



## AGENDA

### HIGHWAYS ADVISORY BOARD

**Tuesday, 8th January, 2008, at 10.30 am**      Ask for:      **Karen Mannering**  
**Darent Room, Sessions House, County Hall,**  
**Maidstone**

Telephone      **(01622) 694367**

*Tea/Coffee will be available 15 minutes before the start of the meeting.*

#### **UNRESTRICTED ITEMS**

*(During these items the meeting is likely to be open to the public)*

1. Substitutes
2. Declarations of Interests by Members in items on the Agenda for this meeting.
3. Minutes - 13 November 2007 (Pages 1 - 18)
4. Kent Highway Services - The Director's Update (Pages 19 - 20)
5. Transforming Kent Highway Services (Pages 21 - 22)
6. The Future of Highway Drainage (Pages 23 - 24)
7. Fort Hill De-dualling, Margate (Pages 25 - 28)
8. Circular Roads 1/2006 Setting Local Speed Limits, Update (Pages 29 - 32)
9. Signing Policy Review (Pages 33 - 40)
10. Fees & Charges for 2008/09 (Pages 41 - 48)

#### **EXEMPT ITEMS**

*(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)*

Peter Sass  
Head of Democratic Services and Local Leadership  
(01622) 694002

**Monday, 31 December 2007**

*Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.*

**KENT COUNTY COUNCIL**

---

**HIGHWAYS ADVISORY BOARD**

MINUTES of a meeting of the Highways Advisory Board held on Tuesday, 13 November 2007 at Sessions House, County Hall, Maidstone.

PRESENT: Mr R F Manning (Chairman), Mr T J Birkett, Mr J R Bullock, MBE, Miss S J Carey, Mr I S Chittenden, Mr C G Findlay, Mr W A Hayton, Mr C J Law, Mr R A Marsh, Mr J I Muckle, Mr R A Pascoe, Mr A R Poole, Mrs P A V Stockell, Mr R Tolputt and Mr R Truelove.

IN ATTENDANCE: Mr G Harrison-Mee, Director, Kent Highway Services; Mr D Hall, County Transportation Manager; Mr D George, Fastrack Project Manager; Mr D Joyner, Sustainable Transport Manager; Mr M Sammut, Senior Transportation Engineer; Mr J Turner, Principal Regeneration and Projects Officer; and the Head of Democratic Services (represented by Mrs K Mannering).

Prior to the commencement of the meeting the Chairman informed the Board that he had recently attended the UK Bus Awards and, on behalf of Kent County Council, had accepted the Halcrow Transport Authority of the Year Award. The Council also won two other awards: the Alexander Dennis Award for innovation; and the Colin Buchanan Award for infrastructure jointly with Arriva Southern Counties for the Fastrack Bus Rapid Transit scheme in Dartford and Gravesend.

The Chairman and various Members congratulated all the officers involved.

**Petitions**

The Chairman:-

(a) formally reported receipt of two petitions relating to:-

- (i) traffic calming measures for Goudhurst Road, Staplehurst – the road running between Pinnock Lane, Staplehurst and Four Wents on the A262; and
- (ii) the volume and speed of traffic passing through the village of Birling;

and

(b) formally received two petitions relating to:-

- (i) changes on the road between Tunstall Church and Tunstall School car park; and
- (ii) the installation of traffic calming measures at the junction of Constitutional Hill and Holden Road, Southborough.

**Borough Green and Platt Bypass**

*(Item 11 – Report by Director, Kent Highway Services)*

The Chairman informed Members that KCC's and CELCON's lawyers were negotiating the final details of an agreement that would allow CELCON and KCC to withdraw the costs applications they had made against each other. The urgent decision taken by the Leader on 9 November 2007 had provided KCC's lawyers with authority to negotiate with

CELCON and to enter into this agreement. It was expected that the negotiations would conclude very shortly.

As a result, the report circulated with the agenda would not be taken.

## UNRESTRICTED ITEMS

### 1. **Minutes** (Item 3)

RESOLVED that the Minutes of the meeting held on 18 September 2007 are correctly recorded and that they be signed by the Chairman.

### 2. **Dates of Meetings – 2008** (Item 4)

RESOLVED that the dates of the meetings of the Board for 2008, as set out in the Agenda, be noted.

### 3. **Kent Highway Services – The Director's Update** (Item 5 – Report by Director, Kent Highway Services)

*Mr J R Bullock declared a personal interest in this Item as Chairman of the Lamberhurst British Legion.*

(1) This was the first formal Director's Update report and it was proposed to provide one to each Highways Advisory Board from now on.

#### **Governance and Decision making in Kent Highway Services**

(2) The Director was aware that whereas ultimate Governance decisions were made at Cabinet, Highways Advisory Board enabled Board Members and officers to exchange views and formulate recommendations that passed to the portfolio holder via the minutes and the Board Chairman. The new Alliance structure of KHS enabled a broad range of disciplines to be presented to HAB covering from consultation and planning to delivery. The Alliance team was also available to attend JTB meetings.

**Joint Transportation Boards** – KHS believed that Joint Transportation Boards enabled local issues to be debated with officers at a local level and amongst others things help identify, prioritise and endorse schemes that were either capital investment in changes/improvements to the network and validated by PIPKIN or maintenance of the existing asset as identified by the asset management model. There was more work to be done to shape the interaction with JTB's as the changes to KHS and the wider E&R directorate took shape. A PIPKIN conference was being planned for the New Year to discuss with Members and Parish/Town Councils their role in representing the community voice for any ideas to improve/change the road layout or transport provision for the county.

**Alliance Board** – when the new highway contracts were let to Ringway, Jacobs and TSUK all parties, including KCC, realised that for partnering to achieve its full potential a common culture had to be developed and driven to give a strategic direction to improve

administrative efficiency and better value delivery. The Alliance Board was chaired by Keith Ferrin (Cabinet Member Environment, Highways and Waste) and included Adam Wilkinson (Managing Director of Environment and Regeneration Directorate), Geoff Harrison-Mee (Director Kent Highway Services), Scott Wardrop (Managing Director Ringway Group), Mike Higgins (Group Vice President Jacobs) and Richard Bevins (UK Director TSUK). The Board issued delivery directives to the Alliance Executive. The terms of reference for the Alliance Board were attached as Appendix 1 to the report. The Board currently met on a monthly basis, and this would probably move to every two months from April 2008.

**Alliance Executive** – made up of the senior managers from Ringway, Jacobs, TSUK and KCC this management team was chaired by Geoff Harrison-Mee and included Roger Manning, lead Member for Highways. Their role was to drive the outcomes, performance and management of Kent Highway Services and their terms of reference was also set out in Appendix 1 to the report. The Executive currently met every two weeks, and this would probably move to monthly from April 2008.

***The proposed new shape of Kent Highway Services***

(3) The Transformation process started a little over a year ago following the Director’s appointment and in response to some significant business challenges. These included the desire to maximise the value of work being done ‘on the ground’ and therefore the need to drive efficiency throughout the Alliance organisations, being able to respond to customers more speedily and in a consistent way, and delivering high quality service.

(4) The proposed organisational structure was published for consultation with staff on 31 May 2007, with an interim report on 10 August, and formal consultation ended on 31 August. Since the end of the consultation period, the new Managing Director for Environment & Regeneration, Adam Wilkinson, had joined KCC and had, quite rightly, been reviewing the KHS structure to ensure that it would meet his aspirations for the Directorate.

(5) The proposal for the new KHS structure would see staff working within one of seven service groups detailed below. Each service group would be led by a head of service, who would have full accountability and control for their area of business. Appointments had been made to four of the heads of service:-

- Community Operations – **Kim Hills**
- Technical Services - **Norman Bateman**
- Network Management - TBA
- Countywide Improvements - TBA
- Transport and Development – **David Hall**
- Business, Performance and Communication – **Caroline Bruce**
- Finance - TBA

(6) A description of the purpose of each of the seven service groups was as follows:-

Community Operations	This service group would be the public face of KHS and would be structured by district boundaries. Staff in Community Operations would be responsible for inspecting and maintaining roads and pavement, but they would also be the focus for regular contact with parish councils and locally-accountable bodies such as the Joint Transportation Boards. The four community liaison teams would also ensure that the
----------------------	--

	service provided to the public, Members, Boroughs, Parishes and other key stakeholders was consistent across the County and met the high standards in customer care that were set.
Technical Services	This service group would manage the street light, drainage, structures, trees & soft landscaping and signs & lines assets. It would operate countywide in teams focusing on one asset type. In a radically new way of delivering the service, there would be a strong Alliance approach with Ringway managing drainage and Jacobs the trees and soft landscaping asset.
Network Management	This service group would be responsible for the safe movement of the public on the road networks, proactively managing congestion and improving journey-time reliability. This included exploiting the benefits of innovative traffic systems and influencing the behaviour of the travelling public to improve Road Safety. The Traffic Management Act would provide new opportunities to manage congestion and the structure anticipated the initial resource requirements needed to support the Act which KCC would be piloting along with two other local authorities.
Countywide Improvements	This service group would provide a disciplined and programmed approach to schemes and major projects. Schemes would include major road maintenance enhancements i.e. strengthening and resurfacing as well as transport enhancement schemes such as traffic calming and junction improvements
Transport and Development	This service group brought together the development planning and transport functions into multi-disciplinary teams built around district boundaries. The group would work closely with District Councils to develop Local Development Frameworks and the transport implications arising from them. The group would also lead on sustainable transport options and work closely with bus operators.
Business, Performance and Communication	This service group provided specialist business, performance and internal/external communications expertise and support to the whole of KHS
Finance	This service would provide and manage finance support to the whole of KHS

(7) The programme was for staff to be fully aligned to the new structure and budgets by 1 April 2008.

### ***Managing service delivery***

(8) Whilst the organisational changes took place it was essential that KHS did not 'drop the ball' and continued to deliver services to the people of Kent. The Alliance Board, Executive and Members received a monthly key performance indicator report that set out the high level success measures for Kent Highway Services. These 30 indicators were designed to measure the wide range of services delivered by KHS and gave an overall picture both in terms of 'management indicators' but also, equally important, indicators that saw the service through the eyes of those receiving it.

(9) The investment in new IT systems would enable KHS to efficiently produce a detailed view of the service at a level below the strategic indicators reported to the Board,

so that staff who delivered the service could react to performance and make improvements to delivery.

(10) In the meantime we were able to use existing systems to their best possible advantage and could now report on a regular basis information on the type and nature of the service requests received from the public, the number that had been closed and the number that still remained outstanding.

(11) A 'safety net' report had been developed that identified all service requests that had not yet been closed after 28 days. There were currently almost 1500 service requests outstanding after 28 days and we were focussing effort to remove these. However with up to 20,000 calls to the contact centre each month about highways and over 6,000 service requests each month staff were working hard to keep pace with the increased awareness of the 08458 247 800 number and the calls that this generated. The aim would be to reduce the 'safety net' report to 21 days and ultimately 14 days.

(12) Some examples of the contact centre data used to drive service improvement was set out below. It should be borne in mind that this was a record of the service requests made by the public and further faults were recorded through regular inspections. The new IT system investment would enable us to report and monitor these in a consistent way across the County.

Type of fault	Number of service requests made in October	Number of service requests closed during October*	Total number of service requests outstanding and requiring action as at end of October
Blocked gullies	291	503	132
Streetlights	1962	2060	321
Trees	424	410	611
Pavements	543	643	229
Roads	645	783	286
Traffic lights (permanent)	117	131	47
Traffic Investigation Requests	143	150	115

\* more service requests completed in a month than received meant KHS was dealing with the backlog of old calls

### ***Progress on Innovations in Kent Highway Services***

(13) The Director proposed to update each Highways Advisory Board on the latest innovations in service delivery. Current examples were listed in the following table:-

Innovation	Description and Commentary
Jet Patcher	Currently up to four specialist vehicles were being used to undertake a £1 million programme of repairs. The jet patcher machines used high pressure jets to clean potholes before filling them with asphalt but this was only suitable for rural roads. The vehicles could repair significantly more potholes and broken road edges than traditional methods. Whilst this process was used elsewhere in the UK we needed to evaluate the

	outcomes before planning further investment in this technology.
LED traffic signal replacement	Kent is the first local authority to change all of it's 640 sets of traffic signals to low energy light emitting diodes (LED's). This initiative would save more than £2 million over the next six years. Work had started, with 38 completed out of a programme of 626 across the County and all were due to be completed by Spring next year.
LED streetlight pilot	Kent was piloting a site in Coxheath with LED streetlights. This was emerging technology that was likely to be at least 18 months away but KHS was keen to work with manufacturers to establish if this was an option to further reduce energy consumption and maintenance costs. A full business case would be developed before a decision was made to invest in this technology.
Kent Freedom Pass	The pilot scheme in Canterbury, Tunbridge Wells and Tonbridge had been a big hit with 11-16 year olds and we had recently past the 4,500 milestone. Once the pilot had been fully evaluated a decision would be made to expand the scheme further.
Kent on Sunday page	We continued to develop the content for this page as a way to raise the profile of KHS and inform the public of the good things that we were doing.

### ***Extra money for highways***

(14) KHS had been allocated over £14.0 million of additional funding above the base budget for 2007/08. This was a combination of revenue, capital, grant support through the Local Transport Plan settlement and money to support T2010 footways initiative.

(15) It was important that this extra budget was spent on activities that supported the core business plan of KHS and responded to the changing needs of the customers. Appendix 2 of the report showed the wide range of activities that the extra money had been allocated to, and the progress being made on the initiatives.

### ***Ashford Ring Road Update***

(16) The Ashford Ring Road project continued following the initial conversion to 2 way operation in July. Two contracts had recently been awarded to Jackson Civil Engineering – one for the public realm improvements of Bank Street and the other for the public realm improvements of the Elwick Road section of the ring road together with the conventional highway improvement of Beaver Road/Victoria Way junction.

(17) The ring road works remained very challenging as we sought to fit the scheme to match the funding available. The need to manage the conversion to 2 way with minimum inconvenience and the iterative design process for this innovative shared space scheme had contributed to the need to reduce the extent of the public realm works at this time. There had also been land issues to be resolved with SEEDA and working with the Borough Council and ING to ensure the successful opening of County Square in March 2008.

### ***Responding to the un-expected***

(18) In addition to responding to the normal day to day activity the Alliance had successfully handled a number of un-expected events this year. This included the

Folkestone earthquake and a large number of flash flooding and high event events across the County.

### ***Road Closures for Remembrance Day***

(19) The Cabinet Member for Environment, Highways and Waste had approved the principle that Kent Highways Services would contribute to the costs of arranging the traffic regulation orders for Remembrance Day. This would ensure that KHS did not 'profit' from the administrative costs necessary to set up and publicise the traffic regulation orders.

(20) The Board:-

- (a) recommended to the Cabinet Member for Environment, Highways and Waste that, in future, all costs of arranging the traffic regulation orders for Remembrance Day, be met by Kent Highway Services;
- (b) noted the report on the positive progress being made to improve service delivery; and
- (c) gave its support to staff through the period of significant change that lay ahead.

*Following a proposal by the Chairman, Members agreed to consider Items 9 and 10.*

#### **4. Proposed Traffic Management Measures, Ruins Barn Road, Tunstall** *(Item 9 –Report by Mid Kent Transportation Manager)*

*(Councillor J Wright, Chairman of Swale JTB, was present for this item)*

(1) A petition signed by 76 residents of Ruins Barn Road was submitted by the Ward Member for Woodstock requesting that traffic calming measures and crossing points be introduced on Ruins Barn Road. Ruins Barn Road, shown in the Appendix to the report, was unclassified and was primarily a rural road, with development only in part, on one side, running from Tunstall towards Woodstock. The road was subject to a 30 mph speed limit along the developed area and was derestricted south of the built up area.

(2) A report was presented to the Swale Joint Transportation Board (JTB) in March 2007 which recommended that no further action was taken and that the petitioners' representative was notified accordingly. Members of the JTB recommended that an interactive speed sign be erected in Ruins Barn Road and that other safety measures be considered along the whole length of the road.

(3) In circumstances where there was a clear conflict of outcomes between officer recommendations and the JTB resolution, the issue was referred to the Highways Advisory Board for consideration.

(4) A comprehensive investigation was carried out and involved a speed/volume survey along the 30 mph section of road and visual assessment of the highway environment and analysis of the personal injury crash record. The speed data recorded was summarised as follows:-

Day	No of vehicles		Mean speed		85%tile Speed	
	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound
<b>Monday</b>	1657	1670	30.4	30.1	35.1	35.3
<b>Tuesday</b>	1669	1691	30.4	29.2	35.3	34.4
<b>Wednesday</b>	1703	1735	30.3	29.9	35.6	35.3
<b>Thursday</b>	1642	1672	30.6	29.8	35.8	35.1
<b>Friday</b>	1597	1662	30.6	29.9	35.6	35.3
<b>Saturday</b>	540	594	30.6	30.4	36.7	35.8
<b>Sunday</b>	586	641	30.4	30.5	35.8	35.8

(5) Examination of the injury crash data revealed that there were two slight injury crashes in the three-year period up to 30 September 2006. Both incidents involved the loss of control of vehicles travelling towards Sittingbourne and one was alcohol related. It was not possible to establish any pattern which connected both incidents and therefore no mitigating intervention was advised.

(6) The current criteria governing the introduction of safety cameras was that they must only be used as a crash reduction measure and not as a speed reduction device. Under the current criteria, there would need to be a minimum of 3 crashes resulting in serious injury or fatality within one kilometre for a site to qualify for consideration. Each year the County Council's crash database was examined to establish locations where there were high incidents of personal injury crashes. The locations were then looked at in detail and assessed for possible crash reduction measures and inclusion in the following year's Integrated Transport bid.

(7) Where conventional safety measures were either deemed inappropriate or likely to be ineffective, interactive speed signs could be considered, but they were also subject to specific criteria and should only be used where there was evidence of excessive speed and/or injury crash problems.

(8) A more general issue of concern to the residents of Ruins Barn Road was the planned expansion of the Kent Science Park and the impact any additional traffic would have on Ruins Barn Road. This concern was a separate matter that would be fully examined under the planning process.

(9) Speed reducing measures should only be introduced if the circumstances justified their introduction and had to be appropriate to the local conditions, existing traffic speeds and crash record if they were to bring any benefit in terms of improved road safety. It was therefore paramount that we dealt with actual problems rather than the perception of a problem.

(10) Based on the evidence collected and examined and the current criteria governing the introduction of a speed camera and/or interactive speed signs, it was not possible to justify such intervention or justify the introduction of any other type of speed reduction measure along the speed restricted section of Ruins Barn Road.

(11) Mr R Truelove moved, Mr T J Birkett seconded as an amendment:-

“That an interactive speed sign be erected in Ruins Barn Road.”

*Lost 3 for, 5 against*

(12) The Board supported the proposal for recommendation to the Cabinet Member for Environment, Highways and Waste, that no further action be taken and that the petitioners' representative be notified accordingly.

**5. Proposed Traffic Management Scheme, Richmond Street/Marine Parade, Sheerness**

*(Item 10 – Report by Mid Kent Transportation Manager)*

(1) Richmond Street was identified as a crash remedial scheme in the 2006/7 Local Transport Plan bid. A total of four isolated child pedestrian crashes were identified in the study area consisting of Richmond Street, Coronation Road, Alma Street, James Street, Jefferson Road, Unity Street, St Helens Road, Wellesley Road and Nursery Close. The initial suggestion was to introduce a 20 mph zone within the area to be enforced by speed humps, build outs and chicanes.

(2) However, very few of the properties within the area had off-street parking facilities and residents therefore, parked their vehicles on-street. The introduction of physical traffic calming measures would have reduced the available on-street parking. Furthermore, the measures might not sit harmoniously with the recently published school travel plans for the two local schools, Richmond First and Cheyne, and might not fully address the school travel issues identified within the plans.

(3) Marine Parade was also a crash remedial scheme in the 2006/7 Local Transport Plan bid. At the time of submitting the bid, the three-year record showed a total fourteen crashes, eight of which occurred during wet weather conditions. A traffic management scheme was devised to reduce and maintain lower traffic speeds, regulate parking with marked parking bays, prevent footway parking and provide a safer facility for pedestrians at the footpath entrance to the Cheyne School from Marine Parade.

(4) The scheme was the subject of a public consultation exercise and the community response was for further consideration to be given to improving the existing lay-by parking facilities and the introduction of conventional speed humps instead of chicanes. This was currently the subject of an investigation to establish the cost and viability of the scheme. However, an analysis of the latest three-year injury crash record indicated that the numbers of crashes were declining, with a reduction from twelve to eight crashes with only one incident occurring during wet weather conditions. Marine Parade had also been resurfaced recently, which should also have a beneficial impact.

(5) A report was presented to the Swale Joint Transportation Board (JTB) in March 2007 which recommended that the highway issues in Marine Parade and Richmond Street, Sheerness, because of their adjacent proximity, be combined into one project and explore options to link the resulting scheme proposals to the travel plans of local schools. The rationale behind the approach was to create a more comprehensive solution to meet the different travel needs of the residential and school communities.

(6) Members of the JTB recommended that the schemes be progressed separately. In circumstances where there was a clear conflict of outcomes between officer recommendations and the JTB resolution the issue was referred to the Highways Advisory Board for consideration.

(7) This holistic approach to the combined issues would aid better understanding of the needs of pedestrians, cyclists and motorists and help to develop a scheme that would improve the quality of life of the residents. The investigative work could be done during this financial year with a view to including it in the next round of the PIPKIN assessment in April 2008, which, if successful, could be included in the 2009/10 programme.

(8) Subject to a report back to the Board prior to any action being taken, the Board supported the proposal for recommendation to the Cabinet Member for Environment, Highways & Waste that the two schemes be combined so that options could be explored to link the resulting new scheme with the travel plans of the two schools.

## **6. Improving Public Satisfaction**

*(Item 6 – Report by the Partnerships and Major Projects Director, TSUK, Member of the Kent Highway Services Alliance Executive)*

(1) Paul Burgess, the TSUK Partnerships and Major Projects Director had overseen the activities associated with the strategic KHS objective 'Improving Public Satisfaction' on behalf of the KHS Alliance Executive. A presentation was made to the Highways Advisory Board on the subject. In addition a summary statement was attached to the report setting out the achievements in this critical area against the agreed programme.

(2) The KHS Alliance Board adopted seven strategic objectives when the project was originally launched. One of the objectives was to 'Improve Public Satisfaction'. The presentation looked at:-

- Why improving public satisfaction was important to KHS
- The scope and range of KHS interactions with the public
- Complaints and compliments
- KHS structured interactions and the programme
- What the 'public' in all its forms were telling us
- The new KHS structure and how this dealt with 'improving public satisfaction'
- Key strategic issues for consideration.

(3) Following a question and answer session, Mr Burgess was thanked for his informative presentation.

## **7. Parking Management in Kent – 2006/07 Annual Report**

*(Item 7 – Report by County Transportation Manager)*

(1) The Kent district councils were responsible for the practical application of parking policy within a framework set by the County Council. The report set out the principles of the parking framework and provided a summary of data for 2006/07 and an update on progress last reported to the Board on 19 September 2006. Important new work areas had included reviews of parking stock and provision of additional spaces, a pilot to control footway parking and investigations into a clamping/ removals trial. In August 2007 Government published guidance for the introduction of new parking enforcement legislation under the provisions of the Traffic Management Act (TMA). The report outlined the implications as well as opportunities for Kent authorities in terms of working more closely together on best practice, providing improved customer facing services and using the provisions in the legislation to help tackle congestion.

- (2) A balanced integrated transport system, with good quality travel options for all was essential to counter the negative impacts of traffic growth. Effective management of parking was central to the effort to deliver the outcomes set out in the Vision for Kent (Keeping Kent Moving) and Towards 2010. Towards 2010 also had a target to remove unnecessary yellow lines and provide additional parking spaces. The objectives, and measures to achieve them, were detailed in the second Local Transport Plan. Broadly this comprised the implementation of Local Parking Plans and the promotion of best practice across the County through the Kent Parking Group.
- (3) The best way of developing effective local parking systems and integrating them with transport and planning objectives was through a Local Parking Plan. Parking Plans had been developed or were under review for Ashford, Canterbury, Sevenoaks, Tonbridge & Malling, Dover, Thanet and Shepway.
- (4) In August the Department for Transport published a consultation document "Parking Policy and Enforcement: Operational Guidance to Local Authorities." The guidance set out proposed changes to the current Decriminalised Parking system to bring parking management in line with the objectives of the TMA. The new system would be called Civil Parking Enforcement and would include enforcement of additional parking and some moving offences by camera as well as a new banded penalty charge rate.
- (5) The Kent Parking Group (KPG) included the 12 district councils, Kent County Council and Medway. The group had links to other parking authorities, enabling the sharing of best practice outside of Kent and was represented at the National Parking Adjudication Service (NPAS). KHS was also represented on a South East Authorities forum on parking.
- (6) The KPG sought to promote best practice by sharing benchmarking data, to work together on training and support systems, to collaborate on procurement and act as a lobbying focus on issues of common concern. The group successfully co-ordinated the introduction of decriminalised parking enforcement in Kent. More recently the KPG had been instrumental in helping to set up a South East group of the British Parking Association. This was assisting the introduction of Civil Parking Enforcement including joint working with the private sector and should help to improve efficiency in the longer term.
- (7) Good enforcement was essential for the effective implementation of parking policies. All 12 Kent district councils had delegated powers to run enforcement systems and issue Penalty Charge Notices (PCNs). PCNs were currently charged at £60. This was discounted by 50% if payment was made within 14 days.
- (8) A wide range of benchmarking data was collected and analysed through the KPG to determine the effectiveness of the parking service and develop best practice. A summary table with the headline operational data was shown at Appendix 1 of the report whilst Appendix 2 of the report detailed on-street income reported to KHS.
- (9) In 2006/07 there were 226,334 PCNs issued in Kent, a slight increase of 1% on 2005/06. The percentage of tickets waived following representation or rejected at appeal was 17%, in 2005/06 it was 16%. Overall there was a net deficit in on-street parking of £298,076. This figure was income from charging and enforcement compared to the cost of operating the service. In 2005/06 the net deficit was £80,838. The figures did not include off-street car parks, which were the responsibility of the district councils.

(10) The provision of public managed parking spaces across the county tended to change fairly dramatically over time reflecting the dynamic nature of local parking systems. The data for total managed parking spaces in Appendix 1 illustrated this. The causes could range from new development on public car parks reducing the overall managed stock to the introduction of residents parking schemes increasing the overall managed stock. Over the past six years the overall trend had been for a small increase of some 1.0% per annum.

(11) Comparisons of the Kent authorities in the past had highlighted some wide variations beneath the headline data. The variations were due to differences in local policies including observation times and expired tickets waiver policies, Parking Attendant (PA) training, the effectiveness of signs, lines and associated Traffic Regulation Orders. The KPG members had worked to resolve the issues and determine a best way, indeed the Group's Waivers Policy on Enforcement and Cancellation of PCNs had been commended nationally (NPAS annual report - June 2007) and the Kent authorities praised for their openness in publishing it.

(12) The success of parking enforcement depended on the quality of the staff delivering the service and good training was a key part of this. The majority of PAs and administration staff had undertaken training courses during 2006/07. Courses had included NVQ enforcement training, break away techniques, job shadowing and disability awareness training linked to inspection of Blue Badges co-ordinated by KHS.

(13) Local parking teams had continued to review provision to ensure parking schemes remained effective, contributed to sustainable transport objectives and catered for additional demand. Reviews had included Sevenoaks, Canterbury, Ashford, Swale and Maidstone. In Maidstone reviews of residents parking schemes had been completed following public consultation in the north and south zones of the town. Some 30 additional bays had been introduced where yellow lines had been removed. Parking on single yellow lines was now permitted on Saturdays in around 60 streets.

(14) Kent had been supporting the expansion and enhancement of Park & Ride schemes as part of efforts to tackle congestion. Schemes were under review for Tunbridge Wells. Planning was in hand for a new site at Park Farm to the south of Maidstone in 2008/09 and a further site to the north, potentially linking with the successful 101 bus service to Medway. Canterbury was considering a fourth site to the north west of the city.

(15) Following an earlier report to HAB, Canterbury Council had introduced parking enforcement on footways at 5 locations across the district. This was a trial scheme which ended in March 2008 at which time a decision would be taken on whether to extend enforcement to other areas subject to resources and a local consensus.

(16) A scheme for clamping/ removal of Heavy Goods Vehicles (HGV) as well as persistent evaders was currently under investigation. Subject to a robust business case being developed this might lead to a pilot for Ashford, especially covering Ashford Business Park where foreign HGVs had been parking in contravention of an overnight lorry ban, and potentially several other east Kent districts. It was understood that a scheme had the support of Kent Police as well as local people although there were concerns over potentially high set up costs and whether the issue might simply move elsewhere.

(17) A review of the Kent guidance for introducing Disabled Parking Bays was underway with district officers and disabled users to take into account the Disability Discrimination Act and new Disability Equality Duty.

(18) Government had recently published, for consultation, Parking Policy and Enforcement: Operational Guidance to Local Authorities. A key part of the TMA, this set out proposed changes to the parking enforcement system and was due to come into force on 31 March 2008. The main elements were:-

- The new system would be called Civil Parking Enforcement and Parking Attendants would become Civil Enforcement Officers (CEO) and Special Parking Areas and Permitted Parking Areas would be called Civil Enforcement Areas.
- It was recommended that all CEOs hold a nationally accredited qualification such as a level 2 certificate in parking offered by City & Guilds.
- It would be possible to enforce additional parking offences in Special Enforcement Areas including parking adjacent to a dropped kerb which had been lowered to assist pedestrians, cyclists or vehicles crossing or joining the carriageway and double parking (+ 0.5m from kerb to wing mirror).
- Differential parking penalties were proposed. These could be set depending upon the seriousness of the contravention, for example a higher rate could be applied to parking on a yellow line placed for safety reasons and a lower rate for parking in a council car park without displaying a valid ticket. Two Bands were proposed: Band 1 which had a higher level of £60 and a lower level of £40, and Band 2 which had a higher level of £70 and a lower level of £50. As currently, the charges were discounted by 50% if paid within 14 days. The draft guidance allowed local authorities to select which Band to chose.
- It would be possible to issue a PCN via the post where a vehicle had been driven away and through camera enforcement of moving offences including one way streets, banned right turns and blocking yellow box junction (in addition to enforcement of bus lanes which was already permitted) and where patrols on foot were not viable.
- There was a clear expectation that Local Authorities would have undertaken a reasonable level of publicity to explain the new regulations as well as publishing parking policies in an annual report.

(19) There were several important areas of concern over the implications of changing to Civil Parking Enforcement. Cost was a significant issue. IT, paperwork and uniform markings would all need to be amended. Both old and new IT/paperwork systems would have to operate in parallel after 31 March until PCNs issued prior to this date had been resolved. Some additional signing might be required which had cost and sign clutter implications. Given the set up costs and new lower level of penalty charges, all Kent Districts were likely to need to adopt the higher Band 2 level of charges in order to cover costs. The Kent authorities had a good record of training parking officers. Additional training based on the TMA was already in place, but it was not yet known whether the Kent NVQ training was sufficient. The legality of enforcing double parking and dropped kerbs in the absence of an approved sign as well as there being sufficient evidence to

issue a PCN to a driver who had left the scene was being questioned. Timing was a big issue. There was little time left to prepare for the introduction of CPE and it was not anticipated that the DfT guidance would be finalised until 2008. The concerns would be included in a joint Kent Parking Group response to Government, as well as through the British Parking Association.

(20) Once CPE was in place on 31 March 2008 and was seen to be functioning effectively and existing schemes had been fully publicised and legal issues resolved, consideration would be given to taking up camera enforcement of additional moving and parking offences as appropriate at congestion hotspots in conjunction with wider duties under the Traffic Management Act.

(21) Effective parking management must be part of a balanced strategy which included land use, transport and environmental policies. The development of Local Parking Plans had been disappointing, but good progress had been made in the Kent Parking Group with promoting best practice, a common training framework, ensuring fairness and consistency in the issuing of PCNs as well as ensuring that parking enforcement was open and transparent through the publication of data and policies. The introduction of Civil Parking Enforcement under the Traffic Management Act was a significant element of new work and the Kent authorities were working closely together to ensure its successful introduction and to meet wider policy objectives within the County. Progress with these would be the subject of future reports to members.

(22) The Board noted the report.

## **8. Satellite Navigation Devices**

*(Item 8 – Report by County Transportation Manager)*

(1) A Satellite Navigation device was becoming the 'must have' accessory of today's motorists. Despite their many strengths there were concerns regarding their accuracy and the tendency of drivers to blindly follow the computer's instructions regardless of the suitability of that route. Sat-Navs had been criticised for sending an unsuspecting driver down unsuitable roads including farm tracks, narrow lanes and closed roads. Reported incidents whereby a rural village had been wrecked by an invasion of heavy traffic and lorries, because drivers had been given this as a through-route by their Sat-Nav, was on the increase. Occasionally lorries had become wedged in narrow lanes as a result of being guided there by a Sat-Nav.

(2) Over recent years residents in postcard villages of Kent had experienced the problems with these devices at first hand when lorry drivers had followed the wrong directions on their Sat-Nav systems. The villagers of Mereworth, near Maidstone were in the spotlight this summer when a foreign lorry driver found himself being directed down increasingly narrow roads until his 40ft vehicle became wedged between houses along Beech Road in the village.

(3) The Department of Transport (DfT) was fully aware of the issues surrounding inappropriate routing of Sat-Nav devices and were committed to introducing improvements to the systems. Back in January 2007 the DfT produced a consultation on the review of In-Vehicle Information Systems (IVIS) Legislation for which the consultation received responses from a variety of sources. A key element of the IVIS questionnaire was the type of legislation that would be appropriate for regulating the Sat-Nav devices. The information

had been used to create a database and the information was being analysed by the DfT. It was expected that a paper would be presented to the Transport Minister later this year.

(4) The Sat-Nav Guidance Issues were being looked into by a Network Management Board sub-group set up by the National Traffic Managers Forum that were reviewing some of the traffic management issues that had arisen as a result of inappropriate routing guidance from Sat-Nav systems. The work by the sub-group was focussed initially on understanding the processes that were required to keep base map data and the associated road characteristics up to date. The sub-group currently comprised of the Highways Agency, Transport for London, Ordnance Survey, and various local highway authorities.

(5) Access to and updating the Road Routing Information (RRI) was one of the main underlying issues behind poor guidance from Sat-Nav systems. In summary, the data, which was primarily the responsibility of Local Highway Authorities, had to be collated from many sources and was collected in diverse ways by the map and Sat-Nav system suppliers. Data ownership issues further complicated a difficult technical issue. The RRI had a comprehensive restriction and advisory route information facility that included mini roundabouts, width restrictions, weight restrictions, bridge heights, traffic calming, vehicle restrictions, one-way roads, and vehicle type access restrictions.

(6) The sub-group had been looking at the option of establishing a single, shared Clearing House repository for RRI, to be updated by the Highways Agency and Local Highway Authorities and accessed by the map and Sat-Nav suppliers. This model had been used in Japan to address similar issues. Some of the data under discussion was already being introduced into Ordnance Survey's main Integrated Transport Network (ITN) product and this had highlighted both the technical and commercial issues associated with establishing a Clearing House. While these were not considered insurmountable, it had been recognised that the Clearing House option would need strong central policy from the DfT.

(7) An alternative approach for guidance systems would be a "Preferred Route" option as this was based on developing a set of network routes that were suitable for specific types of vehicle. Guidance systems would then use the Preferred Routes as the basis for route selection. This approach removed the need for guidance systems to reference micro-level RRI (for example bridge heights and width restrictions) in journey planning and thus avoided the associated accuracy and update issues. It would, however, introduce a different set of liability issues for the owners and maintainers of the Preferred Route.

(8) Freight Routes, which could be provided as a mapping overlay, would be used as a key identifier of the Preferred Route option. Other sets of Preferred Routes identified at this stage included:-

- By vehicle type (including powered wheelers and cycles)
- Diversion routes, to be activated when a major route was blocked
- Seasonal variations

(9) Systems providers (e.g. TomTom) had led the development of business requirements for navigation, based on some reasonable assumptions of the consumer need. What was now being discussed was putting some business requirements from the network management point of view into that process. If network management issues were

to drive the developments then there would be a need for guidance and specification from the DfT to the supplier market.

(10) The proposed next steps for the sub-group was to:-

- Obtain feedback from the National Traffic Managers Forum on the need for network management issues to play a greater role in driving the development of navigation devices;
- Review the two options identified (Clearing House and Preferred Route) in more detail and, in particular, involve one or more of the guidance systems providers;
- Present the results to the DfT for a discussion of the overall policy issues identified;
- Review the findings from the IVIS consultation and consider how legislation might be developed.

(11) Ordnance Survey (OS) was one of the leading mapping providers to the Sat-Nav industry. OS had started discussions with Local Highway Authorities, Highways Agency, freight associations and other stakeholders to create a master freight map of Great Britain. So far OS had support from several local highway authorities, the Freight Transport Association and the DfT's Freight Best Practice Programme.

(12) Some of the Road Routing Information comprehensive restriction and advisory route information data (such as width restrictions, weight restrictions, bridge heights) was being introduced into Ordnance Survey's main MasterMap Integrated Transport Network (ITN) Layer product. The OS MasterMap ITN Layer was used as the base road network for many Sat-Nav devices.

(13) The Freight Best Practice programme was funded by the DfT to promote operational efficiency within freight operations in England. A key area that was being investigated was the use of Sat-Nav systems for more freight operations. This programme had already highlighted the positive and negative findings of using Sat-Nav and had made some recommendations to the DfT that further enhancements to the route data within the devices was essential for the devices to be 'freight friendly'.

(14) The Freight Transport Association (FTA) was already in talks with the suppliers to produce satellite navigation systems that were more compatible with freight operations. The FTA was inviting the mapping and telematics industry to remedy the situation before any more goodwill was lost to the public. The FTA had provided the Sat-Nav industry with a list of data items that its members say were necessary additions to a Sat-Nav system, which included recommended lorry routes and HGV restrictions.

(15) The Vale of Glamorgan Council in Wales had begun trialling a new road sign, which was designed to stop lorry drivers with Sat-Nav devices from getting stuck on unsuitable country roads. The signs, which picture a lorry and a satellite with a red line through them, had been erected near St Hilary in the Vale of Glamorgan. The signs would be in place for 12 months and if successful, could be used at other locations in Wales. KCC could see the benefit of trialling a new sign informing large vehicles (HGV's) to ignore their Satnav system when approaching unsuitable roads, however a number of drivers continued to use routes clearly signed as unsuitable for HGV's. Should the trialled sign prove to be a success, then KCC might consider introducing a similar sign onto its highway network.

(16) The concerns with the Sat-Nav guidance issues were already being looked at and addressed by a variety of groups and organisations throughout the country.

Notwithstanding this KCC must be committed to improving the developments of the satellite navigation systems to provide up-to-date and reliable information that addressed the increasing problems with the devices. Whilst KCC could not do anything alone to improve the current problems associated with these in-vehicle devices, some appropriate action could be taken, as follows:-

- Lobby the Transport Minister and the DfT on the introduction of legislation to improve the technology and information exchange with the developers and suppliers of the devices.
- Task the Kent Transport Board with setting about developing an action plan towards solving the current Sat-Nav problems. This Board would invite representatives from KCC, Road Haulage Association, Freight Transport Association, Ordnance Survey, DfT, Sat-Nav Systems providers and the Royal Institute of Navigation to look at the Sat-Nav issues.
- Provide Sat-Nav developers with a list of recommended lorry routes across the county and a list of roads that were unsuitable for HGV's or large vehicles.
- Ensure that Sat-Nav providers were maintaining an accurate and up-to-date map feature on their systems.
- Await the outcome of the trial of a new Sat-Nav roadside sign in Wales. Should the trial prove to be a success, then KCC might consider introducing similar signs onto its highway network.
- Work with the Road Haulage Association and Freight Transport Association to encourage hauliers to purchase Sat-Navs that set the instructions for route selection.
- Produce an up-to-date version of a map-based leaflet showing recommended lorry routes across the county with an aim to make up for shortcomings in 'Sat-Nav' systems.

(17) The Board noted the progress made to date and the recommended actions to be taken by KCC.

This page is intentionally left blank

## **Kent Highway Services – The Director’s Update**

A report by the Director, Kent Highway Services, to the Highways Advisory Board on 8<sup>th</sup> January 2008.

---

### **Introduction**

1. This formal Director’s Update report looks back on the last 12 months and highlights some of the achievements from Kent Highway Services’ hard working staff in Kent County Council, Ringway, Jacobs and TSUK. Staff from across the Alliance have been involved in organisational review for well over a year yet still delivered some significant, innovative improvements to service delivery and kept pace with the challenging performance targets that are now published monthly in the report to all Members.

### **Performance Indicators**

2. The Alliance Board has developed a key set of indicators that reflect the broad range of services delivered by KHS and that help put focus and drive into the service. In the last 12 months staff have worked hard to come to grips with a stronger performance culture and whilst progress has been made I accept more needs to be done and the new organisation structure for KHS will help us to deliver further improvements. Some key successes to note are:
  - continued good number of compliments KHS receives, averaging at almost 50 per month
  - significant reduction in streetlight repair time from 17 days in April to 5 days in the most recent set of results. We are now fixing over 5,000 faults each month.
  - 98% achievement of response to emergency sites within 2 hours
  - significant improvement in 12 months of letters answered within 10 days. In September 2007 we achieved only 50% within target, we are now achieving over 80%. We receive nearly 1200 letters each month.
  - Regular achievement of over 85% of all waste material being recycled.
3. As the seven new teams become fully operational in April next year I plan to drive the performance and evidence based working within KHS and I recognise that there are some parts of the service that are not yet measured sufficiently to provide us with the information to understand how we can improve service delivery.

### **Tangible improvements and innovations**

4. In order to help in the understanding of the accountabilities and responsibilities of the seven new service groups I have set out below some examples of service improvements or actions over the last year:

#### **Community Operations (Kim Hills)**

- We have placed the order with Commercial Services for over 60 new vans that can run on 30% bio-diesel fuel and raise the profile of our inspectors and enforcement officers across Kent.
- We are setting up a training programme for our highway inspectors to ensure they have a formal qualification and gain the recognition they deserve for the key role they play.
- We have trialled a new ‘quiet’ surfacing on the A26 in Tonbridge that has received rave reviews from local residents.

## Kent Highway Services – The Director’s Update

---

### **Technical Services (Norman Bateman)**

- We have replaced the streetlights on A229 Bluebell Hill with longer life, low maintenance lanterns that last longer and reduce maintenance costs.
- We have started the asset data collection for streetlights, safety barriers, signs, trees and drainage that will help us get a better understanding of the asset and improve our maintenance regime and improve efficiency.
- We have been instrumental in developing new national guidance for the management of bridges.
- LED Streetlight pilot.

### **Countywide Improvements (Behdad Haratbar – acting)**

- We are on target to deliver over 500 maintenance and improvement schemes this year.
- We have achieved a prestigious national award for the ‘Fastrack’ scheme in Dartford.
- We have co-ordinated all Alliance partners to programme the resurfacing of the up lane of Blue Bell Hill in a weekend road closure early next year.

### **Transport & Development (David Hall)**

- We were recently awarded ‘Transport Authority of the Year’ – a great achievement.
- We have successfully launched the travel pass for 11-16 year olds with a bigger roll out planned.
- We are leading the way with school travel plans and have over 300 in place.

### **Network Management (Caroline Bruce - acting)**

- We are the first Authority to replace all traffic lights with LED’s
- We have opened the Traffic Management Centre and plan to roll the coverage out to Canterbury and Tonbridge/ Tunbridge Wells next year.
- We have launched the traffic and travel website with the plan to record all roadworks on an interactive mapping system.

### **Business, Performance and Communication (to be filled on secondment)**

- We are the first authority to have a dedicated page in a local newspaper to get our message across.
- We have developed and published a monthly set of key performance indicators that reflect the full highway service.

### **Finance (Mike Palmer)**

- We have appointed a Head of Finance onto the management team who has commercial, private sector experience.
- We have received an ‘extra’ £15 million of budget
- We are on track to exceed our income target of £2.55 million.

### **Conclusion**

5. Despite all the changes and uncertainty for staff we have delivered a significant amount of innovative and nationally recognised good work so far this year. We are on track to re-shape the service by April 2008 and there will clearly be a period of bedding down. This Highways Advisory Board report is for information but Members are asked to note and comment on the positive progress being made to improve service delivery and are asked to give their support to staff through the period of significant change that still lies ahead.

---

Contact Officer:

Geoff Harrison-Mee 01622 694776

## Transforming Kent Highway Services

A report by the Director, Kent Highway Services to the Highways Advisory Board on the 8<sup>th</sup> January 2008.

---

1. This paper gives a brief summary of the presentation to be given to HAB by Geoff Harrison-Mee (Director of Kent Highway Services) and Kim Hills (Head of Community Operations). The presentation will update HAB on the implementation of the new Highway Service in Kent

### History

2. KHS has been through progressive changes over the last 2 ½ years which has seen:
  - The transfer of functions and staff from 12 districts, with the creation of 3 new Divisions.
  - Mobilisation of a new Alliance contract. This has created a partnership of four organisations (KCC, Ringway, Jacobs and TSUK) coming together as the Kent Highway Services Alliance working together to deliver the highway service.
  - Transformation – a root and branch review of the highway service and an in depth challenge of operation and processes.

The next stage is to implement a highways service from 1<sup>st</sup> April 2008.

### What KHS will do differently

3. KHS believes that there are significant opportunities for improving service delivery by joining up processes across the Alliance and in particular with regard to efficiency, increasing customer satisfaction and engaging with the community.
4. KHS wants to:
  - (i) drive efficiencies through integrated processes across organisational boundaries:
    - negating the need for double handling and input of data to multiple systems;
    - freeing up staff time and other resources; and
    - maximising work on the ground.
  - (ii) improve customer satisfaction:
    - designing customer-focused services to meet community expectations;
    - being clear about what they can do and when they'll do it; and then
    - delivering on that commitment.
  - (iii) deliver high quality services through:
    - innovation;
    - effective business systems; and
    - motivated, high performing teams.

## Transforming Kent Highway Services

---

- (iv) provision of operational accommodation and facilities
  - Co-location / co-working
  - 24 hour operational facilities
  - Modern winter maintenance service

5. The presentation will cover.

The journey so far  
New delivery structure  
Customer and Community  
Use of information technology  
Accommodation / facilities  
The challenges ahead  
The vision

### **Conclusion**

- 6. A significant amount of work has already been completed over the last 12 months in remoulding the highway service. Implementation of the new structure has commenced. The next 12 months will be a vital part of the process.
- 7. HAB will be asked to provide their views and support for the next phase of implementation.

---

Accountable Officer: Geoff Harrison-Mee: 01622 694192

Background Documents: Cabinet Paper 4<sup>th</sup> December 2006  
Cabinet Briefing 4<sup>th</sup> January 2008<sup>th</sup>

## **The Future of Highway Drainage**

A report by the Head of Technical Services to the Highways Advisory Board on 8<sup>th</sup> January 2008

---

### **Background**

1. As part of the Transformation of Kent Highway Services, many of the fundamental maintenance activities were given a much clearer focus in terms of maintenance delivery. One of these critical service activities was highway drainage, not only in the maintenance of the existing drainage provision but in the delivery of fundamental improvements to the systems and the creation of new systems where necessary.
2. It has always been recognised that highway drainage systems receive not only the rain that falls on the highway network but also the run-off from many other catchment areas, examples being large car parks, farmers fields, private driveways and many others.
3. It is proposed that although individual businesses/ residences may have to be tackled separately, the National Farmers Union may provide a working partner for co-operation in many rural areas. Field management techniques and ditch maintenance are two maintenance opportunities.
4. Existing highway drainage systems and their maintenance are fundamental to keeping customers safe on their journeys. This safety issue plus the need to ensure that highway drainage does not cause the flooding of dwellings, are the two main priorities for the immediate future.
5. At present, a drainage working group has been delivering proposals for the future provision of the service. Staff from across the Alliance have been pooling knowledge and resources to revamp the service. Transformation made highway drainage a critical deliverable with a Countywide Drainage Team reporting to the Head of Technical Services for all aspects of the service.
6. A full asset collection for all parts of the drainage infrastructure is underway. Every item of drainage hardware will be identified and located by electronic means either specifically or where maintenance takes place. Every highway gully will be identified and placed on a cleansing schedule as will all catchpits, soakaways and outfalls. All drainage lagoons will also be maintained together with all highway ditches.
7. At this stage, it is important to identify all locations in the county where flooding takes place on the highway and to determine the root cause of the problem. To this end, every possible source of information on highway flooding is being engaged and their knowledge recorded on a countywide GIS mapping base and a demonstration of this technique will be on show for Members.
8. All highway engineers and inspectors are being interviewed and the information collected from them will be recorded in the map base with the reason for the flood problem.
9. The following other sources of information will be engaged:
  - Fire Brigade
  - District and Parish Councils
  - Environment Agency
  - Internal Drainage Boards plus others

## The Future of Highway Drainage

---

10. Members will also provide a very knowledgeable local source of information and the demonstration will include new input to the mapping base from a Member of the Board.

### **Conclusion**

11. The new drainage team will provide a very clear focus for this important part of the maintenance service. All recorded information will help determine future maintenance regimes, identify clearly locations for future capital investment and support our need to provide a safer environment for the travelling public.
- 

Accountable Officer: Norman Bateman (01622) 221123

## **Fort Hill De-dualling, Margate**

A report by the Capital Programme Manager to the Highways Advisory Board meeting on 8 January 2008.

---

### **Introduction**

1. In support of Turner Contemporary and the adjacent Rendezvous site the intention is to de-dual Fort Hill. See Fig. 1 attached.
2. The purpose of this Report is to explain the background, programme and funding and to present the scheme proposal for recommendation to the Cabinet Member for Environment, Highways and Waste for formal approval.

### **Background**

3. Fort Hill is a short section of local dualling constructed many years ago that sits out of context with the rest of the B2051 coastal route between Margate and Cliftonville.
4. The coastal side of Fort Hill is the site of Turner Contemporary and to the east beyond the RNLI Lifeboat Station, the Rendezvous development site.
5. From the very inception of Turner Contemporary, the idea has been to return Fort Hill to a single carriageway. This will reduce the perception of severance and integrate Turner Contemporary and the Rendezvous development with the Town and particularly the old town. It will also free up surplus land that will contribute to the two developments either directly or in the context of improving the setting. It is as much about perception as reality but the single carriageway and associated improved street scene should help strike a better balance between the needs of pedestrians and drivers.

### **The Scheme**

6. The scheme will utilise the southern westbound carriageway which was the original alignment of Fort Hill. The junction with Turner Contemporary will remain signal controlled. The signals are mainly to cater for pedestrian movements and in particular to close the junction down in the event of the launch or recovery of the lifeboat that has to manoeuvre within the junction to access the slipway. Towards the top of Fort Hill, a right turn lane protected by island refuges will maintain good access to the Police Station. This area of the scheme may be subject to change post construction depending on the future access arrangements to the Rendezvous site. This is unfortunate but the difficulty is that the Rendezvous proposals are not yet defined and there is an obligation to commence the Fort Hill de-dualling in April 2008 to complement the Turner Contemporary programme.
7. While the carriageway will be conventional asphalt, higher quality materials will be used for the kerbing and footway paving to raise the standard of the public realm.
8. Outside of the basic scheme there is the opportunity to carry out complementary improvements to improve general pedestrian access and ambience. The pedestrian area between the Promenade running into the Turner Contemporary entrance and towards the Pier could benefit from improvement. King Street is also a key pedestrian route between the town and Turner but is dominated by two traffic lanes at the expense of narrow footways. Thanet District Council has proposals to revert to just one lane of traffic and widen the footways.

## Fort Hill De-dualling, Margate

---

### **Procedure & Programme**

9. The scheme is a lessening of highway and within the highway boundary and does not require planning consent.
10. The nature of the scheme is such that specific public consultation has not been appropriate although the proposals have been implicit within the various submissions, exhibitions and recent public meeting related to Turner Contemporary. The intention would be to inform the residents and business that front the works and in the area prior to construction and to erect a Notice Board on the site with a plan of the scheme.
11. The joint Local Members for Margate & Cliftonville have been consulted about this report and any views will be reported at the Board meeting.
12. Kent Highway Services has given a commitment to commence the scheme construction in April 2008. The works will be carried out by our term contractor Ringway and are expected to take 6 months and be completed by October.

### **Financial Implications**

13. The estimated cost of the de-dualling scheme is £0.750m. The available funding is £0.750m composed of £0.550m underspend on the capital programme and £0.200m Cabinet Member allocation for footway improvements.
14. A bid for Objective 2 funding has been successful with £0.850m awarded for 'Opening of the Eastern Seafront' and some of this funding should be available for top-up funding of the enhanced public realm.
15. While the priority is the de-dualling, the objective is to carry out the more wider regeneration improvements to the adjacent King Street and the Promenade entrance to Turner Contemporary subject to funding availability.

### **Recommendation**

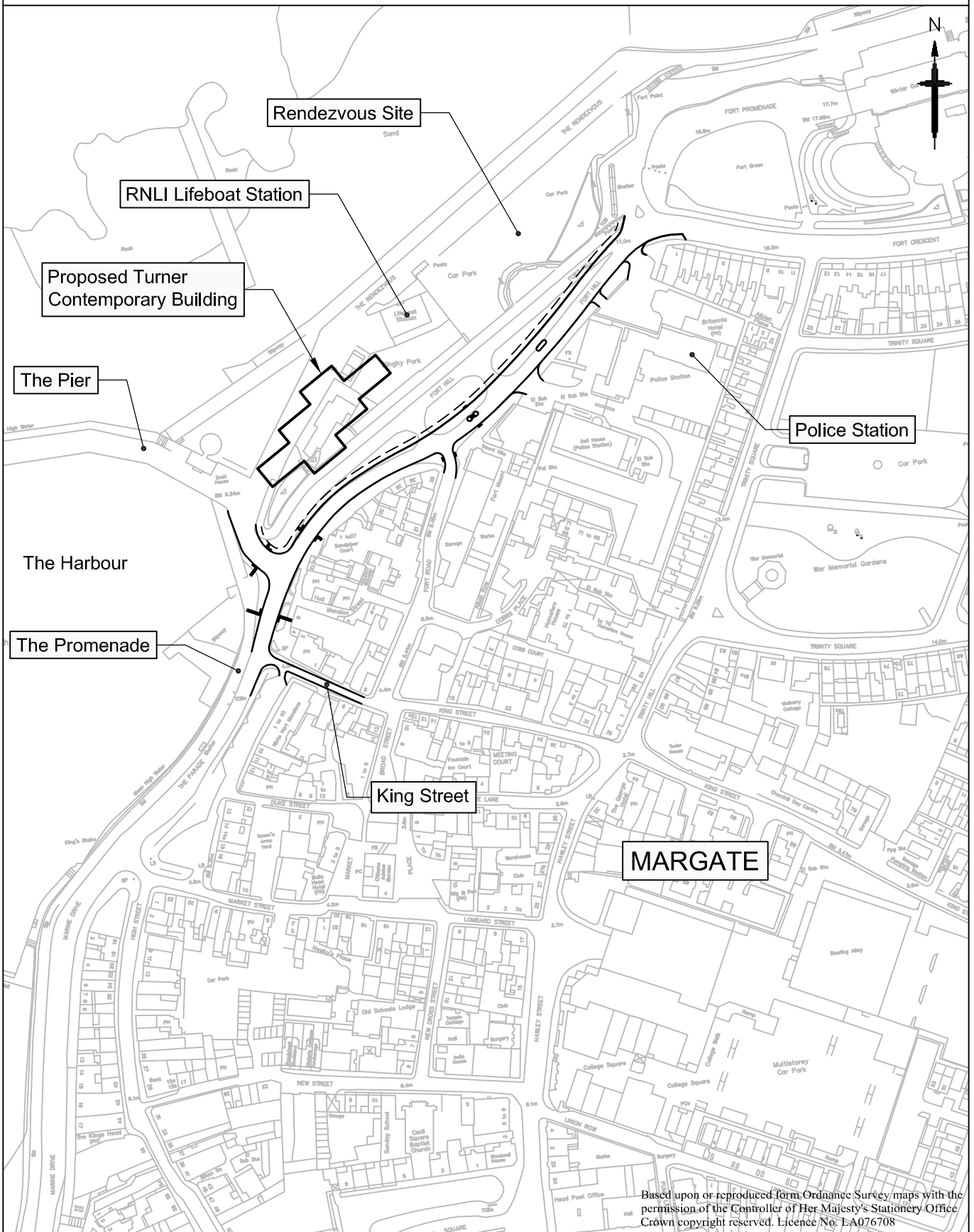
16. Subject to the view of this Board it is proposed to recommend to the Cabinet Member for Environment, Highways & Waste that the scheme for the de-dualling of Fort Hill and associated works on The Promenade and King Street shown on Drawing No. B0647400/20 is approved for development control and land charge disclosures.

---

Accountable Officer: John Farmer (01622) 696881

Background Documents: None

On Display: Drawing No. B0647400/20



Based upon or reproduced from Ordnance Survey maps with the permission of the Controller of Her Majesty's Stationery Office. Crown copyright reserved. Licence No. EA076708



Highways Advisory Board

AGENDA ITEM No.

DATE of MEETING:

8th January 2008

This page is intentionally left blank

## **Circular Roads 1/2006 Setting Local Speed Limits, Update**

A report by the County Transportation Manager to the Highways Advisory Board on 8th January 2008

---

### **Summary**

1. The results of the work carried out on the speed limit review to the south of Maidstone are set out.

### **Introduction**

2. This is the latest in a series of HAB reports (September 06 & January 07) on the speed limit review. It explores the results of the demonstration area south of Maidstone and a "rough sort" of the remaining "A" and "B" road network to establish the way forward. The principle aim of this project is to provide a consistent standard for speed limits across the county. This report also considers the circular as a potential policy document for the county.

### **Demonstration area**

3. The demonstration area lies to the south of Maidstone and includes a total of 12 roads. Key to the work being undertaken was that it should produce the opening statement of Circular Roads 1/2006 that being "Speed limits should be evidence led, self explaining and seek to reinforce people's assessment of what is a safe speed to travel. They should encourage self-compliance and not be seen by drivers as being a target speed at which to drive in all circumstances." It is essential that the right balance between the needs of local residents and drivers is met. In the past, some lower speed limits have produced little or no change in driver behaviour and in some cases brought into disrepute previously well observed speed limits.
4. The reports are split into three specific areas. Speed limit changes, signs and TRO's. They indicate changes to some 27% of existing speed limits, improvements to signs and this issue is covered in greater detail in Item 9 on the agenda plus modifications to TRO's. Work on improving signing, particularly gateways will take place over the next two years. Detailed design and full consultation of the demonstration area will take place during the next financial year 08/09 with implementation of the demonstration area in 2009/10.

### **Rough Sort**

5. This work indicates that the county should be split into three areas on a rolling programme with completion in 2012/13 starting in Mid Kent.

### **Enforcement**

6. In communications with the parish councils it is clear that enforcement is a key issue. Although enforcement of speed limits rests with the Chief Constable it is clear that all limits must be properly signed. Of equal importance is that all speed limits are understood and accepted by drivers so that enforcement levels are kept to a minimum.

## Circular Roads 1/2006 Setting Local Speed Limits, Update

---

### **Consultation with the Chief Constable**

7. Meetings with Kent Police have taken place and, they have accepted the methodology used to determine the speed limits within the demonstration area. They have in the past raised concerns and objections regarding the implementation of some lower speed limits.

### **Local Communication**

8. Local communication with Parish Councils in the demonstration area has been through John Wilson of East Farleigh PC who has agreed to act for all councils within the demonstration area. His role is to reassure the Parish Councils within the area that the County Council's approach is robust and in line with the Government's guidance.

### **Wider Consultation**

9. During 08/09 once detailed designs and draft TRO's have been produced then full consultation will begin. This will follow the normal Kent process with adverts and a formal request to statutory bodies. We will also discuss the methodology used with formal groups and organisations.

### **"C" class and unclassified roads**

10. At this time there is insufficient time and funding to also consider "C" and unclassified roads although they should not be completely ignored. Where a crash analysis indicates that a lower limit is wholly or partly the measure required to reduce crashes then a crash remedial report can be produced and funding for that scheme provided through the Transport and Safety Package PIPKIN.

### **Circular Roads 1/2006**

11. One key objective of the report was to test circular roads 1/2006 to see if it is fit for purpose. The report concludes that in the main the document provides a consistent standard to be applied. There are a few issues to resolve and further work will be undertaken along with consultation with the DfT, other highway authorities and Kent Police to see if national or local flexibility is required.

### **Conclusion**

12. The work carried out indicates that although the review of the counties "A" and "B" road network will be completed by 2011, implementation of the recommendations will not be completed until 2012 / 2013 at the earliest. Bids for the funding of this review will need to be included within the LTP process but it must be noted that with limited crash savings likely to come from this review PIPKIN assessments may be low. Funding for this should not therefore be at the expense of crash remedial works as to do so might endanger the chances of achieving the government's 2010 target of reduced casualties.
13. It is also clear that Circular Roads 1/2006 offers us the chance to achieve a consistency of standard for speed limits on Kent's Roads. We will need to ensure that the balance between the needs of residents and drivers is fairly maintained. Further work, assessment and consultation is needed before 1/2006 can be recommended as a county policy.

## Circular Roads 1/2006 Setting Local Speed Limits, Update

---

### **Recommendations**

14. Members are asked to note the recommendations of the reports and the progress towards the 2011 target.

---

Accountable Officers: Ian Procter 01622 221285 and Jim Pearce 01622 696857

This page is intentionally left blank

## **Signing Policy Review**

A report by the Head of Technical Services to the Highways Advisory Board on 8<sup>th</sup> January 2008

---

### **Summary**

1. A report on work to be undertaken on reviewing current policy and including new policy for signs and road markings are set out for information. This report also includes information on the review of speed limits.

### **Background**

2. As part of the Transformation process the highway asset has been split into various service groups. The asset group of non-illuminated signs, road markings and safety barriers was tasked with various key deliverables, one being to develop KHS policy for this asset group.
3. The current policy regarding signs was published in 2002. It has not been formally reviewed as a whole document since it was first published. As revised legislation and best practice has emerged officers have been updated through bridging sessions, however, the main document has not been updated in line with emerging legislation and best practice. The result being that officers are working to different standards dependant on what courses they have attended and documentation retained.
4. Whilst this policy document provides valuable information it is not suitable for the new asset group as it deals solely with signing.
5. The results of the work carried out on the speed limit review are set out for information to support the current state of this asset group.

### **Current Asset Condition**

6. Signs that were covered by the speed review survey reported in item 8 on this agenda are:
  - Speed Limit Signs
  - Warning Signs
  - Direction Signs (Advanced and Flag types)
  - Other Signs (e.g Tourist, Parking etc.)
7. Details of the existing signing stock within the demonstration area enabled identification of any signing which is superfluous and can be removed in addition to the indicative costs of maintaining the signing stock in the future. The results from the survey were reviewed in comparison with DfT guidance (TSRGD 2002) and KCC's existing signing policy.
8. The site surveys were carried out between March and May 2007. The vegetation at this point was not considered fully grown and the survey results cannot take into account any further damage which has happened to a sign since the survey dates. All road signs were assessed in terms of their appropriateness, condition and visibility to the road users.

## Signing Policy Review

---

9. The surveys identify the poor state of the existing signing stock, a lack of maintenance and poor visibility of them, a particular problem in rural areas.

### Survey Results

10. The results shown in Appendix 1 are taken from a draft of the Speed Limit Review report. Further work is still being undertaken in the demonstration area and therefore these results are accurate at this time but may change.
11. A larger amount of damaged signs are present on the A roads. This may be due to the high flow of traffic along these routes. A couple of B roads have high numbers of damaged signs and this could indicate that these routes are often used by HGV's or agricultural vehicles. Damaged signs could also reflect poorly sited signs on rural B roads.
12. The A roads have the highest number of vegetation covered signs which may be affected by private vegetation which is difficult to get cleared. The B roads are predominately rural and vegetation coverage is generally expected.
13. There are a high number of speed limit changes along B roads but varied degrees of speed limit terminal signing. The gateway features are more effective on the A roads. The gateway features range from only speed limit terminal signing to the full gateway with yellow backed signs, red surfacing, dragon's teeth and speed roundels in the carriageway.
14. Costs and budget allocations for the reviewed signs and lining policy and the speed limit review demonstration area will be reported at the Highway Advisory Board in March 2008.
15. It needs to be highlighted that the demonstration area covers only 7% of the county's A and B road network. Further work is needed to identify the state of signing on the C class and unclassified roads

### Policy Review

16. The speed limit review survey has found the Kent Signing Policy is generally robust. The general ethos of the policy allows for consideration of a number of matters including road safety, rural location etc. The problems have been in the application of the policy. Mis-application of the policy ranges from illegal signing to poorly located signing
17. The policies set by KHS for signing within the current document are not clearly defined. The framework for how signing and lining is delivered and funded is lost amongst the good practice elements which also form the current signing policy document.
18. Policies set for signing and road markings need to clearly define the level of service KHS will be able to achieve, easily monitored and along with this the appropriate levels of annual funding obtained to deliver on any policies set.

## **Signing Policy Review**

---

### **Recommendation**

19. Members are asked to:-

- i. Note the work needed to be undertaken and its impact on current projects.
- ii. Note the revised policy on signs and road markings will be presented to a future meeting of the board.

---

Accountable Officer: Rachel Best (01622 221383)

### **Background Documents:**

Signing Policy Document (to be made available)

## Survey Results

Table 1: Average amount of sign stock damaged

Route	Speed Terminals Damaged	Speed Repeaters Damaged	Warning Signs Damaged	Direction Signs Damaged	Miscellaneous Damaged	Total %
A26	2	8	6	3	5	24
A228	1	1	3	3	6	14
A229	2	0	2	3	3	10
A262	0	0	7	4	3	14
B2162	0	0	4	4	5	13
B2079	0	0	2	1	1	4
B2163	0	2	2	0	0	4
B2010	0	0	6	0	1	7
B2160	2	0	4	2	3	11
B2015	2	1	0	1	0	4
B2084	0	0	2	0	0	2
B2017	0	0	1	2	1	4
<b>Average rate A-Roads</b>	<b>1%</b>	<b>6%</b>	<b>6%</b>	<b>4%</b>	<b>2%</b>	<b>16%</b>
<b>Average rate B-Roads</b>	<b>4%</b>	<b>2%</b>	<b>8%</b>	<b>5%</b>	<b>3%</b>	<b>6%</b>

Table 2: Vegetation Coverage

Route	Speed Terminals Covered	Speed Repeaters Covered	Warning Signs Covered	Direction Signs Covered	Miscellaneous Covered	Total %
A26	2	0	5	4	12	23
A228	1	0	3	2	1	7
A229	3	1	1	1	9	15
A262	0	0	1	5	1	7
B2162	3	2	3	0	3	11
B2079	2	2	4	6	2	16
B2163	0	6	2	0	2	10
B2010	4	1	3	8	5	21
B2160	0	2	1	1	7	11
B2015	0	2	2	0	3	7
B2084	0	2	2	0	1	5
B2017	0	0	0	1	1	2
<b>Average rate A-Roads</b>	<b>5%</b>	<b>1%</b>	<b>3%</b>	<b>4%</b>	<b>3%</b>	<b>7%</b>
<b>Average rate B-Roads</b>	<b>8%</b>	<b>13%</b>	<b>6%</b>	<b>8%</b>	<b>6%</b>	<b>19%</b>

Author: Rachel Best  
Date: 25 Sept 2007  
Revision: b



## **Transformation Revision of Signing Policy Document**

### **Background**

As part of the Transformation process the highway asset has been split in various service groups. The asset group of non-illuminated signs, road markings and safety barriers was tasked with the following key deliverables:

- review current service delivery metrics and gain a clear understanding of constraints and barriers to success
- develop a project plan for this service to;
  - ensure a full understanding of the asset (location, condition and necessity etc).
  - develop a consistent process for service delivery (that covers the end to end service from fault logging to repair).
  - develop operational KPI's that truly measure the outcomes and outputs of the service from both a technical and customer perspective.
  - Identify and develop a business requirement for the IT to support the process, organisational structure and performance measurement.
  - develop a single organisational structure.
  - develop KHS policy for the asset.

### **Signs, Road Markings and Barriers Policy**

#### **Background**

The existing signs policy has not been formally reviewed since it was published in 2002. With the new structure being devised and new ways of working it was found that this policy document, whilst still providing valuable information, is not suitable for this new asset group as it deals solely with signs. New policy areas regarding road markings and barriers need to be included. It was decided at a meeting on 4<sup>th</sup> September 2007 that it would make sense to split this asset group in two for policy purposes in line with their function. Therefore signs and road markings will be together, as their prime function is to provide road user information and barriers in another as their function is to provide road user safety.

In line with the new structure for KHS all policies are to be reviewed. Therefore a formal review and update of existing policy has been commissioned. This brief will amend the existing commission to include and formulate new policy with respect to road markings in line with the objectives listed below.

Signs to include:

Illuminated and non-illuminated signs

Intelligent Signs (vehicle activated, timer activated etc.)

Temporary Signs

Fingerpost signs

Milestones

Bollards

Verge Markers

Road Markings to include:

Lining

Road Markings

Road Studs

## **Objectives**

- Review current signs policy and include new directives agreed by HiLT, Alliance board and HAB.
- Develop and include appropriate KPI's for the policies set.
- Provide clear advice regarding signing and road markings in urban areas, rural areas and those in conservation areas.
- Include new policy relating to road markings (on islands and footways).
- Revise the structure of the document to include clear policy statements which have been agreed. The structure to follow the format of best practice councils e.g. Hampshire and Surrey

## **Project Deliverables**

- Produce a new policy document which clearly states the policy set and any deviations from prescribed national standards with reasons why for signs and road markings. These areas to include inspection regimes and risk matrix for replacement. E.g. see Hampshire policy guidance as good practice <http://www3.hants.gov.uk/roads/highways-policy/nonilluminated-maintenance.htm>
- Need to have clear distinction between rural and urban signing levels, even if this seems to be repetitive for various signs and road markings.
- Cross reference with other policy documents which use signing e.g. Safety Camera partnership, Kent Downs AONB Rural Highway Design Handbook. Speed Watch (run by Kent Police) etc.
- Liaise with Street Lighting asset champion (Helen Cobby, KCC and David May, Ringway) over policies for illuminated signs to ensure that anything stated does not contradict in terms of maintenance/inspection regimes set and placing of signs on street lights.
- Liaise with Kirstie Currie, Jacobs and Jim Pearce, KCC regarding findings from the Speed Limit Review commission currently being undertaken to help in shaping policy.

- Liaise with Dave Stoner, KCC regarding policies and procedures involved with using and siting intelligent signs.
- Liaise with Tony Norfolk, KCC regarding policies and procedures for signing on structures.
- Any good practice information (currently in the signs policy) to be transferred to a Technical appendix for reference purposes. This uses the document structure template of the Kent Design guide used by Development Control officers, planners and architects with good results. Include lining and road markings if this appendix is constructed.
- Undertake full public consultation with interested organisations when final draft is developed e.g. CPRE, KAPC, Kent Downs AONB, Kent Police, Kent Reference Panel (Access Groups). This list is not exhaustive.

### **Exclusions**

- Barriers policy. This will be dealt with under a separate commission.
- Not to include PROW signing as dealt with under KCC PROW policy document.

### **Constraints**

1. Policy document should be concise and not long.
2. Report needs to be presented to the HAB on 13<sup>th</sup> November 2007 stating changes to policies are being proposed. I do not think there is adequate time to get draft policies to this board. Aim to get these to the January board with a complete draft policy document to March HAB.
3. Cannot contradict anything stated/outcomes in Jim Pearce's Speed Limit Review report going to HAB on 13<sup>th</sup> November 2007.
4. Refer to other policy documents which deal with signs and road markings e.g. draft Kent Downs AONB Rural Highway Design handbook (title may now have changed from highway feedback) and KCC PROW policy.

This page is intentionally left blank

## **Fees & Charges for 2008/09**

A report by the Director of Kent Highway Services to the Highways Advisory Board on the 8<sup>th</sup> January 2008

---

### **Introduction**

1. This report seeks approval of revised fees and charges for 2008/09 in respect of a wide range of services provided by Kent Highway Services. The Local Government Act 2003 (Section 93) provides the power for charging for discretionary services but also stipulates that local authorities may only cover their reasonable costs in providing such services. This year the changes have been reviewed in the light of fees and charges made by other counties. This annual report is prepared earlier than last year to allow more notice to be given of planned increases prior to April 2008. The estimated total income for 2007/8 is £2.9m. This is mainly comprised of energy charges, highway searches and development related fees (£1.7m) and RASWA charges (£1.1m).
2. The main source of income is from developers who are required to pay S38 or S278 fees relating to supervision of new estate road construction and in some cases commuted sums for future maintenance of new highway infrastructure.
3. The New Roads and Street Works Act 1991 [RASWA] and subsequent regulations determines charges for sample inspections, defects, licences, etc. The Road Safety team also provides a range of services, including cycle and minibus driver training for which a charge is made either to individuals or other departments and organisations.
4. For most other fees and charges, where there is no specific evidence that the cost of processing and monitoring applications has changed significantly, increases of approx 3% are proposed which reflects the expected increase in staff costs and overheads. In most cases these are rounded up to the nearest £1.00 but an attempt has also been made to standardise charges for similar services. The proposed new fees and charges for 2008/09 are set out in the Appendices. However some other charges which are statutory and for which there is no local discretion have not been included.

### **Highway Definitions, Land Charges, Information and searches (Appendix 1)**

5. Following a review of Highway Definitions, Land Charges, searches and information it is recommended that charges are increased by 3% in line with the anticipated rise in staff and administration costs. Following a review of Freedom of Information Act requirements the charge of 10p per sheet for photocopying will remain unchanged although separate fees will now be applied for larger sized sheets or colour copies. The £10 minimum charge will be removed.

### **Developer Funded Highway Schemes [Appendix 1 & 2]**

6. The main source of developer fees is the standard charge of 8% of the estimated works value for the supervision of new estate road construction under S38 of the Highways Act 1980. This charge is in line with that charged by other local authorities and is currently adequate to offset supervision costs. There are also charges for supervision and fixed consultancy fees for advice to developers re alterations to the existing highway under S278 of the Highways Act.

## Fees & Charges for 2008/09

---

7. In addition commuted sums are sought wherever there is an ongoing maintenance cost relating directly to new infrastructure [e.g. for maintaining new traffic signals or inspecting structures]. The DfT in conjunction with leading Local Authorities, the Home Builders Federation and URS (lighting) are currently conducting a review of the approach to commuted sums in England and Wales. This is due to be complete during 2008/9. KCC will be providing input to the process at the working group stage. In the light of this review it is proposed to reconsider KCC's own commuted sum policy and amend it where appropriate during 2009/10. The current level of commuted sums and S278 charges is to be increased by 3% in line with the anticipated rise in staff and administration costs.

### **Skips and Scaffolding** (Appendix 1)

8. The skip/scaffolding/hoarding/materials licence fees cover the administration costs in the issuing of licences for placing of these items on the highway. The income generated is used to offset divisional costs in overseeing the safe positioning of them on the highway including enforcement action where necessary. The current charge is £15 per week. Skips are placed on the highway for no longer than is absolutely necessary. The permit is recharged via the skip companies. An increase to £16 is proposed for the current year. There are no changes proposed for vehicle crossings as these are determined by RASWA regulations but an increase of £5 on the administration fee is recommended. A separate licence is being considered for scaffolding/hoarding in future, possibly with a higher fee. Consultation with local Kent scaffolding companies will be carried out prior to a recommendation being made to the board.

### **Road Safety** [Appendix 1]

9. Cyclist training is offered to Year 6 children through their primary school. Currently the Road Safety team provides cycle training for around 7,000 children per annum; approximately 43% of the total year group across the county. It is proposed to increase the cyclist training fee (currently £15 from September 2007) to £16 (from September 2008) in line with the anticipated rise in staff and administration costs and the academic year.
10. The National Driver Improvement Scheme (NDIS) and Speed Awareness course (SAC) are administered by the Road Safety team as the service provider for Kent Police. These schemes must be totally self-financing; no excess income can be generated for KCC. A small fee increase is recommended for the NDIS to ensure that the costs of running the scheme can continue to be met without the need for a subsidy. As the partners 'set-up' costs for the SAC have now been repaid and the level of the current fee is considered a deterrent for some drivers attending the course it is proposed to reduce this fee from the existing £115 to £95.
11. The Road Safety team provides minibus driver courses and reassessment [every 3 years] for KCC drivers. A small increase to the fee is proposed in line with wage cost increases. It is recommended that these fees are increased to £113 and £31 respectively.
12. The Road Safety team provides monitoring and training functions for the School Crossing Patrol service managed by Education & Libraries Directorate. This is arranged through a Service Level Agreement (SLA). The current level of SLA income covers existing costs and so the charge for this remains unchanged.

## Fees & Charges for 2008/09

---

13. 'Theatres in Education' is a valuable activity that delivers key road safety messages to students in an innovative and exciting way. Annually the Road Safety team organises performances for year 12/13 students with a focus on driving issues including anti-drink drive and anti-drug drive. The team subsidises this for participating schools which allows greater coverage within the available budget. It is recommended that the proportion of the subsidy (50%) should remain at the current level.

### Conclusion

14. Subject to the views of the Board the proposed Fees & Charges for 2008/09 as set out in Appendices 1 and 2 will be recommended to the Cabinet Member for Environment, Highways & Waste for implementation with effect from 1 April 2008.
- 

Accountable Officers: James Whitehorn [Finance] – 01622 696117  
Steve Horton [Road Safety] – 01622 221025

Background Documents: None

ITEM	FEE FOR 2007/08	PROPOSED FEE FOR 2008/09	SERVICE GROUP
<b>Highway Definition</b> – Response to written or tel. enquiry from the public, solicitors, developers, district or parish councils re the highway boundary	£35	£37	Transport and Development
Supplying plan to solicitors including an extract from the Definitive Map	£35	£37	Transport and Development
<b>Land Charge Searches – CON 29</b>			
Self-service by a district council	No charge	No charge	Transport and Development
Part 1 enquiry answered by KHS	£12	£13	
Part 2 per additional answer by KHS [Note: additional 10% handling fee is charged by the district for Part 1 & 2]	£6	£7	
<b>Land Charges – Personal Searches</b>			
Up to 4 questions per site	£35	£37	
Each additional question	£5	£5	
<b>Approved Highway Schemes –</b>			
Information supplied, eg Board report	£35	£37	County Wide Improvements
Copy of complete Scheme Drawings per plan supplied	£30	£31	County Wide Improvements
Copy of extract from Scheme Drawings per plan supplied [up to max A3]	£20	£21	County Wide Improvements
<b>Gazetteer:</b> un-collated copy per district	£25	£26	Network Management
Gazetteer: collated copy per district	£30	£31	Network Management
<b>Approved Strategies &amp; Policies</b>			
Printed copies of (cycling, walking, bus, maintenance plan, pavement design guide etc) for highway consultants	£25 each	£26 each	Network Management
<b>Photocopies</b> of KHS documents or files for information:	10p per copy [minimum charge £10] No charge for staff time	10p per A4 copy 15p per A3 copy £1 per colour copy No charge for staff time	Business Performance, Communications & Finance

Fees & Charges for 2008/09 [Appendix 1 - continued] ITEM	CURRENT FEE FOR 2007/08	PROPOSED FEE FOR 2008/09	SERVICE GROUP
<b>Highways Act S278 work.</b> Admin charge for review of independent road safety audit [provided by the developer] for developer funded highway works.	£375	£390	Technical Services
S278 fixed consultancy fee for advice to developer based on scheme value: £0 - £50,000 £50,001 - £250,000 £250,001 - £1,000,000	£2,000 £4,000 £8,600	£2,060 £4,120 £8860	Technical Services
S278 fee for project management, design checks & site inspections	Actual costs incurred by KHS	Actual costs incurred by KHS	Technical Services
<b>Tourism Signposting</b> Application fee	£155 + Actual costs incurred by KHS	£160 + Actual costs incurred by KHS	Network Management
<b>Crash database</b> information supplied to highway consultants/businesses 3 year history of crashes at a location:- 5 year history of crashes at a location:- Note; there is no charge to members of the public/parish/district councils	£85 £160 (Excluding VAT)	£87 £165	Network Management
<b>Traffic Count</b> database information for private consultants/companies Manual count data	Individually assessed	Individually assessed	Transport and Development
Automatic count data cost per week of information [Note: there is no charge to members of the public/parish/district councils]	Individually assessed	Individually assessed	Transport and Development
<b>Stopping Up Orders</b> for Third Parties	Actual costs incurred by KHS	Actual costs incurred by KHS	Transport and Development
<b>Pavement Licence</b> for refreshment facilities with tables & chairs on the highway. Advertising costs are extra.	£115 per annum + £24 if defect found	£120 per annum + £24 if defect found	Network Management
<b>Permit for Skip, Scaffolding,</b> Hoarding or Materials stored on the highway	£15 per week	£16 per week	Network Management
<b>Vehicle Crossing</b> over the footway Inspection fee [set by RASWA regs] Admin fee for ordering the work	£72 £115	£72 £120	Network Management
Fees & Charges for 2008/09 [Appendix 1 - continued]	CURRENT FEE FOR 2007/08	PROPOSED FEE FOR 2008/09	SERVICE GROUP

ITEM			
<p><b>Cycling Proficiency Training</b> Charges in this case are set for academic rather than financial year</p>	£15 (from Sept 07)	<b>£15 ( from Sept 08)</b>	Network Management
<p><b>National Driver Improvement Scheme</b> Self-financing scheme provided for Kent Police</p>	£180	<b>£186</b>	Network Management
<p><b>Speed Awareness Course</b> Self-financing scheme provided for Kent Police</p>	£115	<b>£95</b>	Network Management
<p><b>Minibus Driver Training</b> Internal KCC charge per driver</p>	£110	<b>£113</b>	Network Management
<p><b>Minibus Driver Reassessment</b> Internal KCC charge per driver</p>	£30	<b>£31</b>	Network Management
<p><b>School Crossing Patrol (SCP)</b> Internal SLA with KCC Education for training and monitoring SCP</p>	£22,040	<b>£22,040</b>	Network Management
<p><b>Theatres in Education</b> Charge to school for performance – approx £250 per performance</p>	50% of cost	<b>50% of cost</b>	Network Management

<b>ITEM</b>	<b>Current Charge for 2007/08</b>	<b>Proposed Charge for 2008/09</b>
<b>Structures</b>	Cost of inspection, maintenance and commuted sum for eventual replacement in 120 years. Amount determined on a scheme specific basis.	<b>Cost of inspection, maintenance and commuted sum for eventual replacement in 120 years. Amount determined on a scheme specific basis.</b>
<b>Soakaways</b> (where smaller than structure definition)	Cost of inspection and maintenance over 15 years	<b>Cost of inspection and maintenance over 15 years</b>
Basic commuted sum factored by 1.5 to 3.0 depending on type, complexity and location	Committed sum of £4,600 per soakaway	<b>Committed sum of £4,800 per soakaway</b>
Structural Soakaways	Additional commuted sum for replacement cost	<b>Additional commuted sum for replacement cost</b>
<b>Traffic Signals</b>	Cost of inspection and maintenance over 15 years:	<b>Cost of inspection and maintenance over 15 years:</b>
	£54,000 per traffic signal junction £27,000 per pelican crossing	<b>£55,600 per traffic signal junction £27,800 per pelican crossing</b>
<b>Other traffic/signage system equipment</b> eg.illuminated signs, variable message signs, interactive speed signs, public transport real time inf. etc.	Cost of inspection and maintenance over 15 years; amount determined on a scheme specific basis	<b>Cost of inspection and maintenance over 15 years; amount determined on a scheme specific basis</b>
<b>Landscaping</b>	Cost of inspection and maintenance over 15 years; amount determined on a scheme specific basis	<b>Cost of inspection and maintenance over 15 years; amount determined on a scheme specific basis</b>
<b>Street Lighting</b>	Cost of inspection and maintenance over 25 years (but only if non standard higher cost equipment is accepted and installed).	<b>Cost of inspection and maintenance over 25 years (but only if non standard higher cost equipment is accepted and installed).</b>
<b>Approved Consultants List</b>	Standard charge of £260 to assess a consultant who wishes to be on the list	<b>Standard charge of £270 to assess a consultant who wishes to be on the list</b>
<b>Approval, Audit and Inspection</b> of consultants' projects during construction	Staff costs recharged to developers at hourly rates	<b>Staff costs recharged to developers at hourly rates</b>
<b>Non-standard or enhanced surfacing &amp; street furniture</b>	Cost of inspection and maintenance over 25 years for non standard higher cost materials; amount determined on a scheme specific basis	<b>Cost of inspection and maintenance over 25 years for non standard higher cost materials; amount determined on a scheme specific basis</b>
<b>Other items:</b>	Cost of inspection and maintenance over 10 years:	<b>Cost of inspection and maintenance over 10 years:</b>
On Bus Transponder Unit	£7,800	<b>£8,100</b>
Real time information Sign	£11,800	<b>£12,200</b>
Junction Priority Receiver	£3,000	<b>£3,100</b>
LED Variable Message Sign	£18,100	<b>£18,700</b>
Prism Variable Message Sign	£10,000	<b>£10,300</b>
CCTV Camera	£23,000	<b>£23,700</b>
Automatic Rising Bollard	£164,000	<b>£169,000</b>

This page is intentionally left blank