



AGENDA

CABINET SCRUTINY COMMITTEE

Wednesday, 9th December, 2009, at 10.00 am Ask for: **Peter Sass**
Darent Room, Sessions House, County Hall, Maidstone Telephone: **01622 694002**

Refreshments will be available 15 minutes before the start of the meeting

Timing of items as shown below is approximate and subject to change.

County Councillors who are not Members of the Committee but who wish to ask questions at the meeting are asked to notify the Chairman of their questions in advance.

Please note that this meeting will be webcast

UNRESTRICTED ITEMS

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

A. COMMITTEE BUSINESS

- A1 Substitutes
- A2 Declarations of Interests by Members in Items on the Agenda for this Meeting
- A3 Minutes - 21 October 2009 (Pages 1 - 8)
- A4 Follow-up Items from Cabinet Scrutiny Committee (Pages 9 - 12)
- A5 Informal Member Group on Budgetary Issues - 27 November 2009 (Pages 13 - 16)

B. OFFICER AND COUNCIL COMMITTEE DECISIONS

- B1 Strategic Head Quarters Reception Facilities (Pages 17 - 22)

Mr R Gough, Cabinet Member for Corporate Support Services & Performance Management, Mr K Harlock, Commercial Services Director and Mr T Molloy, Programme Manager, Office Transformation and Mr R Palmer, Senior Personnel Officer will attend the meeting between 10.30am and 11.00am to answer Members' questions on this item.

C. CABINET MEMBER DECISIONS

C1 Kent Design Guide: Parking Consultation (Pages 23 - 46)

Mr Nick Chard, Cabinet Member for Environment, Highways and Waste; Mr Mike Austerberry, Executive Director, Environment, Highways and Waste Directorate and Mr Bob White, Transport and Development Business Manager, will attend the meeting between 11.00am – 11.45am to answer Members questions’.

D. FOR THE COMMITTEE'S CONSIDERATION

D1 Allocation of School Places in Kent (withdrawn)

This item has been withdrawn at the request of the Chairman and Vice-Chairmen and will now be considered by the relevant POSC in the New Year.

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

Tuesday, 1 December 2009

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

CABINET SCRUTINY COMMITTEE

MINUTES of a meeting of the Cabinet Scrutiny Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Wednesday, 21 October 2009.

PRESENT: Mrs T Dean (Chairman), Mr R W Bayford, Mr R Brookbank, Mr L Christie, Mr G A Horne MBE, Mr E E C Hotson, Mr M J Jarvis, Mr R E King, Mrs J Law, Mr R J Lees and Mr R F Manning

ALSO PRESENT: Mr N J D Chard, Mr A J King, MBE and Mr L B Ridings

IN ATTENDANCE: Mr G Wild (Director of Law and Governance), Mr D Hall (Head of Transport & Development), Mrs A Gamby (Head of Early Years & Childcare), Ms J Smith (Children's Centre Project Manager), Mr P Sass (Head of Democratic Services and Local Leadership) and Mrs A Taylor (Research Officer to Cabinet Scrutiny Committee)

UNRESTRICTED ITEMS

19. Minutes - 23 September 2009
(Item. A3)

RESOLVED: That subject to the correction of a typing error in paragraph 18(7) the minutes for the meeting held on 23 September are correctly recorded and that they be signed by the Chairman.

20. Informal Member Group on Budgetary Issues - 7 October 2009
(Item. A4)

A query was raised about the procedure regarding reports back to the Budget IMG and whether questions could be raised in relation to Budget IMG agendas at Cabinet Scrutiny Committee. Mr Sass explained that regarding the Development Contributions item discussed at the last meeting of the Budget IMG, the subsequent meeting of Officers and Dover District Council had gone well and Officers would report back to all Members of the Cabinet Scrutiny Committee with an update on the current situation.

Mr Wild explained to the Committee that across the county there had been a change of direction by the districts regarding their involvement of the County Council in Section 106 agreements. The County Council was in a difficult position and whilst it could continue to seek to exert influence it had no direct bargaining power in that regard, however no party was acting inappropriately.

It was agreed that the Chairman and Vice-chairmen would discuss how to take this issue forward after the Cabinet Scrutiny Committee meeting.

RESOLVED that the Chairman and Vice-chairmen discuss how the issue of developer contributions be taken forward and that the Cabinet Scrutiny Committee approve the notes of the Budget IMG held on 7 October 2009.

POST MEETING NOTE: The Chairman and Vice-chairmen decided that there would be an urgent meeting of the IMG on Budgetary Issues to hear the outcome of the meeting with Dover District Council and to decide how to take the issue forward in light of that discussion. The local Member would be invited to the Budget IMG and it was open to any Member to attend. This was held on 27 November and the minutes of that meeting will be submitted to the Cabinet Scrutiny Committee on 9 December 2009.

21. Follow-up Items from Cabinet Scrutiny Committee
(Item. A5)

The letter to the Chairmen of the Personnel Committee would be sent off following the meeting after approval from the Chairman and Vice-chairmen.

RESOLVED that the Cabinet Scrutiny Committee notes the follow up items report.

22. The Overview and Scrutiny Function as a Result of the Decision made at County Council on 15 October 2009
(Item. B1)

Mr A J King MBE, Deputy Leader, and Mr G Wild, Director of Law and Governance were present for this item.

The Chairman explained that the report regarding the reorganisation of the Overview and Scrutiny function had been discussed by the County Council on 15 October and the decision of the County Council would result in changes to the Cabinet Scrutiny Committee's terms of reference.

Mr King explained to Members that it was hoped that clarifying the role of the Cabinet Scrutiny Committee and strengthening the Scrutiny Board would result in more clarity and be beneficial to the ways in which the Council operated. The constitution was in the process of being altered to reflect the decision made at the County Council meeting. Mr Wild explained that changes to the articles of the constitution could only take place after the County Council meeting in December, but changes to the appendices could be made immediately. All Members would be made aware of the changes. The changes to the terms of reference of the Committee were capable of having immediate effect, however until the Scrutiny Board was to meet decisions taken would still need to be scrutinised which would fall to the Cabinet Scrutiny Committee.

The Chairman asked whether the agenda planning for the Scrutiny Board would continue in a similar way to that of the Cabinet Scrutiny Committee, i.e. that opposition Members were able to request that items be placed on an agenda with a majority vote of the other spokespeople and not necessarily the agreement of the administration. In response Mr King stated that it was the intention to allow Members to play a fuller part in the Policy Overview and Scrutiny Committees and that he would not expect the Scrutiny Board to be any less robust.

Mr Hotson stated that there would be a meeting of the Scrutiny board during the remainder of 2009, and as he was Chairman, the opposition would continue to have input into the agenda planning.

The Chairman asked for clarification on the forward plan and it covering a period of 6 months instead of the current 4 months. Mr King stated that it was being worked on, it was intended that the Forward Plan continue to contain 4 months worth of information with 2 months indicative information added to it. Mr Wild explained that there was a real opportunity to make the Forward Plan a more useable, practical and open document than it was at present. The constitution contained the right for all members of the Overview and Scrutiny Committee to insist that an item be placed on an agenda and in addition the Councillor Call for Action would widen the scope of all Members to request that items be considered at Committee level. In response to a question Mr Wild explained that the law stated that any Member of a Committee had the right to require that that Committee placed an issue on its agenda, and therefore it suggested that non Committee Members did not have the same right, however Councillor Call for Action would change this.

The Chairman asked about how the recommendations on the IMG on Member Information were being progressed. Mr King explained that he hoped that by the time the Information Point Management Board was to meet an answer would be available.

RESOLVED: that the Cabinet Scrutiny Committee:-

1. Thank Mr A. King and Mr G. Wild for attending the meeting and answering Members' questions.
2. Welcome the assurance from the Deputy Leader that there would be an early meeting of the Scrutiny Board
3. Welcome the assurance from the Deputy Leader that all party representatives would retain the right to place relevant items on the Scrutiny Board and O&S Committee agendas
4. Welcome the assurance of the Deputy Leader that the recommendations of the IMG on Member Information would be progressed at the next meeting of the Information Management Board

23. The Decision to Review the Children's Centres Programme
(Item. B2)

Mr R Lees declared a personal interest in item B2 as a Member on 2 Children's Centres Steering Committees in his division.

Mr Ridings, Deputy Cabinet Member for Vulnerable Children, Mrs Gamby, Head of Early Years and Childcare (Operations) and Ms Smith, Children's Centre Project Manager were present for this item.

The Chairman invited Mr Wedgbury to join the Committee for the debate as he had requested that he be given the opportunity to ask some questions. Members had received a letter from the Cabinet Member for Children, Families and Education which raised a number of questions about why the review was being conducted, what form it might take and how many Children's Centres might be affected.

Mr Ridings explained that the review was work in progress; there were three round of children's centre development, round one contained 20 centres, round two

involved 52 centres and that work was either complete or substantially complete, round three involved a maximum of 30 additional children's centres to ensure that whole county coverage is provided. It was expected that the review work would be complete by the end of October/first week in November, to allow it to be reported to Cabinet on 30 November. It would also be reported to the Children Families and Education Learning Policy Overview and Scrutiny Committee at an appropriate time.

Mr Christie raised his concerns about this being a quick review of a major issue, affecting all the children's centres; he asked why the review was being carried out at this stage and where the input for local Members would be allowed? Was the review financially led?

Mrs Gamby explained that the review was fundamentally a look at the round three children's centres with the intention of ensuring that the round three centres are in the most appropriate location and that they were serving the needs of the community. Looking at the round three centres may have implications for rounds one and two centres in the surrounding areas. The Government had lodged a Surestart enquiry to determine whether children's centres across the country were reaching the children and families that were in most need. Children's centres were revenue funded through the Surestart grant, revenue funding was secure until March 2011, it was expected that funding would continue beyond that date however the actual funding from April 2011 was unknown. In response to the point about local Member input the review was looking at what had already been consulted upon to ensure that it is fit for purpose. Mrs Gamby agreed to write to local Members affected by the review of the round three centres to give them the opportunity to be involved.

Mr Horne asked how many children's centres had been considered and put forward but had not gone ahead? Of those which had not gone ahead; how was the lack (assuming the centre was proposed because there was a need) being addressed? Mrs Gamby explained that for the round two centres, 64 were proposed and 52 were completed. Mr Horne would follow his query up with Mrs Gamby after the meeting.

Mr Wedgbury raised his concerns about the sustainability of the associated services, as it was important to ensure that the voluntary services were sustainable. Regarding consultation, Mr Wedgbury asked whether District Councillors and Parish and Town Councillors would be consulted as part of the review, and whether Officers had considered premises that District Councils owned for children's centres. Mrs Gamby explained that the sustainability of the children's centres was tied up with the revenue funding. The children's centres integrated a wide range of services, and the round three proposals involved extensive consultation through the local children's services partnerships which should have included all relevant local partners. Mrs Gamby reminded Members that if they were aware of a local premises which might be a suitable location for a children's centre officers would be pleased to follow it up. Officers worked hard to reach the more isolated families and to encourage them to become part of the children's centre. Mr Ridings confirmed that in the early stages of the development of Children's Centres discussions were had with other organisations to ensure that the Council was not treading on the toes of the other organisations as much as possible. In relation to the buildings available for Children's Centres Ms Smith explained that there were restrictions on the buildings such as Disability Discrimination Act limitations.

Mr Christie raised his concerns that the review would affect not only round three, but rounds one and two as well. The letter from the Cabinet Member referred to potential for 'fewer centres' Mr Christie had concerns that this required a fundamental review of the children's centres and that it was vital to liaise with local Members throughout the review not only at the conclusion of the review.

Mr Lees supported Mr Christie's concerns and that fewer centres might make the centres less accessible. Mrs Gamby explained that the Council would have to demonstrate to the Department for Children Schools and Families (DCSF) that the services required were still being provided. Mrs Dean asked whether the round three centres were predominantly providing outreach work, and Ms Smith confirmed that they were serving areas which the DCSF would categorised as affluent but with pockets of deprivation. The Council had been working with Together for Children and many authorities were reviewing their round three centres.

In response to a question from Mrs Dean Mrs Gamby explained that if the review resulted in a lower capital cost saving to the County Council it would be beneficial.

RESOLVED that the Cabinet Scrutiny Committee:

1. Thank Mr Ridings, Mrs Gamby and Ms Smith for attending the meeting and answering Members' questions;
2. Ask Mrs Gamby to advise all Members of the Round 3 Children's Centres which would be affected by the review;
3. Highlight Members' concerns about the lack of Member engagement at the beginning of this review.

24. Kent Highways Services and the Process for Local Member Input
(Item. B3)

Mr N Chard, Cabinet Member for Environment, Highways and Waste and Mr D Hall, Head of Transport and Development were present for this item.

The Chairman explained that the process for local Member input into Highways issues was the subject of a recent County Council question, a copy of which had been tabled for Members' information; the issue had been called to the Cabinet Scrutiny Committee by all three groups.

Mr Manning expressed his view that the answers given at the County Council meeting posed more questions than they answered. Mr Manning asked how the new operating structure would work, and how the Environment, Highways and Waste Policy Overview Committee would be able to play a proactive role in the process. He also questioned the way the decision to disband the Highways Advisory Board was taken and how the change had been implemented.

Mr Chard explained that when he was made Cabinet Member for Environment, Highways and Waste he was made aware that the Highways Advisory Board no longer existed and that its role would be undertaken by the Policy Overview Committee. The Joint Transportation Boards were a valuable group which it was

hoped would be strengthened. Where contentious issues were raised at a Joint Transportation Board it was important for someone to take a strategic view before the decision was taken. It was felt that the Highways Advisory Board was not adding any great value to the process and it was delaying the implementation of decisions. Under the current structure contentious issues could be referred from the Joint Transportation Board to the Policy Overview Committee.

Mr Hotson asked for confirmation that discussions would be had with the District Councils to enter into new agreements to reflect the changes made when the Highways Advisory Board was subsumed into the Environment, Highways and Waste Policy Overview Committee. Mr Chard confirmed that he would ensure that the correct process was followed.

Mr Christie raised his concerns that there should be a forum (previously the Highways Advisory Board) at which the Joint Transportation Board could put forward their case to an elected body before a recommendation was made. He understood from previous answers by the Cabinet Member that this forum would now be the Environment, Highways and Waste Policy Overview Committee, but were the JTBs aware? Mr Chard explained that previously there had been poor communication between the Joint Transportation Board Chairmen and the Cabinet Member. A meeting had been held recently between those parties and there was a desire to hold a seminar (4 November 2009) on the Scheme Prioritisation System and meetings would continue. There was now also the ability for the Cabinet Member to email District, Parish and Town Council Members to share information and there was the option for regular updates on road closures etc. Mr Chard would seek clarification on the mechanism for putting items from the Joint Transportation Board onto the Environment, Highways and Waste Policy Overview Committee agenda.

Mr R. King had concerns about the demise of the Kent Transport Board; there was a need for a forum in Kent to discuss the strategic issues of transport policy. Mr Chard stated that the Integrated Transport Strategy was due to be published, the Policy Overview Committee would then have an opportunity to debate the strategy, there was a good opportunity for the Policy Overview Committee to look at the integration of all methods of transport.

Mr Bayford asked who decided which items were 'contentious', was it possible for someone on the Joint Transportation Board to put an item on the Policy Overview Committee agenda if they were not a KCC Member? Mr Chard explained that it was possible for non KCC Members to put items on the Policy Overview Committee agenda and further discussions to clarify that point would be had following the meeting. Mrs Dean asked whether the Policy Overview Committee had the capacity to accommodate some of the detailed contentious items raised by the Joint Transportation Board, and pointed out that the Policy Overview Committee had the ability to set up sub-committees to deal with issues which required a faster decision. Mr Sass confirmed that he would work with the Cabinet Member and Officers to produce some guidance on 'contentious' issues and how issues would be referred on to the Policy Overview Committee.

Mr Horne supported the Joint Transportation Boards but Officer representation and Membership of the boards was crucial for their success. Mr Chard explained that it was important to understand the views of local communities, it is the opportunity for

local Members to provide local knowledge and that was a valuable role in the process.

It was suggested that the Cabinet Scrutiny Committee review the issue again in six months time to see how the process was working. Mr Chard confirmed that he raised the issues with the Chairmen of the Joint Transportation Board and he would welcome a review in six months time.

RESOLVED that the Cabinet Scrutiny Committee:

1. Thank Mr N. Chard and Mr D. Hall for attending the meeting and answering Members' questions
2. Welcome the assurance of the Cabinet Member that Joint Transportation Boards will continue to meet
3. Expresses concern that the decision to subsume the Highways Advisory Board into the Policy Overview and Scrutiny Committee had not been sufficiently thought through and without back bench Member involvement, with particular reference to the role of the Joint Transportation Boards.
4. Requests that the Cabinet Member, in consultation with the Head of Democratic Services and Local Leadership and highways officers consider the following matters:
 - a. The process for ensuring that contentious matters emanating from Joint Transportation Boards are placed before the Environment, Highways and Waste Policy Overview and Scrutiny Committee, including specific guidance on what constitutes a "contentious" matter
 - b. The appropriate amendments that need to be made to the various agreements in place between the County Council and District/Borough Councils with regard to the composition and operation of Joint Transportation Boards
 - c. The frequency of Environment, Highways and Waste Policy Overview and Scrutiny Committee meetings, and whether they can accommodate the need to raise individual highways issues.
 - d. The outcome of these discussions be reported to the Cabinet Scrutiny Committee.
5. Welcome the Cabinet Member's assurance that he would take the views of the Cabinet Scrutiny Committee on board and that the issue should be reviewed again by the Cabinet Scrutiny Committee in 6 months time.

This page is intentionally left blank

By: Peter Sass - Head of Democratic Services and Local Leadership

To: Cabinet Scrutiny Committee – 9 December 2009

Subject: Follow up items from Cabinet Scrutiny Committee

Classification: Unrestricted

Summary: This report sets out the items which the Cabinet Scrutiny Committee has raised previously for follow up

Introduction

1. This is a rolling schedule of information requested previously by the Cabinet Scrutiny Committee.
2. If the information supplied is satisfactory it will be removed following the meeting, but if the Committee should find the information to be unsatisfactory it will remain on the schedule with a request for further information.

Recommendation

3. That the Cabinet Scrutiny Committee notes the responses to the issues raised previously.

Contact: Peter Sass
peter.sass@kent.gov.uk

01622 694002

Background Information: *Nil*

	Issue	Response
10.12.08	Highways Business Plan IMG 02.12.08 <ul style="list-style-type: none"> - A list of gully schedules be supplied to all Members after the elections 	Following the elections in June – information has been requested
22.10.08	IMG on Managing Motorways and Trunk Roads in Kent: <ul style="list-style-type: none"> - Further advice be requested from Officers and the Cabinet Member when the results of the bidding process were known - Officers and the Cabinet Member report back to the Cabinet Scrutiny Committee, including information on possible BVPIs, a year after the contract has commenced. 	Document detailing changes to original contract circulated to Members of CSC 13.11.08. The tender was released in May 2008 with returns in August 2008 and contract award made in late 2008. The KCC/Ringway/Jacobs bid was however unsuccessful. The Highways Agency reviewed all tenders against both cost and quality and the bid was clearly not the best that was received - subsequently the contract was awarded to Balfour Beatty Mott Macdonald.
23.09.09	The Cabinet Scrutiny Committee request that the Personnel Committee review the Officer and Member Code of Conduct with regard to situations where a potential conflict of interest, real or perceived is encountered;	A letter was sent to the Chairman of the Personnel Committee 23.10.09
21.10.09	The Chairman and Vice-chairmen decided that there would be an urgent meeting of the IMG on Budgetary Issues to hear the outcome of the meeting with Dover District Council and to decide how to take the issue forward in light of that discussion. The local Member would be invited to the Budget IMG and it was open to any Member to attend.	This was discussed at the Budget IMG on 27 November and the notes of that meeting are contained within this agenda at item A5.

21.10.09	Local Member input into Highways Issues: The Cabinet Scrutiny welcome the Cabinet Member's assurance that he would take the views of the Cabinet Scrutiny Committee on board and that the issue should be reviewed again by the Cabinet Scrutiny Committee in 6 months time.	For consideration in April 2010.
-----------------	---	----------------------------------

This page is intentionally left blank

Notes of a meeting of the Cabinet Scrutiny Committee Informal Member Group on Budgetary Issues held on Friday, 27 November 2009.

Present: Mr R F Manning (Chairman), Mr I Chittenden

Officers: Ms L McMullan, Director of Finance, Mr A Wood, Head of Financial Management, Mrs B Cooper, Director of Economic Development, Mr N Smith, Head of Development Investment, Mr P Campion, Development Contribution Manager, Mrs V Thistlewood, Principal Regeneration and Project Officer, Mr P Sass, Head of Democratic Services and Local Leadership and Mrs A Taylor, Research Officer to the Cabinet Scrutiny Committee.

Also Present: Mr J D Simmonds, Cabinet Member for Finance, Ms S Carey, Deputy Cabinet Member for Finance, Mr S Manion, Member for Dover North

1. Notes of Previous Meeting held on 7 October 2009.
(Item 1)

(1) The notes of the meeting held on 7 October 2009 were approved.

2. Development Contributions – Section 106 Agreements – Aylesham Village Expansion
(Item 2) Mr S Manion, Mrs B Cooper, Mr N Smith, Mr P Campion and Mrs V Thistlewood were present for this item.

Mr Manion declared a personal interest in this item as Vice Chairman of Dover District Council; the local Ward Member for the development site; a member of Aylesham Community Trust; a member of the Industrial Communities Alliance and a Governor at St Joseph's Catholic Primary School

- (1) Members of the Budget IMG were updated on the latest situation regarding the development at Aylesham village, noting that the County Council had originally requested a £5.2million contribution from the developer, and £1.3million had been offered.
- (2) Mrs Thistlewood explained that officers had been working on more innovative and cost effective solutions to deliver a sustainable community at Aylesham village. Emphasis was being placed on using existing buildings more effectively and where appropriate for multiple purposes
- (3) Mr Manning queried the Highways revenue implications. Officers explained that the highways infrastructure would have to be in place for the development to proceed although at the current time the figures were not available from the Highways department.

- (4) In response to concerns about the original level of contributions sought from the developer by the County Council Mr Campion explained that a mathematical exercise provided the contribution levels based on the total number of units in the development, but the Council was now looking in more detail at the service provision required and the needs of the community. The Total Place initiative encouraged authorities to look at how buildings could be used more effectively for less cost and the Council was working with service providers to ensure that a sustainable solution could be found, which also allowed the S. 106 agreement to be concluded.
- (5) The Budget IMG raised concerns that discussions about the size of the contribution being sought by KCC and the way in which the additional services required could be provided in a more cost-effective way should have been held earlier and that further discussions should now be held with all the relevant parties.
- (6) The Cabinet Member raised concerns that in granting planning permission without ensuring a full contribution from the developers Dover District Council had created a difficult scenario for the county bearing in mind the potential size of the development. There were established criteria for developer contributions which needed to be addressed in such cases. It was essential that districts did work closely with county on such issues.
- (7) The Chairman of the Budget IMG explained that the concern of the group was that this development could not place additional pressure on KCC's budget. Ms McMullan explained that it was a case of risk management and it would be beneficial for a further group, involving all the relevant parties, to meet.
- (8) In response about the timetable from Mr Chittenden, officers explained that the development was due to have started by March 2010.
- (9) Members of the Budget IMG:
 - a. Thanked Mr Manion, Mrs Cooper, Mr Smith, Mr Campion and Mrs Thistlewood for attending the meeting and answering Members' questions
 - b. Asked that officers report back to the next meeting on 7 January 2010.
 - c. Request that the relevant Cabinet Members ensure that cross directorate discussions take place, including:
 - i. A review of the protocols between the County and Districts
 - ii. A review of the formula to determine contributions requested

POST MEETING NOTE: the Chairman and Vice-Chairmen of the Budget IMG ask that the issues and concerns raised regarding future developments, the protocols between the County and Districts and the formula used to determine contributions requested be reviewed by the Scrutiny Board.

3. Update on Icelandic Deposits

- (1) The Cabinet Member explained that overall there was optimism about the progress made on recovering money deposited in 3 Icelandic owned banks. He was pleased to report that there had not been any effect on front line services.
- (2) It was expected that the recovery process would be largely complete by 2011.
- (3) The Budget IMG noted the report and recognised the efforts of the officers concerned and their reaction to the recovery process.

4. Quarterly Monitoring Report

- (1) There had been positive movement in the revenue position of the Council. A major risk had been identified within Kent Adult Social Services and these were further cases of Ordinary Residence which could have a significant impact on the financial position. There was a need to lobby the Government and talk with other local authorities about this issue.
- (2) A £6million settlement had been reached regarding the Turner project, this would be repaid into reserves so had no impact on the outturn for 2009-10.
- (3) There was the continuing pressure on the fostering, adoption and residential care services within the Children, Families and Education department.
- (4) Asylum continued to be a pressure, currently £3.808million and discussions were ongoing regarding the recovery of this funding.
- (5) In response to a query from Mr Chittenden about the capital variances within the Environment, Highways and Waste directorate, officers explained that this related to the re-phasing of Highways projects; future projects could be brought forward if funding was available from other projects which might have slipped.

(6) Of the difference between the pressures and the underspends within the report approximately £6million related to the schools drawdown and £4million were asylum costs.

(7) Members of the Budget IMG noted the Quarterly Monitoring Report

5. Dates of 2010 meetings

(1) Members of the Budget IMG noted the dates of the meetings during 2010.

By: Peter Sass: Head of Democratic Services and Local Leadership

To: Cabinet Scrutiny Committee – 9 December 2009

Subject: Strategic Head Quarters Reception Facilities

1. Background

- a. The Chairman and Vice-Chairmen of the Cabinet Scrutiny Committee raised concerns about a proposal to close the Reception facilities at Invicta House, Cantium House and Brenchley House in Maidstone.
- b. The reason for this proposed change is primarily based around the availability of nearby Gateways in locations that are at least as convenient to the majority of service users as the office receptions they will effectively replace.
- c. Currently there are four buildings that make up the Strategic Head Quarters Cluster in Maidstone. These are Sessions House, Invicta House, Brenchley House and Cantium House. Within each of these building Kent Facilities Management provide a reception service mainly centred on meeting & directing visitors where members of the public come to Head Quarters it is primarily to Sessions House for planned meetings and appointments.
- d. The remaining services carried out within the three buildings where reception closure has been requested, will be split between the occupants of the buildings, Sessions House reception, Maidstone Gateway and the KCC Contact Centre.
- e. Appendix 1 shows the total number of visitors to each reception facility for 2008 and 2009. The figures are not broken down into public visitors and staff visitors and it is expected that, with the exception of Sessions House, the majority of these visitors are staff, officers from partner agencies and contractors.

2. Recommendation

Members may:

- a. Comment to the Chief Executive and the relevant Managing Director
- b. Report to the Council
- c. Refer any issues arising from its debate for consideration by a Policy Overview and Scrutiny Committee or the Cabinet

Contact: Anna Taylor Tel: 01622 694764

This page is intentionally left blank

Sessions House		Invicta House		Brenchley House	
Week	Number	Week	Number	Week	Number
31 Dec 07–06 Jan 08	450	31 Dec 07-06 Jan 08	61	31 Dec 07–06 Jan 08	180
07 – 13 January	1110	07 – 13 January	501	07 – 13 January	197
14 – 20 January	1331	14 – 20 January	390	14 – 20 January	122
21 – 27 January	1470	21 – 27 January	307	21 – 27 January	180
28 Jan – 03 Feb	1420	28 Jan – 03 Feb	310	28 Jan – 03 Feb	173
04 – 10 February	1379	04 – 10 February	521	04 – 10 February	147
11 – 17 February	1327	11 – 17 February	322	11 – 17 February	134
18 – 24 February	1010	18 – 24 February	345	18 – 24 February	219
25 Feb – 02 March	1099	25 Feb – 02 March	360	25 Feb – 02 March	305
03 - 09 March	1358	03 –09 March	245	03 – 09 March	270
10 – 16 March	1517	10 – 16 March	478	10 – 16 March	261
17 – 23 March	1090	17 – 23 March	240	17 – 23 March	270
24 Mar – 30 Mar	1083	24 Mar – 30 Mar	280	24 Mar – 30 Mar	274
31 Mar – 06 April	1090	31 Mar – 06 April	320	31 Mar – 06 April	261
07 – 13 April	1220	07 – 13 April	305	07 – 13 April	200
14 – 20 April	1168	14 – 20 April	370	14 – 20 April	260
21– 27 April	1150	21 – 27 April	325	21 – 27 April	225
28 April – 04 May	1330	28 April – 04 May	280	28 April – 04 May	206
05 – 11 May	1280	05 - 11 May	323	05 – 11 May	220
12 – 18 May	1243	12 – 18 May	440	12 – 18 May	210
19 – 25 May	1275	19 – 25 May	294	19 – 25 May	187
26 May – 01 June	1195	26 May – 01 June	320	26 May – 01 June	285
02 – 08 June	1111	02 – 08 June	424	02 – 08 June	256
09 – 15 June	1109	09 – 15 June	467	09 – 15 June	209
16 – 22 June	1140	16 – 22 June	389	16 – 22 June	240
23 - 29 June	1081	23 – 29 June	442	23 – 29 June	221
30 June - 06 July	1050	30 June – 06 July	330	30 June - 06 July	220
07 – 13 July	1180	07 – 13 July	250	07 – 13 July	240
14 – 20 July	1350	14 – 20 July	405	14 – 20 July	210
21 – 27 July	1170	21 – 27 July	380	21 - 27 July	222
28 July – 03 Aug	1087	28 July – 03 Aug	390	28 July – 03 Aug	180
04 – 10 August	1080	04 – 10 August	288	04 – 10 August	210
11 – 17 August	960	11 – 17 August	370	11 – 17 August	102
18 –24 August	835	18 – 24 August	248	18 – 24 August	156
25 – 31 August	877	25 –31 August	265	25 – 31 August	206
01 Sept – 07 Sept	1090	01 Sept – 07 Sept	422	01 Sept – 7 Sept	106
08 – 14 September	1007	08 –14 September	360	08 –14 September	105
15 – 21 September	1125	15– 21 September	440	15 – 21 September	100
22 –28 September	1052	22 – 28 September	555	22 – 28 September	125
29 Sept – 05 Oct	1227	29 Sept – 05 Oct	314	29 Sept – 05 Oct	90
06 - 12 October	1134	06 – 12 October	303	06 –12 October	91
13 – 19 October	1138	13 – 19 October	335	13 – 19 October	103
20 – 26 October	1090	20 – 26 October	294	20 – 26 October	128
27 Oct – 02 Nov	1156	27 Oct – 02 Nov	281	27 Oct – 02 Nov	160
03 Nov – 09 Nov	1409	03 Nov – 09 Nov	350	03 Nov – 09 Nov	130
10 – 16 November	1387	10 – 16 November	335	10 – 16 November	122
17 –23 November	1168	17 – 23 November	380	17 –23 November	175
24 –30 November	1351	24 – 30 November	365	24– 30 November	114
01 Dec – 07 Dec	1101	01 Dec – 07 Dec	445	01 Dec – 07 Dec	92
08 –14 December	1350	08 –14 December	520	08 – 14 December	133
15 – 21 December	1238	15 –21 December	265	15 – 21 December	130
22 – 28 December	419	22 – 28 December	210	22 – 28 December	10
29 Dec – 04 Jan 09	310	29 Dec – 04 Jan 09	40	29 Dec – 04 Jan 09	9
	60377		18199		9381
Grand Total	87957				

This page is intentionally left blank

Number of Visitors to Receptions

	Sessions House	Invicta House	Brenchley House	Cantium House
Week	Number	Number	Number	Number
05 –11 January	1162	245	220	
12 – 18 January	1200	320	135	
19 – 25 January	1015	600	130	
26 Jan - 01 Feb	1035	259	180	
02 – 08 February	1195	214	167	
09 - 15 February	1098	423	140	
16 – 22 February	1120	294	105	
23 Feb – 01 March	1160	469	145	
02 - 08 March	1250	480	145	43
09 - 15 March	1380	393	280	40
16 - 22 March	1510	293	120	43
23 – 29 March	1335	405	194	23
30 Mar – 05 April	1189	430	75	47
06 - 12 April	950	165	62	20
13 - 19 April	918	307	69	35
20 - 26 April	1110	378	133	68
27 April – 03 May	1439	420	110	50
04 - 10 May	1039	257	100	50
11 - 17 May	1395	322	121	55
18 – 24 May	1118	420	133	64
25 - 31 May	796	197	70	38
01 June – 07 June	1105	335	114	39
08 - 14 June	935	520	120	52
15 - 21 June	1440	268	114	46
22 - 28 June	900	340	160	57
29 June – 05 July	1024	290	198	27
06 - 12 July	1190	234	130	38
13 - 19 July	1110	213	89	35
20 - 26 July	1020	350	125	54
27 July – 02 Aug	787	230	100	52
03 - 09 August	840	267	120	33
10 - 16 August	820	246	91	36
17 - 23 August	832	275	106	37
24 – 30 August	686	205	92	60
31 Aug – 06 Sep	925	380	83	36
07 - 13 September	1010	308	84	50
14 - 20 September	870	310	114	63
21 – 27 September	1020	340	89	65
28 Sept – 04 Oct	1081	405	85	59
05 - 11 October	1205	470	80	54
12 - 18 October	1345	293	72	72
19 - 25 October	1026	450	185	75
26 Oct – 01 Nov	1048	400	80	44
02 - 08 November	1397	450	125	38
09 - 15 November	920	401	110	67
16 - 22 November	1447	335		62
23 - 29 November				
30 Nov – 06 Dec				
07 - 13 December				
14 - 20 December				
21 - 27 December				
28 Dec – 03 Jan 09				
	50397	15606	5500	1827
Grand Total	71503	+Cantium 73330		

This page is intentionally left blank

By: Peter Sass: Head of Democratic Services and Local Leadership

To: Cabinet Scrutiny Committee – 9 December 2009

Subject: Kent Design Guide: Parking Consultation

1. Background

- a. The Chairman and Vice-Chairmen of the Cabinet Scrutiny Committee raised concerns about the consultation undertaken at the time that the Quality Audit and Residential Parking Interim Guidance Notes, adopted by KCC, were recommended for adoption by Kent's District Councils.
- b. The following documents are contained within the appendices to this covering report:

Appendix 1 - The decision notice which was signed by the Cabinet Members in May 2009

Appendix 2 - The report which recommended that the Quality Audit and Residential Parking Interim Guidance Notes be approved for adoption by Kent County Council and for recommendation for adoption by Kent's District Councils

Appendix 3 - The report to the Kent Planning Officers' Group in October 2008 on the consultation responses to the Kent Design Guide Review; the consultation process is set out in that report.

Appendix 4 – The full list of consultees

2. Recommendation

The Cabinet Scrutiny Committee may resolve:

- a. to make no comments
- b. to express comments to the relevant Cabinet Member
- c. to refer any issues arising from its debate for consideration by the Scrutiny Board or the relevant Policy Overview and Scrutiny Committee or the Cabinet.

Contact: Anna Taylor Tel: 01622 694764

This page is intentionally left blank

KENT COUNTY COUNCIL - RECORD OF DECISION

DECISION TAKEN BY

**Keith Ferrin, MBE, Cabinet Member for Environment,
Highways and Waste**
Kevin Lynes, Cabinet Member for Regeneration

DECISION NO.

09/01276

If decision is likely to disclose exempt information please specify the relevant paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972

Subject:

Kent Design Guide – Interim Guidance Notes prepared as a response to the publication of Manual for Streets and Planning Policy Statement PPS3: Housing.

Decision:

We agree that:

- (i) The Quality Audit (1) and Residential Parking (3) Interim Guidance Notes adopted (for development control and forward planning purposes) by Kent County Council and are recommended for adoption by Kent's District Councils.
- (ii) The Visibility (2) Interim Guidance Note noted as reflecting updated national guidance on the subject, superseding the values shown in the Kent Design Guide.

Any Interest Declared when the Decision was Taken

none

Reason(s) for decision, including alternatives considered and any additional information

- (i) The three Interim Guidance Notes are needed to reflect changes in national guidance since the Kent Design Guide was published in 2005;
- (ii) A thorough consultation has been undertaken using the Kent Design Initiative network. Representations have been embraced where appropriate; and
- (iii) The Notes have been approved by the Kent Planning Officers Group as updates to the Kent Design Guide and, in the case of Residential Parking, also as an appropriate response to Planning Policy Statement PPS3: Housing.

Background Documents:

Interim Guidance Notes 1, 2 & 3

Manual for Streets (Department for Transport, Communities and Local Government & Welsh Assembly Government, March 2007)

Planning Policy Statement PPS3: Housing (Communities & Local Government, November 2006)

.....
signed Kat F

.....
date 8 May 09

FOR LEGAL AND DEMOCRATIC SERVICES USE ONLY

Decision Referred to Cabinet Scrutiny			
YES		NO	

Cabinet Scrutiny Decision to Refer Back for Reconsideration			
YES		NO	

Reconsideration Record Sheet Issued			
YES		NO	

Reconsideration of Decision Published			

KENT COUNTY COUNCIL - RECORD OF DECISION

DECISION TAKEN BY

**Keith Ferrin, MBE, Cabinet Member for Environment,
Highways and Waste**

Kevin Lynes, Cabinet Member for Regeneration

DECISION NO.

09/01276

If decision is likely to disclose exempt information please specify the relevant paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972

Subject:

Kent Design Guide – Interim Guidance Notes prepared as a response to the publication of Manual for Streets and Planning Policy Statement PPS3: Housing.

Decision:

We agree that:

- (i) The Quality Audit (1) and Residential Parking (3) Interim Guidance Notes adopted (for development control and forward planning purposes) by Kent County Council and are recommended for adoption by Kent's District Councils.
- (ii) The Visibility (2) Interim Guidance Note noted as reflecting updated national guidance on the subject, superseding the values shown in the Kent Design Guide.

Any Interest Declared when the Decision was Taken

none

Reason(s) for decision, including alternatives considered and any additional information

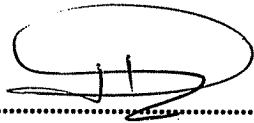
- (i) The three Interim Guidance Notes are needed to reflect changes in national guidance since the Kent Design Guide was published in 2005;
- (ii) A thorough consultation has been undertaken using the Kent Design Initiative network. Representations have been embraced where appropriate; and
- (iii) The Notes have been approved by the Kent Planning Officers Group as updates to the Kent Design Guide and, in the case of Residential Parking, also as an appropriate response to Planning Policy Statement PPS3: Housing.

Background Documents:

Interim Guidance Notes 1, 2 & 3

Manual for Streets (Department for Transport, Communities and Local Government & Welsh Assembly Government, March 2007)

Planning Policy Statement PPS3: Housing (Communities & Local Government, November 2006)



12 May 2009

.....
signed

.....
date

FOR LEGAL AND DEMOCRATIC SERVICES USE ONLY

Decision Referred to Cabinet Scrutiny			
YES		NO	

Cabinet Scrutiny Decision to Refer Back for Reconsideration			
YES		NO	

Reconsideration Record Sheet Issued			
YES		NO	

Reconsideration of Decision Published			

By: Caroline Bruce - Interim Director of Kent Highway Services.

To: Keith Ferrin, MBE, Cabinet Member for Environment, Highways and Waste
Kevin Lynes, Cabinet Member for Regeneration and Supporting Independence

Subject: Kent Design Guide – Interim Guidance Notes prepared as a response to the publication of Manual for Streets and Planning Policy Statement PPS3: Housing.

Classification: Unrestricted.

Summary: The publication of national guidance on the planning, design and maintenance of new residential streets and spaces, Manual for Streets, and the Planning Policy Statement in respect of Housing, PPS3, have necessitated a review of the Kent Design Guide and the residential element of Kent and Medway Structure Plan Supplementary Planning Guidance on Vehicle Parking Standards (SPG4).

Three Interim Guidance Notes have been prepared:

1. Quality Audits – how development partners should work together to achieve design excellence.
2. “Visibility” – new guidance on sight lines for drivers at junctions and along streets.
3. Residential Parking – planning for adequate and properly laid out parking in residential developments.

These Interim Guidance Notes have been the subject of consultation through the Kent Design Initiative network and have been approved by the Kent Planning Officers Group for use by Medway Council, Kent’s District Councils and Kent County Council (including Kent Highway Services). The “Visibility” Note interprets national guidance and is already in use. However, adoption of the Quality Audit and Residential Parking Notes by Kent County Council will represent a strong recommendation to its Kent Design partners that the Notes should be adopted for Development Control purposes.

This report therefore **Seeks Approval**, through the appropriate Cabinet Members, and therefore adoption for development control and development planning purposes, of Interim Guidance Notes 1 and 3 and **Informs** Members of Interim Guidance Note 2, which supersedes particular guidance contained in the Kent Design Guide.

Introduction

1. (1) The publication of Manual for Streets (Department for Transport, Communities and Local Government & Welsh Assembly Government, March 2007) has necessitated a review of the Kent Design Guide. Furthermore, the publication of Planning Policy Statement PPS3: Housing (Communities & Local Government, November 2006) heralded a shift in guidance concerning residential parking 'standards' such that local planning authorities are required to produce residential parking policies for their areas. Kent's District Councils asked Kent Highway Services to use its considerable knowledge and growing evidence base on this subject to produce a response to PPS3.

(2) CABE Space facilitated an external review of the Kent Design Guide that gave it a relatively clean bill of health. However, the visibility guidance in the Guide has been superseded, the Quality Audit 'concept to completion' process needs to be enlarged upon and the guidance in respect of residential parking needs to be emphasised. The latter also satisfies the need to replace the residential parking element of Kent and Medway Structure Plan Supplementary Planning Guidance SPG4 (Vehicle Parking Standards) to accord with PPS3.

(3) The Kent Planning Officers Group (KPOG), as 'client' for the Kent Design Initiative, has overseen preparation of and consultation on the resulting Interim Guidance Notes. They have been approved by KPOG and are to be offered for adoption, for Development Control purposes, by Medway Council and Kent's District Councils. Formal approval by Kent County Council will encourage such adoption.

Interim Guidance Note 1 – Quality Audits

2. (1) The Kent Design Guide promotes collaborative working ("the Development Team approach") on all developments involving the creation of new streets and places. Manual for Streets develops this idea into Quality Audits. These enable the Development Team to balance a range of complimentary and competing factors to arrive at the best overall development.

(2) The Quality Audit Note establishes the way that Quality Audits should work, with reference to the Building for Life standard that is being recommended for use by all those involved in designing, assessing and building new housing.

(3) The Note also draws upon survey work conducted by Kent Highway Services, in conjunction with the Kent Design Initiative, into residents' views on recently completed developments.

Interim Guidance Note 2 – "Visibility"

3. (1) The 'visibility standards' contained in the Kent Design Guide have been superseded by the guidance contained in Manual for Streets. The Interim Guidance Note explains the changes and relates them to good design.

Interim Guidance Note 3 – Residential Parking

4. (1) Parking is by far the biggest cause of dissatisfaction among residents of recently completed developments. In spite of the guidance contained in the Kent Design Guide, discredited ideologies on the location, design and number

of spaces are still being imposed. PPS3 seeks a design-led approach that takes account of expected levels of car ownership, having regard for the most efficient use of land and assisting with demand management at appropriate locations.

(2) The Interim Guidance Note draws on national guidance on the design of and appropriate amounts of parking, interpreting both through the substantial evidence base gathered from residents in recently completed developments. It satisfies the aims of PPS3, offering development partners and elected members an opportunity to design, approve and build streets and places in which parking will not cause neighbour disputes, inconvenience to pedestrians and danger (perceived and actual) to all users.

(3) Two aspects of the Note which may prove to be controversial are worth highlighting. Firstly, the growing evidence base shows that only about half of garages provided as part of the parking provision are used for that purpose, even when non-use results in inappropriate parking. The Interim Guidance Note recommends that where there are no on-street parking controls, garages should be additional to the appropriate amount of parking for vehicles. Secondly, where there are no on-street controls, the recommended amounts of parking are expressed as "minimum". False limitations on amounts of parking have resulted in problems for residents, and have not always been in the interests of good design.

Training and Awareness-Raising

5. (1) It is important that new and updated guidance should be made known to all those who are expected to use it. Furthermore, training is often needed to help practitioners make use of new approaches to their work.

(2) The Interim Guidance Notes will be the subject of training and awareness-raising within Kent Highway Services and among Kent's District Councils as part of the ongoing partnership aimed at delivering design excellence and Putting Kent First. They will also figure in training that is being formulated by the Kent Design Initiative.

Implications

6. (1) The preparation of the Interim Guidance Notes, their adaptation for inclusion on the Kent Design Guide website and the training and awareness-raising necessary to bring them into widespread use are part of the work of the Kent Design Initiative. No additional resources are needed.

(2) The Interim Guidance Notes satisfy the requirements of updating the Kent Design Guide to bring it in line with Manual for Streets and provide an evidence based response to PPS3. They maintain and enhance the Kent Design Initiative's commitment to design excellence.

Views of the Highways Advisory Board

7. At its meeting on 6 January 2009 the Highways Advisory Board:-

(a) agreed that the Cabinet Member for Environment, Highways and Waste and the Cabinet Member for Regeneration and Supporting Independence be informed that :

(i) the three Interim Guidance Notes are needed to reflect changes in national guidance since the Kent Design Guide was published in 2005;

- (ii) a thorough consultation has been undertaken using the Kent Design Initiative network. Representations have been embraced where appropriate; and
 - (iii) the Notes have been approved by the Kent Planning Officers Group as updates to the Kent Design Guide and, in the case of Residential Parking, also as an appropriate response to Planning Policy Statement PPS3: Housing.
- (b) supported the proposal for recommendation to the Cabinet Member for Environment, Highways and Waste and the Cabinet Member for Regeneration and Supporting Independence as set out in paragraph 8 below; and
- (c) noted the “Visibility” Interim Guidance Note, which updates guidance contained in the Kent Design Guide.

Recommendation

8. THE CABINET MEMBER FOR ENVIRONMENT, HIGHWAYS AND WASTE AND THE CABINET MEMBER FOR REGENERATION AND SUPPORTING INDEPENDENCE are asked to AGREE –

That the Quality Audit and Residential Parking Interim Guidance Notes is approved for adoption by Kent County Council and for recommendation for adoption by Kent’s District Councils.

Author Contact Details

Bob White

Transport & Development Business Manager

Kent Highway Services

✉ bob.white@kent.gov.uk

☎ 0771 545 5956



Kent Design Guide Review: Interim Guidance Notes

CONSULTATION RESPONSES

Report to the Kent Planning Officers' Group by Bob White
24 October 2008



INTRODUCTION

Publication of Manual for Streets (Department for Transport etc. 2007) has necessitated a review of the Kent Design Guide. Furthermore, publication of Planning Policy Statement PPS3: Housing (Communities & Local Government 2006) heralded a shift in guidance concerning residential parking 'standards' such that local planning authorities are required to produce residential parking policies for their areas.

Three draft Interim Guidance Notes have been prepared by Kent Highway Services on behalf of the Kent Design Initiative, and in liaison with Kent's district councils, as a response to the challenges described above. This report describes the consultation process that has been undertaken in respect of the Notes and lists the responses received, along with recommended actions.

THE CONSULTATION

The draft Interim Guidance Notes were sent to 87 consultees on the Kent Design Initiative database, having regard for their relationship to the Kent Design Guide and the need to follow an appropriate consultation process. In addition, relevant officers within Kent Highway Services and district councils were invited to comment. A six week consultation period commenced in the first week of August 2008. Several responses were received after the closing date, but have been included.

A questionnaire was sent to seek specific responses in relation to the content of each Note. Consultees were invited to make additional comments as appropriate.

Nine separate consultees responded. Their comments are listed below. Where "none" appears under "Issues Raised" it means that the questionnaire was completed such as to support the Note without additional comments being made.

The Kent Design Initiative, along with Kent Highway Services, is grateful to all those who responded and those who considered the Interim Guidance Notes but chose not to comment.

1. QUALITY AUDITS

RESPONDENT	ISSUES RAISED	COMMENTS/ACTIONS
Bovis Homes	Residents' survey results and Stage 4 Road Safety Audits should not be used to seek developer funded alterations to approved schemes, unless significant Health & Safety issues are raised in the former. Who will be responsible for including Design and Access Statements and Quality Audits in residents' Welcome Packs?	Agreed. This is suggested as a way of improving Welcome Packs provided by developers.
Lee Evans Partnership	None.	
Canterbury City Council	There is a lot of jargon. Quality Audits should be given weight over Road Safety Audits. Conservation and Heritage areas need special attention (see existing protocol). Detailed comments about improving guidance on refuse collection and storage.	Text will be reviewed. RSAs inform QAs but do not have greater weight than other aspects. QAs will take into account any special characteristics of sites. Existing guidance will be reviewed and, if necessary, the best way of improving it will be considered.
Royal Tunbridge Wells Borough Council	What is the trigger for using the Development Team approach? District Conservation Officers should be involved in appropriate cases. Do Development Planning Engineers have the necessary urban design skills?	Although the size of the DT may vary according to the size of the development, the approach should be applied to all proposals for new streets/places. Agreed. The LPA Case Officer should assess who needs to be involved. Training and skills sharing will accompany the adoption of this Guidance by KHS. The Kent Design Initiative is likely to organise joint training events.
Jamie Hare, Agreements Team Leader (KHS)	Which engineers have the skills and experience to train others?	Kent Highway Services, in consultation with LPAs, will identify relevant engineers.

/cont...

WSP Group	Good communication and cooperation among all parties are needed, as is flexibility on the part of KHS.	Agreed.
Dartford Borough Council	Who leads Quality Audit process, especially if a Development Team is not in place? Formalising and documenting process will improve on existing approach. Reference should be made to Design and Access Statements, which normally identify relevant issues.	The LPA Case Officer will normally lead the QA process. Comment welcomed. Agreed – see mention in connection with Welcome Packs.
Shepway District Council	What size of developments is envisaged? Involvement of more parties may be impractical.	All 'placemaking' proposals should be subject to approach, but with flexible use to meet time constraints.
Barton Willmore & Odyssey Consulting Engineers	More information about the surveys is needed. How do Quality Audits relate to Design & Access (D&A) Statements? Procedure for Quality Audits is not clearly set out. Relationship between LPA Case Officer and Development Team, including responsibility for making recommendation, needs to be clarified. Criteria for use of Development Team needed. Historically, some Development Planning Engineers seek changes at adoption stage. Timing of Quality Audits must assist with timely determination of applications – need to include pre-planning stage in checklist. D&A Statements often lengthy – better to include web link in Welcome Pack.	More information will be released soon. D&A Statements will inform QAs. Principles are more important than procedures. LPA Case Officer retains responsibility, but DT will be a significant 'consultee'. DT principles needed for all proposals with placemaking content, but approach remains flexible. The aim is to eradicate unreasonable post-planning changes. Agreed. Agreed.

/cont...

/cont...

2. VISIBILITY

RESPONDENT	ISSUES RAISED	COMMENTS/ACTIONS
Bovis Homes	None.	
Lee Evans Partnership	None.	
Canterbury City Council	Concern that Guidance Table could become <u>the</u> standard.	Using the Development Team approach (see Quality Audits), discussion of all relevant issues will occur. If there is a good reason for departing from the Table it will be identified and recorded.
Royal Tunbridge Wells Borough Council	Need to arrange workshop for all relevant practitioners to discuss flexible approach and prepare to monitor implementation.	Agreed. Visibility will figure in the proposed training/skills sharing sessions.
Jamie Hare, Agreements Team Leader (KHS)	Should the reduction in skid resistance over time be considered?	This will figure in the assessment of risks associated with using lesser distances.
WSP Group	Approach should apply in all cases where 85 th percentile speeds are 37mph and below. Above this, a higher driver perception/reaction time is suggested for County road situations, leaving DMRB standards for trunk roads and the like. Flexible application of splays according to site specific circumstances should be encouraged.	Agreed – Note has been amended. Such flexibility will be encouraged.
Dartford Borough Council	None.	
Barton Willmore & Odyssey Consulting Engineers	Guidance on SSD at private drives and uncontrolled pedestrian/cycle crossings needed. Speed measurements should be taken at all sites on existing 30 mph streets. MfS table goes up to 37 mph. It is hoped that the IGN will reduce inconsistencies among KHS engineers.	There is no good reason for recommending different values. May be unnecessarily onerous, but if actual speeds are lower than 30 mph there may be design benefits. Checklist will be amended. Agreed. Agreed.

/cont...

/cont...

3. RESIDENTIAL PARKING

RESPONDENT	ISSUES RAISED	COMMENTS/ACTIONS
Bovis Homes	None.	
Lee Evans Partnership	None.	
Canterbury City Council	None.	
Royal Tunbridge Wells Borough Council	Concerned that town centre maximum could be used to thwart good design. Need to encourage zero parking in appropriate circumstances.	Text to be reviewed to ensure that town centre constraints and opportunities for the most efficient use of land are clear.
WSP Group	Detailed concerns about the possibility of inflexible application, and references to departures from the DCLG Research Report methodology and MfS comments on garages.	The growing evidence base challenges the DCLG Research Report methodology while highlighting serious problems associated with under-providing in the absence of effective controls. With good design as the highest priority, the Guidance offers a relatively simple but also realistic approach to avoiding such problems in the future.
Dartford Borough Council	Concern about how Interim Guidance Notes will be adopted. In particular, weight of IGNs against adopted Supplementary Planning Guidance that has been through full consultation.	This is under investigation, but initial view is that early adoption for development control purposes may be possible. KHS will adopt agreed guidance immediately.
Shepway District Council	Councillors will resist any further reduction in parking requirements. Existing parking problems need to be acknowledged. Welcome change to minimum standards for some locations. Impractical to go through checklist for some applications.	The guidance should not lead to reductions where such would cause problems. Existing problems are informing the approach. This is one way of avoiding historic problems. Agreed – principles and not detail will apply to minor applications.

/cont...

/cont...

<p>Barton Willmore & Odyssey Consulting Engineers</p>	<p>More information about the surveys is needed. Approach isn't flexible enough.</p> <p>Influences of location and tenure are not properly discussed. 'Minimum standards' questioned in light of sustainability and efficient use of land, and PPG13 Section 49 & 51. How will LPAs define zones used in Guidance Table? Checklist needs to allow for all influences on parking demand – additional bullet point suggested. Need to enlarge upon allocation/non-allocation.</p> <p>Separate section on affordable housing needed. Car ports/barns as alternative to garages.</p>	<p>More information will be released soon. There is plenty of flexibility, but designers must avoid repeating past mistakes. Agreed regarding retirement properties, but not regarding affordable housing. PPS3 is subsequent to PPG13 and seeks to address problems that are very evident in survey results. This can be done in liaison with KHS and districts' own Parking Services. Influences without controls may reduce use but not necessarily ownership.</p> <p>Agreed. The CLG Report favours non-allocation but the market still seems to favour allocation. There is no tangible benefit in enlarging upon this. See Note in Guidance Table.</p>
---	--	--

The most recent 'evidence base' tables for residential parking are included at Appendices A & B

/cont...

/cont...

THE SURVEYS

The Residents' Surveys referred to in the Quality Audits and Residential Parking Interim Guidance Notes were commenced in August 2007 and now embrace over 1,400 responses from about 60 sites representing all of Kent's district council areas. The methodology and substantial outputs will be the subject of separate reporting. The evidence base for Residential Parking is the subject of liaison with others working in this field at county and national levels.

It is intended that all sites will be subject to such surveys upon reaching substantial completion. This will ensure that the evidence base is developed and refreshed, and that the quality of new developments is the subject of ongoing assessment and continuous improvement.

PURPOSE AND ADOPTION

IGN 1 – QUALITY AUDITS

This Note enlarges upon the Development Team approach advocated by the Kent Design Guide. Once approved, it will be adopted by Kent Highway Services. Adoption for Development Control purposes by district councils would strengthen its use.

IGN 2 – “VISIBILITY”

Primarily for designers and KHS Development Planning Engineers, this Note aligns the Kent Design Guide with national guidance on stopping sight distances. Its contents are already in use elsewhere and adoption for Development Control purposes should not be contentious.

IGN 3 – RESIDENTIAL PARKING

There is an urgent need to respond to PPS3 for Development Control purposes while informing the preparation of residential parking policies for Local Development Frameworks. This is an evidence based approach which has full regard for national guidance. All those involved in the development process will benefit from using it.

/cont...

/cont...

RECOMMENDATIONS

It is recommended that

- A. The revised “Visibility” Note is approved for immediate use by designers and Kent Highway Services. It will be circulated to the original Kent Design Initiative consultees, along with all relevant development partners.
- B. The Quality Audits and Residential Parking Notes should be revised to reflect certain consultation responses and circulated for further consideration, having regard for the fact that much of their content reflects national guidance and can be used immediately.
- C. Advice be sought concerning how the Notes can be adopted as interim amendments to the Kent Design Guide and to the Residential Parking standards in the Kent & Medway Structure Plan Supplementary Planning Guidance.

CONCLUSIONS

The Kent Design Initiative and Kent Highway Services are grateful for the constructive responses listed above. Furthermore, consideration will be given to whether job titles and their acronyms can be simplified, reflecting a comment made about presentation. It has been suggested that policy and procedure could be separated more clearly; the text will be reviewed in the light of this.

The consultation exercise has largely lent support to the Interim Guidance Notes. Minor amendments will be made, along with inclusion of the latest results from the residents’ surveys. A further period of consultation will follow prior to adoption by Kent Highway Services, Kent Design and, it is hoped, district councils, using the appropriate adoption mechanisms. Medway Council may wish to adapt the Notes for its own purposes, given their relationship to the Kent Design Guide.

The Interim Guidance Notes represent the Kent Design Initiative’s response to Manual for Streets, pending preparation for consultation of a review of the Kent Design Guide itself. It is likely that such a review will endorse the Guide’s overall approach, but amend specific areas of technical guidance and terminology to bring it in line with recent research and current thinking.

RESIDENTS' SURVEYS: PARKING (ASHFORD – GRAVESHAM)

DISTRICT Development	PARKING RATING (Note 1)	PARKING PROBLEMS (Note 2)	VEHICLES PER UNIT	2001 CENSUS VEHICLES PER UNIT	GARAGE USED FOR PARKING	COMMENTS
ASHFORD						
Highland Park (part)*	-76%	+79%	1.40	1.36	59%	Need to check for covenants/agreements re parking
Orlestone View	-57%	+52%	1.38	1.73	43%	
Sir John Fogge Avenue	-43%	+30%	1.61	1.40	53%	
CANTERBURY						
Aurelie Way	+15%	-54%	1.46	1.35	25%	
Barnes Way	-40%	+28%	1.56	1.39	33%	
Blackberry Way	+60%	-60%	1.75	1.39	33%	
Canterbury Fields	+15%	-10%	1.48	1.49	50%	
Chartham Heights (V Core)	+12%	-8%	1.68	1.65	51%	
Eversleigh Rise	+16%	-18%	1.50	1.35	37%	
Gilbert Way	+10%	+14%	1.33	1.21	45%	
Scott Ave & Birch Rd	+45%	-27%	1.27	1.21	50%	Design led approach to parking, including on-street
Wallis Court	-63%	+75%	1.63	1.39	(0%)	Parking problems relate primarily to nearby school
West of Hersden	-21%	+29%	1.51	1.62	42%	Village extension in mainly rural ward
DARTFORD						
Bexley Park (part)	-21%	+26%	2.08	1.56	56%	
Palladian Circus*	-29%	+43%	1.52	1.50	50%	
Waterstone Park (part)*	-39%	+50%	1.41	1.50	47%	
DOVER						
Sandwich Road, Ash	-44%	+31%	1.78	1.35	41%	
GRAVESHAM						
Fenners Marsh*	+13%	-7%	1.33	1.11	67%	
Kendall Gardens	+7%	+29%	1.14	1.25	(50%)	
Rosherville Way (part)	+9%	-6%	1.72	1.25	62%	
<i>Admirals Way**</i>	n/a	+22%	1.09	<i>0.78</i>	n/a	
<i>Baltic Wharf**</i>	n/a	+90%	1.05	<i>0.84</i>	n/a	n/aClose to town centre
<i>Covesfield*</i>	n/a	-42%	1.33	1.25		

CENSUS data is average for owner-occupied houses except those in italics, which is average for owner-occupied flats.

* Developments with a significant proportion of flats, for which average vehicle ownership rates are lower.

** Developments with flats only.

Note 1 (“GOOD” + “VERY GOOD”) – (“POOR” + “VERY POOR”)

Note 2 “YES” – “NO”

RESIDENTS' SURVEYS: PARKING (MAIDSTONE – TONBRIDGE & MALLING)

DISTRICT Development	PARKING RATING	PARKING PROBLEMS	VEHICLES PER UNIT	2001 CENSUS VEHICLES PER UNIT	GARAGE USED FOR PARKING	COMMENTS
MAIDSTONE						
Edelin Road*	-85%	+85%	1.46	1.51	(25%)	25% of properties not occupied at time of survey
Shaw Close	-76%	+76%	1.97	1.43	45%	
SEVENOAKS						
Bentleys Meadow (H Zone)	-18%	+27%	1.45	1.90	n/a	Housing association development in mainly rural ward
Parsonage Bank	0%	+50%	1.63	1.61	n/a	Close to village centre
The Beeches	+18%	-12%	1.64	1.61	51%	Close to two railway stations, edge of town
The Sidings*	-31%	+50%	1.19	1.52	(17%)	Adjoins railway station on edge of settlement
SHEPWAY						
Terlingham Village (Ph 1)						(In progress 7/10/08)
SWALE						
Finch Close	-83%	+100%	1.45	1.34	10%	
Hilton Close	-28%	+44%	1.59	1.34	58%	
Orchard Edge	-75%	+81%	1.62	1.76	36%	Need to check for covenants/agreements re parking
THANET						
Brindle Grove	+14%	+43%	1.79	1.13	31%	Fairly close to station and bus routes
Chantry Park	-44%	+44%	2.11	1.54	45%	Village location
College Gardens	0%	-9%	1.73	1.18	78%	Moderate walk to shops & station; bus route passes site
TONBRIDGE & MALLING						
Anisa Close	-50%	+60%	2.00	1.89	90%	Close to commercial centre of Kings Hill
Busbridge Close	+17%	-33%	2.08	1.58	58%	Fairly close to station
Friars View	-50%	+40%	1.85	1.71	42%	On-street problems blamed on flat occupiers
Lacuna (part) (1) & (2)*	-67%	+81%	1.39	1.89	76%	Need to check for covenants/agreements re parking
Milton Lane	-81%	+62%	1.67	1.89	68%	Need to check for covenants/agreements re parking
McArthur Drive	-23%	+44%	1.57	1.89	69%	Need to check for covenants/agreements re parking
The Gables, Friars View**	-89%	+33%	1.22	<i>n/a</i>	n/a	On-street problems blamed on house occupiers
Upper Mill	0%	-12%	1.44	1.58	n/a	Fairly close to station
TUNBRIDGE WELLS						
Blackberry Way	+22%	-56%	1.44	1.51	58%	Cul-de-Sac off Green Lane
Green Lane	+50%	-85%	1.68	1.51	51%	

CENSUS data is average for owner-occupied houses except those in italics, which is average for owner-occupied flats.

* Developments with a significant proportion of flats, for which average vehicle ownership rates are lower.

** Developments with flats only.

Note 1 (“GOOD” + “VERY GOOD”) – (“POOR” + “VERY POOR”)

Note 2 “YES” – “NO”

This page is intentionally left blank

Kent Design Guide Review: Consultation on Interim Guidance Notes

Full List of Consultees

FirstName	LastName	Company
Richard	Alderton	Ashford Borough Council
Sarah	Anderton	Maidstone Borough Council
Mark	Aplin	Shepway District Council
Judith	Ashton	Judith Ashton Associates
Judith	Ashton	Judith Ashton Associates
David	Banfield	Barratt Strategic
Jeremy	Barkway	Southern Housing Group
Kim	Bennett	Canterbury City Council
Alan	Best	Swale Borough Council
Graham	Brown	Denne Construction Limited
Kevin	Burbidge	Gravesham Borough Council
Hamish	Buttle	Millwood Designer Homes Ltd
Tony	Chadwick	Gravesham Borough Council
Scott	Chamberlin	Gleeson Homes
Simon	Cole	Ashford Borough Council
Peter	Court	Bovis Homes Ltd
Nick	Davies	Crest Nicholson South East Ltd
Mike	Dawson	Dover District Council
Peter	Day	RICS (c/o Day Montague Youens)
Mick	Drury	Ward Homes
Jerry	Duncan	Partnership & Crime Reduction
Alan	Dyer	Sevenoaks District Council
Norman	Easterbrook	Gravesham Borough Council
Mike	Ebbs	Dover District Council
Bob	Enderson	Medway Council
Pete	Errington	Home Builders Federation Ltd
Andy	Evans	Centex Strategic Land
David	Evison	Evison & Company
Colin	Fitt	Thanet District Council
Tim	Flisher	Dover District Council
James	Freeman	Swale Borough Council
Brian	Gates	Tonbridge & Malling Borough Council
Clive	Gilbert	Gravesham Borough Council
Alan	Glover	The Architecture Centre
Wendy	Goddard	Kent Energy Centre
Ian	Grundy	Ashford Borough Council
Jo	Hanslip	Redrow Homes Ltd
Dave	Harris	Medway Council
Gill	Harris	Swale Borough Council
Martin	Hart	Pentland Homes
Geoff	Heard	WSP Consultants
Stuart	Higham	(Institution of Civil Engineers)
Tony	Hillier	Hillreed Homes Ltd
Catherine	Hughes	Planning Policy Consultant
Graeme	Humphrey	Taylor Wimpey Strategic Land
Steve	Humphrey	c/o George Wimpey East London
Rob	Jarman	Tonbridge & Malling Borough Council
		Maidstone Borough Council

Andy	Jeffers	Swale Borough Council
Jim	Kehoe	Tunbridge Wells Borough Council
Wendy	Lane	Medway Council
Alex	Lauder	Dartford Borough Council
Nicholas	Lee-Evans	RIBA c/o Lee Evans De Moubray
Chris	Lewis	Shepway District Council
John	Littlemore	KHG (Maidstone BC)
Gilian	Macinnes	Sevenoaks District Council
David	Marks	Da Vinci Group
David	Marks	Da Vinci Group
Paul	McCreery	Barton Willmore
Brian	McCutcheon	Medway Council
Martin	McKay	Medway Council (Development & Environment)
Hilary	Moorby	CPRE (Ashford District)
Steve	Moore	Thanet District Council
Brian	Morgan	Maidstone Borough Council
Barrie	Neaves	Environment Agency
Graham	Norton	Wealden Homes
Jenny	Owen	Pentland Homes
Sarah	Parker	Canterbury City Council
Ian	Parker	Jacobs
Lindsay	Pearson	Tonbridge & Malling Borough Council
Louise	Phillips	Tunbridge Wells Borough Council
Maureen	Pullen	The Government Office for the South East
Lee	Rainforth	Explore Living
John	Rapley	Charlier Construction
Bob	Ratcliffe	Kent Federation of Amenity Societies
David	Reed	Canterbury City Council
Sally	Rice	Moat Housing Society
Teresa	Ryszkowska	Dartford Borough Council
Graham	Steaggles	English Heritage, SE Region
Andrew	Taylor	Tunbridge Wells Borough Council
Paul	Thomas	Development Land Services Limited
Simon	Thomas	Thanet District Council
Michael	Thornton	Maidstone Borough Council
Adrian	Verrall	Canterbury City Council
Martin	Vink	Ashford Borough Council
Alison	Walker	Crodace Strategic Ltd
Paul	Watkins	Kitewood Estates
Sue	Whiteside	Maidstone Borough Council
Kevin	Willcox	Crest Nicholson Projects Ltd