data are for Q3. Until recently data was received on the number of successful completions as a



Code	Short Name	Success Is
PH5	Number of staff trained to deliver IBA (Identification and brief advice interventions)	


2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
Value		Value		Value		Value		Value		Value	Target	Status	Trend
2.59		5		60		44		116		225	100		N/A




Code	Short Name	Success Is
NI 167	Average journey time along 6 primary transport corridors into Chatham (mins per mile)	







4.1 We will secure a reliable and efficient local transport network

Code	Short Name	Success Is
NI 167	Average journey time along 6 primary transport corridors into Chatham (mins per mile)	



2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
Value		Value		Value		Value		Value		Value	Target	Status	Trend
2.59		2.18		2.34		2.86		2.82		2.55	4.00		



Code	Short Name	Success Is
NI 167	Average journey time along 6 primary transport corridors into Chatham (mins per mile)	

Code	Short Name	Success Is
BV223 NI 168	Principal roads where maintenance should be considered	
BV224a NI 169	Non-principal classified roads where maintenance should be considered	
HP26	Satisfaction with road maintenance	

	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14		
	Value		Value		Value		Value		Value		Value	Status	Trend
	5.0%		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		4.0%		
	12.00%		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		Not measured for Quarters		10.00%		
	47.00		38.00		50.00		38.00		38.00		41.00		











Note
<p>24-Apr-2014 Additional funding provided by Medway Council and the Department of Transport for the improvement of roads has contributed to the improved figures recorded.</p> <p>The actual value measured against the revised target of 6% has improved this year, however variances in the total surveyed lane lengths and survey techniques may have produced a slight distortion of the final values and may reflect on future targeting, however the downward trend is an improvement over last year.</p> <p>Increased use of the JCAM software to assist the Engineers in planning the maintenance schedules has enabled them to make informed decisions in the targeting of large sections of the road network for maximum impact, this has also contributed to the improved values achieved this year.</p>
<p>24-Apr-2014 Additional funding provided by Medway Council and the Department of Transport for the improvement of roads has contributed to the improved figures recorded.</p> <p>Increased use of the JCAM software to assist the Engineers in planning the maintenance schedules has enabled them to make informed decisions in the targeting of large sections of the road network for maximum impact, this has also contributed to the improved values achieved this year.</p>
<p>06-May-2014 Further analysis has been carried out which suggests that the management of works on the highway is a contributory factor to the low results achieved. Arrangements to the liaison process both within the council and with</p>

Code	Short Name	Success Is
HP27	Satisfaction with pavement maintenance	
IT10	Satisfaction with the bus station	

2012/13	2013/14				2013/14			
	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Value	Target	Status	Trend
Value	69.00	72.00	70.00	71.00	70.50	65.00		
68.00	69.00	72.00	70.00	71.00	70.50	65.00		
73%	N/A	N/A	N/A	N/A	N/A	75%	N/A	N/A

Note	
utility companies have been put into place to improve their operations. In addition the Council has provided increased funds for 14/15.	
12-May-2014 Satisfaction with Pavement maintenance has increased from 68% in 12/13 to 70.5% in 13/14. Pavement satisfaction has remained above target throughout 13/14. Recent data sourced through public workshops suggest that satisfaction may be influenced by utility activity.	
09-Jan-2014 A bus station survey was completed in March 2013 where customer satisfaction was reported to be 73%, from the feedback obtained officers have completed improvements to the bus station including installation of extra seating, bike racks and improvements to the totum screens. In light of the current moratorium and officers continuing with the current improvement plan for the bus station a bus station survey will not be completed for 13/14 (March 14). However performance of Medway public transport has been obtained from the results of the National Highways and Transport Survey July 2013 which reports, that compared to 2012 figures, there has been an improvement in satisfaction across all categories for local bus services. Categories include provision of public transport information, reliability of public transport displays, raised kerbs at bus stops, local bus service overall etc	

4.2 Support the provision of new homes and improve existing housing

Code	Short Name	Success Is	2012/13				2013/14				Trend	
			Value	Q1 2013/14 Value	Q2 2013/14 Value	Q3 2013/14 Value	Q4 2013/14 Value	Value	Target	Status		
NI 154	Net additional homes provided		565	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	N/A	815	N/A	N/A
NI 155	Number of affordable homes delivered		229	5	0	85	76	166	204			
NI 156	Number of households living in temporary accommodation		120	128	169	144	148	148	135			
H14	Average length of stay in B&B accommodation of households with dependent children or pregnant woman (weeks)		2.32	2.53	2.60	2.80	2.95	2.73	2.00			
Note	<p>08-May-2014 The net additional homes provided for 2012/13 was 565. This is a reduction from the previous year and compares with the target of 815 but still represents good performance given economic conditions at the time. The 2013/14 data will be published August 2014.</p> <p>07-May-2014 In common with the national and regional trend the level of completions for the year are lower than in previous years. This is largely due to the ending of the previous National Affordable Housing Programme and the delayed introduction of the new national programme. Also a number of schemes originally planned for completion in the last year were either completed early and fell into the counting period for the 4th quarter 12/13 or have slipped into next year. Target is expected to be exceeded in 2014/15</p> <p>07-May-2014 Despite the ongoing increase in homelessness the number of households provided with TA has in general remained static. This accommodation is required where the Council is unable to locate suitable permanent accommodation for households or whilst investigations are undertaken. Whilst the overall number of households placed has increased the length of stay has reduced and so the total households in TA at any time has generally been static.</p> <p>11-Apr-2014 The average length of stay in bed and breakfast (B&B) for households with dependants remained fairly static throughout the year but has increased slightly from 2.3 weeks for 2012/13 to 2.7 weeks for 13/14.</p>											

Code	Short Name	Success Is
HC1	Homelessness decision cases decided within 33 working days (specialist service)	
HOU_HRA 20	% of customer satisfaction with overall repairs service	

	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
	Value		Value		Value		Value		Value		Value	Target	Status	Trend
	91.1%		86.3%		61.9%		74.7%		82.2%		75.7%	90%		
	97.96%		98.42%		99.26%		98.91%		98.49%		98.79%	97%		

Code	Short Name	Success Is
NI 117	16 to 18 year olds who are not in education, employment or training (NEET)	


4.3 Ensure that people have the skills to take up job opportunities


Code	Short Name	Success Is
NI 117	16 to 18 year olds who are not in education, employment or training (NEET)	

	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
	Value		Value		Value		Value		Value		Value	Target	Status	Trend
	6.60%		6.02%		5.87%		6.40%		6.41%		6.41%	6.00%		

Code	Short Name	Success Is
NI 117	16 to 18 year olds who are not in education, employment or training (NEET)	

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	Trend	
NI 148	Care leavers in education, employment or training		51.3%		50.0%	57.1%	70.6%	52.6%	57.5%	60.0%				there was an outturn of 5.10% , for those aged 17 - an outturn of 6.50%, and for those aged 18 - an outturn of 7.37%. At end March 2014 only one ward, Luton and Wayfield, had a NEET level above the ward target of 10%.		
LRCC4	Number of jobs created and safeguarded through intensive assists		275		389	73	61	77	600	400				14-Apr-2014 Q3 & Q4 figures do not include 2nd half report from Locate in Kent but to date for the year the total is 600 jobs - 432 created and 168 protected. Notable successes include Rail Simulator (Dovetail Games) who have expanded into The Observatory, Chatham Maritime creating 111 new jobs. Also 50 jobs created/protected through New Deal for Innovation project Innovation Vouchers which are delivered in partnership with Uni of Greenwich and provide high level research into new products, processes & markets.. This is significant as last years total was 360 and may indicate increased business confidence in the economy.		
ECD7b	New registrations by local people accessing employment support services		1,211		256	154	90	102	602	400				21-May-2014 Employ Medway exceeded its annual target by Q3, with a similar profile achieved in Q4. This has led to a yearly total of 602 persons that are unemployed and registering for our welfare to work services supported. This is a 50% over achievement against target (400).		
ECD48c	Employment that has lasted 26 weeks		233		61	83	68	293	216					28-Apr-2014 Q4 saw 68 long term unemployed customers sustain employment beyond 6 months through the aid of Employ Medway, a total to date of 685 since Q1 in		

Code	Short Name	Success Is
ECD50	Number of apprenticeships created through Employ Medway	

2012/13	2013/14				2013/14	Trend		
	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14			Value	Target
Value	9	11	35	0	55	50		N/A










Note
<p>2011/12. In 13/14 we exceeded our target of 216 by achieving 293 sustained job outcomes of 6 months in employment. This is a 26% increase on 12/13 (233).</p> <p>10-Apr-2014 The GAPS project in 2013-14 has over achieved by 10% its target and in Qtr 4 as agreed with management has been preparing for the new programme and producing and now finalising the GAPS apprenticeship video and organising a series of promotional roadshow events for 14/15.</p> <p>Since GAPS apprenticeship programme started in Sept 2011, Medway Council has directly created with local businesses and providers 200 apprenticeships in just over two years approximately two apprenticeship jobs every week.</p> <p>In Medway the growth of apprenticeships continues with 2,870 (12/13 last reporting period) from 2,700 two years ago, which is nearly 2 and a 1/3 times more than 2008/09 figures - a truly staggering rise.</p> <p>And most noticeably from our Medway Council run GAPS intervention we have focussed support towards those 18 yrs+ apprenticeships, which are harder to place due to higher costs on training. We have seen a significant rise since the previous year of 200 (from 820 to 1,200) - this is also the area we have been focussing our attention on with 100 apprentices over the last year in this category alone.</p> <p>This compares favourably against Kent whose proportion of 19-24 year old in apprenticeships in 2012/13 was 33.1% and Medway's is now 36.2% - so Medway is over 3% higher against Kent, even the year</p>

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14					
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	Trend		

Note

before the & was as follows in Kent 31.2% and in Medway 30.3% - demonstrating a rise in this age group in just one year of nearly 6% = This is exactly where GAPS has been showing to make this major difference to life chances of this age group.

4.4 Medway as a destination for culture, heritage, tourism & sport




Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14		
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status
L7	Leisure - Level of user satisfaction (% satisfied)		87		92	85	85	88	88	89	88	85			
LRCC1	Number of visitors to tourist attractions in Medway		740956		205775	447203	589512	697472	697472	700000					
F3	User satisfaction with theatres		93.45		86.00	86.00	83.00	85.00	85.00	85.00	85.00	85.00			







Note

28-Apr-2014 The local customer satisfaction surveys have met or exceeded the target for every quarter this year. This has been especially pleasing as the target had been increased from 80% to 85% for 13/14. The detailed scores have highlighted areas for improvement around the "quality of facilities" at Strood Sports Centre, which will be addressed during the planned refurbishment. The scores for "Customer Service" continue to be very high across all facilities.

23-Apr-2014 2013/14 has been a slightly weaker year in comparison with 2012/13, our strongest year on record. This is due to the reduced opening of some attractions and the loss of the Kingswear castle. Figures for the LV21 lightship have not yet been received so these will be added in the next few weeks and will increase the final figure. The fourth quarter Jan- March 2014 is considerably up on previous fourth quarters and bodes well for the 2014 season.

12-May-2014 Performance for 13/14 is taken from the Tracker Survey. Year end performance is on target at 85.75%, whilst

Code	Short Name	Success Is
F4	User satisfaction with events	
GH10	Satisfaction with Medway Council's heritage offer	
GH9	User satisfaction with museums and galleries	



2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			
Value		Value		Value		Value		Value		Value	Target	Status	Trend
92.06		97.00		96.00		90.00		N/A		95.00	85.00		
87%		87%		90%		85%		91%		91%	80%		
91.25		89.00		94.31		95.00		96.70		93.75	70.00		

Note
this is lower than 12/13 performance , Q4 13/14 achieved the highest satisfaction score of 13/14 at 88%. This is positive result going into the new financial year.
24-Apr-2014 During 2013/14 Medway successfully delivered a diverse range of free cultural and leisure events. Highlights of the year were Armed Forces Day and extremely successful Dickensian festivals. Overall satisfaction was 95% against a target of 85% (1217/1278).
06-May-2014 Tracker survey data shows a 6% point rise since Quarter 3 and 4% point rise compared to Quarter 4 2012-13. This counters previous seasonal decline in satisfaction. The service also completes a direct user survey to obtain more local satisfaction information. Jan and Feb data is currently available with satisfaction at 100% (47/47).
28-Apr-2014 The figure previously reported for Q3 was based on Oct and Nov survey information only. Q3 figure was previously reported as 94.5% (103/109) , final survey information for all Q3 months has been received and performance is 95% (132/139). Q4 data is currently for Jan and Feb 14 and is the result of direct user survey of local satisfaction by visitors to the Guildhall Museum. Satisfaction has risen to 96.70% (88/91) an increase of 1.7 percentage points over quarter 3. This reflects a high level of satisfaction with the service arising from excellent customer service and ongoing investment in the museum. The final data for Q4 will be updated once all surveys for March has been received.




Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note	
			Value	Trend	Value	Trend	Value	Trend	Value	Trend	Value	Trend	Value	Target	Status		Trend
LIB4	Satisfaction with libraries		91		88		92		81		81		86	80			12-May-2014 13/14 performance is 6% above the target of 80%. This illustrates the hard work and commitment to engaging with customers and the desire for continuous improvement that the service places as its top priority. Libraries and Archives regaining its Customer Service Excellence Award with an improved level of performance back this up.

4.5 We will encourage participation in active travel

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note	
			Value	Trend	Value	Trend	Value	Trend	Value	Trend	Value	Trend	Value	Target	Status		Trend
PH6	Number of walking hours attributable to the healthy walks programme				4203		4049		4641		2917		15810	10000		N/A	09-Apr-2014 There is still some data to be submitted and inputted onto the database by the volunteer walk leaders, so this final quarter total is likely to be an underestimate of the quarter 4s activity.
PH7	Number of trained volunteer walk and cycle leaders				30		2		0		28		60	50		N/A	09-Apr-2014 28 volunteers have been trained to deliver the Health walks and cycle groups programme this quarter. This was broken down as 22 walk leaders and 6 ride leaders. These volunteers play a crucial role in these programmes and to the community by offering their own spare time to lead groups of people on walks or rides around Medway urban and green spaces. People attend the groups for the social aspect and opportunity to take part in some informal exercise sessions to improve their health. 6 of the exiting ride leaders have also been trained to be National Cycle Leaders so they can teach adults more basic riding skills on a 1-1 basis. This training was invested in due to the demand from clients who wanted to attend, but had no cycling skills or confidence at all.

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	
TMRS8	To increase walking bus participants in partnership with KM Walk to school charity				707	734	1489	735	916	800		N/A				21-Mar-2014 Walking Bus participation levels for the end of March 2014 currently stand at 735 children across 47 routes in Medway. Therefore, over the course of 2013/14, participation levels on the Walking Bus were as follows: Q1: 707 Q2: 734 Q3: 1,489 Q4: 735 Annual average = 916 With the 'National Walk to School Week' campaign taking place in May, it is predicted that Walking Bus numbers will increase further in conjunction with the focus activities taking place in Medway in 2014.

5.0 Giving Value for Money

Code	Short Name	Success Is	2012/13		Q1 2013/14		Q2 2013/14		Q3 2013/14		Q4 2013/14		2013/14			Note
			Value		Value	Value	Value	Value	Value	Value	Value	Value	Target	Status	Trend	
LX5	Working days lost due to sickness absence		7.44	1.83	3.27	4.94	6.55	6.55	8.00						09-Apr-2014 Whilst late returns mean that the final outturn is liable to increase, this measure has consistently been an improvement on 2012/13 performance and has met targets.	

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